

6.2.2 The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The governance of the institute reflects both formal and informal arrangements that enable effective decision-making and timely action. Governance closely overlaps with management, which focuses on the efficient implementation and execution of policies. Objectives are framed to promote good governance across diverse institutional contexts, emphasizing core principles such as academic freedom, shared governance, clearly defined rights and responsibilities, merit-based selection, financial stability, team building, and transparency.

All Dean positions were created during the academic year 2019–20 following the grant of autonomous status, and all administrators possess more than 15 years of teaching and administrative experience in university-affiliated institutions.

The institute functions efficiently with a clear administrative hierarchy for decision-making. During the transition to autonomy, responsibilities for each administrative role were clearly defined. Decentralization of administration, supported by clearly defined roles, responsibilities, and accountability, will enable the institute to make substantial progress toward enhanced administrative effectiveness. Accordingly, the institute has defined roles, responsibilities, and objectives, and emphasizes the identification of key performance indicators comprising specific targets and goals for effective governance and continuous improvement.



JSPM'S Rajarshi Shahu College of Engineering

Tathawade Pune-411033

(An Autonomous Institute Affiliated To Savitribai Phule Pune University)

Approved By AICTE, Accredited By NBA (UG Programs), Accredited By NAAC with "A" Grade



SERVICE RULES HANDBOOK

DIRECTOR

Jayawant Shikshan Prasarak Mandal's
Rajarshi Shahu College of Engineering
(An Autonomous Institute)
Tathawade, Pune - 411 033, M.S. (India)



Table of Contents

S. No	Contents	Page No.
1	About the Institute	1
2	Vision, Mission, Objectives and Quality Policy	1
3	Preamble	2
4	1 Cadre Strength	3
	1.1 Academic and Administrative	3
	1.2 Academic	3
	1.3 Technical	3
	1.4 Administrative	3
5	2. Appointment Process	3
	2.1 Academic Posts	4
	2.2 Technical Posts	4
	2.3 Administrative Posts	4
	2.4 Contract Appointments	4
6	3. Qualification & Pay Scales	5
	3.1 Pay scales	5
	3.2 Promotion Policy	5
7	3.3 Performance Appraisal	6
8	4 Faculty Welfare Schemes	6
9	5. Terms and conditions of service	7
	5.1 Conduct Rules (Teaching Staff)	7
	5.2 Conduct Rules (Non –Teaching Staff)	8
10	6. Roles and Responsibilities	9
	6.1 Director	9
	6.2 Dy. Director, RSCOE	9
	6.3 Deans	10
	6.4 Head of Department	16
	6.5 Teaching Staff	18
	6.6 Registrar	19
	6.7 Librarian	19
	6.8 Physical Director	19
	6.9 Laboratory Assistant/Tech. Assistant/Workshop In charge	20
	6.9.1 Procedure for Procuring Lab Consumables, Valuables And Stationery	20
	6.9.2 Maintenance Of Stock	21
11	7 Stock Verification	22
12	8 Resignation Process	22
	8.1 Termination of service	23
13	9 Retirement / Superannuation	23
14	10 Research & Consultancy	23
	10.1 Financial support for conferences/Seminar/Workshop/FDP	23
15	11.1 Leave Rules	23
	11.2 Vacation	24

About the Institute

Rajarshi Shahu College of Engineering is one among the hallmark institutes of Pune, established in 2001 with the aim of providing quality technical education and excellence in the ever expanding horizon of technical revolution of 21st century. The institute is becoming an icon in the field of engineering education in the state of Maharashtra. It is nurtured and managed by Jayawant Shikshan Prasarak Manadal Trust. The Institute is approved by the All India Council for Technical Education (AICTE), New Delhi and Govt. of Maharashtra affiliated to Savitribai Phule Pune University (SPPU).

The Institute offers Eight UG programmes (Bachelor of Technology, B.Tech.) in Electronics & Telecommunication, Computer, Mechanical, Civil, Information Technology, Electrical Engineering, Automation & Robotics, and Computer Science & Business Systems. Six PG programs M.Tech. (Electronics & Telecommunication-VLSI&Embedded Systems), M.Tech. (Computer Engineering) , M.Tech. (Mechanical-Design), M.Tech. (Civil-Structural), MBA, MCA and recognized Ph.D research center in Electronics & Telecommunication, Civil and Mechanical Engineering affiliated to SPPU, Pune. All eligible UG programs have been accredited three times by National Board of Accreditation (NBA) New Delhi. RSCOE is also accredited by NAAC with “A” grade (CGPA 3.26). UGC has accorded Autonomy to RSCOE which empower RSCOE to design contemporary curriculum, which is relevant to industry so as to maximize employability of graduates. RSCOE implemented its academic curriculum under the autonomous status w.e.f. academic year 2019-2020 on the progressive basis. The institute has received “Best Professional College award (Urban Category)” by SPPU, Pune. The institute is also listed in 2(f) and 12(b) category of UGC. Institute is winner of AICTE-CII award in Platinum Category for consecutive two years 2017- 18, 2018-19.

Vision

To satisfy the aspirations of youth force who want to lead the nation towards prosperity through techno-economic development.

Mission

To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students which will prepare them to face global challenges maintaining high ethical and moral standards.

