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1. SUMMARY OF INSITITUTE

1.	Name of College with Contact Details	:	**DKTE Society's** **Textile and Engineering Institute,** 'Rajwada', P Box 130, Ichalkaranji Tal. Hatkanangle, Dt. Kolhapur (MS) India – 416115 Phone: +91 230 2421300 Fax: +91 230 2432329 Email: dktestextile@gmail.com Web.: www.dktes.com
2.	Affiliating University	:	Shivaji University, Kolhapur
3.	Included in Section 2(F) 12 (B) Status	: :	**Yes** **Yes**
4.	Year of Establishment of College	:	1982-83
5.	NAAC / NBA Certificate Available	:	**Yes**
6.	If Yes, Grade obtained under NAAC No. of courses covered under NBA	: :	APPLIED APPLIED
7.	Type of Institution / College (Govt. / Private / Aided Etc.) Whether College is Self Financed	: :	Private **Yes**
8.	Whether Proposal Forwarded by Affiliating University	:	**Yes**
9.	Type of Courses Being Run by College (Science / Technical / Arts / Commerce / Management / Engineering)	:	Engineering and Management

2. BACKGROUND OF THE INSTITUTE

2.1 GENESIS

The Decentralized Power loom Industry Ichalkaranji started growing at a very rapid rate around 1980. The industries like spinning mills, chemical processing units, warping and sizing units, which support the power loom industry also started growing in numbers. The developing industry requires technical qualified manpower. In spite of the process of phenomenal growth of the textile industry that was, taking place at Ichalkaranji there was no educational institute up to 1980 which could cater an industry's need of technically trained man power. At that time there was only one Institute in the entire Maharashtra at Mumbai which catered to the education programmes in Textiles. The students passing out from this institute were not willing to come to a rural and mofusil area like Ichalkaranji.

The local industry was facing handicapped due to the dearth of technically qualified personnel. Nine co-operative organizations from Ichalkaranji therefore, came together under the leadership of Mr.K.B. Awade (Ex. M.P) in 1981 to form an Education Society, this Society was named after Shri Dattajirao Kadam, a veteran leader and an ardent co-operator, and who was mainly instrumental in the development of Textile Industry at Ichalkaranji. Thus, the Dattajirao Kadam Technical Education Society, popularly known as DKTE, came in to existence with a view to start institutes and colleges to cater to education in the field of textiles, engineering, management and others. The objective was to provide education facilities in various fields to students of this rural area of western region of the Maharashtra state and to support the growth of industry by providing technically qualified professionals. In this endeavor, Ichalkaranji municipality and a number of generous and philanthropic citizens extended their wholehearted support.

The DKTE society appealed to the State Govt. to permit them start the Diploma course in Textiles and the State Govt. accorded their approval in August-1982 on the condition that the Institute will not receive any grant in aid from the Govt. and will have to work on self-supporting basis. The D.K.T.E. Society accepted this challenge and started the Textile and Engineering Institute with a Diploma course in Textiles on 26th September, 1982. This institute is one of the first Institutes to be started on no grant basis in the State of Maharashtra. Observing the performance of this Institute and encouraged by the successful establishment of this, Govt. of Maharashtra resolved the policy to permit various social and industrial organizations of the state to start Professional educational institutes on no grant basis in the

State of Maharashtra. This decision brought a revolution in the thinking and pattern of the education in the state.

Textile and Engineering Institute began its activities by introducing a Diploma Course in Textile Manufactures (DTM) in the academic year 1982-83. In the year, 1983-84 two-degree courses in Textiles were introduced. In the due course of time several diploma, degree, post-graduate and Ph.D. level pogrammes were added in different branches of Engineering.

The Govt. of Maharashtra has classed the Institute as 'A' Grade. The Institute is holding a prestigious ISO 9001-2008 Certification. Presently the institute conducts Ten Degree Courses (Five in Textiles & Five in different Engineering disciplines), Six PG Courses (Three in Textiles and Three in Engineering and two PG courses in Management. Institute is approved Centre for Ph.D. programs in Textiles, Electronics and Mechanical Engineering. The total student strength of UG and PG of the institute is close to around 3000 and has 190 teaching faculty members and 187 non-teaching staff. Owing to excellent infrastructural facilities and a highly qualified staff, very high standard of education has been maintained. Apart from regular teaching, the institute is very well known for its intensive interaction with industry. In this field, it is not only known in India but also has achieved recognition at international level. The Institute has vigorously strived since all these years to create an academic environment wherein outstanding students and scholars from across the country are provided with a holistic learning experience for life.

2.2 VISION, MISSION AND QUALITY POLICY

VISION

To be one of the leading institute in technical education and research through academic excellence and research; to serve the needs of industry and society through continuing education programs, industry interaction, entrepreneurship development and research.

