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Admission Policy

The institute is an affiliated collage and hence follows the rules and regulation issued by the university from time to time and other regulators, a separate committee for admission of UG courses and separate committee for admission to PG courses will be formed.

Objectives of the Policy

1. To conduct Admission policy process in a transparent and time bound manner.
2. To follow the reservation policy, declare by the government and regulating authority from time to time.
3. To attain the complaints about admission.
4. To provide admission support to the aspirants.

The policy will also look into the counselling sessions that to be organized for the students, who wish to take admission at our institute. It is also a matter of policy to attract students from various geographical areas and to see that the admissions are purely based on merit and fare means. Various actions will be initiated to create and maintain the data of the students admitted to various courses.

The admissions to the PG programs are governed, regulated by the state government and the allotments is also completed by the admission sell of the state government. This policy stickup to the all norms, rules and regulations declared by the regulators.

Sub Committee for Admission Policy

Sr. No.	Name	Designation	Role
1	Mrs. Savita Vaidya	HoD Management	Convener
2	Mr. Santosh Kulkarni	Assistant Prof.	Member
3	Mrs. Pathak Snehal	Assistant Professor	Member
4	Mr. Surwase Sanjay	Office Superintendent	Member

Ref Materials: - The Circulars received from The University and State Government Notifications.

Anti-Ragging Policy Document

Anti- Raging Committee (ARC)

Introduction -

Referring to the Hon'ble Supreme Court Judgement and directions, guideline from UGC, AICTE and instruction from the State Government our Institute has followed the Zero-Tolerance Policy towards ragging. The student is made aware about various policies, and guidelines about Anti-Ragging, if anyone found guilty of ragging will serially be dealt with the prevailing provisions of law.

Vision -

To develop a free, fair and friendly environment with No Ragging or Zero Ragging to inculcate human values and develop sensitivity among students and stakeholders.

Mission -

To create environment of discipline among the students by Conducting Various activities.

Objectives -

- To create awareness among students about Anti-Ragging and consequences of ragging.
- To keep regular monitoring in the premises of the Institute about ragging activities, if any.
- To Conduct meetings of Anti- ragging committees at least twice a year.
- To prohibit Students from ragging and achieve Zero-tolerance about ragging.
- To Receive complaints about ragging and resolve them via ARC in time.
- To initiate legal action against those involved in Anti – Ragging activities if required.

What is Ragging?

What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in wrong or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other students or a fresher.
- e. Exploiting the services of fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts; gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken, emails, post; public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student

With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other students.

Process & Ragging Grievance

- A written Complaint should be submitted to ARC (Anti-Ragging Committee) which should include details of ragging instance with date, time place of ragging.
- The written complaint should include the identity of the victim and those complaint is filled.
- The complaint can be submitted to Any of the Member of the Anti-ragging committee.
- The Anti-Ragging committee should maintain the confidentiality of the details of complainant and the contents in the complaint received.

Redressal Mechanism of the complaints -

- 1) After immediate receipt of the anti-ragging complaint, the ARC members should see the security and/or mental and physical health of the complaint by initiating necessary archives.
- 2) The counselling session be arranged for the victim, the counselling be done by members & ARC and/or some faculty members.
- 3) A Sapreet Register be maintained for Recording of Anti-Ragging complaints with all details.
- 4) The complaint shall be documented well and be made aware to all members of ARC.
- 5) The Complaint should be brought to the notice of the Chairperson of ARC.
- 6) A meeting shall be Called in Consultation with the Chairman to resolve the matter and to take further action, if required.
- 7) Action can be recommended against the alleged if found by the ARC to the Director / Head of the institute.

Punishments will be as per (UGC Anti-Ragging guidelines 2009 Ref: - No F 1-16/2009 (CPP-II) dated: - 21.10.2009) and changes thereof from time to time.

Reference Material: -

- 1) UGC Public Notice – No. F1-127/2011 (Anti-Ragging)
- 2) UGC Regulation – No FI-16/2009 (CPP-II) dated 21.09.2009.
- 3) Hand-Book of AICIE approval process for prevention prohibition of ragging.
- 4) The Directions of the Hon’ble Supreme Court in SLP No. 24295 of 2006 dated 16.05.2007 and in civil appears No. 887 of 2009 dated 08.05.2009.
- 5) AICIE Notification for Preventions and prohibition of ragging vide no: - 37-3/Loyal/AICIE/2009. Dated 01.07.2009.
- 6) Virions material available in public domain.

Action to be taken by the Head of the institution :- On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws in made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authority, under the appropriate penal provisions relating to one or more of the following namely;

1. Abetment of ragging;
2. Criminal conspiracy of two rag;
3. Unlawful assembly and noting white ragging;
4. Public nuisance created during ragging;
5. Violation of decency and morals through ragging;
6. Injury to body, causing hurt or grievous hurt;
7. Wrongful restraint;
8. Wrongful confinement;
9. Use of criminal force;
10. Assault as well as sexual offences or unnatural offences;
11. Extortion;
12. Criminal trespass;
13. Offences against property;
14. Criminal intimidation;
15. Attempts to commit any or all of the above-mentioned offences against the victim(s);
16. Theat to commit any or all of the above-mentioned offences against victim(s);
17. Physical or psychological humiliation;
18. All other offences following from the definition of “Ragging”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Subcommittee for Anti Ragging Policy

Sr. No.	Name	Designation	Role
1	Prof. Pramod D Vaidya	Director i/c	Convenor
2	Mr. Suhas Kulkarni	Assistant Professor	Member
3	Mr. Santosh Kulkarni	HOD - Computer	Convener
4	Mr. Amit Alange	Advocate – Legal Expert	Special Invitee

Divyang Jan Policy

(Policy for person with differently able.)

Introduction

With reference to the Right of Person with disability act 2016, Prohibits discrimination against individuals with physical and mental disability. Our institute never allows any kinds of discrimination on any grounds including disabilities. The institute aims to conduct of its activities considering access ability to these students. The authorities, staff of this institute aims to help the person with disabilities. This policy is applicable to all the staff members and faculties.

