



SERVICE RULE

SHRIRAM SHIKSHAN SANSTHA'S

**Shriram Institute Of Engineering And
Technology (Poly) Paniv**

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CHAPTER 1

RECRUITMENT POLICY

1.1 Introduction

Shriram Institute of Engineering and Technology (Polytechnic), Paniv is committed to recruiting competent, qualified, dedicated, and ethical employees to achieve excellence in technical education. The Institute believes that human resources are its greatest asset and that transparent, fair, and merit-based recruitment contributes significantly to institutional growth and academic excellence.

This Recruitment Policy is framed in accordance with the guidelines of the All India Council for Technical Education (AICTE), the Directorate of Technical Education (DTE), Maharashtra, the Maharashtra State Board of Technical Education (MSBTE), Government of Maharashtra regulations, and other applicable laws.

1.2 Objectives

The objectives of this Recruitment Policy are:

1. To recruit competent and qualified personnel.
2. To ensure transparency, fairness, and equal opportunity in recruitment.
3. To comply with AICTE, DTE, MSBTE, and Government regulations.
4. To select employees based on merit, qualifications, experience, and professional competence.
5. To maintain high standards of teaching and administration.
6. To promote diversity and equal employment opportunities.
7. To ensure that appointments are made only against sanctioned posts.
8. To establish a systematic recruitment and selection process.

1.3 Scope

This policy shall apply to the recruitment of:

A. Teaching Staff

- Principal
- Head of Department
- Lecturer

B. Academic Support Staff

- Librarian
- Physical Education Director
- Training and Placement Officer

C. Technical Staff

- Workshop Superintendent
- Instructor
- Lab Assistant
- Technical Assistant
- System Administrator
- Programmer

D. Administrative Staff

- Administrative Officer
- Office Superintendent
- Accountant
- Clerk
- Office Assistant

E. Supporting Staff

- Driver
- Store Keeper
- Peon
- Security Guard
- Housekeeping Staff
- Electrician
- Plumber
- Gardener

1.4 Recruitment Authority

The authority for recruitment shall vest with the Management of Shriram Shikshan Sanstha, Paniv.

The Principal shall initiate the recruitment process with the approval of the Management.

No appointment shall be valid unless approved by the Management.

1.5 Guiding Principles

Recruitment shall be based on:

- Merit
- Transparency
- Equal Opportunity
- Fair Selection
- Professional Ethics
- Institutional Requirement
- AICTE/DTE/MSBTE Norms
- Reservation Policy (where applicable)

No person shall be discriminated against on the grounds of religion, caste, gender, disability, or social background, except where reservations are provided by law.

1.6 Identification of Vacancy

Vacancies may arise due to:

- New sanctioned posts
- Retirement
- Resignation
- Promotion
- Transfer
- Expansion of departments
- Increase in student intake

- Creation of new laboratories or administrative sections

The concerned Head of Department or Section Head shall submit a vacancy proposal to the Principal for approval.

1.7 Approval of Vacancy

Before recruitment, the following approvals shall be obtained:

1. Head of Department recommendation.
2. Principal's approval.
3. Management sanction.
4. Budget availability.

Recruitment shall commence only after approval of the competent authority.

1.8 Modes of Recruitment

Recruitment may be through:

- Direct Recruitment
- Promotion
- Contract Appointment
- Temporary Appointment
- Guest Faculty Appointment
- Visiting Faculty Appointment
- Deputation (if approved)

The Management reserves the right to decide the mode of recruitment.

1.9 Advertisement of Vacancies

Vacancies shall ordinarily be advertised through one or more of the following:

- Institute Website
- Leading Newspapers
- Employment News
- Online Job Portals
- Official Notice Board
- Social Media Platforms
- DTE/AICTE Portal (where applicable)

The advertisement shall specify:

- Name of the post
- Number of vacancies
- Required qualifications
- Experience
- Pay Scale/Salary
- Reservation details (if applicable)
- Last date for submission of applications
- List of required documents

1.10 Eligibility Criteria

Every applicant shall:

- Possess the prescribed educational qualification.
- Fulfil AICTE/DTE eligibility requirements.
- Possess relevant experience wherever applicable.

- Be medically fit.
- Have good moral character.
- Produce all required documents.

