



Pradnya Niketan Education Society, Pune's
**N. K. ORCHID COLLEGE OF ENGINEERING
& TECHNOLOGY, SOLAPUR**

NAAC Accredited, Approved by AICTE, New Delhi & Affiliated to DBATU, Lonere
E-mail : office@orchidengg.ac.in, Website : www.orchidengg.ac.in, Phone No. 9423084363
Post Box No. 154, Gut No. 16, Solapur-Tuljapur Road, Tale Hipparaga, Solapur- 413 002.

Criterion VI - Governance, Leadership and Management

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

- The institute has a well-established organizational structure and administrative setup. Several committees are formed at institute level for smooth coordination of the activities.
- Every department has a representation at institute level committees.
- All the departments have departmental committees to monitor teaching learning process, student associations and extra activities for the effective and efficient performance of the department.
- There is a well-defined service rules and regulations manual in the establishment section. The manual defines duties and responsibilities, leave rules, Code of conduct, qualifications for recruitment and scales of pay and promotion policy etc. of various categories of employees.
- The institute has published a well-defined policy manual for various policies related to academics and administration. The institute is having a web portal for information dissemination.

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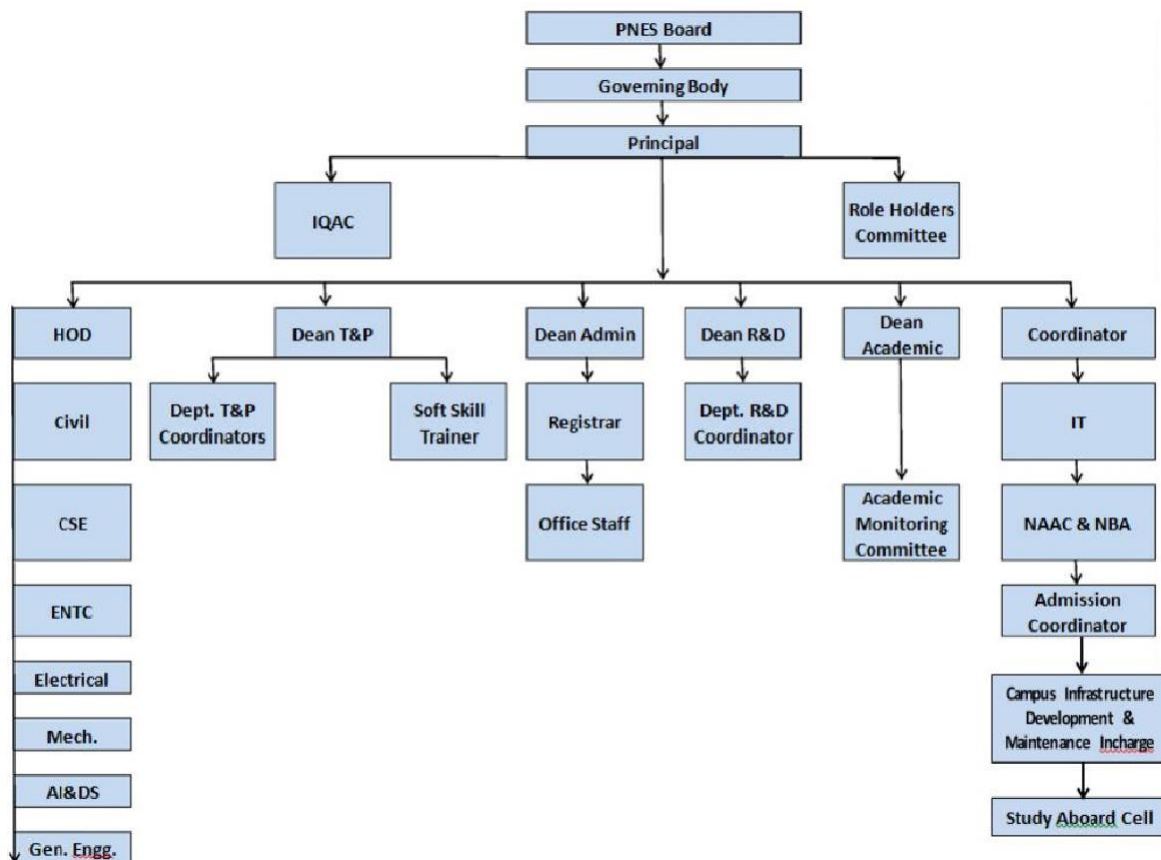
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Organogram of Institute



Institute Policy Manual Link

[6.2.1 Link for Policy Manual](#)




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Teaching Staff Appointment Order Sample

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**NAGESH KARAJAGI ORCHID COLLEGE OF
ENGINEERING & TECHNOLOGY, SOLAPUR**
Post Box No. 154, Gut No. 16, Solapur-Tuljapur Road, Tale Hipparaga, Solapur- 413 002.
Phone : (0217) 2500020/21, Fax. 2735004.
E-mail : office@orchidengg.ac.in, Website : www.orchidengg.ac.in
Approved by AICTE, New Delhi, Govt. of Maharashtra & Affiliated to Solapur University, Solapur

Ref. : PNESP/NKOCETS/ESTT./2017/1170-12 **Date: 30/06/2017**

To,
Ms. Shriram Rucha Ravindra
941, Sudhir Apt,
Build.No. 11,
3rd Floor, North Sadar Bazar,
Solapur.

Subject: APPOINTMENT ORDER.

Sir / Madam,

With reference to the interview conducted by University Selection Committee on 09/06/2017 and subsequent approval from the University vide letter No.सोविसो/शिमा/२१७(३)२०१६-१७/४३५३, dated:- २८/०६/२०१७, you are hereby appointed as fulltime **Assistant Professor in the Department of Electronics & Telecommunications Engineering** at "Nagesh Karajagi Orchid College of Engg. & Tech., Solapur", w.e.f. 01/07/2017.

You will be paid the pay of Rs.15,600/- in the pay band of Rs. 15,600-39,100 with AGP of Rs.6,000. Your basic pay will be Rs. 21,600/- plus Dearness Allowance, House Rent Allowance, T.A. etc. at the rates prescribed by the AICTE/ University/ State Government.

Your appointment is subject to the following conditions:

- Your appointment is on probation for the period of two years from the date of joining & subject to final approval from the University.
- You should acquire the higher qualification within the prescribed period as laid down by the AICTE/ University/ State Government.
- You should submit the attested true copies of passing certificates, mark sheets, experience certificate, discharge/ relieving certificate, last pay certificate and proof of your age etc. before joining.
- You should communicate your acceptance within 15 days from the date of receipt of this Order of Appointment, failing which your Order of Appointment is liable to be cancelled.
- You should undergo a medical examination by registered medical practitioner within three months from the date of joining and submit the physical fitness certificate.
- Your service for the next academic year shall be continued after the review of your academic performance/ feedback.

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g) In case you don't have industrial experience you should acquire 30 days of industrial training within the period of two years from the date of your joining.

Please note that

- 1) Your services will be governed by the rules and regulation of the University, State Government and Pradnya Niketan Education Society, Pune.
- 2) Your services may be terminated at any time by giving three months prior notice or pay of three months in lieu of notice period from either side.
- 3) Your services are transferable to any other Institution of Pradnya Niketan Education Society, Pune.
- 4) In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
- 5) If you involve in activities contradictory to law, your appointment will be terminated without any notice.
- 6) Your appointment is full time and you are not suppose to involve in any kind of consultancy activities, testing or private tuitions etc. without prior approval of the institute.
- 7) You may be assigned any other duties / responsibilities as deemed fit by the Management and Principal from time to time.

(Dr. J. B. Dafedar)
Principal

Copies:

- 1) Registrar / Accountant.
- 2) Personal file.

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[Handwritten signatures and initials]



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Non- Teaching Staff Appointment Order Sample

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An ISO 9001 : 2008 Certified Institute.
Post Box No. 154, Gut No. 16, Solapur-Tuljapur Road, Tale Hipparaga, Solapur- 413 002.
Phone : (0217) 2500021, 2500020, 2735001/02, Fax 2735004.
E-mail : office@nkorchidenggmgt.ac.in, Website : www.nkorchidenggmgt.ac.in
(Approved by AICTE, New Delhi, Govt. of Maharashtra & Affiliated to Solapur University, Solapur)

Ref.: PNEP/NKOCETS/ESTT/2014/244< /3 Date: 15/04/2014

Mr. Lokhande B.R.
A/P-Laxmi Dahiwadi,
Tal- Mangalwedha,
Dist-Solapur.

Subject:- Appointment Order.

Sir/Madam,

I am pleased to inform you that you are appointed as **General Technical Assistant in Electronics & Telecommunication Department at Nagesh Karajagi Orchid College of Engg. & Tech., Solapur, w.e.f. 01/07/2013.**

You will be paid the pay of Rs. 7510/- in the pay band of Rs. 5200- 20200 with AGP- 2400/-. Your basic pay will be Rs. 9910/- per month Plus Dearness Allowance, House Rent Allowance, T.A. as admissible. . And additional charge of Boy's Hostel duty for this work Rs.500/- will be extra salary per month.

Your appointment is subject to the conditions given below.

1. Your appointment is for the period of one year on probation and it will be continued after your satisfactory performance.
2. You should submit the attested true copies of passing certificates, mark sheets, experience certificate, discharge/ relieving certificate, last pay certificate and proof of your age etc. before joining.
3. You should communicate your acceptance within 15 days from the date of receipt of this Order of Appointment, failing which your Order of Appointment is liable to be cancelled.
4. Your service will be governed by the rules and regulation of Pradnya Niketan Education Society, Pune.
5. Your services are transferable to any other Institute of Pradnya Niketan Education Society, Pune.
6. In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
7. If you involve in the activities contradictory to law, your appointment will be terminated without any notice

etc
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8. Your appointment is full time and you are not supposed to involve in any kind of consultancy activities, private jobs etc. without prior approval of the competent authority.
9. You may be assigned any other duties/ responsibilities as deemed fit by the Principal & Management from time to time.
10. Your service may be terminated at any time by giving notice of one month or pay of one month in lieu of notice period on either side.

(Dr. J. B. Dafedar)
Principal

Copies:

- 1) Registrar / Accountant.
- 2) Personal file.

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Recd
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23/4/14
Received
Dafedar



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Strategic and Perspective Plan

[Click Here](#)