MISSION

- To nurture our students with relevant and contemporary technical education by providing conducive learning environment
- To imbibe attitudes, skills and values that will enable them to strive for excellence and perfection in the tasks undertaken to serve the needs of the industry, society, globally and locally

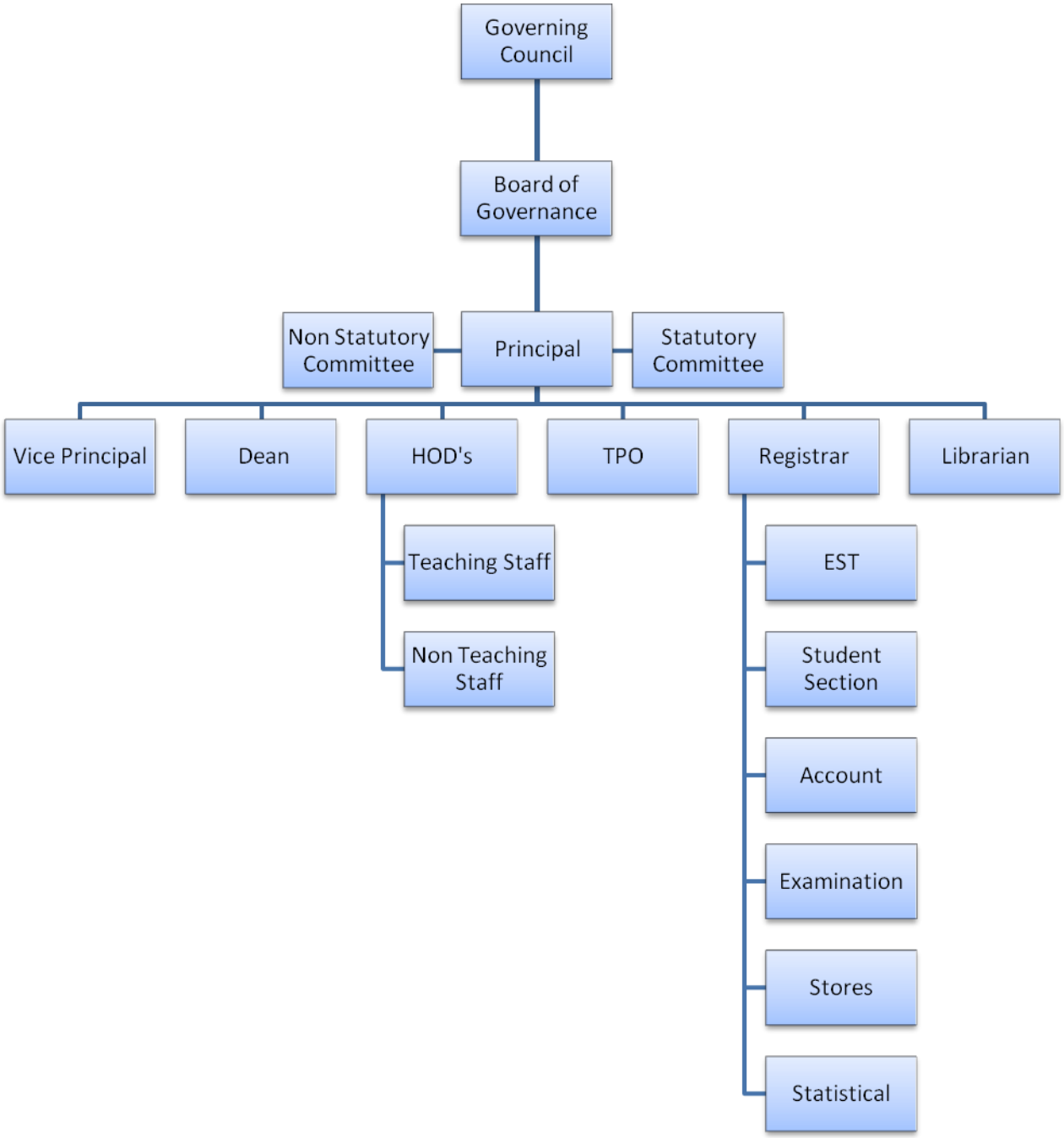
- To develop researchers, technocrats, entrepreneurs and business leaders for an exciting and rewarding career

QUALITY POLICY

We at DKTE are committed to achieve academic excellence, impart high quality technical education, training, expertise in various industries and engineering programs; thereby enhancing the intrinsic abilities, capabilities, thinking process of students besides promoting their engineering and technological skills. We are committed to comply with the requirements and continually improved the effectiveness of quality management system.