1.11 Qualification

Teaching staff qualifications shall strictly follow the latest AICTE norms.

Technical and Non-Teaching Staff qualifications shall be as prescribed by DTE, Government of Maharashtra, or the Management.

The Institute may prescribe additional desirable qualifications based on institutional needs.

1.12 Submission of Application

Applicants shall submit:

- Prescribed Application Form
- Updated Resume
- Passport-size Photograph
- Educational Certificates
- Experience Certificates
- Aadhaar Card
- PAN Card
- Caste Certificate (if applicable)
- Caste Validity Certificate (where applicable)
- Non-Creamy Layer Certificate (where applicable)
- Medical Fitness Certificate (if required)

Incomplete applications may be rejected.

1.13 Scrutiny of Applications

The Establishment Section shall scrutinize applications to verify:

- Educational qualification
- Experience
- Age
- Required documents
- Eligibility

Only eligible candidates shall be shortlisted.

1.14 Selection Committee

The Selection Committee may consist of:

- Management Representative (Chairperson)
- Principal
- Subject Expert(s)
- Head of Department
- AICTE/DTE Nominee (where required)
- Member Secretary

The Committee shall conduct the recruitment process impartially and maintain records of proceedings.

1.15 Selection Process

The selection process may include:

- Screening of Applications
- Written Test (if required)
- Technical Test (for Technical Staff)
- Demonstration Lecture (Teaching Staff)
- Personal Interview
- Verification of Original Documents
- Evaluation by the Selection Committee

The Committee shall recommend suitable candidates to the Management.

1.16 Document Verification

Selected candidates shall produce original documents for verification before appointment.

If any information is found to be false, misleading, or suppressed, the Institute may cancel the appointment or terminate the employee's service.

1.17 Medical Fitness

Every selected candidate shall submit a Medical Fitness Certificate from a Registered Medical Practitioner.

The Management may require a fresh medical examination if necessary.

1.18 Police Verification

The Institute may require employees to submit a Police Verification Certificate, particularly for positions involving financial responsibility, security, or student interaction.

1.19 Appointment Order

The Appointment Order shall include:

- Employee Name
- Designation
- Department
- Date of Joining
- Nature of Appointment
- Pay Scale/Salary
- Probation Period
- Working Hours
- Leave Entitlement
- Notice Period
- Terms and Conditions
- Applicable Service Rules

Only the Management or its authorized representative may issue an Appointment Order.

1.20 Joining Formalities

Every selected candidate shall submit:

- Joining Report

- Acceptance of Appointment Order
- Copies of verified documents
- Bank Account Details
- Nomination Form
- PAN and Aadhaar Details
- Declaration of Good Conduct
- Undertaking to abide by the Institute's Service Rules and Code of Conduct

An Employee Code, Identity Card, and official records shall be created after completion of these formalities.

1.21 Probation

Every employee appointed against a regular post shall ordinarily be on **probation for two (2) years**, unless otherwise specified.

During probation:

- Performance shall be periodically reviewed.
- Attendance, punctuality, discipline, and work quality shall be assessed.
- The employee shall comply with all institutional policies and instructions.

1.22 Confirmation

Confirmation shall be based on:

- Successful completion of probation
- Satisfactory performance appraisal
- Good conduct
- Recommendation of the Head of Department
- Recommendation of the Principal
- Approval of the Management

Confirmation shall be communicated through a written order.

1.23 Termination During Probation

If the performance or conduct of a probationary employee is found unsatisfactory, the Management may terminate the appointment in accordance with the terms of the appointment order and applicable law.

1.24 Service Agreement

The Institute may require employees to execute a Service Agreement or Bond, where applicable, particularly in cases involving sponsored training, higher education support, or other special arrangements approved by the Management.

1.25 General Conditions

1. Canvassing in any form shall disqualify a candidate.
2. The Management reserves the right to accept or reject any application without assigning reasons.
3. Mere fulfilment of eligibility criteria shall not confer any right to appointment.
4. Recruitment shall be based on institutional requirements and availability of sanctioned posts.

5. Any matter not covered under this policy shall be decided by the Management in accordance with applicable AICTE, DTE, MSBTE, and Government of Maharashtra regulations.