Objectives of the policy

1. To avoid discrimination on any ground specially disable students and staff in the institute.
2. To create inclusive culture considering the issues of persons with disabilities.
3. To ensure implementation of all rules and regulations with respect to person the person with disabilities.
4. To provide necessary facilities for the person with disabilities.
5. To ensure participation of these persons in the activities of the institute and provide equal opportunities for development.

Examination Policy

If any student with disabilities gate admitted to this institute students, a separate provision and assistance in the examination considering his requirement will be done. The comfort will be provided during the examination will be provided. The use for strive in the exams is allow.

Facilities for access

1. Rams and Toilets.
 2. Wheelchair is provided to the needy person.
 3. If any staff with disabilities joins will be given a concession in time in regular working hours.
 4. The institute has barrier free environment.
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Subcommittee for Divyang Jan Policy

Sr. No.	Name	Designation	Role
1	Prof. Pramod D Vaidya	Director -i/c	Convenor
2	Prof. Iyengar Murli	Senior Faculty	Member
3	Adv. Alange Amit	Advocate Legal Expert	Member

Ref: - Material

1. Person with disability act 2016.
2. Maharashtra state Policy for persons with Disabilities.

E-Governance Policy

Introduction –

In a changing Environment the Role of Information Technology cannot be ignored in general and in an academic institution of High education in particular. At this institute, role of information Technology is considered at prime importance. To facilitate all major functions of academic, curricular, examination, scholarship and finance related use of ICT. The institutes try to maintain all major data bases of documents in electronic forms, then to be in physical. There is a plan of develop ICT tools usage in all sections, department of the institute, to serve better the stakeholders, focusing the following.

Vision –

To enhance the performance of the functioning of the Institute for overall development by using Technology.

Mission –

Use and update Technology regularly for all activities is functioning of the Institute.

Scope –

Scope of the Policy covers the routine functioning of the Institute, including students' activities, general management, finance, online classes and examination.

Policy –

1. ICT has been adopted at almost all aspects of functioning including,
 - Admission Process
 - Student Management
 - Scholarship support
 - Examination, Result
 - Managing the Administration
 - CCTV
 - Website social media
 - University & internal.
2. The library of the institute has been automated in phased manner with bar coding and LMS support, for issue and return of book other periodicals.
3. Use of platform like Microsoft teams, Zoom etc. is used for better out come, almost all classrooms are equipped with computers, internet and Lcds.

4. The Collection of beans and maintaining the records and transactions of accounts is been done by use of ICT.
5. CCTV comers shall be instated and maintained at all important location of the permission of the institute.
6. Website of the Institute shall be periodically reviewed and change can be made with up dation.
7. Institute will subscribe to online platform and train the teaching/non-teaching staff.
8. Institute will ensure that students will be get benefited of the improving ICT infrastructure and its usage.
9. Institute will ensure that faculty members, staff members will be benefited by use of CIT.
10. Examination its governance will be improved by E-Governance use & ICT.

Subcommittee for E-Governance Policy

Sr.No.	Name	Designation	Role
1	Prof. Kulkarni Santosh	Assist Professor & HoD	Convenor Member
2	Prof. Kulkarni Suhas	Assist Professor & HoD	
3	Mr. Shinde Y.	System Administer	Special Invitee
4	Mr. Yemul Sham	CEO- Intellisoft	

Ref Materials

1. Various Manuals and Guidelines of the Regulating Authorities.

Environment and Energy policy

The institute is a part of social echo system and understand the importance of energy and cost and creation of energy by utilizing the natural resources. The climb issues and increasing awareness about environment issues is taken care by the institute while designing the policy framework. This policy will guide the institute to development an environmentally sustainable campus. The policy also helps to create awareness and practice. The environmental development among the students and other stake holders.

Strategy for effective use of energy and environment

- 1.** Minimize use of car, transport and promote to will transport and use of other means.
 - 2.** Create awareness about environmental issues among the students about environmental issues.
 - 3.** The electric equipment, lights, air conditioners computers etc. will be turn off when not in use.
 - 4.** The plan is installation of solar systems.
 - 5.** Promote ban of single use plastic.
 - 6.** Conduct green and energy audits and minimize the use of electricity.
 - 7.** Organize various programs like workshops, seminars, expert sessions of biodegradable topics and composite.
 - 8.** To development a plan for creation of composting unites for we green west available in the campus.
 - 9.** Measures will be taken to maintain the cleanliness of water storage tanks on regular bases.
 - 10.** To development a plan for rain water harvesting.
 - 11.** On periodic bases the quality of drinking water will be tested.
 - 12.** The extension activities will be carried out to educate a local community regarding importance of water and water conservation methods.
 - 13.** To maintain communication with local municipal authorities for collection of garbage.
 - 14.** All the events/programs inside the campus will be arranged considering the nonuse of single use plastic.
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This policy is expected to be followed by all the students and stake holders.

Subcommittee for Environment and energy Policy

Sr. No.	Name	Designation	Role
1			
2			
3			

EXAMINATION AND ASSESSMENT POLICY

Functions -

- To establish procedures and instructions for assessing and determining the results of examinations.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal marks.
- To improve and control the quality of internal examinations to be conducted at institute level.
- To appoint examiners for conducting exams.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on student notice board.
- To scrutinize all the checked papers and submission of internal marks to university.

Decisions -

- Approving and finalizing the dates of internal examinations.
- Approval of examination and question paper pattern.
- Appointment of invigilators.
- Creating guidelines for examiners and students.
- Eligibility of students for appearing university examination.
- Proper maintenance of examination record.
- Inventory control of various materials required for exam section.
- Submission of exam records to university in scheduled time.
- Grievances of students related to examination.

Working -

- Marking scheme and conventions for classification
- Setting of time table, invigilation duties and question papers
- Proof-reading of question paper and Printing
- Special requirements, if any
- Display of statement of marks
- Submission of internal marks to the university before final examination.

Details of Working -

- Internal assessment committee comprises of chairman, coordinator and faculty members.
- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Preparation of tentative exam schedule as per the academic calendar of K P M I M after the discussion with academic monitoring committee.
- Display of tentative exam schedule on notice boards for students and faculty.
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- Display of exam notices followed by time table well before commencement of exam.
- Display of notice for concerned faculty members for submission of question paper in given prescribed format, well in advance before commencement of examination.
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- Submission of question papers to Examination committee for moderation of all the subjects where pattern, marking scheme, quality, Bloom's taxonomy level and out of syllabus questions are checked and necessary correction in question papers are suggested.
- Seating charts with due care are prepared and displayed on notice board one day

before exam.

