



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

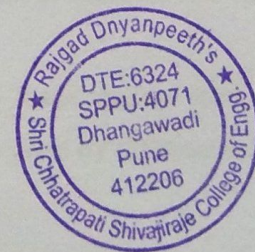
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

CRITERION 6 – Governance, Leadership and Management

Key Indicator - 6.2 Strategy Development and Deployment

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

Sr. No.	Document Details	Remark
01	Description of The Organizational Structure of The Institute	
02	Organizational Structure of The Institute	
03	Policy Documents	
04	Grievance Redressal Committee	
05	Grievance Redressal Mechanism	



6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

Governing body

Governing Body is responsible for Policy making and to verifying the reports through the secretary & correspondent. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory body such as IQAC Cell is also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation. There are different bodies that give academic and administrative leadership to the institution.

Organizational structure

Organizational structure of the institute is monitor by the management. The governing body is constituted as per the guidelines of competent authorities.

As per the guidelines from governing body, academics & administrative departments are lead by the Principal, Deans & HODs. IQAC cell works to maintain the quality of education in the institution through Principal. Different functional committees/cells consisting faculty members & students are worked under administration & academic which are lead by Deans.

Governing body takes the decision as per the requirements & benefits of institute. The decision of management executes through the principal and heads of academics & administration. The college has various cells to conduct different activities and programs. All the respective cells are working through the guidelines set by IQAC (Internal Quality Assurance Cell). Other cells like Academic Monitoring Cell (AMC), Research and Development (R & D), Industry Institute Interaction Cell (IIIC), Entrepreneurship Development Cell (EDC), examination cell, anti-ragging cell, alumni cell, National Social Service Cell (NSS), grievance redressal Cell etc. are functioning at institute level

The heads of department along with teaching and non-teaching staff works in coordination with AMC.

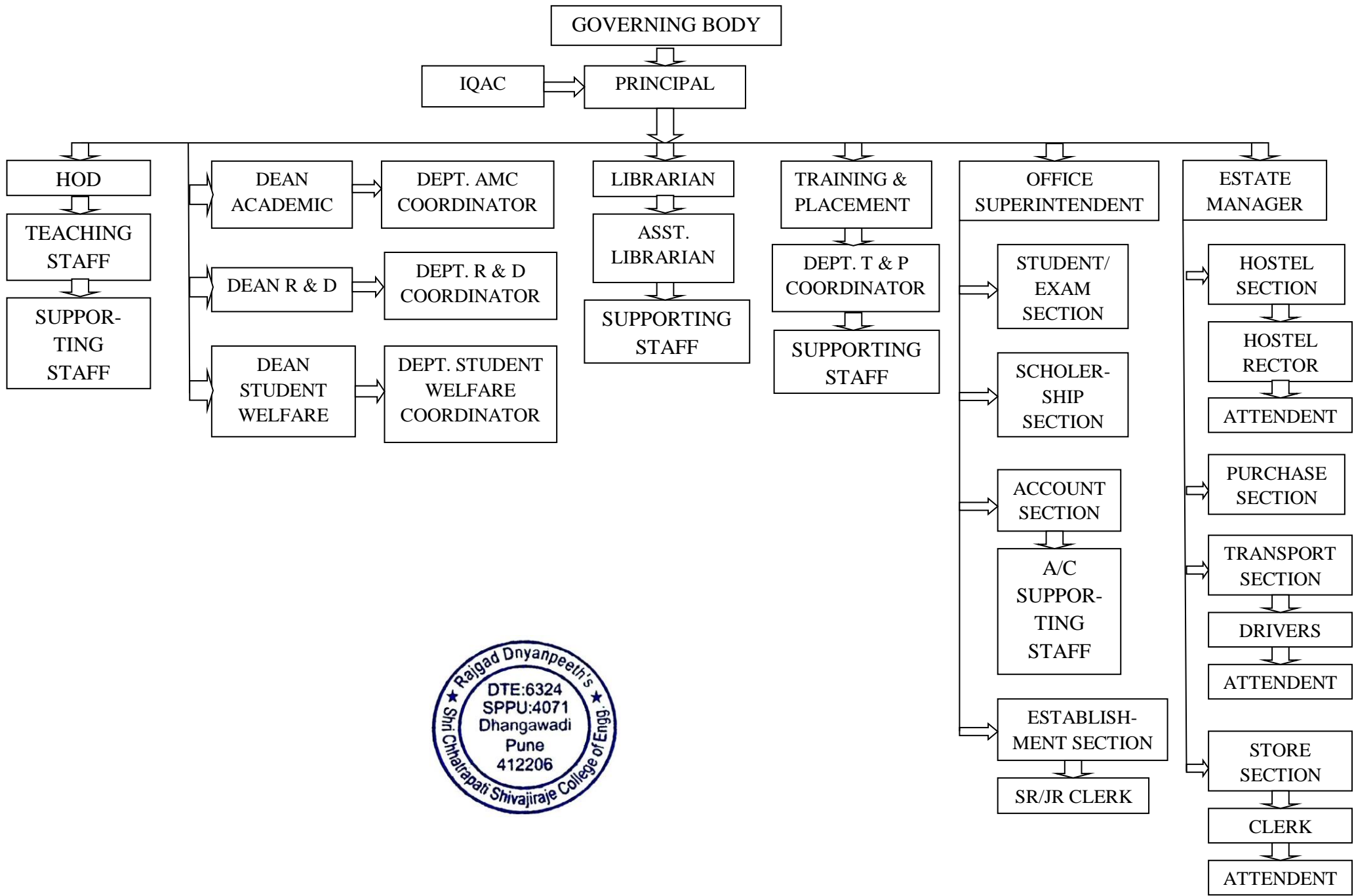
Office superintendent (OS) is responsible for office administration. OS leads student section, scholarship section, account section and establishment section. Audits are done by different cells for effective & smooth functioning of administration.