CHAPTER 2

LEAVE RULES & STAFF LEAVE POLICY

2.1 Introduction

The Institute recognizes that leave is essential for the health, well-being, and efficiency of employees. This Leave Policy provides a uniform and transparent system for granting leave while ensuring that academic and administrative activities continue without interruption.

All employees shall plan their leave responsibly and obtain prior approval from the Competent Authority except in cases of emergency.

2.2 Objectives

The objectives of the Leave Policy are:

1. To provide a fair and uniform leave system.
2. To ensure uninterrupted academic and administrative functioning.
3. To define the eligibility, procedure, and authority for sanctioning leave.
4. To maintain proper leave records.
5. To prevent misuse of leave.
6. To comply with applicable labour laws and institutional policies.

2.3 Applicability

This policy shall apply to:

- Teaching Staff
- Technical Staff
- Administrative Staff
- Supporting Staff
- Regular Employees
- Probationary Employees
- Contract Employees (to the extent specified in their appointment order)

2.4 Working Days

The Institute shall function as per the Academic Calendar approved by MSBTE and the Management.

- Working Days: Six days per week.
- Weekly Holiday: Sunday (or as notified by the Management).
- Institute Holidays: As declared in the Academic Calendar.

2.5 Types of Leave

The following categories of leave shall be admissible:

1. Casual Leave (CL)
2. Medical Leave (ML)
3. Maternity Leave
4. Paternity Leave
5. On Duty Leave (OD)
6. Leave Without Pay (LWP)

No other leave shall be admissible unless specifically approved by the Management.

2.6 Casual Leave (CL)

Eligibility

Every regular employee shall be entitled to 12 days Casual Leave during a calendar year.

Conditions

1. Casual Leave shall be taken only for genuine personal reasons.
2. Casual Leave cannot ordinarily exceed **5 consecutive days**.
3. Casual Leave cannot be claimed as a matter of right.
4. Prior approval is mandatory.
5. Casual Leave shall not ordinarily be prefixed or suffixed to long vacation without approval.
6. Unused Casual Leave shall lapse at the end of the calendar year.
7. Casual Leave shall neither be accumulated nor encashed.

2.7 Medical Leave (ML)

Eligibility

Every regular employee shall be entitled to 10 days Medical Leave during a calendar year.

Conditions

1. Medical Leave shall be granted only in case of illness or injury.
2. A registered medical practitioner's certificate shall be compulsory if leave exceeds **two consecutive days**.
3. The Management may require the employee to undergo a medical examination by a doctor nominated by the Institute.
4. Medical Leave cannot be encashed.
5. Unused Medical Leave shall lapse at the end of the calendar year.

2.8 Maternity Leave

Female employees shall be entitled to maternity leave in accordance with the provisions of the **Maternity Benefit Act, 1961**, as amended from time to time, and applicable Government rules.

2.9 Paternity Leave

Male employees may be granted **15 days of Paternity Leave**, subject to Management approval and the applicable service conditions of the Institute.

2.10 On Duty Leave (OD)

An employee may be treated as **On Duty** when deputed by the Institute for official work, including:

- MSBTE Examination Duties
- AICTE/DTE Meetings
- Faculty Development Programmes (FDP)
- Short Term Training Programmes (STTP)
- Workshops
- Seminars
- Conferences
- Industrial Visits

- University or Board Meetings
- Admission Work
- NBA/NAAC Accreditation Activities
- Official Institute Assignments

On Duty Leave shall be approved by the Principal.

2.11 Leave Without Pay (LWP)

Leave Without Pay may be granted under exceptional circumstances when no other leave is available or admissible.

Conditions

1. Prior approval of the Management is mandatory.
2. The period of Leave Without Pay shall not ordinarily count towards service benefits unless otherwise provided by law.
3. Salary shall not be paid for the period of Leave Without Pay.

2.12 Public Holidays

Employees shall be entitled to holidays declared by:

- Government of Maharashtra
- DTE Maharashtra
- MSBTE
- Institute Management

Employees required to work on holidays for official duties may be granted compensatory leave, subject to approval.

2.13 Leave During Examination Period

Teaching and technical staff shall ordinarily not be granted leave during:

- MSBTE Theory Examinations
- Practical Examinations
- Internal Assessment
- Central Assessment Programme (CAP)
- Admission Process
- Accreditation Visits
- Inspection by Regulatory Authorities

Leave during such periods shall be sanctioned only under exceptional circumstances.