- Appointment of invigilators considering various factors like number of students in exam hall.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, roll list and other required material for smooth conduct.
- All the concerned faculties are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Evaluated answer sheets are supposed to be shown by faculties to concerned students for their information and any grievances with respect to evaluation before submission to exam section.
- Submission of the evaluated answer sheets to exam section and entry of marks in exam record.
- Solving grievances, if any, with respect to examination work.
- Appointment of internal and External Examiners for Practical Exams.
- Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the answer sheets and marks entered in exam record.
- Registration of students for final exams through Examination Management System provided by KPMIM.
- Ensures the uploading of internal marks in the university web portal before the commencement of end exams.

Subcommittee for Examination and assessment Committee Policy

Sr. No.	Name	Designation	Role
1	Prof. Mrs. Snehal Pathak	Assistant professor	Convener
2	Mr. Yashodhan Shinde	System Administrator	Member
3	Prof. Kulkarni Suhas	Assistant professor	Member

Ref Material: University Syllabus.

FINANCE POLICY OF THE INSTITUTE

The finance policy is evolved by the institution for optimum use of resources for the achievement of various objectives of the institution in accordance with the Vision and Mission of the institution.

Objectives

1. Prudent and effective management of financial resources.
2. Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
5. To present report to the statutory bodies.
6. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
7. To deliver maximum benefits at minimal cost.
8. To ensure standard in accounting procedure
9. To provide guidelines for resource mobilization, financial control and effective utilization of finance.

Scope of the policy

The scope of this policy spans all related financial resources used for the development of academic, physical and human resources of the institution for attainment of its mission. It also covers mobilization, effective utilization and controlling of finance.

Financial Sources of the institution

- Scholarship for the students from the government.
- Fees From Students
- Advance Received from the Parent Body

Statutory audit

The Annual audit of accounts of the institution is done before the month of July every year.

Internal & External Audit

Internal & External audit of accounts of the institution is done annually and a report is submitted every year.

Standards

- a) The Institute financial statements will be prepared according to GAAP Indian Accounting Standards.
 - b) The Institute financial statements will support the principle of going concern at all times.
 - c) Policy and form of presentation of the financial statements will be kept consistent but disclosure will be made in case of need for change.
 - d) The Institute will follow historical cost concept.
 - e) The Institute will follow Mercantile system of accounting
 - f) The Institute will follow written Down value method of Depreciation.
 - g)
-

Subcommittee for Finance Policy

Sr.No.	Name	Designation	Role
1	Mrs. Saifan Sabina	Accountant	Member
2	Mrs. Pathak Snehal	Assist Professor - Finance	Convener
3	Mr. Iyengar Murali	Special Invitee (FICWA)	Special invitee

GENDER SENSITIZATION POLICY

Introduction -

Our institute is having objective to develop interspinal and professional scales among the students with human approach. Our institute peoples that there should be no discrimination on any basis especially on the basis men and women. Every student's faculty and staff members will be given equal opportunity in the campus. As this is an educational institution an importance of equality is given importance. Education should be given to all subject to the girl's students and additional care has been taken about them at all activities of the institute. The productivities all the employees and students will be given more important and no discrimination will be there on gender issues. This is policy is having a principal objective to provide equal opportunities to everybody a support these activities for empowerment to women.

Objectives -

1. To create awareness and aspirations among female students.
2. To promote inclusiveness, harmony and women empower among the students and staffs.
3. To conduct variation awareness programs.
4. To increase is human sensitivity among staff and students on the basis of gender issues.

Action Plan -

1. To conduct workshops, programs on the issues of safety, cyber issues, legal issues and carrier enhancement and health issues for female students.
2. To arrange guess sessions on an important of financial, gender equality and sexual harassment.
3. Promote activities related to health and entrepreneurship activities among female students.
4. Create awareness about gender sensitive issues.
5. To provide carrier guidance programs to the female students.

The institute has constituted various committees for the sensitization and gender issues.

Like,

1. Women develop sale
2. Grievance Redressal committee
3. Anti Ragging committee
4. Anti Ragging squad

The policy and various committees will take care various judgments of the Hon'ble Supreme Court the guidelines issued by regulating authorities and tried to implement gender issues. Special focus will be given on Vishakha guidelines against sexual harassment and at workplace and the policy documents issued related to this from time to time.

Subcommittee Gender Sensitization Policy

Sr. No.	Name	Designation	Role
1			
2			
3			

Governance Policy

Introduction –

The academic institutions are to be govern by the policies defined and approved by the authorities. The governance policy documents details of the institute’s commitments towards functioning in a systematic, inclusive and effective manner to achieve its objectives. The students taking admission to the Institute are considered at center stage of our functioning followed by the staff members and due care has been taken to involve framework. This document provides a platform and framework for action to be taken by the staff and students admitted into Institute. This Police document is based on the philosophy of parent body. The vision, mission of the Institute and regulatory requirements, that can be fulfilled by taking certain action. The Governance Police documents are prepared by consulting the stakeholder in general and staff members in particular with the guidance of experts from the respective fields, and it is well communicated to all by posting it on website of the institute.

The Policy document ae considered as guiding path for the functioning of the Institute and if required has a scope to be changed, modified after regular intervals.

All the policies are applicable to all the student admitting to the institute for any course and all staff member of the institute.

Director

Subcommittee for Governance Policy

Sr. No.	Name	Designation	Role
1	Prof. Pramod D Vaidya	Director-i/c	Convener
2	Prof. Murli Iyengar	Sr. Faculty	Member
3	Prof. Mrs. Vaidya Savita	HoD – Management	Member
4	Prof. Mr. Kulkarni Santosh	HoD – computer	Member
5	Mr. Kshirsagar R. V	Sr. Faculty – Ex Banker	Member
6	Mrs. Joshi Achala	Alumni	Member
7	Adv. Alange Amit	Advocate – Legal Expert	Member
8.			
9			
10	Mr. Surwase Sanjay	Office Superintendent	Member

Grievance Redressal Mechanism and cell (GRC)

Introduction –

The Grievance Redressal is an important aspect of Institute mechanism of functioning. Various circles, guidelines Notifications issue by the various regulating agencies is considered while functioning of the Institute, students are at central stage of all activities at the Institute. Their grievances are addressed by a proper well-defined system, and a separate committee is in place to address and resolve the grievances. The grievance redressal Committee is to look into the matters of student's complaints and will judge its merit. The committee is also having mandate of considering matters of harassments Grievances may be in written/online format.