Individual cells have its own policies.

Decentralization & participative management is achieved through this type of hierarchical organizational structure.



ORGANIZATIONAL CHART





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Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bor, Dist- Pune (Maharashtra)

Leave Policy

Policy for Vacation, Different Leaves, Academic calendar and Timings etc. for RDTCS, SCSCOE with effect from Academic year 2015-16.

1) Policy for Vacation:-

The vacation is given against academic load during academic semester and the same is used for development of labs, preparation of next semester subjects and university duties like CAP, Supervision of theory and online exams, practical exams, etc. The record of vacation is to be kept with administrative office.

A. Teaching Staff:-

- Eligibility – minimum service of 2 years of completion at Institute.
- 70 days per year (30 days winter +40 days summer).
- This vacation is availed from the day declared by the SPPU'S academic calendar.

B. Non- teaching, laboratory staff, Administrative/ office staff, including TPO, Librarian:-

- Eligibility- minimum service of 2 years of completion at Institute.
- 30 days per year (15 days 1st sem. +15 days in 2nd sem as EL) Diwali vacation is a part of 15 days in first semester and declared by Head of the institute.
- Is availed from the day declared by the SPPU'S academic calendar.

2) Policy for Leaves:

Casual Leave (CL), Compensatory Off (CO), Detention Leave (DL), Medical leave(ML), Maternity Leave, Duty Leave, Study Leave, etc.

Casual Leave (CL) :

- Eligibility:- All regular staff (Teaching and Non-teaching).
- 15 days per academic year and 1 and 1/2 CL per month with prior permission from HOD, administrative office and Head of institute.
- Accumulated CL can availed more than one day and maximum 3 days in a single slot.
- Half day CL is permitted.



- Records in the institute office and respective department.

Compensatory Off (CO) :

- Eligibility:- To be given for non-remunerative work done beyond working hours and during holidays to teaching and non-teaching staff.
- 1 CO for every 8 hours of additional work.
- To be availed after 1 month from generation of the CO, with prior permission by HOD and administrative office and head of the institute.
- Records to be kept in institute office and in the respective dept.
- Extra working hours are to be calculated as follows. .
 - i) Worked for 8 hours on a holiday =1CO.
 - ii) If worked for more than 3 hours beyond regular hours on a working day= 3 hours.
 - iii) If worked for less than 3 hours, not counted for calculation of the CO.

Detention Leave:

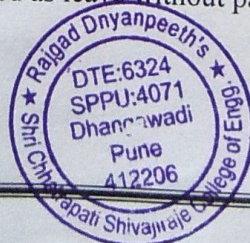
- For detention leave, head of institute releases specific office order.
- This leave to be preferably availed by clubbing to next vacation slot.
- Not to be availed during academic sessions.
- 1 day for every 2.5 days (2 and half day) of detention during summer/winter vacation.
- To be availed with prior permission by HOD, sanction by head of institute.
- Record to be kept in institute office and respective department.

Medical Leave:

- 10 full days or 20 half days per year.
- Eligibility:- minimum service of 1 year of continuous at Institute.
- Cumulative in nature.
- At a time more than 3 days or minimum 3 days, should be availed.
- A Supporting certificate by a doctor (having minimum MBBS degree) and fitness certificate on joining is needed.
- Availed with permission from HOD and Head of Institute.

Maternity Leave:

- Eligibility –Minimum Service of more than 2 years continuous at Institute.
- 6 months (180 days) with full day.
- Additional leave if needed will be treated as leave without pay (LWP).



Duty Leave:

- 10 days per academic year for university and other related work like LIC, NSS, meeting except CAP work etc.

3) Policy for Timings:

- Minimum contact hours 42 per week.
- 2nd and 4th Saturday not working.
- Minimum 8 hours per day in the campus.
- Records to be verified by the principal on weekly basis.
- Signature on muster at office and at the respective dept.
- Late mark is considered after 10 minutes of stipulated reporting time.
- For every three such late marks considered as one CL if not available 1 LWP may be considered on monthly basis.

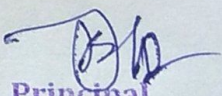
4) Uniform Academic calendar:

- Minimum 90 academic days per semester (excluding holidays) needs to be fulfilled.
- This is followed from the directions of SPPU at the start of each semester.
- 3 days per year optional / local holidays at the direction of the principal.

NOTE:-

Kindly follow the academic calendar as per the directions of SPPU, DTE and AICTE.




Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivaji College of Engg.
Dhangawadi, Pune-412206



Rajgad Dnyanpeeth's

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Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Policy Document

Recruitment, service rules and promotional policy for Teaching and Non-teaching staff.

For effective administration and smooth functioning of the institute, management frames, the service rules and recruitment policy for employers.

Part I) Recruitment policy:-

A. The process of recruitment:

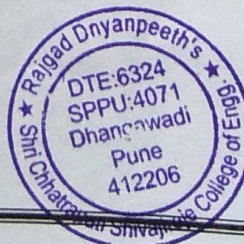
- As per the norms of SPPU/UGC/AICTE, considering cadre ratio, the requirement of teaching staff is calculated.
- The approval of required posts is taken from approval section and from reservation cell of SPPU and Govt. reservation cell.
- In leading newspaper, the advertisement for the posts viz. professor, Associate Professor, Assistant Professor is published.
- Application format is provided on institute website within the stipulated time, generally 15 days for eligible candidates.
- Application are also invited from-
 - a) SPPU employment exchange cell
 - b) Reservation cell of SPPU
 - c) Reservation cell of Government of Maharashtra.
- The received applications are sorted by post wise, department wise, category wise. and summary is prepared.
- Short listing of eligible candidates application is done by concerned HOD in consultation with head of the institute.
- From Savitribai Phule University of Pune (SPPU), selection committee is obtained.



- The date of interview is finalized, after coordinating with members of selection committee.
- The date, time and venue of interview is intimated to the shortlisted candidates in advance, generally minimum 15 days.
- Original document verification is carried out before candidates attend the interview, on the day of interview.
- A selection committee appointed by SPPU, conducts the interviews of the eligible candidates and selection report is submitted to university within 72 hours as per university rules.
- Rajgad Dnyanpeeth, issues the appointment orders to the selected candidates and they have given a time period of 15 days for joining the Institute Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment Failing of this, it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled.
- The same process is carried out for the next candidate in queue.
- The reports of selection committee along with the required documents are submitted to the University for Approval.

B. Local selection committee, recruitment process:

- As per cadre ratio and requirement of teaching staff is reviewed at the end of academic year and requirement of faculties is calculated as per norms laid down by SPPU/UGC/AICTE.
- Category wise and post wise Viz. Professor, Associate professor, Assistant professor, Advertise is published in leading newspaper.
- Applications are invited and format is provided on institute website within stipulated time.
- The received applications sorted by post wise, department wise, category wise and summary is prepared.
- Short listing of eligible candidates application is done by concerned HOD in consultation with head of the institute.



- Principal and management forms the selection committee with two subject experts of other institutes which are on the university selection panel.
- The date of interview is finalized, after coordinating with members of selection committee.
- The date, time and venue of interview is intimated to the shortlisted candidates in advance, generally minimum 15 days, through telephone call/email/letter.
- Original document verification is carried out before candidates attend the interview, on the day of interview.
- Local selection committee conducts the interview of the eligible candidates.
- Selection committee reports, along with the required documents are submitted for approval to the university. The approval given by the approval section of SPPU, is for one academic year in case of local selection.
- Appointment orders issued by Rajgad Dnyanpeeth to the selected candidates and they have given a time period of 15 days for joining the Institute. Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment .Failing of this presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The process of recruitment of faculties on Ad-hoc:

- Immediate requirement of faculty is needed in some situations, then faculties are recruited on ad hoc basis.
- From reference or at Department level / Faculties / HOD / Principal, few candidates are shortlisted. At the college level, technical interviews are conducted by an internal committee consisting of senior faculty, HOD and Principal .The selected candidates are recommended for further approval from the management
- After the approval /consent from the management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.

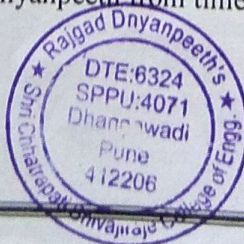


D. Technical/Non teaching staff recruitment process:

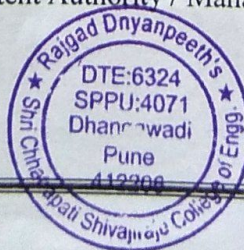
- As and when required, the availability and the requirement of technical and non-teaching staff is reviewed.
- The advertisement is published in leading news paper.
- Applications are invited in specific format and make available on Institute website within the stipulated time.
- The received applications are sorted and summary is prepared.
- As per the eligibility norms, HOD in consultation with the principal, shortlists the applications of eligible candidates.
- Management and the principal, forms the selection committee with subject expert and HOD.
- The date, time and venue of interview is intimated in advance to the shortlisted candidates through telephone /email/letter.
- Original documents are verified before candidates attend the interview, on the day of interview.
- Committee carries the interview of eligible candidates.
- Along with the required documents, the report of selection committee is submitted to principal and management.
- Appointment orders issued by Rajgad Dnyanpeeth to the selected candidates and they have given a time period of 15 days for joining the Institute. Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of this, it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

Part II) Service Rules for Teaching and Non-Teaching Staff as applicable:

The services of employees are governed by the Maharashtra Universities Act, 1994, statutes, code of conduct, ordinances, rules and regulations laid down by the Savitribai Phule Pune University, State Government and Rajgad Dnyanpeeth from time to time.



- Appointment is on full time basis on probation period of two years from the date of joining for the staff selected from university selection committee and one year for candidate selected from local selection committee. During this period, if the performance is not satisfactory, services may be discontinued.
- The pay scale and other allowances like dearness allowance, house rent allowance, CLA, TA and the benefit of Employees provident Fund is given as per the norms of UGC/SPPU for selected candidates and for local selection candidates payment and other benefits are given as decided at the time of interview.
- Staff has to qualify the minimum qualification viz. NET/SET/ME/Ph.D in stipulated time laid down by the SPPU/UGC/State government as the case may be.
- The examination and academic/administrative work assigned by the institute/university from time to time is mandatory on the staff.
- At the time of joining the duties, staff shall produce the original documents for verification along with true copies of relevant documents such as marksheets, Birth certificate, experience certificate, cast certificate, caste validity certificate, relieving certificate whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.
- Service books are maintained for all staff.
- Without the permission of the management, staff will not undertake any full time/ part time job, during continuance of service.
- Staff will not conduct any private coaching classes or private tuitions.
- Without the prior permission of the management, staff will not register for any diploma / degree / certificate or other course. If permitted, staff will follow all the rules and regulations.
- At the sole discretion of the management of Rajgad Dnyanpeeth, the services of the staff can be transferred to other Department / college / institutions.
- If staff found absent continuously for more than 30 days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the competent Authority / Management as the case may be.



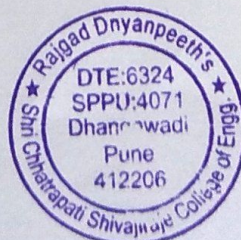
- Staff is required to be sincere, loyal and committed towards responsibility entrusted time to time and further the staff is required to maintain sense of subordination towards seniors.
- If required, staff may be asked to undergo medical check-up /examination by approved medical officer or by the civil surgeon for mental and physical fitness.
- During service period, if the performance of staff is found unsatisfactory and / or in case of violation of the service rules , the services may be discontinued by giving three months notice or one / three months basic pay in lieu of notice period.
- The staff is required to maintain strict privacy and not to disclose any information regarding the Institute / Management.
- Above rules and regulations may revised / updated which would be binding on the staff.

Part III) Promotional policy:

The management gives a due consideration for the deserving faculties for promotion to higher post / pay scale depending on the availability of the vacancies.

a) Teaching Staff:

- As per cadre-wise and as per the norms of SPPU/UGC/AICTE the requirement of teaching load, the posts of staff is reviewed.
- At the department level, internal short listing of eligible staff for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and Principal on the basis of previous performance appraisal and then shortlisted names are finalized for further recommendations to the management.
- All such shortlisted faculties are required before management for consideration of promotion /revision of pay scale / additional increments / incentives etc.
- For getting final approval from university, those faculties promoted for higher posts are need to appear before local selection committee / University selection committee interviews.



b) Non-Teaching staff:

- As per the need of the institute, the requirement of non-teaching staff is reviewed.
- At the department / office / level, an internal short listing of eligible candidates for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and Principal on the basis of previous performance and then shortlisted names are finalized for further recommendations to the management.
- All such shortlisted staff are required to appear before management committee for consideration of promotion /revision of pay-scale / additional increments / incentives etc.



A handwritten signature in blue ink, appearing to be "R. H. W.", written over a horizontal line.

Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



Rajgad Dnyanpeeth's

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University, Pune (ID. PU/PN/Engg./376/2009), DTE CODE: EN3624



Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Dr. Bhagyashri Patil
Hon. Secretary

Dr. S. B. Patil
Principal

Ref: RD/SCSSCOE/GRC/2018-19/13A

Date: 16/07/2018

GRIEVANCE REDRESSAL CELL

Ref: AICTE Regulation for Establishment of Grievance Redressal Committee & Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions & Letter from AICTE No. I-101/DPG/AICTE/ombudsman/2012 Dated 9th July, 2012

Following faculty members and student representatives of the institute are appointed as Grievance Redressal Committee members for A. Y. 2018-19. Accordingly, you are hereby informed to follow the instructions given by the AICTE from time to time. Students having complaints/ grievances shall contact any of the following members of the Grievance Cell.

Sr. No.	Name of Staff	Designation & Address	Appointed as	Email ID
1	Dr. S. B. Patil	Principal RD's SCSSCOE, Dhangwadi Cell - 9970397696	Chairman	principal@rajgad.edu.in
2	Dr. S. S. Kale	Ex Principal RD, SNTCOE Bhor, Cell - 9822618262	Ombudsman	kaless9000@gmail.com
3	Prof. R. S. Nipanikar	Asst. Prof., E & TC Engg. Department Cell - 8888815939	Member	rsnipanikar@gmail.com
4	Prof. M. B. Wagh	Head of Computer Engg. Department Cell - 9850025551	Member	comphod@rajgad.edu.in
5	Prof. S. R. Sutar	Asst. Prof., Civil Engg. Department Cell - 9096246540	Member	sutarshrinkatceo7@gmail.com
6	Prof. A. S. Sondkar	Asst. Prof., Computer Engg. Department Cell - 9028773778	Member	aparnabalkawade09@gmail.com
7	Prof. N. T. Mhetre	Asst. Prof., General Science Department Cell - 9657379974	Member	namdevmhetre12@gmail.com
8	Mr. R. S. Khamkar	Estate Manager, SCSSCOE Cell - 9764105699	Member	khamkarrahul@rediffmail.com
9	Mr. G. D. Jagtap	Office Superintendent, SCSSCOE Cell- 9028509410	Member	goraknath27jagtap@gmail.com
10	Ms. Pooja Kagade	Student Representative (Girls) Cell- 8483894251	Student Member	poojakagade001@gmail.com
11	Mr. Prathamesh Deshpande	Student Representative (Boys) Cell- 9561191677	Student Member	pvdeshpande95@gmail.com

- Copy to: 1. Committee Chairman, Ombudsman, All members
2. All Notice Boards
3. Establishment section



Prof. Dr. S. B. Patil
Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

GRIEVANCE REDRESSAL CELL

INTRODUCTION:

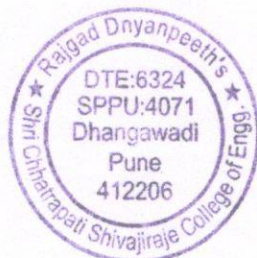
The **Grievance Redressal Cell (GRC)** Committee is formed as per AICTE Regulation for Establishment of Grievance Redressal Committee and Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions and as per Letter from AICTE No. 1-101/DPG/AICTE/ombudsman/2012 Dated 9th July, 2012. The **Grievance Redressal Cell** at SCSCOE is formed to provide a fair, secure and harmonious work environment. Grievance Redressal Cell listen the grievances in a confidential, unbiased and fair manner.

OBJECTIVES:

- To provide consistent, fair and impartial mechanism to resolve grievances of students, parents and employees.
- To initiate responsive and accountable perspective among all the stakeholders to maintain harmonious work environment in the College campus.
- To develop an organisational framework to resolve Grievances of Students and other stakeholders
- To maintain cordial Student – Student relationship, Student- Teacher relationship, Teacher- Teacher relationship.
- To ensure effective solution to the grievances in scheduled time and with complete confidentiality.



- The following procedure is followed to solve the grievances by considering the welfare of the students.
1. **FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents to the Chairman of Grievance Redressal Cell.
In case the person is unwilling to appear in self, grievance may be dropped in writing at letter box/ suggestion box of the Grievance cell.
 2. **ACKNOWLEDGEMENT:** The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately.
 3. **FORWARDING:** Upon receipt of grievance the Grievance Redressal Cell shall classify, analyse the grievance, and forward the grievance to the respective department/individual requesting them to enquire the grievance and redress within the specified period, not exceeding 7 days from the receipt of grievance complaint.
 4. **FOLLOW UP & MONITORING:** Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending upon the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.
 5. **SCRUITINY:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is considered as closed.
 6. **CALL FOR HEARING:** If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents.
 7. **INVESTIGATION:** If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the



right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

8. FINAL DECISION: After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application - pass an order indicating the reasons for such order, as may be deemed fit.
9. COMMUNICATING THE DECISION: Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties which shall be binding on both the parties.
10. CLOSURE OF COMPLAINT: The complaint shall be considered as disposed off and closed when:
 - a. the grievant has indicated acceptance of the resolution;
 - b. the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.



Prof. Dr. S. B. Patil

Principal

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