3 INSTITUTIONAL MANAGEMENT

3.1 Framework of Management Structure existing in the Institute



Governing Council of DKTE Society

Sr. No.	Members	Designation
1	Shri Kallappa Baburao Awade	Chairman
2	Shri Ramchandra Vishwanath Ketkar	Treasurer
3	Dr. Mrs.Sapna Uttam Awade	Hon. Secretary
4	Shri Prakash Kallappa Awade	Trustee
5	Shri Bhupal Balwant Kagwade	Trustee
6	Shri Sarjerao Dattatraya Patil	Trustee
7	Shri Sunil Satgonda Patil	Trustee
8	Shri Prakash Bapuso More	Trustee
9	Shri Anil Tatyso Kudche	Trustee
10	Adv.Shri Swanand Mukund Kulkarni	Trustee

The details of all the Statutory Committees like Board of Governance, Local Managing Committee, Anti Ragging Committee, Standing Committee, and Internal Complaint Committee

Governing Body of the Institute

Sr. No.	Name	Profession	Designation
1	Shri. K.B. Awade	Management Representative	Chairman
2	Dr.Mrs. S.U. Awade	Hon. Secretary, DKTE Society	Member Management Representative
3	Shri. R. V. Ketkar	Hon.Treasurer, DKTE Society	Member Management Representative
4	Shri. P. K. Awade	Member, DKTE Society	Member Management Representative
5	Shri. A.B. Soundattikar	Member, DKTE Society	Member Management Representative
6	Dr. P.A. Kulkarni	Member, Board of Governors	Educationist
7	Shri. S.G. Vaidya	Member, Board of Governors	Educationist
8	Dr. J.C. Padate	Member, Board of Governors	Industry
9	Mrs. P.P. Kulkarni	Member Trimurti Engineering Tools Pvt.Ltd. Sangli	Representative Industry

Sr. No.	Name	Profession	Designation
10	Dr. S.R. Chandak	Member, Board of Governors	Industry
11	Prof.(Dr.) K.T. Jadhav	Member, Board of Governors	Educationist
12	The Secretary	Member, Board of Governors	Higher & Technical Education Dept. Mumbai
13	The Regional Officer	Member, Board of Governors	AICTE, Mumbai
14	The Member Secretary	Member, Board of Governors	AICTE, New Delhi
15	The Director	Member, Board of Governors	Directorate of Technical Education, Mumbai
16	Prof.(Dr.) Mrs. L.S. Admuthe	Member, Board of Governors	Member – Faculty
17	Prof.(Dr.) U.J. Patil	Member, Board of Governors	Member – Faculty
18	Prof.(Dr.) P.V. Kadole	Member Secretary, Board of Governors	Principal & Member Secretary

Table 3.35 Local Managing Committee

Sr.No.	Members	Designation	Position
1	Shri K.B. Awade	Chairman	Representative of Management
3	Dr. Mrs. S.U. Awade	Member	Representative of Management
4	Shri R.V. Ketkar	Member	Representative of Management
5	Prof.(Dr.) S.K. Shirgave	Member	Representative - Teaching Faculty
6	Prof. A.D. Patil	Member	Representative - Teaching Faculty
7	Prof.(Dr.) V.B. Upadhye	Member	Representative - Teaching Faculty
8	Shri. A.B. Mali	Member	Representative –Non Teaching Faculty
9	Prof.(Dr.) P. V. Kadole	Member	Principal Ex-Officio

Anti Ragging Committee

Sr. No.	Members	Designation
1	Prof (Dr) P V Kadole	Principal / Chairman
2	Prof.(Dr.) Mrs.L.S.Admuthe	Member
3	Adv. Swanand Kulkarni	Member
4	Prof. C.A. Patil	Member
5	Shri. K.S. Kadam	Member
6	Shri. B.D. Ravande	Member
7	Shri. R. D. Naiknaware	Member
8	Mr. Shirish Bargale	NGO Representative
9	Shri. Sanjay Khool	Media Representative
10	Student Representative	Member – GS
11	Student Representative	Member- LR
12	Police Representative	Member

Standing Committee

Sr.No.	Members	Designation
1	Prof.(Dr.) P.V. Kadole	Chairman
2	Prof.(Dr.) Mrs. L.S. Admuthe	Member
3	Prof.(Dr.) U.J. Patil	Member
4	Shri. K.S. Kadam	Member
5	Mrs. J.D. Gavade	Member
6	Shri. A.K. Kamble	Member
7	Mrs. P.A. Patil	Member
8	Member	Registrar

Internal Complaint Committee / Sexual Harassment Prevention Committee

Sr.No.	Members	Designation
1	Prof.(Dr.) Mrs. L.S. Admuthe	Chairman
2	Prof.(Dr.) Mrs. S.U. Awade	Volunteer Ladies Representative
3	Adv.Shri S.M. Kulkarni	Member
4	Prof.S.A. Patil (Maths)	Member
5	Mrs. P.M. Katkar	Member
6	Mrs. S.J. Jagdale	Member
7	General Secretary	Member
8	Ladies Representative	Member

4 RECRUITMENT & SERVICE CONDITIONS

4.1 RECRUITMENT OF FACULTY AND STAFF

Eligibility Criteria:

With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05th March 2010)

For Faculty members:

Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010

Engineering and Technology

Sr No.	Cadre	Qualification	Experience
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline. Or Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/ research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.
			In case of research experience good academic record and books/research paper publications/ IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at

			managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
04	Principal	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable. .	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee. Flair for Management and Leadership is essential

Humanities & Science

Sr. No.	Cadre	Qualification	Experience
1	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
2	Associate Professor	Qualification as above that is for the post of Asstt. Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching /research / Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and / or Industry. In case of research experience good academic record and books / research paper publications / IPR / Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.