2.14 Leave Application Procedure

Employees shall:

1. Submit a prescribed Leave Application Form.
2. Obtain recommendation from the Head of Department/Section Head.
3. Obtain approval from the Competent Authority before proceeding on leave.
4. In emergency cases, inform the reporting officer immediately by telephone or email and submit the leave application upon return.

2.15 Leave Sanctioning Authority

Category of Employee	Sanctioning Authority
Lecturer	Head of Department / Principal

Technical Staff	HOD / Principal
Administrative Staff	Administrative Officer / Principal
Supporting Staff	Administrative Officer / Principal
Head of Department	Principal
Principal	Management

2.16 Prefixing and Suffixing Holidays

Employees may prefix or suffix public holidays with Casual Leave only with prior approval of the Competent Authority.

The sanctioning authority may refuse such requests if they adversely affect academic or administrative work.

2.17 Unauthorized Absence

Absence without prior approval or valid reason shall be treated as **unauthorized absence**.

Consequences may include:

- Leave Without Pay
- Written Warning
- Loss of Pay
- Disciplinary Action
- Break in Service (where applicable)
- Termination in case of habitual absence

2.18 Late Attendance

Employees shall report for duty punctually.

Habitual late attendance may result in:

- Warning
- Deduction of Casual Leave
- Loss of Pay
- Disciplinary Action

The Institute may prescribe permissible limits for late attendance.

2.19 Leave Record

The Establishment Section shall maintain:

- Leave Register
- Leave Account
- Medical Leave Records
- Leave Sanction Orders
- Leave Balance Statement

Employees may verify their leave balance upon request.

2.20 Cancellation of Leave

The Competent Authority may cancel or modify sanctioned leave in the interest of the Institute.

Employees shall report for duty immediately if recalled for urgent institutional work.

2.21 Abandonment of Service

If an employee remains absent continuously without permission or satisfactory explanation for **more than 10 consecutive working days**, the Institute may initiate disciplinary proceedings, including action for abandonment of service, after giving the employee a reasonable opportunity to explain.

2.22 Misuse of Leave

The following shall constitute misuse of leave:

- Submitting false medical certificates.
- Undertaking employment elsewhere during leave.
- Leaving headquarters without permission where permission is required.
- Failing to report after expiry of sanctioned leave.
- Habitual absence.

Misuse of leave shall attract disciplinary action.

2.23 General Provisions

1. Leave cannot be claimed as a matter of right.
2. The Institute may refuse or postpone leave in the interest of academic or administrative work.
3. Employees shall resume duty immediately after expiry of sanctioned leave.
4. Any extension of leave shall require prior approval.
5. Matters not covered under this policy shall be decided by the Management in accordance with applicable laws and institutional requirements.

CHAPTER 3

PROMOTION POLICY

3.1 Introduction

The Institute believes that promotion is an important element of career advancement and employee motivation. Promotion shall recognize merit, competence, professional growth, and contribution to the development of the Institute.

The Promotion Policy aims to ensure fairness, transparency, and equal opportunity while maintaining the quality of education and administration.

This policy shall be implemented in accordance with the norms prescribed by AICTE, Directorate of Technical Education (DTE), Maharashtra, MSBTE, Government of Maharashtra, and the rules of the Management.

3.2 Objectives

The objectives of this Promotion Policy are:

1. To provide equal opportunities for career advancement.
2. To recognize merit and professional excellence.
3. To encourage higher qualifications and continuous learning.
4. To motivate employees for better performance.
5. To ensure transparent and objective promotion procedures.
6. To strengthen academic and administrative leadership.
7. To retain competent and experienced employees.

3.3 Applicability

This policy shall apply to:

- Teaching Staff
- Technical Staff
- Administrative Staff
- Supporting Staff (where promotional posts exist)

Promotion shall be considered only for employees appointed against sanctioned posts.

3.4 General Principles

1. Promotion is **not an automatic right**.
2. Promotion shall depend upon:
 - Availability of vacancy.
 - Institutional requirement.
 - Performance.
 - Qualifications.
 - Experience.
3. Seniority alone shall not confer a right to promotion.
4. Merit, efficiency, integrity, and conduct shall be given due weightage.
5. Promotion shall be approved only by the Management.