Objectives

- To be a premier institute for quality education and research in the field of Engineering and Management.
- To produce technically proficient, quality cognizant engineers imbued with moral and professional ethics.
- To strengthen interaction with industries and other organizations.
- To develop various laboratories of departments into centres of excellence

Quality Policy

We at Rajarshi Shahu Institute of Engineering are committed to maximize student satisfaction through improved performance by imparting value based quality education.

Preamble

The staff policy document is prepared to make all staff members working at RSCOE should aware of the rules and regulations that govern their work in the institute. The following rules shall regulate the service conditions of all Teaching and Nonteaching staff of JSPMs Rajarshi Shahu College Of Engineering, either regular or probationary /Adhoc appointed in the vacancy of an approved post. The Rules shall come into force with effect from 01-07-2019.

The Governing Body of JSPMs Rajarshi Shahu College Of Engineering is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College. The Governing Body of the college may add, amend, alter or change these service conditions as and when it deems it necessary.

These rules pertain to service conditions and will be applicable to all the teachers (teaching/non teaching) of the Institute.

Definitions

- Governing Body means the Governing Body of JSPMs Rajarshi Shahu College Of Engineering
- “Bye-Laws” mean the Bye-Laws of the JSPM Trust
- “Institute” means the JSPMs Rajarshi Shahu College Of Engineering
- “Society” means the trust by the name of JSPM (Jayawant Shikshan Prasarak Mandal).
- “Chairman” means the Chairman of the JSPM Society
- “Secretary” means the Secretary of the JSPM Society
- “Director/Director” means the Director of the Institute
- “Rules” means the rules of JSPMs Rajarshi Shahu College Of Engineering
- “University” means the Savitribai Phule Pune University.

Departments of Teaching in RSCOE

The Institute shall have the following Departments of teaching

- Engineering Science
- Computer Engineering
- Electronics & Communication Engineering
- Mechanical Engineering
- Civil Engineering
- Information Technology
- Electrical Engineering
- Master of Business Administration (MBA)
- Master of Computer Application (MCA)

1. Cadre Strength

1.1. Academic and Administrative

Campus Director/Executive Director/Director/Deputy Director/Deans/HOD/ Controller Of Examinations (COE)

1.2 Academic

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Such other academic staff as may be decided by the Governing Body.

1.3 Technical

- Workshop Superintendent
- Lab Instructor
- Lab Assistant
- Technical Assistant
- Mechanic
- Librarian
- Physical Director/Training Instructor
- Such other technical staff as may be decided by the Governing Body.

1.4 Administrative

- Registrar
- Admin. Officer
- Office Superintendent
 - Accounts Officer
 - Such other administrative staff as may be decided by the Governing Body.

2. Appointment Process

All appointments to the posts under the Institute shall be approved by the Governing Body.

All posts of the Institute shall normally be filled by advertisements but due to contingency of service the JSPM trust shall have the power to decide on the recommendation of the Director that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a screening Committee consisting of the following, to examine the credentials of all persons who have applied for a particular post(s) as per requirement for the post(s) given in the relevant advertisements and shall shortlist the names of candidates qualified to be called for interview.

- Director
- One local expert (two experts in case of Professor/Head of the Department)
- Head of the Department concerned

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis and the same will be constituted in the manner laid down below:

2.1 Academic Posts

- Chairman
- Director
- Nominee of the affiliating University

Three experts in the case of appointment to the posts of Professor and Associate Professor (minimum two out of three must be present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor (minimum one must be present).

- Head of department concerned if the post for which the appointments is to be made is lower in status than held by the Head of the Department.

2.2 Technical Posts

- Chairman
- Director
- Two experts from the Departments

2.3 Administrative Posts

- Chairman/Secretary
- Director
- One expert/HOD from the relevant field

The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

Qualifications required for the various academic/administrative posts shall be such as may, from time to time, be laid down by the All India Council for Technical Education/Government of Maharashtra and Savitribai Phule Pune University.

2.4 Contract Appointments

In special circumstances, the Governing Body of the Institution may permit the appointment of faculty/staff on contract basis; The Director to constitute a Committee to propose the requirements, recruitment methodology and the remuneration to be paid in each case; The Director to place the Report of the Committee before the Governing Body, to seek its approval; Appointments to be made by the Director based on the provisions in the Report, after it is approved and report to the Governing Body at its next meeting; The Institution to furnish information on the contract appointments to the Governing Body from time to time, on a regular basis.

3. Qualification & Pay Scales

Qualifications and Service Conditions for the Teachers and Other Academic Staff shall be applicable as per AICTE regulations 2010, Savitribai Phule Pune University Statute rules and Maharashtra Public University Act 2016.

3.1 Pay scales

(Pay Scale is as per the G.R. 20th August, 2010 as per sixth Pay Commission)

S.No	Designation	Scale of Pay
1	Assistant Professor	Rs. (15600 – 39100) + 6000 (AGP)
2	Assistant Professor (Senior Gr.)	Rs. (15600 – 39100) + 7000 (AGP)
3	Assistant Professor (Sel. Gr.)	Rs. (15600 – 39100) + 8000 (AGP)
4	Associate Professor	Rs. (37400 – 67000) + 9000 (AGP)
5	Professor	Rs. (37400 – 67000) + 10000 (AGP)
6	Senior Professor	Rs. 67000 (fixed)

Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances (if any) shall be as per norms.

3.2 Promotion Policy

Career Advancement Scheme is applicable in the College as per AICTE/ affiliating university guidelines. Promotion to higher level of service shall be made subject to the availability of the posts, eligibility of the staff; seniority will be the deciding criterion. The Promotions under Career Advancement Scheme of Teaching Staff will follow the guidelines subject to the condition that the candidate possesses the prescribed minimum qualification before the selection committee. Also, The candidate needs to satisfy minimum API score in Performance Based Appraisal System of the College.

1. Assistant Professor

Assistant Professor with Pay Scale of Rs.15, 600 – 39,100 with Academic Grade Pay of Rs. 6,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 7,000) within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.

2. Assistant Professor

Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 7,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 8,000) within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non -PhD holders.

3. Associate Professor

Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 8,000 with three years of service shall be promoted as Associate Professor in a pay band of Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 (the candidate should possess PhD degree).

4. Professor

Associate Professor with Pay Scale of Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 with five years of service shall be promoted as Professor in a pay band of Rs.37,400 – 67,000 with academic grade pay of Rs. 10,000.

3.3 Performance Appraisal

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution based on satisfactory report by the reporting officer.
2. Additional Increments shall be given to staff members based on their contribution and results achieved at the discretion of the Management.

All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format. The HOD/Director/Director will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments.

- Paper publication –SCOPUS/HCI/UGC Care
- Journal/conference,
- Patent –Apply/sanction,
- Project –Apply/sanction
- Testing/consultancy
- Conduct/coordinate -Conference/Seminar/FDP/Workshop/any similar event.

4. Faculty Welfare Schemes

➤ Employee Provident Fund Scheme

All the faculty members (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service as per Provident Fund Act.

➤ Gratuity

All the faculty members (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity as per Indian Gratuity Rules.

➤ Insurance Scheme

All faculty members (Teaching & Non-Teaching) are covered by a group insurance policy.

➤ Interest Free Advance

All faculty Members (Teaching and Non-Teaching) who have completed two years of service and those who apply for advances will be eligible for interest free advance as per the need of faculty and it is recoverable in equal installments from the salary of the faculty member.

5. Terms and conditions of service

Regular teachers of the Institute shall be governed by the following terms and conditions:

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority. Every teacher of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practice undertaken with the prior approval of the Director for remuneration, etc. as may be laid down by the JSPM trust. Any teacher indulging in any type of activity given above shall be liable for disciplinary action.

5.1 Conduct Rules (Teaching Staff)

Every teaching staff shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

- No teaching staff shall engage in strike or similar activities such as absence from work or neglect of duties etc.
- Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
- Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.
- No teaching staff can be a member of any political party and participate in political activities.
- No teaching staff shall divulge any information or make any statement, in writing or publishing via any media.
- No teaching staff can engage directly or indirectly in any trade, private tuition or undertake outside employment.
- Any teaching staff involved in legal proceedings of a court should keep the institution informed about the facts.

Any aggrieved faculty should seek redressal through the grievance procedure of the institute. The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment.

The appointing authority may place any member of the staff under suspension:-

- a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
- b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

A member of the staff under suspension is not entitled to a subsistence grant amounting to his/her pay during the period of suspension.

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

- a) Withholding of increment or promotion.
- b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
- c) Removal from service, which shall not be a disqualification for future employment under the Institute.
- d) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

When a teacher of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the teacher has been fully exonerated, the teacher 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.

5.2 Conduct Rules (Non –Teaching Staff)

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- Non-Teaching staff should wear uniform.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff shall not leave the College premises without permission.
- Non-teaching staff those are handling official activity should maintain proper register/documentation.
- No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.
- Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
- Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.
- No staff can be a member of any political party and participate in political activities.

6. Roles and Responsibilities

6.1 Director

- Director is the Head of the Institution and is responsible for all academic, administrative, and financial matters of the Institute. He is the Member Secretary of the Governing Body (GB) and he is legally responsible on behalf of the Institute in all matters.
- Director is the interface between Governing Body, Chairman, and the Campus Director on one side & the Institute administration, staff, and students on the other side.
- To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Governing Body, Chairman and the Campus Director.
- To oversee and ensure that the academic and administrative functioning of the Institute is smooth and satisfactory.
- To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through Deputy Director, Deans and respective heads of departments.
- To write the confidential reports (CR's) of the entire faculty and maintain them in his custody. However, the CR's of non – Teaching Staff will be written by concerned HOD and submitted to the Director for compliance and safe custody.
- To obtain approval of the Chairman on behalf of the Governing Body subject to the ratification of Governing Body for any urgent action authorized by the Chairman wherever necessary in consultation with the Chairman and the Campus Director.
- Director is responsible for the conduct, monitoring of progress and evaluation of academic courses/ programmes as per the directives and guidelines provided by the affiliating academic body and would be responsible for proper conduct of the examination.
- To be responsible for organization of student activities/services, Co-curricular, extra- curricular and other activities. To conduct periodic, monthly review meeting with the faculty and the administrative staff of the Institute to ensure effective internal follow up of all matters discussed at such meetings.
- To act as sanctioning authority for all the leave and to keep the Chairman and the Campus in- charge updated.
- To interact with all external agencies such as industries and other professional organizations like UGC, AICTE, DTE, Affiliating University, ISTE, etc. as could be decided by the Governing Body.
- To ensure admission of students as per the norms prescribed by the Savitribai Phule Pune University and the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.

To prepare Budget Estimates for capital and recurring expenditure in consultations with Deputy Director, Deans and Department Heads, through properly coordinated committees appointed for this purpose.

6.2 Deputy Director

- During leave or vacancy of Director, the Deputy Director will be the in charge for all the duties and responsibilities of the Director.
- To scrutinize all the proposals on administrative & financial matters carefully and then submit to

the Director.

- To verify all the files relating to admission & examination work, service matters, and to submit to the Director.
- To oversee student's welfare, public relations, placement, campus maintenance and Security.
- To scrutinize all the proposals on administrative and financial matters and to verify all the files and record opinion before submitting them to the Director.
- To place the statement of accounts, fee pending, procurement of materials, etc. cases to the Director every month with the assistance of Administrative Officer.
- To oversee Recruitments, Promotions, Pay, allowances, deputation of employees, maintenance of service registers and personal files through guiding HR staff.
- To sanction CL and special leave less than 3 days.
- To maintain service registers and personal files
- To maintain campus (House Keeping, Security and Garden) related Civil and electrical works with the support of Administrative Officer.
- To oversee Alumni activities, Community Services, Cultural and sports activities and to attend processing of several schemes pursued by the college.

Any other work entrusted by the Director, the Chairman, and the Campus in-charge.

6.3 DEANS

DEAN (Planning & Development)

The Dean (Planning and Development) at RSCOE is the designated leader responsible for formulating short-term and long-term plans, policies, procedures to operationalize various programmes, activities of the institutes and periodically reviews and monitors the performance of all the schemes and activities of the institute.

The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute. It is understood that the Dean may delegate many duties described in this description to academic and administrative sections of the institute, but is ultimately responsible for the quality of their implementation. The recommendations of the Dean (Planning & Development) shall be placed before the JSPM Management for consideration and approval.

Authority And Responsibilities of the Dean (Planning And Development):

- Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan and estimates related to such planning activities.
- Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Government authorities and other agencies.
- Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard.
- Taking the strategic initiatives to achieve short term and long term goals of the institute.
- To arrange, coordinate with Director to conduct meeting of Governing Body, Academic Council, BoS, IQAC and other authorities of the institutes. He will also maintain the minutes along with action taking report on the minutes of such meeting.

- To prepare the proposal and co-ordinate with academic departments for preparing and executing the proposals for accreditation process by various agencies along with maintaining statistical data of such processes.
- Prepare suitable action plan for publicity and media interaction for reaching to the society.
- Any other responsibilities as may be assigned by the director from time to time.

DEAN (Academics)

The Dean of academics at RSCOE is the designated leader and academician responsible for the effective and efficient operation of the institute within the policies, directions and plans. The Dean is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it. The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute. It is understood that the Dean may delegate many duties described in this description to Department HODs, Program coordinators or assistant/associate deans, Department Academic Coordinator (DAC) and any other faculty but is ultimately responsible for the quality of their implementation.

Authority and Responsibilities of the Dean (Academics)

- To provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academics as a whole, and of the sub-units (departments and/or programs) within it.
- To finalize of academic calendar, time-table, registration of students for course work and examinations, academic infrastructure requirements.
- To formulate processes and maintain updated academic records of all categories of students.
- To publish syllabi time to time after revision.
- To plan and organizing meeting of all the Institute level academic bodies in consultation with Dean (Planning and Development).
- To frame rules for Academic certificates, medals and prizes to the students.
- To plan and co-ordinate for the conduct of Convocation.
- To co-ordinate Faculty Induction Program and Quality Improvement Programmes.
- To carry out Academic Audit, prepare action plan based on the audit and suggest suitable action in relation to continuous improvement.
- To plan suitable mechanism for feedback collection from stakeholders, analysis and corrective action.
- To suggest the any other suitable steps from time to time to strive for the high academic standards.
- Any other responsibilities as may be assigned by the director from time to time.

DEAN (Research And Development)

In a world increasingly propelled by technology, research is the foundation of any nation's economic growth and at RSCOE we are committed to the basic long-term research in frontier areas. The Dean (Research and Development) at RSCOE is the designated leader responsible for research activities in the institute and periodically reviews and monitors the performance of all the student's and faculty's research projects/activities carried in thrust areas of science and engineering at the institute.

The institute has research centre of Savitribai Phule Pune University and collaborations with many national and international universities, IITs, NITs and industries in order to keep pace with expanding frontiers of

knowledge and global developments. Activities of research centre, MoUs, research funding proposals and industrial interactions of the institute shall be managed by the Dean (Research and Development). The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute.

Authority And Responsibilities of the Dean (Research And Development)

- Provides strategic leadership in developing and refining the institute's research mission and activities towards meeting current and future needs.
- Assists faculty to form successful collaborative research groups that integrate and support individual, community-based and team-based programs of research.
- Builds strong intra and inter professional relationship that enhance new and existing research linkages, including between research and Teaching Staff, research faculty and community engaged research enterprises and local national and international researchers.
- Frames rules for industry sponsored research and consultancy.
- Monitors the activities of Research Centre, creates and maintains database regarding research, publication, patents funding and consultancy.
- Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defence Research and Development Organisation (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology, etc.
- Chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences/seminar by the faculty members.
- Co-ordinate Innovation Cell and Entrepreneurship Development (ED)/Startup activities
- Carryout complete process required for Patent filing of faculty and students.
- Any other responsibilities as may be assigned by the director from time to time.

DEAN (Administration)

The Dean of administration at RSCOE is the designated leader responsible for the effective and efficient administrative functioning of the institute within the policies, directions and plans. The Dean is expected to establish and maintain a collegial work climate, cooperatively leading the administrative unit towards improved productivity and relevancy, ensuring the integrity and curricular coherence of all sections embraced within it. The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute. It is understood that the Dean may delegate many duties described in this description to administrative office, student section employees but is ultimately responsible for the quality of their implementation. Dean Administration of RSCOE will assist and inform the Director in all matters of administrative concern, and to be responsible for special administrative tasks assigned.

Authority and Responsibilities of the Dean (Administration)

- To comply with various authorities like DTE, AICTE, and UGC related with permissions, new applications, continuation of applications, and Fees Regulating Authority (FRA) and keeping track of websites these authorities regularly and take necessary action as per requirement.

- To coordinate and maintain office discipline and work ethos among various administrative sections of the institute like Accounts Section, Student Section and Establishment section for their smooth functioning and record keeping.
- To conduct meetings of grievance redressal committee, action taken report of statutory Committees like SC-ST Committee, anti-ragging committee and complaint committee.
- To prepare college budgeting and purchase procedure as per guidelines of various authorities.
- To maintain discipline in the hostel, quality of food in canteen and ensuring overall hygiene.
- Any other responsibilities as may be assigned by the director from time to time.

DEAN (Student Relations)

The Dean (Student Relations) at RSCOE is the designated leader responsible for Organizing and managing all matters related to students' conduct, discipline and welfare. He will also coordinate for carrying out various co-curricular and extra-curricular activities carried out by various students' cells/sections/clubs formed at department and institute level. He will be encouraging a culture among the students which intern inculcate leadership qualities, respect for diversity and the traditions of the institute.

The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute. It is understood that the Dean may delegate many duties described in this description to academic and administrative sections of the institute or committees, but is ultimately responsible for the quality of their implementation.

Authority And Responsibilities Of The Dean (Student Relations)

- To ensure that, maintain cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their institute/University experience.
- To co-ordinate the publication of student's Magazines, News Bulletins, News letter etc.
- To resolve the Matters related to student's discipline, Grievances and welfare. Conduct enquiries of students indulged in indiscipline or reported any grievance by carrying out meeting of concerned committee.
- To co-ordinate and organize the student's counseling.
- To formulate the resolution of conflict between students at hostels of residence as well as conflicts involving students outside the college and hostels.
- To co-ordinate the "Aviskhar" (university level research activities), Club activities, activities of professional chapters, annual technical event (Innovision),NSS, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- To co-ordinate the activities of Quality improvement programme, Workshop, conferences for the students organized by College/department.
- To co-ordinate the "Earn & Learns Scheme" with college Students Welfare Officer.
- To ensure Correspondence with parents/Guardians of students about their progress and individual problems/Welfare.
- To co-ordinate the activities conducted by external agency at University/ State/ National and International level with department Co-coordinator.
- Any other responsibilities as may be assigned by the director from time to time.

DEAN (Students Progression And Industry Relations)

The Dean (Students Progression and Industry Relations) at RSCOE is the designated leader responsible for Organizing and managing all matters related to placement, training, higher studies and industry relations. The Dean (Students Progression and Industry Relations) primarily provides career guidance and also liaisons between Industry and the Institute to bridge the gap between Industries & Institute, to foster effective interaction to impart meaningful education and to promote industrial consultancy & entrepreneurship.

RSCOE has emerged as a favored destination for many national and international organizations to recruit fresh talent nurtured at the institute. The Training & Placement Cell is dedicated to motivate and help the student community towards their campus placements and industrial training. The training is inculcated in all students, right from the beginning of their program till they are ready for the hiring process. The cell strengthens students with skills that are core to success in the corporate world such as communication, professionalism, attitude, flexibility, tolerance for ambiguity, relationship etc... At RSCOE, we are passionate about grooming leaders who are not only thorough professionals but also good human beings with Culture, Values and Ethics.

The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute. It is understood that the Dean may delegate many duties described in this description to academic and administrative sections of the institute or committees, but is ultimately responsible for the quality of their implementation.

Authority And Responsibilities Of The Dean (Students Progression And Industry Relations)

- To give industrial exposure to faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture.
- To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries.
- Encouraging Engineers from industries to visit institution to deliver lectures and organize in-plant training for the students.
- Participation of experts from industries, in curriculum development.
- To encourage faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy.
- To assist the departments in establishing rapport with industries for taking up projects and 'Centre for Excellence'.
- MoUs between the institute and industries to bring the two sides emotionally and strategically closer.
- Create awareness about 'career planning' and 'career mapping' among the students and equip the student with life skills and 'Personality Development'
- Sensitize the department and students about the importance of foreign languages and various internship opportunities.
- Organize various training programmes to train the students in the areas of Quantitative Aptitude, Logical and verbal reasoning through the reputed external training organizations and in house trainers.
- To strengthen Alumni relations, including maintenance of all relevant details of pass out students and alumni association.