Objective -

The healthy and positive educational environment is to be created and maintained by all the stakeholders with accountability and positive attitude.

To,

- 1) Address the grievances of the students in proper manner and resolve it in time frame.
- 2) Encourage the students to express their grievance/s in writing and are the drop box.
- 3) Aware the student about their rights and duties at Institute and encourage them to maintain the academic environment.
- 4) Investigate cause/s of grievance.
- 5) make aware the staff members about Grievance mechanism.
- 6) Arrive at effective solution of the grievances of all Stakeholders.

Scope –

The committee will deal with alliveness received in hard copy or online about following matters.

1. Academic matters Timely issue of documents to students like Marki son. etc.
2. Matters related to scholarship of fees paid receipt, etc.
3. General Conditions of cleanliness, sanitation, Drinking water, canteen etc.
4. Any other Grievance related to general functioning of the institute.

Mechanism of Redressal: -

1. After receiving grievances, it should be well received and categorized.
2. The time table of hearing be prepared and displayed on notice board for concerns.
3. After receipt of grievances will be addressed properly.
4. After the resolution of grievances, it should be communicated to the concern property.
5. The committee will report the details of all actions to the Head of the Institute.

Procedure of Grievance Filling -

A separate register is placed in the office where shudders can while their details of grievances or on paper submit the grievances in writing or file online grievances through institute official website – Kpmim.org.

Ref. Material –

1. AICIE handbook of procedure for Approval.
2. AICIE Grievance Redressal Provision (Redressal of Students) Regulation 2019 – F. No. 1-101/PGRC/AICIE/regulation/2019/9537/11/2019.

Subcommittee for Grievance Policy

Sr. No.	Name	Designation	Role
1	Mr. Santosh Kulkarni	HOD Computer	Member
2	Mrs. Snehal Pathak	Assistant Professor	Convener
3	Mr. Amit Alange	Advocate	Special Invitee

Internal Complaint Committee Policy

Introduction –

Prevention of sexual harassment at workplace (Prevention, Prohibition & Redressal) Act 2013 is mainly considered, followed by various guidelines is mainly considered in this regard.

The above Act provides protection against sexual harassment of women at workplace. The fundamentals rights of women may get violated because of the sexual harassment at workplace.

Definition of Sexual Harassment –

Sexual harassment includes any one or more of the following unwelcome acts or behavior

1. Physical contact and advances.
2. A demand or request for sexual favors.
3. Making sexually colored remarks.
4. Showing pornography
5. Any unwelcome messages through telephone or internet.

Composition of ICC –

The office bearers of ICC shall be functioning not more than 3 years. After the tenure a new body shall be elected. The ICC shall be containing the following designations:

1. One Preceding officer (women, employed at a senior level)
2. At least two members (who are committed to the cause of women and have had experience in social work or have legal knowledge.)
3. One member for the NGO (which is associated for women welfare.)

Function –

The internal Complaints Committee has two major functions:1. Preventive 2. Remedial

Preventive –

1. To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
2. To promote and facilitate measures to create a work environment that is free of sexual harassment.

Remedial –

1. To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
2. Crisis Management, Mediation and Counselling.
3. To conduct enquiries into the complaints, place finding and recommendations regarding penalties against the harasser.

Procedure –

On receiving complaint, ICC shall conduct preliminary enquiry about the complaint received to verify the truth of allegations after collecting the documentary evidence, and will record statement, and a meeting of ICC will be called by the chairman to discuss the matter & after complying the provision of the virions guidelines a report will be submitted to the Director of the institute with all details. The Director will take decision withing one month.

Reference: -

1. The sexual harassment of women of workplace (Prevention, Prohibition & Redressal) Act 2013.
 2. The UGC (Prevention, Prohibition & Redressal of sexual harassment of employees & Students in Higher Education Institution) regulation 2015.
 3. Handbook on sexual harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013.
 4. Ministry of Personnel, Public Grievance – F. No. 110 13/07/2016 EST A-III dated 1 November 2017. – Notification
 5. Circulars / Guidelines of Reglation Authorities.
-

Subcommittee for Internal Complaint Committee Policy

Sr. No.	Name	Designation	Role
1	Mrs. Savita Vaidya	HOD - Management	Convener
2	Miss. Mulajkar Meera	Librarian	Member
3	Miss. Saifan Sabina	Accountant	Member
4	Mrs. Snehal Pathak	Assist. Professor	Member
5	Mr. Adv Alange Amit	Advocate – Legal Expert	Special Invitee

IT USAGE POLICY

Policy for Information Technology-usage of computer and electronic devices on campus.

Applicable to all employees, students as well as AMC-in-charge:

List of offences. (Applicable to all students.)

1. Hacking of computer systems.
2. Acts of cyber terrorism.
3. Un-official use of another person's digital signature/password/unique identification.
4. Failure/non-compliance with instructions and orders of faculty members and head of the department in case of ICT tools.
5. Downloading of illegal software's and visiting, illegal sites, illegal web sites.
6. Installation of software in collage without permission.
7. Un-authorized formatting of computers without permission.
8. Use of computer peripherals (Printers, scanners etc.) for personal work without permission.
9. Use of any entertainment items. Like music systems/I-Pads etc. in the premises photocopy of exam related material including practical examination.
10. Use of pen drives, mobiles/camera or any other electronic device by students in the examination hall and or other places.
11. Tempering with computes systems, documents and records.

12. Without permission use of IT infrastructure after working ours.
13. Installation of software's purchased by institute without permission.
14. Use of mobile phones in the class/other academic sessions and examination.
15. Use of library material without permission.

Policy for Information Technology-usage of computer and electronic devices on campus.

Sub Committee for IT Usage Policy

Sr. No.	Name	Designation	Role
1	Mrs. Snehal Pathak	Assistant Professor	Member
2	Mrs. Prarthana Bakshi	Assistant Professor	Member
3	Mr. Santosh Kulkarni	HoD - Computer	Convener

Ref Materials

Various Documents available online and Cyber Security Act.