3.5 Eligibility Criteria

An employee shall ordinarily be eligible for promotion only if:

1. The employee is confirmed in service.

2. The employee possesses the prescribed educational qualifications.
3. The employee has completed the minimum required service in the present post.
4. The employee has satisfactory Annual Performance Appraisal Reports (APAR).
5. No disciplinary proceedings are pending.
6. The employee has maintained satisfactory attendance and conduct.
7. The employee has complied with institutional rules and regulations.

3.6 Qualifications

Teaching staff shall possess qualifications prescribed by AICTE.

Technical and Non-Teaching staff shall possess qualifications prescribed by DTE/Government of Maharashtra or as approved by the Management.

Employees are encouraged to improve their qualifications through higher education and professional development programmes.

3.7 Minimum Service Requirement

An employee shall normally complete the minimum period of service prescribed for the post before becoming eligible for consideration for promotion.

The Management may relax this requirement in exceptional cases based on outstanding performance or institutional needs.

3.8 Performance Appraisal

Promotion shall be based on Annual Performance Appraisal.

The following aspects shall be considered:

Teaching Staff

- Subject Knowledge
- Teaching Effectiveness
- Student Results
- Student Feedback
- Syllabus Completion
- Lesson Planning
- Laboratory Development
- Mentoring Activities
- Examination Duties
- Research Publications
- Consultancy
- FDP/STTP Participation
- Innovation
- NBA/NAAC/MSBTE Activities
- Discipline and Punctuality

Technical Staff

- Technical Skills
- Laboratory Maintenance
- Equipment Maintenance

- Record Maintenance
- Discipline
- Attendance
- Work Quality
- Teamwork

Administrative Staff

- Office Efficiency
- Accuracy
- Record Keeping
- Timely Disposal of Work
- Confidentiality
- Communication Skills
- Discipline

Supporting Staff

- Work Efficiency
- Discipline
- Attendance
- Conduct
- Cleanliness
- Responsibility

3.9 Promotion Committee

The Management shall constitute a Promotion Committee consisting of:

- Management Representative
- Principal
- Concerned Head of Department (where applicable)
- Subject Expert (for Teaching Staff, if required)
- Administrative Officer (for Administrative Staff)
- Member Secretary

The Committee shall evaluate eligible employees and make recommendations to the Management.

3.10 Promotion Procedure

The promotion process shall include:

1. Identification of vacancy.
2. Verification of eligibility.
3. Review of service records.
4. Review of Annual Performance Appraisal Reports.
5. Review of qualifications and experience.
6. Personal interview, where considered necessary.
7. Recommendation by the Promotion Committee.
8. Approval by the Management.
9. Issue of Promotion Order.

3.11 Promotion on Merit

Employees demonstrating exceptional performance, leadership, innovation, research contribution, institutional development, or outstanding achievements may be considered for promotion on merit, subject to the availability of vacancies and approval by the Management.

3.12 Promotion on Seniority-cum-Merit

Where applicable, promotion shall be based on the principle of Seniority-cum-Merit, meaning that seniority shall be considered only when the employee possesses the required merit, qualifications, satisfactory performance, and suitability for the higher post.

3.13 Promotion Order

A Promotion Order shall specify:

- Name of Employee
- Existing Designation
- Promoted Designation
- Department
- Effective Date
- Revised Pay/Salary (if applicable)
- Duties and Responsibilities
- Terms and Conditions

The Promotion Order shall be issued only after approval by the Management.

3.14 Assumption of Charge

The promoted employee shall assume charge of the new post on the date specified in the Promotion Order.

Failure to assume charge without valid reasons may result in cancellation of the promotion.

3.15 Training after Promotion

Where necessary, the promoted employee shall undergo orientation, administrative training, or technical training to discharge the responsibilities of the higher post effectively.

3.16 Refusal of Promotion

If an employee refuses promotion without valid reasons acceptable to the Management:

1. The refusal shall be recorded in the employee's service record.
2. The employee may forfeit consideration for promotion for a period determined by the Management.
3. The vacancy may be filled by another eligible candidate.

3.17 Promotion During Disciplinary Proceedings

Employees shall not ordinarily be considered for promotion if:

- Disciplinary proceedings are pending.
- Criminal proceedings involving moral turpitude are pending.
- The employee is under suspension.
- Serious adverse remarks remain unresolved in the service record.

Promotion may be considered after final disposal of such proceedings.

3.18 Promotion and Higher Qualification

Employees acquiring higher qualifications relevant to their duties may be given preference during promotion, subject to:

- AICTE/DTE norms.
- Institutional requirements.
- Availability of vacancies.
- Satisfactory performance.

3.19 Appeal

An employee who is aggrieved by a promotion decision may submit a written representation to the Principal within 30 days of the communication of the decision.

The Management shall examine the representation and communicate its decision. The decision of the Management shall be final.

3.20 General Provisions

1. Promotion shall be subject to the availability of sanctioned posts.
2. No employee shall claim promotion as a matter of right.
3. Promotion shall be governed by AICTE, DTE, MSBTE, Government regulations, and institutional requirements.
4. The Management reserves the right to modify or defer promotions in the interest of the Institute.
5. Matters not covered under this policy shall be decided by the Management.

CHAPTER 4

SALARY POLICY

4.1 Introduction

The Institute is committed to providing fair, transparent, and equitable compensation to its employees. The Salary Policy aims to attract, motivate, and retain competent professionals while ensuring compliance with AICTE, DTE, Government of Maharashtra, and applicable labour laws.

Salary shall be determined based on qualifications, experience, nature of appointment, responsibilities, institutional requirements, and the financial resources of the Institute.

4.2 Objectives

The objectives of the Salary Policy are:

1. To ensure fair and equitable compensation.
2. To attract and retain qualified employees.
3. To motivate employees through performance-based growth.
4. To ensure timely payment of salaries.
5. To comply with statutory provisions relating to salary and deductions.
6. To maintain transparency in salary administration.

4.3 Applicability

This policy shall apply to:

- Teaching Staff
- Technical Staff
- Administrative Staff
- Supporting Staff
- Regular Employees
- Probationary Employees
- Contract Employees (as per appointment terms)

4.4 Salary Structure

The salary of an employee may consist of:

- Basic Pay
- Dearness Allowance (DA), if applicable
- House Rent Allowance (HRA), if applicable
- Special Allowance
- Academic Allowance (where applicable)
- Other Allowances approved by the Management

The salary structure shall be determined by the Management in accordance with applicable AICTE, DTE, Government, or institutional norms.

4.5 Pay Scale

1. Employees may be appointed in:
 - AICTE Pay Scale
 - Consolidated Salary
 - Contractual Remuneration

2. The Management shall decide the applicable pay structure based on:
 - o Nature of appointment
 - o Qualifications
 - o Experience
 - o Institutional financial position
 - o Applicable Government/AICTE regulations

4.6 Salary Payment

1. Salary shall ordinarily be paid **on or before the 7th day of every month** for the previous month's service, subject to administrative and banking procedures.
2. Salary shall be credited directly to the employee's bank account.
3. Salary shall be paid only after verification of attendance and leave records.

4.7 Salary During Probation

Employees on probation shall receive the salary specified in their appointment order.

They shall be eligible for salary revision only after confirmation, unless otherwise approved by the Management.

4.8 Annual Increment

Employees may be considered for an annual increment based on:

- Satisfactory performance
- Good conduct
- Attendance and punctuality
- Annual Performance Appraisal
- Recommendation of the Principal
- Approval of the Management

The grant of an increment shall not be automatic.

4.9 Revision of Salary

Salary revision may be considered:

- On implementation of AICTE or Government pay revisions.
- On promotion.
- On acquisition of higher qualifications, where recognized by the Institute.
- On exceptional performance.
- Based on the financial capacity of the Institute.

All salary revisions shall require approval of the Management.

4.10 Statutory Deductions

The following deductions shall be made from salary wherever applicable:

- Employees' Provident Fund (EPF)
- Professional Tax (PT)
- Income Tax (TDS)
- Employees' State Insurance (ESI), where applicable
- Any other statutory deductions prescribed by law

4.11 Other Deductions

The Institute may deduct amounts from salary towards:

- Recovery of salary advances
- Loan instalments (if any)
- Recovery of losses caused by negligence, after due process
- Recovery of excess salary paid
- Unauthorized absence or Leave Without Pay
- Any other authorized deductions

4.12 Leave and Salary

- Casual Leave and Medical Leave sanctioned under the Leave Rules shall ordinarily be treated as paid leave.
- Leave Without Pay shall result in proportionate deduction of salary.
- Unauthorized absence shall be treated as Leave Without Pay and may attract additional disciplinary action.