If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

Grade Point	Percentage Equivalent
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

Staff/Non-Teaching: The eligibility criteria for various posts of staff

Librarian

Sr. No.	Cadre	Qualification	Experience
1	Librarian	Masters degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	

Director of Physical Education

Sr. No.	Cadre	Qualification	Experience
1	Director of Physical Education	A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET	Represented the university/College at the inter-university/ inter-collegiate competitions or the State in national championships.

Administrative

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER / REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
02	SUPERINTENDENT	A Bachelor Degree or equivalent	3 years of experience of administration
03	SENIOR ASSISTANT	A Bachelor Degree or equivalent	2 years services in the lower category.
04	SENIOR STENOGRAPHER	A Bachelor Degree or equivalent Technical I) Typewriting English Grade Higher and II) Shorthand English Higher Grade III) Knowledge of MS Office	2 years of service as Stenographer.
05	STENOGRAPHER	A Bachelor Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
06	JUNIOR ASSISTANT (TYPIST)	A Bachelor Degree or equivalent Technical 1) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
07	JUNIOR ASSISTANT/CLERK	A Bachelor Degree or equivalent and knowledge of MS Office	
08	Senior Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
10	Laboratory Instructor (Science)	First Class B.Sc in branch of Science concerned	
11	Workshop Instructor	A certificate from I.T.I. in relevant Trade	
12	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade	
13	DRIVER	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
14	PEON	10th Standard Able to ride a bicycle in respect of male members	
15	HOUSE KEEPING ASSISTANT	No formal education is required	

MODE OF SELECTION

FACULTY MEMBERS

PROCEDURE

Recruitment Procedure: Teachers: (Assistant Professor /Associate Professor /Professor/ Principal)

i. **Manpower Planning**:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement: Consolidation of subject wise teaching load Calculation. Student – Teacher Ratio(as per NBA guideline)For UG: 1:15. For PG: 1:12.Cadre ratio is 1:2:6.

ii. **Succession Pla**n:

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Professor, Associate Professor may be promoted as a professor.

The succession can be:

a. **<u>Absolute Succession:</u>**

The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.

b. **<u>Conditional Succession:</u>**

The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of Acquiring higher qualification, certifications etc.

Approval of Faculty by the University:

The institute will ensure that, within the best of its capacity and within the rules the Shivaji University Kolhapur approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

iii. Filling in of temporary vacancy:

Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one term the Registrar, on the recommendation of the Principal, initiates the process of temporary appointment.

iv. Creating a New Position:

Description of a new position must be completed by the Head of the Department and submitted to the Principal, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with All India Centre for Technical Education, Directorate of Technical Education and Shivaji University Kolhapur nomenclatures.

v. Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the Institute's website, list of new openings will be available from time to time.

vi. Closing Date:

All classified positions are open for a period of fifteen working days. At times, a hiring official can choose to keep the job open until filled. In such instances the hiring official reviews all applications received up to the date and notify the Management when decision is made.

vii. Advertising:

Once the job advertisement is ready, the advertisement is be posted on the website and at least one of the National or local English newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Registrar and all correspondence refers to the appropriate job position.

a. Verification: Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.
b. Publishing the Advertisement: The advertisement should be published in 1. News papers, 2. Web site etc.

viii. Employee Selection:

If an applicant contacts any department, he/she is referred immediately to the Registrar.

4.2 SERVICE CONDITIONS

Hierarchy of Reporting:

Reporting by different staff members to higher authorities shall be according to the table below:

Staff	Reporting authority
Principal	CHAIRMAN
Dean	Principal
Head of the Department	Principal
Registrar / Asst. Registrar	Principal
Training & Placement officer	Principal
Librarian	Principal
Coordinator	Head of the Department
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	REGISTRAR
Library Staff	Librarian
Stores Staff	Stores Incharge
Peons / Non teaching Staff	Head of the Department / Registrar

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

4.3 CODE OF CONDUCT

a) Policy for Physically Handicapped People:

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

b) Drug and Alcohol Free Workplace Policy:

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment :Abide by the institute's policy on prohibited substances; and Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be

required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

c) Equal Employment Opportunity:

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

d) Sexual Harassment:

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

a. Physical contact and advances. or
b. Demand or request for sexual favors. Or
c. Sexually colored remarks. or
d. Showing Pornography. or
e. Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

e) Soliciting / Canvassing :

Canvassing, placing signs and posters for solicitation purposes, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

f) Attendance:

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head

of the department An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department .A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

g) Conflicts of Interest:

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

h) Code of Conduct:

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

i. Insubordination
ii. Theft
iii. Conviction of a felony involving moral turpitude
iv. Bringing discredit to the Institute
v. Falsifying, grafting, or forging of any record, report, or information
vi. Discourteous behavior
vii. Any other misconduct interfering with performance of job tasks
viii. Unauthorized absence from assigned work area
ix. Sleeping on duty
x. Negligence
xi. Dereliction of duty
xii. Interfering with the work performance of another employee
xiii. Favoritism
xiv. Wasting materials
xv. Willful damage to equipment or property of the Institute
xvi. Entering an unauthorized work area
xvii. Continued failure to perform assigned duties
xviii. Failure to report absence
xix. Habitual absence or tardiness
xx. Job abandonment.

i) Safety:

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

j) Confidential Information:

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

k) Gratuities:

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

l) Political Activities:

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

m) Disruptive Behavior:

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative,

disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

n) Outside Employment:

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

o) Malpractices:

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

p) Revelations:

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

4.4 WORKING HOURS AND WORKLOAD

i. Muster:

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

ii. The Standard Workweek:

Since the requirements of the various operations of the Institute are

Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday. The timing is 9:15 am to

5:45pm for Administrative Staff and 10:00am to 5:30pm for Faculty. All days have a forty five minutes break for lunch and 15 minutes of tea break.

iii. Change of Workweek:

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

iv. Overtime:

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

TEACHING DAYS

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. “Teaching Days” here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

WORK LOAD

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal	:	4 hours/week
Professor	:	8 hours/week.
Associate Professor	:	12 hours/week.
Assistant Professor	:	16 to 18 hours/week.

4.5 JOB RESPONIBILITIES

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

A. Principal :

As the figure head of the institute, principal should have the vision and leadership ability to keep a college developing.

Academic:

i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
ii. To take institute and faculty feedback and accordingly take the remedial actions.
iii. To plan and take the necessary actions for improvement of college results and academics
iv. To promote industry institution interaction and research & development activity.

Administration

i. To conduct the periodical meetings of the faculties for effective administration of the college.
ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
iii. To initiate recruitment of non teaching staff & teaching staff as per rules laid down by Shivaji University Kolhapur.
iv. To approve vendors for resources as required in the institute.
v. To sanction the leave of the HOD‘s (Head of Department) as per the norms.
vi. To monitor and update the institute website with complete information about the institute.
vii. To communicate with Shivaji University Kolhapur, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
viii. To execute any other work assigned by the management.

Finance

i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
ii. To authorize for cash advances for urgent purchases required in the institute.

iii. To ensure that all financial transactions are conducted as per the norms.
iv. To execute salary payments to faculty & staff.
v. Promotion of co -curricular and extracurricular activities
vi. To monitor and promote technical and non technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean Students Welfare.

Industry Linkage and Consultancy

i. To formulate policy and facilitate the consultancy work in the institution.
ii. To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
iii. To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
iv. To apply for intellectual properties generated from research at college and to market these patents in industry.

B. Vice Principal Academics:

Research Work

i. To carry out admission process of PhD students of the college.
ii. To organize effective training program for Ph.D. students of the college.
iii. To monitor timely completion of the Ph.D. work of the students.
iv. To encourage and promote publishing of research work in reputed, high impact factor research journal / Publications.

Faculty Development

i. To initiate and organize various faculty and staff development programs for continual education.
ii. Motivate faculty for exploring new avenues for research work, consultancy and projects.
iii. To assist faculty for applying to different agencies of Government of India & other agencies like Directorate of Technical Education, All India Council of Technical Education and Shivaji University Kolhapur etc for research projects.
iv. To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.

Students Welfare:

i. Responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of Departments.
ii. To assist students for effective organization of extracurricular & co curricular activities in and outside the campus.
iii. To keep watch on hostel and campus for ragging free environment.
iv. To counsel students for any issue that may arise.
v. To assist the Principal in all students related issues.

C. Vice Principal Administration:

i. To carry out admission process of Post Graduate (PG) students of the college.
ii. To monitor the administration of the Postgraduate programs including the efficient running of the Postgraduate courses in all departments
iii. To allocate, monitor and ensure in time completion of the PG research projects.
iv. Provide advice/information to existing students about all aspects of coursework and administration to ensure excellent student support.

Examination:

i. To execute all Internal Examinations of undergraduates and postgraduate courses and declare their results.
ii. To carry on all work connected with the conduct of University Examinations in accordance with the procedure laid down by the Shivaji University Kolhapur.
iii. To be the custodian of all question papers and examination scripts pertaining to Examinations.
iv. To monitor Central Assessment Process and is responsible for all matters connected with the conduct of examinations.
v. To execute any other work assigned by the Principal and management.

D. Head Internal Quality Assurance Cell (IQAC):

i. To establish documents and records for Quality Management System and maintain them.
ii. To ensure the functioning of the institute as per documented Quality Management System.
Iii. To coordinate all activity towards achievement of Quality Objectives.
iii. To liaison with external agencies for establishment & certification of Quality Management System.

iv. To educate and motivate all faculty and staff on Quality Management System.

v. To facilitate implementation of the Quality Management System and report to the Principal on performance of the same.

vi. To plan, schedule and conduct internal audit with respect to ISO: 9001.

vii. To coordinate and organize Management Review Meeting at regular intervals.

viii. To ensure implementation of corrective and preventative actions.

ix. To execute any other work given by the management / Principal.