Lab Policy

Mangalvedhekar Institute of Management

Instructions for LAB

- 1) It is your Lab Take care of it
- 2) The lab will be open from 9 am to 4 pm
- 3) Register you PC number for every Practical
- 4) Keep Your Bags outside the lab
- 5) Without Permission of in charge Students are not allowed to connect any external storage device (e.g. Pen Drive, External Hard Disk)
- 6) Maintain silence in the lab
- 7) Don't tamper any devices, equipment's & furniture
- 8) Shut down your Computer Properly before leaving the lab
- 9) Keep You Chairs properly
- 10) Switch off Switches, fans, properly before leaving the lab
- 11) If You tamper brokerage charges will be applied

12) Attendance is Compulsory Absent students are liable for respective
Disciplinary action

12) Switch off the monitor when it is not use

13) Mobiles are not allowed

14) Internet access is allowed only for academic purpose

16) If you found anything suspicious in the lab report immediately to lab
In charge or HOD

17) For Extra practice session take the permission of Lab In charge

Subcommittee for Lab Policy

Sr. No.	Name	Designation	Role
1	Mr. Yashodhan Shinde	I.T. co. Ordinator	Member
2	Mr. Suhas Kulkarni	Assistant Professor	Member
3	Mr. Sham Yemul	COE---	Special Invitee
4	Mr. Santosh Kulkarni	HOD - Computer	Convener

Library Policy

VISION -

The vision of the library is to support the readers of providing regular access of its resources at best possible manner with the help of digital, online database and print and non-print material.

Mission -

The mission of the library is to provide to students of the college and staff members with the information as per their need to achieve their Academic Goals.

1. Library Goals and Objectives: -

Delivery quality and services any time to the Students and Staff.

Library Objectives -

1. To provide access to and permit and use of resources available in the library.
2. To build collection and good resources for teaching, learning and research.
3. To Preserve assets in the library.
4. To Maximize the use of ICT.

2. Facilities available in the library: -

The Institute is having sufficient Infrastructure for Library and large number of Books, Magazines, Journals are available with Internet facility and Software based systems. The access to this is made available to the Students, Staff Members and Alimony. The E-recourses are also available in the library.

3. Timing: -

The library facilities available during 9.00 am to 5.00 pm Monday to Friday
and 9.00 am to 2.00 pm on Saturday.

During Examination Days 8.30 am to 6.00 pm / Monday to Saturday.

4. Circulation: -

During the working hours the Students and Staff members can borrow Books and other material (Newspaper, Magazines, Journals etc.). The book's issued books are issued as per requirement of the students and they can return the books maximum for 10 Days. The books are also issued to the staff members for the period of one month. No fine will be charged on late return of books. The Magazines and Periodicals cannot be taken out unless special permission has come.

5. Loss of Books: -

If any student lost the books of any other material. He has supposed to pay either payable the amount of the lost material or replaced the original. This may affect the use of library facility for such students.

6. Weed Policy: -

Weeding is the regular process of the library collection with an objective of removing the items which are for longtime not useful to the library users. As the library has having limited space of search. The Weeding is necessary.

7. Code of Conduct: -

1. Students must carry I cards with them. While giving to Library.
2. Maintaining Silence in the Library is highly required.
3. Talking is strictly prohibition in the library.
4. Any Type of Food or Drink is not allowed in the library.
5. The reference books and other reading material like magazines periodicals can only be used for reading in the library.
6. It is responsibility of the students to take care their personal belongings, in case of loss Library is not possible.
7. Use of Mobile Phones is not allowed in the library.

8. E-Resources: -

Library of the Institute is automated and all books are having Bar Code Systems. The Institute has subscribed Del-Net and other E-Resources. The library is also using soul 3.0 for effective functioning of and better utilization of the available resources. The Xerox facility is made available in the library. The students are provided with following.

1. E-Resources link.
2. Old Question Papers.
3. Related Material.

9. Visitors: -

The institute also having a visit of outsiders for the usage by resources available in the library and also receives a donation in form of books from various state holders. The staff of the library is providing Positive Services and support the visitors as well as the regular students.

On regular basis a library uses to arrange,

1. Exhibition of the books.
2. Orientation program to the students.
3. Maintains of service areas.
4. Extended library opening hours.
5. Upgradation of ICT facilities
6. Feedback System.

Subcommittee for Library Policy

Sr. No.	Name	Designation	Role
1	Mrs. Savita Vaidya	HoD Management	Convener
2	Mr. Anand Bedagkar	Assistant Librarian	Member
3	Mrs. Meera Mulajkar	Librarian	Member
4		Librarian – HD high School	Special Invitee

Research Promotion Policy

The institute takes initiative to conduct various activities related to research. The faculties and students are encouraged to carry out certain research activities. The research activities are in very primary stage.

The research promotion policy is having following objectives.

1. To enhance research capabilities in the institute.
2. To generate and provide resources for research.
3. To ensure ethical practices in research activities.
4. To create environment of research.

A. Enhancing research capabilities

The institutes promote research activities carried out by faculties by following ways.

1. Publication of research papers.
2. Attending conferences and seminars.
3. To promote awareness about patents.
4. Organize and attend FDP's, workshops seminars.

B. Promote research activities among students

The institute inculcates the research activities among the students by following ways.

1. Papers presentation
2. Class room seminars
3. Group research activities
4. Seminars training

C. Collaborate activities

The institute is having institutional membership of various professional bodies that needs a regular interaction to promote research. This policy suggests to provide financial assistance to the faculties staff and students to conduct, attend the research activities and programs. A focus should be given on understanding and promotion of ethical practices for all the activities. Institute is supposed to improve the IT infrastructure required for conducting research activities in phase wise manner.

Subcommittee for Research Promotion Policy

Sr. No.	Name	Designation	Role
1	Prof. Dr.		Special Invitee
2	Mrs. Sativa Vaidya	HOD Management	Convener
3	Mr. Murali Iyyangar	Sr Faculty	Special Invitee
4	Mr. Rapelli dinesh	Owner – Rapelli Textile	Special Invitee

Welfare Policy

The institute is having welfare schemes to provide support to the staff member who create an efficiency and satisfied workforce for the institute of the welfare scheme.