4.13 Overtime

Teaching staff shall not ordinarily be entitled to overtime remuneration.

Non-teaching and supporting staff may be compensated for overtime work only if:

- The work is specifically authorized in writing by the Principal.
- The Management approves such payment or compensatory leave.

4.14 Additional Responsibilities

Employees assigned additional administrative or academic responsibilities shall not automatically be entitled to additional remuneration unless specifically sanctioned by the Management.

4.15 Salary Certificate

Employees may obtain a Salary Certificate from the Accounts Section upon written request for official purposes.

4.16 Pay Slip

A monthly pay slip showing earnings, deductions, and net salary shall be made available to each employee in printed or electronic form on request.

4.17 Final Settlement

Upon resignation, retirement, or termination, the employee shall be entitled to final settlement after:

- Submission of No Due Certificate.
- Return of all Institute property.
- Clearance from concerned departments.
- Adjustment of recoveries, if any.

The settlement shall include salary due up to the last working day and any other admissible dues as per institutional policy and law.

4.18 Recovery of Institute Property

The cost of any Institute property lost or damaged due to negligence may be recovered from the employee after giving an opportunity to explain.

4.19 Confidentiality

Salary details of employees shall be treated as confidential.

No employee shall disclose salary information of another employee without authorization.

4.20 General Provisions

1. Salary shall be governed by the terms of the appointment order and these Service Rules.
2. The Management reserves the right to revise the salary structure based on AICTE/DTE regulations, Government policies, financial position, and institutional requirements.
3. No employee shall claim any allowance or benefit unless specifically approved by the Management.
4. Matters not covered in this policy shall be decided by the Management in accordance with applicable laws.

CHAPTER 5

EMPLOYEE AWARENESS AND ORIENTATION POLICY

5.1 Introduction

Shriram Institute of Engineering and Technology (Polytechnic), Paniv believes that every employee should have a clear understanding of the Institute's vision, mission, service rules, policies, academic procedures, statutory regulations, and ethical responsibilities. Employee awareness and orientation are essential for maintaining discipline, ensuring compliance with AICTE, DTE, and MSBTE regulations, and fostering a positive work culture.

This policy establishes a structured framework to orient newly appointed employees and provide continuous awareness programmes for all employees.

5.2 Objectives

The objectives of this policy are to:

1. Familiarize employees with the Institute's vision, mission, and values.
2. Ensure awareness of Service Rules and Code of Conduct.
3. Promote compliance with AICTE, DTE, MSBTE, and Government regulations.
4. Improve employee performance through continuous learning.
5. Develop a culture of quality, ethics, accountability, and teamwork.
6. Ensure awareness of statutory policies and institutional procedures.
7. Promote professional development and lifelong learning.

5.3 Applicability

This policy shall apply to:

- Teaching Staff
- Technical Staff
- Administrative Staff
- Supporting Staff
- Regular Employees
- Probationary Employees
- Contract Employees (where applicable)

5.4 Employee Induction Programme

Every newly appointed employee shall undergo an **Induction Programme** within one month of joining.

The programme shall include:

- Introduction to the Management and Institute.
- Vision, Mission, and Quality Policy.
- Organizational Structure.
- Departmental introduction.
- Service Rules and Regulations.
- Roles and Responsibilities.
- Leave Rules.
- Salary and Promotion Policies.
- Attendance and Biometric System.

- Institutional Committees.
- Safety and Security Guidelines.
- Campus Tour.

The Principal or designated officers shall coordinate the induction programme.

5.5 Awareness of Vision and Mission

All employees shall be familiar with:

- Vision of the Institute.
- Mission of the Institute.
- Quality Policy.
- Institutional Objectives.
- Strategic Goals.

Employees shall align their professional responsibilities with the Institute's vision and mission.

5.6 Awareness of Service Rules

Every employee shall receive a copy (printed or digital) of the Institute's Service Rules.

Employees shall be informed about:

- