

SERVICE RULES

Qualification and Appointment: The appointments of all types of faculty are being made as per the norms of AICTE (Refer No. F. No. 37-3/Legal/2010-dated 05th March, 2010) as follows.

A) Qualifications :

Programme	Cadre	Qualifications	Experience
Engineering / Technology	Asst. Professor	B.E. /B. Tech. and M.E. / M. Tech in relevant branch with First Class or equivalent either in B.E. / B. Tech or M.E. / M. Tech.	
	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent in appropriate discipline Post Ph.D. publications and guiding Ph.D. students in highly desirable.	Minimum of 5 years' experience in teaching/ research/ industry of which 2 years post Ph.D. experience is desirable.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. 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



			<p>experience good academic record and books/ research paper publications/ IPR/ Parents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>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 fit by the expert members of the selection committee.</p>
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B) Appointments :

- 1. Temporary appointments:** When a vacancy of a Faculty is to be filled in temporary for a period of 1 year. The appointments shall be made through Local Selection Committee.
- 2. Appointment on Regular basis:** The appointments of Faculties on regular basis shall be made through University Selection Committee. The selected candidates will be appointed on probation for the period of two years and after completion of satisfactory probation period their services will be confirmed.

a) Copies of following documents are required at the time of interview

- Mark list and Certificates of SSC & HSC.
- Attested Passing certificates of UG and PG course.
- Work experience certificates or letters.
- Caste and Caste validity certificates. (only for reserve categories)



candidates).

- No Objection Certificate from present employer.

b) Copies of following documents are required at the time of joining:

- Copies of all above documents mentioned in (a).
- Copy of resignation letter or Relieving letter of previous employer.

All internal transfers/ shift in position/timing/profile will be officially communicated and necessary salary /allowance implication will be worked out as per salary/appointment guidelines.

Scale of Pay

Scale of pay, allowances, annual increments and benefits, shall be as per AICTE /University/DTE rules& regulations.

Annual Increment:

There will be a uniform date of annual increment, viz. 1st July of every year. If an employee has joined after 31st Dec., his or her increment will be in next cycle and not immediate in July.

Annual Increment of an employee shall freeze in case of poor performance / failure to achieve academic qualification in stipulated time period / disciplinary cause.

Special Privileges:

Special Allowances

- i) For Deans & HOD's: Rs. 5,000/-
- ii) Dept. T&P Coordinator: Rs. 1,500/-



Academic Incentives:

- a) Paper publication (for papers published in peer reviewed reputed journals) :
 - i) National Journal : Rs. 2,500/-
 - ii) International Journal : Rs. 5,000/-
- b) Conferences :
 - i) International conference: 50% registration fee will be paid by college.
- c) Participation in Seminar / Workshops / STTP / FDP /Training:- Rs. 5,000/- annual budget for each faculty.(25% of registration fees will be bourned by faculty & 75% of registration fees will be bourned by Institute. TADA within the country will be bourned by Institute as per rules. Under exceptional

cases where there is immediate case of students training, entire fees will be bourned by Institute with recommendation form HOD). If same paper is published in Journal & conference, it will be treated as single publication & only one Incentive will be given

➤ **Staff Training:**

- The employee will be required to update knowledge and skills every year by attending in service and out bound programs.
- These may be within or after college hours or on holidays.
- Employee will be required to travel outside Solapur, to attend training programs when necessary.
- Local or outstation training travel, Boarding and Lodging will be paid by NKOCET as applicable.
- In case of cancellation of participation, staff to pay 100% amount the college has paid for.

Retirement Age

- Retirement age for all the teaching staff will be 60 years. The retirement age for non-teaching staff will be 58 years. The managing committee may grant extension if the employee has no mental/physical disabilities and his or her services are beneficial to the institution as per the rules of Govt. of Maharashtra/ University/ AICTE.
- The Management shall have the right to retire an employee in case one is found physically or mentally disabled which renders him incapable to carry out his duties. Age of employee shall be determined on the basis of documentary evidence provided by the concerned employee. In case the records are inconclusive, the age of the employee shall be determined by the Medical Examination carried out by the Medical Officer appointed by the Management and the decision of the Management shall be final and binding.

Minimum Performance Level Expectations

- **New Entrants:**
 - More Focus on Academics and Teaching Methodologies
- **With 2 – 5 Yrs. Experience:**
 - Academics and Good Teaching Learning Process is a must.
 - Good Industry Connect measurable in terms of outcome



- Active Participation in Department/ Institute level administrative, co-curricular & Extra-curricular activities

- **Seniors with > 5 Yrs. Experience:**

- All of the above
- 1 Publication per 2 years
- 1 sponsored project per 2 years

- **Professors & Associate Professors:**

- All of the above
- 1 research grant from agencies like DST, AICTE, BARC etc. (Deadline could be specified)

Consistent Poor Performers

- Freezing Increments on compounded basis till performance improvement are not upto expected minimum levels
- Consistent non-performance leading towards termination of services

Termination of Employment

Any Employee may be terminated from the services by the Management on the following grounds.

- Physical and Mental disability to carry out the normal duties.
- Misappropriation of college funds / accounts / violation of other kind
 - a. If any information or documents furnished are found to be incorrect or not genuine, employee will be liable to be terminated.
 - b. On misconduct of Employee – Termination will be done after holding domestic enquiry and on the basis of report of the Enquiry Officer.
 - c. On violation of code of conduct.
- Any other bona-fide reasons
- Involved in any illegal activities and found criminal by law in any offence.
- Continuous poor academic performance as mentioned in minimum performance expectations criterion



Confirmed Employees

Services of the permanent employees may be terminated after giving 3 months' notice in writing or an amount equal to 3 months' salary in lieu of notice period.

Non-Confirmed Employees

The services of the probationers on or before expiry of probation period or the extended period can be terminated by giving one month's notice period or an amount equal to 1 month Basic pay in lieu of notice period. No employee can claim as a matter of right of employment after the expiry of the last working day.

Termination may not align with the Academic Cycle, i.e. July to June.

Resignation

If an employee, at any time after confirmation, intends to resign, he/she shall give 3month's notice in writing or 3month's Basic pay including all allowances to the Institution.

The resignation has to align with the Academic Cycle i.e. June to July. No employee should resign from his/ her services during semester.

The Class allocation is done at the end of every semester for the new semester. After the allocation if a faculty decides to resign, then he/she will have to honor the separation norms.

- Notice period is applicable only for working months (1 month or 3 months).
- Vacation cannot be included.
- Leave balance of all kinds cannot be counted for resignation period.
- Leave during notice period will be without pay. Notice period cannot be extended to suit the candidate's requirement.

Discipline

Attendance of Employees

- a) Every employee is expected to reach the college punctually and use biometrics at the attendance machine on arrival and also at the time of departure.
- b) Late coming beyond 10.00 a.m. more than three times in a month will result in 1 campus off deduction.



c) Twice in a month, you are allowed to take Campus off (2 hrs.), with prior permission of your respective head.

d) Visiting faculty will have to sign a separate muster to mark their attendance. Failure to sign the muster will lead to salary deduction.

Private and other Tuitions

No staff member shall undertake tuition of Orchid Students.

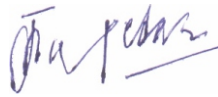
Grievances Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances.

The additional committees are:

a. Anti-Ragging Committee: Ragging complaints will be handled as per government guidelines.

b. Sexual harassment prevention Committee: Woman harassment complaints will be handled as per government guidelines by respective section.




PRINCIPAL
Nagesh Karajagi Orchid College
of Engg. & Tech., Solapur