Objection of the welfare scheme

1. To provide better environment for employees
2. To provide insurance facilities
3. To Develop mental health of staff

Welfare initiatives

1. Salary improves the management o institute on regular basis will prove increased salary initiatives to the all-staff members on regular basis.

2. Lives

3. All the staff members of the institute are entitled following lives facilities.

1. Casual lives
2. Seek Lives
3. Maternity Lives
4. Medical Lives
5. State lives for faculty improvement programs

4. Gratuity benefits

The gratuity benefits are provided who all the staff members.

1. The management contributes its share. Towards general provident fund.
2. After attaining super annulation. The institute provides gratuity to the employees.

5. Grievance mechanism system

The institute is having well established grievous mechanism system for its employees.

6. Insurance support

As per the norms of the affiliated university the institute provides insurance support to all its employees by paying their contribution.

7. Academic support

1. The institute provides following academic and infrastructural support to its staff members of the faculty members are been provided specious sitting arrangement followed by individual computer systems with unlimited internet support and a separate an adequate sanitary facility.
2. The institute provides ICT support and library support to all the staff members.
3. Free medical checkup is provided all staff members.
4. Staff members can reimburse the amount that they have paid have attending conferences, seminars etc. and financial assistance is provided.
5. The peons of the institute of been provided dress and other charges on regular basis.

Subcommittee for Welfare Policy

Sr. No.	Name	Designation	Role
1	Mr. Suhas Kulkarni	Assistant Professor	Convener
2	Mrs. Snehal Pathak	Assistant Professor	Member
3	Mr. Santosh Kulkarni	HOD - Computer	Member
4	Adv Alange Amit	Advocate – Legal Expert	Special Invitee.

Industrial Visit Policy

Introduction

We understand that class room sessions are important at the same time practice experience is more important in provisional carrier. The always take efforts for the students to go beyond just academics. Hence industrial visits are organized. This top of visits gives and practical inside to the student. The learn industry involvement. A separate committee is looking after the industrial visit matters.

Objectives

1. To provide practical explore to the students about work involvement in company.
2. To inculcate habit of group behavior.
3. To help students to gain firsthand information more industry.
4. To interact with industry personal with the students.

Procedure

Normally the visits are arranged with the involvement of students and other application to the forwarded to the head of the department and he or she will be forwarded to the head of the institute with recommendation after communication with the particular industry a visit is arranged considering safety matters, travelling arrangement and a pre visit orientation session by respective faculties. The students are excepted to wright a report on industrial visit and submitted to the concern head of the department.

Subcommittee Industrial visit policy

Sr. No.	Name	Designation	Role
1			
2			
3			

Infrastructure Maintenance and Utilization Policy

Introduction

The institute is having good quality infrastructure, both vehicle and IT infrastructure. There are good number of computers, library and other academic support facilities. These assets need regular maintenance and maximum utilization for academic and other purposes. Topmost priority is given to the academic activities and cocurricular and other activities latter.

Objectives

1. The maintenance activities of the institutes are to be conducted in a plan manner and be maintained properly.
2. The IT infrastructure needs a proper and regular maintenance support that will be addressed properly.
3. The equipment's like air conditioners and electronic equipment's be maintained properly.
4. To make available infrastructure for noncommercial activities specifically to the stake holders.
5. To address and take care of environmental issues.
6. To plan and execute the fire safety requirements.

1. Maintenance of class rooms to the furniture and other supportive material

The class rooms of the institutes are same circular in nature and individual chairs are provided to which students. A provision of computer infrastructure, internet connection and LED is provided in all class rooms. A separate staff is appointed for the cleanliness of the class rooms and it is regularly observed. The minor repairs are registered in a notebook that is made available in the office and a review of this is taken of regular basis. If required the computers and other IT infrastructure may be improved periodical. The students are using the class rooms of working days and are also motivated to maintain the cleanliness of their class room.

2. Maintain and utilization of library

The library of the institute is well enough and a separate store room is available with adequate cupboards and racks. A separate staff is appointed in the library for regular work as well as maintenance and assets in the library. A clear site of instructions is given to the library staff to take care and handling of documents, books, Maxine's and other material kept in the library during working hours and following steps are advices to be taken by the staff.

1. The cupboards and shelves should not be fully packed because full storage of the shelves and cupboards may cause a damage to the books and bound volumes.
2. Dust should not be allowed to get deposited on the books, IT infrastructure and other documents because it may cause staining of documents and may lead to weeding.
3. Other material like sides, storage devices etc. may be kept in a clean area.
4. If required the old books can be given for binding and on periodic basis the newspapers may be given for scrub.
5. Ensure that the lights, fans are off when not in use.
 - a. If required proper pest management may be done to minimize a prompt that may cause by insects. Other required material may be used to prevent, cockroaches. This powder of DDT or any other material may be used to remove termites or void ants.
6. During the vacation period more absences can be taken for the cleanliness and maintenance of the library infrastructure.
7. The IT infrastructure may be protected from virus attack by using anti-virus software.

3. Maintenance of electronic equipment's

The class rooms of the institutes are having certain electronic equipment's like sound system, amply fire and other. A regular non-teaching staff members are trained to deal with the general complaints and may be solid at local level. If required the external expert can be called in case of solving the problem of the electronic equipment's.

4. Maintenance of ICT facilities

All the ICT facilities at the institute needs regular as well as annual maintains. A separate and qualified staff is appointed to take the maintenance of ICT facilities. The annual maintenance includes the installation of required software, antivirus and upgradation of the systems. A separate complaint book may be kept in the server room and the complaints may be recording by the staff members and will be resolved by the system administrator. It is also taken care that there should be minimum E-WEST, the gadgets like projectors, printers will be maintained properly the authority is given to the system administrator to purchase the required parts or otherwise.

5. Maintenance of campus cleanliness

Apart from the administration and academic building. The institute is having code green facilities, canteen facilities, parking and security cabin. A separate staff is appointed for the cleanliness of campus. A regular maintenance and cleanliness are performed daily before the regular classes began by the inhouse housekeeping deemed. The tiles are cleaned thrice every day. A whole campus area and its maintenance is taken care by inhouse staff members appointed exclusively for the same and regular housekeeping report is maintain.

6. Maintenance of other amenities

Apart from the regular assets the institute is having large amount of water storage facilities at ground level as well as on roof top. The cleanliness of both is done chemical by external agency on periodic basis and are paid accordingly. On every plain of the building adequate drinking facility is provided with filters and are maintained properly with change of spare parts or otherwise is done. A separate agency are available on call for the maintenance of air conditioners, Civil work, IT infrastructure etc. It is the plan of the institute to install solar panels in near future.

7. Only stock checking

It is a regular practice at institute to conduct annual stock checking of furniture, computer labs, ICT facilities, supports items and returning is done for repairs if any.

8. E-WEST.

The system administrator is authorized to take stock of E-WEST and an authorized and register agency may be asked to collect E-WEST and issue a certificate in this regard.

Subcommittee Infrastructure maintenance and utilization policy

Sr. No.	Name	Designation	Role
1			
2			
3			

Placement and Carrier Guidance Policy

Introduction

The institute understands the responsibility of overall training of the student and providing placement assistance to the students. The placement office is established to help the student in their carrier planning through various training programs such as mock interviews, pre placement talks, internal discussion with faculties, expert talks etc. The placement office is organizing case letters training for overall improvement in employability scales of the students. It is expected that student who/who to take aid seriously of the programs conducted by placement office and support the activities.

The campus recruitment and summer internship are organized every year. The selection process of the placement is a continuous process and the involvement of students is highly required. A pre placement talk with the possible companies is arranged and a resume writing support facility is provided by the institute. The summer placement, internship is a compulsory part of the syllabus for PG programs and the institute follows various policies of the government with respect to full work/summer placement/internship/project etc.

Placement and internship activities process.

1. For the summer internship of PG programs, the structure of syllabus of the affiliating university is followed.
2. Pre internship workshops and orientation sessions will be arranged.
3. The internship program is compulsory to all the students of first year PG program.
4. Normally the students are given chance to select their area of operation and to select the company on therein and the head of the department or the institute gives support in the same.
5. The WhatsApp's group are created for better and effective communication.
6. The programs of the students are mandatory and at the end of the internship he or she has to submit a report with certificate from the concerned organization.
7. For placement the pre placement presentation by the students will be arranged if required.
8. Placement will be provided to those students who are in need of that.
9. Normally the interviews of the students are conducted at institute.
10. The general guidelines will be given to students while appearing for the pre placement and final placement sessions including their personal appearance and dress code etc.

Finance and responsibilities of placement office.

1. Conduct with business organizations or summer internship and placement.
2. Organize workshops/programs for internship and placement.
3. Maintain data of placement activities.
4. Conduct programs on startup issues.
5. Inform students in organize placement activities.

Subcommittee for Placement and Carrier Guidance Policy

Sr. No.	Name	Designation	Role
1			
2			
3			

Quality Policy

Introduction

The institute is affiliated to the university and follows the curriculum designed by the university. The institute understands that teaching quality and overall development of the institute should be continuously improved and the external expertise is required for the effective execution of the activities of the institute. Quality of all sections that is quality of teachers, students, staff and others should continuously be improved. The regulating authorities' ussies guidelines from time to time which are taken into account while framing and designing of quality policy.

Objectives

1. To strengthen the overall development off students, staff, faculty on regular basis.
2. To plan for the improvement in overall functioning of the institute.
3. To adapt various quality measures in faze vise manner.
4. To provide additional inputs to the students other than the prescribed syllabus of the university.
5. To develop feedback system an act upon these feedbacks.
6. To development the formal mechanism for various approvals and take periodic reviews.
7. To improve the supportive academic infrastructure specifically learning resources that can support the basic teaching methods.
8. To make students aware about the quality standards of the institute.
9. To arrange interactive session of experts with students for importance of quality in education.
10. To create awareness about quality students of higher education in India among students and stakeholders.
11. To assist for conducting various quality audits.
12. To improve the use of ICT in a regular teaching method.
13. To suggest the management and staff about possible collaboration, membership, assertion with various industry organizations at national and local level which leads to improve the overall quality of teaching methods.

Subcommittee for Quality Policy

Sr. No.	Name	Designation	Role
1.			
2.			
3.			

Scholarship Policy

Scholarship and free ship provided to the students.

The institute is affiliated to the university and follows the rules and regulations guided by the state and central government. Institute provides facilities to the students who required the technical support for following up the scholarship form. The office of the institute provide supports to the students regarding scholarship issues.

Scop -

The scholarship policy and guidelines established by the institute or applicable the students who are taking admission to the various courses run by the institute and are affiliated university.

Objectives -

1. No eligible students should be left out from the benefit of scholarship.
2. To provide all support regarding form filling and document may be provided to the students.
3. To make aware students about various scholarship schemes offered by the governments.
4. To check the receipt of scholarship at the bank account of the institute.
5. To provide installments facilities to the needy students.
6. To make aware the students about scholarship documentation.
7. To assist the needy students about external scholarship available from the social donners.

The government has credit online portal form registration of students for receiving scholarship. The institute to make available the computer lab for student's supporter activities of/all.

Subcommittee for Scholarship Policy

Sr. No.	Name	Designation	Role
1			
2			
3			

Extension Activities Policy

Introduction:

An educational institution is a compound of the society. Large number of students are taking education and developing their carrier. All stake holders to arrange activities / programs so as to incident and develop a social sensitivity among the students. The institute is having a separate NSS unite approve by the university. Various social activities will be carried us through this unite. There are certain topics in the syllabus / details with the social / ethical issues.

Objective:

1. To carry out the extension activities in the nearby areas for the community and developing students.
 2. To follow various guidelines issued by a regulating authority.
 3. To organize programs / workshops / sessions, blood donation, yoga day celebration, oath taking, no tobacco, campus tree plantation, road safety, Swachha Bharat, cleanliness, no plastic etc.
-

Subcommittee for Extension Activities Policy

Sr. No.	Name	Designation	Role
1			
2			
3			

HR Policy

Introduction

Prin.K.P. Mangalvedhekar Institute of Management, Career Development & Research, Solapur is governed by the [f{k{k izlkjd eaMGh iq.ks}] a one of the oldest education institutions in the state of Maharashtra. This institute is affiliated to the EAH Solapur University Solapur and conducts UG and PG programs in computer application and business administration. The [f{k{k izlkjd eaMGh iq.ks}] is registered as society, under societies registration Act, 1860 as in not-for-profit trust under the public chargeable trust Act, 1950.

The society such more than 40 educational institute ranging from preprimary to Doctoral level programs. The collages run by the society in Pune and Mumbai have achieved higher ranking from accalitation and are autonomous collages. Few Schools are having reach academic history of more than 100 years.

The society continuously strives to achieve the goal of becoming one of the leading academic institutions by focusing on quality of teaching, industry – activity, consultancy, extension activities, research. There is a central administrative financing from the head office of the society. Which is effective, Time Bumb and qualitative execution of the policies. All the procedures and rules related to Human resource is governed by the HR Policy and specifically discussed and approved in the local management committees and other administrative compliance for approval. This policy refers as HR Policy which deals with all the procedures and rules related to the human resource of this institute and is referred as HR Policy Manual. As this institute is affiliated to the Solapur University Solapur and approved by the All-India council for technical education, New Delhi and also approved by the State Government of Maharashtra hence their guidelines in case of staff are mandatory for the institute for execution.

Vision Statement –

Mission statement –

Developing human resource by

1. Dedication of faculty and staff towards continuous and quality education.
2. Permit research activities.
3. Developing consultancy activities.
4. Understanding the impossible of extension activities towards society.
5. The addressing the students' problems at center stage.

Values –

1. Transference
2. Dedication
3. Devotion
4. Trust
5. Integrity
6. Loyalty
7. Empathy

General Guidelines

1. This is referred as HR Policy manual and is applicable to the teaching and non-teaching members of Prin.K.P. Mangalvedhekar Institute of Management, Career Development & Research, Solapur.
2. The parent society reserves the right of amend (modified, add, delete) this HR Policy Manual. As and when require these changes will be binding on the employees – teaching and non-teaching.
3. The approving authorities like the university, AICTE and State Government use, to modified the loss, notifications, rules, procedure towards the staff members – which are binding on the staff members of this institute.
4. The employees are normally responsible for following the get of conduct ad maintain, improve the academic environment in the institute.
5. The emphatical approach towards colleagues and students is a basic requirement all the staff members at this institute.
6. This is this policy document is a guiding principle, if anybody is having doubts, issues, in that case they can freely contact the director as a when require.

Selection and Appointment

Normally, the society follows the norms of the affiliating university for selection and approval to the teaching and non-teaching post if additional staff is required the management can decided the guidelines, rules and remuneration or salary. Normal this institution is a self-financial institution and this issue is considered while the regular, contractual appointments or otherwise.

The selection procedure is based exclusively on merit basis, followed by interview by a selection committee which includes the academic experts, the director and the representative of the societies. The pay scales for the regular appointing staff members will be as per the norms and will be decided by the society.

There is a separate consideration given to carrier progression for the regular staff members and support and societies will be provided for carrier development, research activities, conferences and seminars etc.

There is a continuous performance appraisal is useful for,

1. To identify areas of improvement.
2. To improve the existing capacity/capability.
3. Identification of training needs.
4. To assess and reallocate the subjects with workload.
5. To identify areas for faculty development programs.

Faculty development and consultancy policy.

1. The regular and other faculty members will be sent on regular basis to the faculty development programs, various other training programs with financial institution.
2. The non-teaching staff members will also be encouraged to take part in various workshops/training programs.
3. The faculty members are engaged to gate connected with the industry for their person improvement and also consultancy assignments, accordingly with the approval of management.
4. The faculty members an engaged to join online programs for their carrier enhancement organized or conducted by, AICTE, UGC, university and other institutions.
5. The faculty members are engaged to join the doctoral program and necessary permissions will be given for the same.
6. The faculty members are engaged to become member of the professional bodies and required membership fees will be given to the faculty members.
7. The faculty members are engaged to undertake additional certification courses or programs in their respective area of interest/specialization.

General rules

1. All the teaching and non-teaching members are required to arrive and sign the attendance registered at given time0
2. The leaves applicable to the teaching and non-teaching staff members will be calculated from June to May basis.
3. The leave request application, first is to be submitted to the concern head of the department should submit his/her application to the director.
4. Leave will be available and approved annual with the prior approval of the concern head of the department except in case of same medical emergency and or on coming foreseen need but in this case the staff member can submit the leave application after completion of the leave.
5. The faculty member who is going on leave needs to allocate his/her lecture to the concern faculty in consolidation with the head of the department.
6. At the end of the year that is in the month of May every year, a review of leaves of every staff and faculty members will be taken with necessary communication and action.
7. The final approving authority for of the leave shall be the director of the institute.

8. If the leaves exist the normal limit, it can be considered has leave without pay.
9. In case of some urgent work at institute the faculty and staff members can be called on holidays and thus holidays will be added in their normal leaves.
10. If required the salary will be deducted if the leaves enjoy is beyond normal limit.
11. The faculty and staff members are mandatorily work in the university examinations and other university work as per the guidelines issued by the university with the approval of the director.
12. There is a separate leaves application form made available in the office.
13. If the faculty or staff member will not profit and leave application and the approval concern head of the department is not taken the authority will consider that leave, as unauthorized leave and payment will be deducted for those days.
14. The brief casual leaves, medical leaves will be as per the guidelines of the society and the concern regulator.
15. In case of faculty/staff members conducts any activities like conference, workshop, industrial visit, university valuation of paper checking etc. will be considered as duty leave.
16. Maternity benefit – on regular female staff members are eligible for the maternity leave benefit as per the guidelines of the regulating authorities and the society.
This facility is available only for female employees and only for their first and second delivery.
The maternity benefit shall be limited a maximum of 180 days with full salary and approval is required from the management.
The female staff and provide the required supporting medical documents for these leaves.
Maternity benefit shall not be applicable for abortion.
17. If female employ applied for leave beyond 6 months it will be loss of payment. Maternity leave cannot be combined with, study leave or in other leave but the female staff member is required to apply minimum 15 days before the delivery.

Subcommittee HR policy

Sr. No.	Name	Designation	Role
1.			
2.			
3.			
4.			