- To arrange entrepreneurship camps, motivate the students for self employment and to arrange programmes for guidance and counseling of the students regarding various sources of finance, men and material for self-employment in association with entrepreneurship development cell of RSCOE.
- Provides guidance to students appearing for the competitive examinations and encourage students for Higher studies in National and International universities in association with International Relation Cell of RSCOE.
- Any other responsibilities as may be assigned by the director from time to time.

DEAN (International Relations)

As globalization has become the focal point of higher education, competition has become a central preoccupation. Combined with the impact of globalization and the development of the global “knowledge economy”, these competitive forces have resulted in the global competition phenomenon that is currently reshaping higher education. In view of this, RSCOE has set up Center for higher academics and international relations (CHAIR) to boost global exposure for students.

As a Dean International Relations, he/she is involved in developing and implementing RSCOE's international strategic plan, identifying and managing strategic partnerships. His/Her responsibilities include: developing outreach goals and managing institutional and educational outreach. He/She also looks after alumni activities and their engagement with the institute in association with Dean student progression and industry relations.

The Dean shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute. It is understood that the Dean may delegate many duties described in this description to academic sections of the institute or committees, but is ultimately responsible for the quality of their implementation.

Authority And Responsibilities Of The Dean (International Relations)

- Leading the development of Institute's strategic international agenda through development of new initiatives and strategic partnerships;
- To oversee and coordinate all international activities.
- To promote relationships between foreign universities/institutions with RSCOE, and define the scope of such relationships through appropriate Memoranda of Understanding (MoUs). This involves, interfacing with the appropriate authorities at the collaborating institutions on all matters defined in the scope of the MoUs, establishing and fostering linkages between researchers and experts in various areas, creating awareness about all such MoUs amongst the departments and students of RSCOE to ensure their full participation in envisaged programmes, etc.
- To promote exchange programmes for students through Student Exchange Agreements with partner institutions/universities . Students are encouraged to participate in course work and/or research work in partner institutions thus giving them international exposure and the opportunity to imbibe and learn from global work cultures.
- To interface with other internal entities to facilitate the visits of delegations and students coming to RSCOE and provide guidance and services to international faculty/students and also to RSCOE students and faculty travelling abroad;
- To co-ordinate with Dean (Academic) and Dean (Students Affairs) in deciding policy matters affecting both outbound and inbound students participating in Exchange programmes.

- To interface with the Ministry of Human Resources Development, External Affairs, Home Affairs of Government of India and State Government Offices on all matters pertaining to internationalization efforts of RSCOE.
- To interface with embassies and consulates of various countries to increase educational and cultural linkages between organizations in the foreign countries and the Institute.
- To arrange and administer foreign language courses for students and staff of RSCOE.
- To facilitate and promote the internationalization of RSCOE by setting up academic ventures in collaboration with global institutions and facilitate newer models of collaborations.
- To partner with other Universities in India to enhance collaborative research.
- Any other responsibilities as may be assigned by the director from time to time.

Controller Of Examinations (COE)

Controller of Examination (COE) means the Authority of the College who is responsible for all activities related with examination process. In the absence of the COE/ ACOE(s), his duties shall be performed by any officer or teacher of the college as assigned by the director.

The COE shall exercise the authority commensurate with the following responsibilities specifically vested in them by the authorities of the institute.

Authority And Responsibilities of the Controller Of Examinations (COE)

Subject to prior approval of the Director, the Controller of Examinations shall perform the following duties and responsibilities namely:-

- To prepare examination schedule and implement the same in consultation with Dean (Academics).
- To appoint examiners and moderators as prescribed in the rules & regulations.
- To arrange for printing of question papers and answer books and their safe custody.
- To arrange evaluation work and to process the results .
- To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results .
- To postpone or cancel examination in part or in whole, in the event where such need arises.
- To ensure confidentiality and to make assessment/ improvement in the process of the college examination/ evaluation.
- To finalize the mode of examination for different courses in consultation with concerned authorities.
- To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations.
- To appoint external agency(s)/ evaluator(s) for evaluation of examination.
- To submit report regarding examination(s) to the director.
- To frame financial norms for examination related matters.

6.4 Head of Department

- Conducting Academic meetings, DAC meetings, PTA meetings, Faculty Meetings, Class Committee Meetings, Course Committee Meetings and updating the minutes of the meetings and action taken to the Director and the management.
- Implementing the academic calendar in practice and monitoring and completing the curriculum delivery process, advanced uploading of the contents in Moodle LMS by the faculty members and

guiding/ mentoring the Faculty Members to complete their assigned responsibilities in time.

- Ensuring workload allocation to faculty members and HoD as per AICTE/University norms and monitoring teaching classes by the faculty members as per the timetable published.
- Monitoring and conduction of regular classes as per the timetable and to ensure the conduction of classes as per the lesson plan.
- Conduction of weekly departmental meetings to review the performance of the academic and other co – curricular activities of the students.
- To prepare and liaison with Director about the procurement of equipment's, purchase of consumables and other requirements of the department.
- Delegating tasks and completing the conduct of tests/examinations, Assessment, Evaluation, Mapping, uploading of relevant data in website, etc. and to ensure prompt compliance of university requirements as per the University Regulation in practice.
- Motivating the faculty members to actively participate in the Admission drive to ensure good admissions for the department and Institution(s).
- To encourage faculty members and plan schemes of collaborations, consultancy with industry and other professional organizations and designated authorities, conduct of value-added courses to enhance employability skills of the students.
- To Ensure proper Maintenance and upkeep of the Department and laboratory stock registers and other records including faculty and student leave/attendance registers.
- Planning and guiding the faculty members to prepare proposals for the development of the department including preparation and submission of for funding every year.
- To monitor duties of Faculty and non – teaching staff of the department.
- To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.
- To monitor students' academic progress based on the performance indicators designed and arrange for regular mentor-mentee meetings, Teachers -Parent's meetings.
- To ensure prompt inter-departmental activities and support by extending the necessary co – operation and facility whenever required as per requirements of University and other Agencies.
- To ensure the appraisal of the faculty by the students through mid-semester and end-semester online feedback and to send the consolidated report to the Director and the chairman.
- To write the confidential reports of all teaching and non-teaching staff and submit to the Director every year.
- Any other work entrusted by the vice-Directors/Director.

6.5 Teaching Staff

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Director shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Report to the class on time.
- Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- Prepares and executes Lesson Plan.
- Development of course handout material
- Development of audiovisual/multimedia materials for the topic presented
- Completing syllabus within the stipulated time.
- Develops test questions in consultation with the course coordinator
- Evaluates tests (if appropriate, based on type of test)
- In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (academic and personal counselling)
- Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
- Keeps a secure record of each student's results, both electronically and in hard copy,
- Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
- Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
- Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
- A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
- A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
- Maintain attendance record of students
- Guides students on career opportunities.
- If associated with the lab,
 - i) designs new experiments, if any,
 - ii) prepares lab workbooks
 - iii) ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - iv) ensures availability of equipment needed for the lab in proper functioning
 - v) evaluates lab workbooks and provides feedback to student on timely basis
 - vi) recommends for procurement of equipment, if any for the smooth conduct of all experiments, g. keeps the lab clean and tidy
- Ensures quality, maintenance and cleanliness of the dept.

- Carries out research/innovative programs in the department.
- Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
- Invites guest speakers for interaction and guidance with UG/PG students.

6.6 Registrar

The Registrar, an officer at the level of Professor, shall be the Chief Administrative Officer of the Institution, responsible for its proper governance and administration, who shall work directly under the directions and control of the Director.

6.7 Librarian

- Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library. Preparation and co-ordination of annual budget of the library and library activities.
- Collection of indents from various departments and processing them for procurement, purchase and maintenance of books, new journals and renewal of subscriptions.
- Administration of library records, furnishing information on all matters relating to library, updating the records, books and computers.
- Arranging annual stock verification, collection and preservation of statistical records related to library and planning for changes and reorganization whenever need arise.
- Maintenance of library Automation and digitization of library.
- Maintenance of good inter-departmental relationship for better co-ordination.
- Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

6.8 Physical Director

- To organize and conduct sports and games at the university level, district / state level.
- To organize inter-departmental sports, inter collegiate and university competitions.
- Assisting the Director in maintain discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- Planning and time scheduling for student's accessibility to the equipment's, grounds and other sports facilities.
- Attending the meeting at the university level regarding physical education and sports.

6.9 Responsibilities of the Laboratory Assistant /Technical Assistant/Workshop In charge:

- To maintain the Dead Stock Register and Consumable Registers.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To plan for the procurement of equipment for the coming term well in advance. This can be done by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.

- To organize the laboratory for oral and practical examinations.
 - To hold those responsible for any breakage / loss etc. and recover costs.
 - Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Director for necessary action.
 - The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
 - Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
 - All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
 - To ensure the cleanliness of the lab and switch off all equipment after use.
 - Lab Assistants in coordination with Lab In-charge and concerned teacher, should display
 - (i) List of Equipments/software with cost
 - (ii) List of Experiments
 - (iii) Lab Time Table
 - (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other duty as may be assigned by the faculty in charge of lab /HOD/Director/Chairman /Administrator from time to time.

6.9.1 Procedure for Procuring Lab Consumables, Valuables And Stationery

Budget Soon after the last working day of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has prepared a detailed Budget for the next academic year to the management and submitted to Management through Director.

Non-Consumables

- The HOD as soon as realizing the need for the equipments (including furniture) for the next year/Semester has to initiate a proposal to the Management for the procurement of the same, through the Director with a copy of approved Budget
- After the approval, the Management will call for quotations.
- On receipt of quotations the HOD has to prepare a comparative statement.
- If required, vendors may be called for negotiations by the Management.
- The purchase order will then be issued to the selected vendor by the Management.
- A copy of the purchase order will be sent to the Director/HOD of the concerned department by the Management.
- After purchases are over and received by the Department, HOD has to certify that the items are received in good / working condition.
- The details should be entered into the consumables / no consumable stock register as the case may be and HOD may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Chairman through the Director.

Stationery

- Soon after the last working day of an academic year, HoDs' should assess the requirements of stationery needed for the administration of their Department
- After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- After procurement, the stationery required for each Department will be distributed by the Store keeper.
- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department.

6.9.2 Maintenance of Stock

- In case of laboratory, the following stock registers have to be maintained
 - A. Consumables stock register
 - B. Non-consumables/valuables stock register
 - C. Other register(s) based on the requirement of the Department concerned.
- The Lab charge is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, in charge of verification and the HOD concerned.
- The Lab incharge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.
- Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Director.
- If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Director.
- Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Director immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
- Similarly, loss of any item shall also be recorded in the register and reported to the Director for recovery of the cost from person responsible for the loss.
- After the recovery of the costs and on the specific orders from the Director the item lost / damaged has to be removed from the stock register.

- If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Director. This has to be entered in the stock register.
- No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Director. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
- If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
- Periodic service and maintenance of equipments / machineries is a must.

7. Stock Verification

Annual verification has to be carried out by the staff members deputed by the Director from other Departments before the end of the academic year. Discrepancy, if any, noticed during stock verification should be reported to the Director immediately for further action.

8. Resignation Process

1. Any member of the Teaching Staff in permanent service shall give three month's notice incase he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
2. Any member of the Non Teaching Support Staff in permanent service shall give THREE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
3. Any member of the faculty/Support staff during probation/Adhoc basis shall give ONE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching Staff members will not be relieved in the middle of a semester.
4. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

Termination of Service

The Institute can relieve any staff member by giving him / her three months notice or three months salary in lieu of the notice, at any time in a semester.

9. Retirement / Superannuation

- The age of superannuation of a Teaching Staff is 60 years, the retirement benefits such as gratuity, etc. shall be paid at the time of retirement.
- The age of superannuation for non-teaching staff is 58 years. However extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need.
- Age of superannuation in the categories of Librarians and Directors of Physical Education will be 60 years only.
- Any appointment after 58 years in the case of non-teaching staff and 60 years for Teaching Staff shall be on contract.
- Teaching Staff can be reappointed up to the age of 70 years on contract depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years.

10. Research & Consultancy

The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments. The teacher shall take up the assignment by obtaining the approval of the Director/Chairman in writing. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis: Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 70:30 (30% to College).

(Refer Research Policy document for Academic Research and Sponsored Research)

10.1 Financial support for Conferences, Seminar, Workshop, FDP

As a part of the continual quality improvement policy of the college, it has been decided to give financial support to the staff members publishing papers in HCI/Scopus indexed journals. Prior permission shall be obtained from competent authority for sending papers. In the case of attending conferences, Seminar, Workshop, FDP, 50% registration fees will be provided to staff member with prior permission.

11. Leave Rules

These rules shall be called "JSPMs Rajarshi Shahu College Of Engineering Leave Rules". The institute follows all the guidelines/rules framed by AICTE/Government of Maharashtra/Savitribai Phule Pune University.

- Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- Unauthorized absence from duty may be treated as misbehavior involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.
- Every application for leave on medical grounds shall be accompanied by a medical certificate given by a

Registered Medical Practitioner/Asst. Civil Surgeon.

- Earned leave cannot be availed for a period of less than three days.
- The Director shall be the authority competent to grant leave to all employees. In the case of the Director, Chairman of the Governing Body or his nominee will be the authority to sanction leave.

11.1 Kinds of Leave

S.No	Type of Leave	Abbreviation
1	Casual Leave	CL
2	Earned Leave	EL
3	Medical Leave	ML
4	Maternity Leave	--
5	Extraordinary Leave	EOL
6	Duty Leave	DL
7	Special Leave /Deputation	SpL
8	Study Leave	SL
9	Compensatory Leave	CoL

11.2 Vacation:

The Teaching staff is entitled to avail vacation of 60 days during the period of 12 months commencing from the beginning of the academic year. The Teacher shall be expected to work in the college during the vacation relevant to his/her duties as a Teacher and as may be assigned to him by the Competent Authority. However he is expected to perform the duties if any assigned by the Competent Authority.

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DIRECTOR

Jayawant Shikshan Prasarak Mandal's
Rajarshi Shahu College of Engineering
(An Autonomous Institute)
Tathawade, Pune - 411 033, M.S. (India)

Highlights of Autonomy

- ★ Impactful Pedagogy
- ★ Contemporary Curriculum
- ★ Make-up Examinations
- ★ Employability Skill Enhancement
- ★ Project Based Experiential Learning
- ★ Tracks to Fulfill students Aspirations
- ★ Foreign Languages for Global Careers
- ★ Student Exchange Program with International Universities

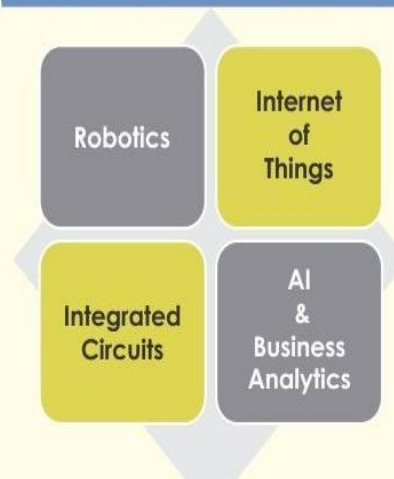
Campus Life



Choice based Track for Final Year students



Center of Excellence



JSPM's
RAJARSHI SHAHU COLLEGE OF ENGINEERING
Tathawade Pune-33
(An Autonomous Institute Affiliated to Savitribai Phule Pune University)