



Locally Rooted Globally Competent Education

PRADNYA NIKETAN EDUCATION SOCIETY, PUNE

NAGESH KARAJAGI *ORCHID* COLLEGE OF ENGINEERING & TECHNOLOGY, SOLAPUR.

(The Degree Engineering College affiliated to Solapur University, Solapur &
Dr. Babasaheb Ambedkar Technological University, Lonere from AY 2017-18
approved by A.I.C.T.E. New Delhi & Recognized by Govt. of Maharashtra)

AICTE Permanent ID : 1-2893356, DTE Code : EN 6223

POLICY MANUAL

(Approved by the Board of Governance)



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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

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Post Box No. 154, Gut No. 16, Solapur-Tuljapur Road, Tale Hipparaga, Solapur- 413 002.

Date : 05 / 06 / 2023

CERTIFICATE

This is to certify that the Policy Manual Version-II of Nagesh Karajagi Orchid College of Engineering and Technology, Solapur is prepared as per the guidelines of A.I.C.T.E., University and State Govt. rules and regulations.

It contains Academic, Administrative and other policies related to our Institute & contains total 125 pages respectively.

Hence certified.

(Mr. Vilas Patil)
SECRETARY

Pradnya Niketan Education
Society, Pune.

Chapter AD - 1

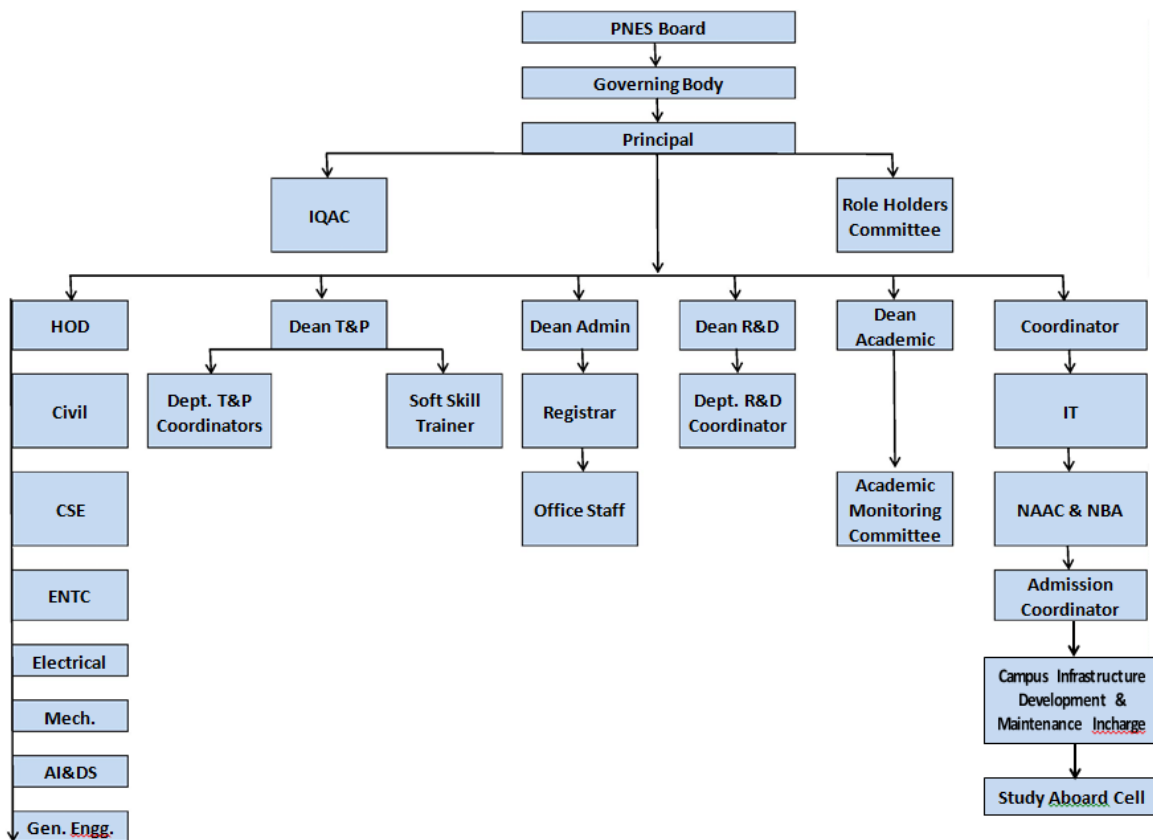
SERVICE RULES & RELATED POLICY

1.1 PREAMBLE

Nagesh Karajagi Orchid College of Engineering and Technology, Solapur (NKO CET) is run by the Pradnya Niketan Education Society, Pune (PNES). Currently PNES has two institutions - The Orchid School in Pune & NKO CET in Solapur.

NKO CET approved by AICTE, New Delhi, opened its gates for Technology Education from the academic year 2008-2009. It is recognized by Government of Maharashtra & affiliated to Solapur University, Solapur, Maharashtra and Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra from academic year 2017-18.

It has also introduced post graduate (M.E.) courses from AY 2012-13. The institute spreads over picturesque, sprawling land, in the vicinity of beautiful Hipparaga Lake.



VISION

Locally Rooted, Globally Competent Education.

MISSION

- To strive for excellence in our teaching-learning process, encouraging creativity and critical thinking.
- To earn the reputation of institution with world class programme.
- To become the destination for prospective students of Engineering.
- To imbibe universal values of respect, commitment and team spirit.
- To provide globally competent education to fulfill comprehensive needs of individuals, industry and society.

QUALITY POLICY

- Peaking excellence in technical education.
- Providing holistic education for the students' personality development.
- Performance assessment of students and faculty on continuous basis.
- Providing employable education.
- Professionalizing faculty development.
- Promoting research and consultancy.
- Pursuing Industry - Institute interaction.

OBJECTIVES

- To emphasize on value based education through multi-grade modern teaching methodologies and techniques.
- To adopts strong teaching-learning system with use of modern teaching aids such as video, animations to make learning easier and interesting.
- To provide additional industrial oriented courses in each dept. to make the students industry ready.
- To introduce soft skill as additional subject in the curriculum.
- To focus on industrial training imparted to the students for practical learning.
- To focus on main and mini projects to enhance experiential learning of students.
- To provide quality and employable education to the students.

1.2 APPOINTMENTS

- As per curriculum workload and student-faculty ratio, Heads of the department should prepare the staff requirement two month before every semester and submit to the principal.
- The Principal ensure the requirement of faculty submitted by concerned HOD as per the workload and requirement of AICTE and University norms.

- The Principal put up the requirement of teaching and non-teaching staff before the management and governing body meeting for its approval.
- After getting approval from Governing Body and Management the appointment of faculty and non-teaching staff to be made by following due procedure as per the University statute.
- The minimum workload during the week for each category shall be maintained as follows.

Sr. No.	Designation	Workload
1.	Principal	04
2.	Professor	12
3.	Associate Professor	14
4.	Assistant Professor	16

The appointment of requirement of teachers to be made as per the University statute and AICTE norms.

Temporary Appointments :- The appointment teacher for a period of one year is made through local selection committee, constituted as per the University statute. The selection committee will be as follows.

- Chairman of the Governing Body of his nominee.
- The Principal/ Head of the Institution.
- The Head of the Dept. at College.
- Senior faculty or subject expert nominated by the chairman of Governing Body.

Appointment on Regular/ Permanent Basis :- The appointment of teachers is made as per the University statute by following due procedure.

- Approval for teachers' workload from the University.
- Approval for roster from the competent authority.
- Approval for publishing advertisement in newspaper from University.
- Appointment of Scrutiny Committee.
- Constitution of selection committee as per the University guidelines.
- Appointment of teachers after getting approval from University.
- Joining the teacher in the Institute.

Appointment of non-teaching technical supporting staff/ admin. staff/ menial staff :- As per the requirement of various department the appointment to be made by following due procedure.

- The appointments to be made as per the norms of Govt. of Maharashtra and University & required qualifications.
- Selection committee consist of -
 - 1) Chairman of Governing Body.
 - 2) Principal/ Head of the Institution.
 - 3) HOD concern.
 - 4) Subject expert.

Qualification : The appointments of all types of teaching and non-teaching staff are being made as per the norms of AICTE, DTE, UGC and affiliating university.

1.3 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.

1.4 Special Privileges:

Special Allowances

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

1.5 Academic Incentives:

Paper publication (for papers published in peer reviewed reputed journals) publication fees or the incentives are paid to faculty members as per research and development policy of institute.:

- 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.

1.6 Policy for reimbursement of registration fees and TA for attending STTP/ FDP/ online courses

- 100% of Registration fees or upto Rs. 5000/- for the STTP/FDP/Online Courses will be borne by institute per faculty per year.
- Travelling Allowance as per institute T.A. policy which is mentioned in next section.
- Duty leave will be sanctioned for attending FDP/STTP/NPTEL Exam.
- Institute will reimburse 50% of exam fees of NPTEL Examinations.

1.7 TRAVEL POLICY

- For Local Travel:

In case faculty/staff member uses his/her own vehicle, petrol/diesel charges will be paid as per the rate fixed per km by the authority.

- Travelling to other cities:

Transport requisition to be given to Transport coordinator in advance to book the transport facility.

Mode of Transport and eligibility:

The mode of transport for official work is allowed as follows.

Sr. No.	Category	Pay Scale with AGP	Mode of Travel Allowed
1.	Class I	AGP Rs. 9,000 & above. (Principal & Professor) By Bus: AC bus actual fare.	By Train : 3 tire AC / CC Chair/ Shatabdi Express/ Rajdhani Express
2.		AGP Rs. 6,000 & above and below Rs. 9,000/- (Associate Professor & Assistant Professor) By Bus : AC bus actual fare.	Sleeper Class / CC Chair
3.	Class II	AGP Rs. 4,400 & above and below Rs. 6,000/- By Bus : Non-AC bus actual fare.	Sleeper Class / CC Chair
4.	Class III & Class IV	All class III & IV servants By Bus : Non-AC bus actual fare.	Sleeper Class
5.	Local Transportation (City bus, local train, taxi, auto) charges will be paid as actual.		
6.	Prior permission should be sought from Principal in case of vehicle on rent.		

1.8 LEAVE RULES

Last working day of the month will be the last date to regularize the leave record. Any application coming after that date will not be considered and leave / salary may get deducted. To regularize it, the staff has to get Principal's signature and approval for that.

The categories of Leave are as follows:-

1. Casual Leave
2. Sick Leave
3. Maternity Leave

**N. 1 Orchid College of Engg. & Tech., Solapur
Leave Policy**

* The Leave policy is approved by Management as per the meeting held on 04/09/2021,
to be implemented w.e.f. 1st July 2021.

A) For Full Time regulars staff Member:-

Sr. No.	Category of employee	Leave Title Applicable	Reference of G.R. rules	Institute Policy
1.	a) Faculty Members (University approved)	1) Casual leave a) As per Solapur University statues- 15 days. b) As per DBATU Statues- 8 days. (Due to 2 nd & 4 th Saturday Holidays)	University statute section 200 (a) (SUS) DBATU Statues	15 days for teaching.
		2) Sick Leave- 10 days. (20 half pay leaves converted into 10 days sick leave)	G.R. No. SMN-2693/128/, माशि-2, dated 4 Aug. 1995	10 days full or 20 days half pay leave. After completion of two years of service in our Institute.
		3) Vacations- 70 days, 40 summer and 30 winter.	As per University Statute.	30 days summer & 20 days winter vacation to those who have completed two years of service in our Institute.
		4) Study leave. Max. 1 year at a time and 2 years in whole service.	As per University statute section 200 (d)point (11)	1) 3 years bond against study leave to be given.
		5) Maternity leave- 180 days.	1) As per University statue. 2) G.R. No. शासन निर्णय क्र. 1409/ प्र.क्र. 8/09/ सेवा-6, दि. 24/08/2009	180 day leave. i) Below one year service- not applicable. ii) After one year and below two years half pay leave. iii) Two years completion- full pay leave. iv) Upto 2 Children only.

Registrar
7/9/2021

Dean. Admin.
7/9/21

Principal