E. Head of Department:

Academic Duties:

i. To Monitor and conduct academic activities of the department under the guidance of the Principal.

ii. To take department and faculty feedback and accordingly take the remedial actions.

iii. To plan and take the necessary actions for improvement of department results and academic performance.

iv. To coordinate term work assessment and conduction of practical /oral examinations as laid down by Shivaji University Kolhapur.

Administration Duties:

i. To maintain discipline and enforce rules as laid down by the institute, in the department.

ii. To monitor the day to day activities of the department.

iii. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.

iv. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.

v. To execute any other work assigned by the management/Principal.

Finance

i. To prepare the department requirements and budget needed.

ii. To oversee the purchase and deployment of any resource allotted for the department.

F. Teacher:

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor.

The Duties and responsibilities are as follow:

i. To understand the Quality Management Policy and Quality objectives of DKTES Textile & Engineering.
ii. To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc .
iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
iv. To use innovative teaching aids and adopt innovative teaching –learning methodologies.
v. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
vi. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
vii. To participate proactively in any research and development activities conducted in the department.
viii. To perform other academic/ administrative duties assigned by Head of the Department / Principal.

G. Non-teaching technical staff:

a. In charge: System and Technical Support

i. To update and maintain institute website with institute data.
ii. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
iii. To initiate purchasing of equipments.
iv. To provide support for various software servers.
v. To ensure continuous internet during assigned hours.
vi. To give support to On-line exam, Seminar, Workshop, technical training program.

b. Laboratory/ Technical Assistant:

i. To prepare the laboratories for smooth conduction of laboratory session.
ii. To assist faculty and students during laboratory sessions.
iii. To maintain Dead stock register, Instrument Issue register and maintenance register.
iv. To conduct installation of new equipments and maintenance of existing equipments.
v. To maintain and update the approved supplier list for equipments.

H. Non-teaching non-technical staff:

a. Registrar / Deputy Registrar/ Assistant Registrar :

i. To provide secretarial support to the trust & the Principal.

ii. To maintain general discipline, safety, cleanliness of premises, hostels, dress code etc.

iii. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of MAEER.

iv. To ensure the documented Quality Management System is followed at various stages of administrative processes.

v. To execute the admission process and University Examination process of students.

vi. To handle student grievance and taking remedial actions.

vii. To execute attendance monitoring.

viii. To handle of customer complaints and ensuring corrective actions.

ix. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.

x. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non conformities.

xi. To execute any other work given by management.

b. Librarian:

i. To implement all library rules as defined by the management.

ii. To ensure the documented Quality Management System is followed at various stages of library processes.

iii. Responsible for overall functioning of the library.

iv. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .

v. To display all technical articles, literature and new arrivals.

vi. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.

vii. To execute any other work given by management.

c. Training and Placement Officer:

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

ii. To conduct placement activities smoothly
iii. To decide and arrange for personal development programs for student.
iv. To update and maintain the contact details of companies interested in recruitment activities.
v. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
vi. To take feedback from industry about the students recruited.
vii. MOU's with Industries for placements
viii. To take necessary actions for pre-placements
ix. To arrange Training & Soft – Skills as per requirements of Companies / Industries.

4.6 POLICIES FOR DISCIPLINE

Disciplinary Action Policy

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
ii. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department / .
iii. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
iv. The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
v. If the conduct or performance of an employee is not satisfactory, he/ she is required to

attend a formal disciplinary hearing held by the Head of the Department, the Principal. if the explanation is unsatisfactory. An appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

Other Policies:

i. **Security & Vigilance on campus:**

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

ii. **Counseling Facility:**

College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available in campus twice a week.

iii. **Biometric Attendance facility:**

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

iv. **I-Card Policy faculty members, non-teaching staff and students:**

The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. I – Card registration is available in office.

v. **Examination Duties :**

a. Supervision duty of university exams: All teaching staff is allotted Supervision duties for university and departmental examination.

b. Senior Supervisor: Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least five examination sessions.

c. Junior Supervisor: All graduate employees are eligible to act as junior supervisors. He/she has to supervise minimum of three sessions and maximum seven sessions.

d. **Examiner ship for University Exams:**

No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is

provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

vi. **Private Coaching / Outside Employment Policy:**

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

vii. **Internet Facility policy:**

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

viii. **Non smoking, non alcohol and no-tobacco chewing policy:**

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

ix. **Keys deposition Policy:**

College main office keys are deposited in the security office. Department key are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

x. **Vehicle parking policy:**

a. For staff members: All the staff members are required to park preferably at the designated parking lots for proper management.

b. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.

xi. Faculty / Staff shall not park the vehicle continually for days without prior permission; else action will be taken against it.

xii. Disciplinary procedure: Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college.

5. PERFORMANCE APPRAISAL

Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute.

Appraisal Factors:

Factors used to appraise an individual's performance in a job are the following:

i. Education - Depth of knowledge normally acquired through education or specialized formal training
ii. Experience - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
iii. Job scope - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
iv. In campus relationships -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.
v. Out campus relationships - Responsibility for representing the institute
vi. Managerial responsibility - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
vii. Position conditions - Degree to which the position has certain undesirable working conditions present
viii. Integrity- Integrity with institute, initiative, ability to shoulder responsibility, etc.

Parameters of Evaluation:

Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

i. **Student Feed Back:**

Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office. **Appendix I - Student Feedback Format]**

ii. **Lecture monitoring:**

Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one Senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the Principal. This will be maintained in Head of the Department /Principal's office

iii. **Result analysis:**

Result Analysis of subject taught by the faculty.

The following formulae may be used as guidelines for the Time Management

a. **Teachers :** 40% - teaching + 30% - institutional / departmental work + 30% - Self- developmental work

b. Others : 50% - Official + 30% institutional / departmental work + 20% - Self-developmental work

c. Students: 75% - study + 15 % curricular / extracurricular activities + 10% - other administrative work.

Process of Performance Appraisal:

A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he/ she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not be used as tools of personal vendetta under any circumstances.

PERFORMANCE APPRAISAL SYSTEMS:

Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- Appraisal by Students
- Appraisal by Head of Department
- Appraisal by Peer group

The weight age for various levels of appraisal will be as follows-

- Appraisal by Students 50%
- Appraisal by Head of Department 25%
- Appraisal by peer group 25%

6. Leave Rules

Leave cannot be claimed as matter of right. Discretion to refuse or revoke leave is reserved with the Governing Body. **Appendix II : Leave Application Forms**

Leaves can be broadly classified as:

6.1 Casual Leave [CL]:

Teachers are entitled to 15 days of Casual Leave, or part thereof, in a calendar year depending on the date of joining. Casual Leaves are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused Casual Leaves do not get carried over to the subsequent calendar year under any circumstances. Casual Leaves entitled to employee for the year can be availed proportionately in the same calendar year

Not more than 3 Casual Leaves can be availed in continuation. The Holidays or Weekend days that are sandwiched in the Casual Leave duration are counted as Casual Leaves. Casual Leave can be taken for half day also.

Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.

It is necessary to get prior sanction of Casual Leave by reporting to the authority .In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All Casual Leave forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. Casual Leave of Head of the Department is sanctioned by the Principal. The application of Casual Leave if not submitted before, it is to be submitted within four days from the date of availing the Casual Leave. Casual Leave cannot be equated with ML or vise versa.

6.2 Medical Leave

All teachers are entitled to 10 days of full pay Medical Leave, or part thereof, in a calendar year depending on the date of joining

Request for extension of Medical Leave will be considered by the Head of the Department /Principal/ Management.

There is need to submit the Medical Certificate authorized by MBBS & BAMS Doctors.

Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of the Department Management.

Unscheduled Absences Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.

Unused Medical Leaves will be carried forward into the subsequent year[s].

6.3 Maternity Leave

The permanent female teacher, who has two or less than two living children, on the date of the application, shall be entitled to full pay maternity leave for a period of ninety days from the date of its commencement. Such leave shall not be debited to her leave account. In case of the female teacher, if the confinement takes place during the vacation, the maternity leave shall run concurrently with it.

The female teacher appointed on temporary or adhoc basis or on probation who has put in at least two years of continuous service shall be eligible for maternity leave as decided by the Management / Principal.

The female teacher with less than one year service shall not be entitled to maternity leave and the period of absence shall be treated as extraordinary leave as per the discretion of Management / Principal.

The application for maternity leave shall be supported by medical certificates as to the probable date of confinement.

The female teacher may avail of other leave, including commuted leave, if she so desires, in continuation of the maternity leave, upto a maximum of sixty days without production of a medical certificate.

Leave under this Statute shall be admissible in the case of miscarriage or abortion including Medical Termination of Pregnancy, subject to the following conditions namely:

(a) The leave does not exceed forty-five days during the entire service,

(b) The application for the leave is supported by Medical Certificate.

(a) The leave may be sanctioned to the female teacher irrespective of the number of living children,

(b) After the Medical Termination of Pregnancy, if the female teacher requires rest for more than the leave admissible as per sub-clause

(a) Above, she can avail of the other leave due or not due,

If the teacher adopts a child, then he/she or she shall be eligible for the leave of the kind due or not due, as prescribed by the Government, from time to time.

6.4 Commuted Leave

The teacher may avail commuted leave on half pay at his/her credit on the condition that the commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.

6.5 Study Leave [SL]

A Study Leave granted to a teacher who has served the Institute for a period of minimum three years without break in service. This leave is meant for pursuing higher studies at the discretion of the management. The teacher is privileged with full pay and benefits during the period of Study Leave. A proof of having effectively used the Study Leave is required to be submitted to the Institute on resuming duties. A teacher may be able to avail herself/himself of this only once for a total span of 5 years.

Provided that, such study leave sanctioned to the teacher, shall not, ordinarily more than twenty-four months. The teacher, for study leave, shall apply at least six months in advance to the management.

Provided further that, if teacher is sanctioned such study leave, no substitute appointment shall be made against such vacancy.

7 FACULTY DEVELOPMENTS

7.1 HIGHER STUDIES

Deputations for Post Graduate Studies:

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service at DKTES Textile & Engineering and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal.

In case the Management decides, the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

Deputation for Ph.D. Work:

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least three years of continuous service at DKTES Textile & Engineering and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal.

Such member is required to sign a legal bond before the start of PhD. They also have to submit the progress report to college (through Head of the Department) at every interval of six months.

For self sponsored staff members doing PhD at IITs, the entire expenses towards completion of PhD are borne by staff member. The staff member will have lean on his/her current post for the period of four years/ completion of PhD (not exceeding 5 years). Such a lean shall be valid only after signing the legal bond wherein the staff member undertakes to serve DKTES Textile & Engineering for a period of 5 (Five) years after completion of PhD.

7.2 SEMINARS / WORKSHOPS / CONFERENCES

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as "ON DUTY" during the period of attending the courses.

7.3 POLICY FOR RESEARCH AND DEVELOPMENT

Research & Development Cell and its Objectives :

DKTES Textile & Engineering Institute believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long- term research as the foundation for future development.

Objectives:

i. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
ii. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
iii. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
vi. To convert College of Engineering into Center of Excellence.
vii. To set up the incubation centers in the engineering discipline.
viii. To adopt collaborative research with IIT, NIT, Research laboratory and industries.

ix. To mentor the research projects to academics and industries.

x. To publish the research work in renowned journals.

Constitution of R & D Cell :

The R & D cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean - R & D, with the Principal providing advisory support.

Research Committee has been formed, viz. Central R&D Committee

This Committee will contribute towards enhancing the inputs to research and developments at DKTES Textile & Engineering Institute. The R & D Committee will plan, promote & evaluate R& D activity like R&D projects, UG projects, etc. at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by Principal's office.

Responsibility of the members towards R& D:

i. To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.

To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.

ii. To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.

iii. To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.

iv. To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.

v. To visit R&D organizations and disseminate information regarding the effective implementation of research projects.

vi. To suggest peer reviewed national and international journals for subscription in central library as well as department library.

vii. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE),

Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR),All India Council for Technical Education(AICTE) , University Grants Commission (UGC), Shivaji University Kolhapur(UoP) etc.

ix. To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project.

x. To encourage and organize R&D Interdepartmental / collaborative work positively.

7.4 POLICY OF ENCOURAGEMENT TO EMPLOYEES:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

Funded Projects and Consultancy Work:

a. Funded Projects: The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.

b. Consultancy Assignments: Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute; both intellectually as well as financially. Proof of expenditure must be maintained as per the concerned funding agency.

c. Permission for accepting research or consultancy project:

All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

i Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.

ii. All applications related with R&D shall be routed through the Dean - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean - R&D, department representative in R&D cell and also to the Head of the Department.

iii. Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.

iv. Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.

v. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.

vi. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

vii. In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute .

viii. All Head of the Department must regularly and diligently update the R&D information on the institute website for department and give reports to Dean- R&D.

d. Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of DKTE with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute and Individual.

R & D Budget:

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same is Forwarded to, the Principal through Dean R & D

7.5 TRAINING

Training programs for Teaching /Technical / Supporting staff member:

All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed National or International conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at MIT College of Engineering are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

Submission of proceedings /documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Central Library and the department library. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees

8. WELFARE MEASURES

8.1 WELFARE MEASURES

Honorarium means payment granted to the teachers as remuneration for special work or work of an occasional nature.

Employees Incentive:

Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.

Faculty Promotion; is promoted to higher cadre depending upon their capability and initiative.

Medical benefits & Allowances:

All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies.

Children Education Allowances:

Children studying in units of DKTE Society and whose parents are employees of DKTES Textile & Engineering Institute can avail of a waiver on the tuition fees as decided by Management of DKTE Society.

Contributory Provident Fund:

Contributory Provident Fund Scheme is made available to all employees after three years of service.

Other Welfare Measures:

- Provision of canteen in the campus,
- Interest free advances during Emergency,
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- ESI for the staff drawing up to Rs.15000/-per month.
- Uniforms to attendants, drivers, and housekeeping staff.

- Reimbursement of part of expenses of faculty attending valuable seminars, conferences etc.
- Reimbursement of conveyance expenses.
- Grant of extra duty allowance to transport and housekeeping staff performing late duty.
- Grant of incentives on achieving good results.
- Group insurance scheme for employees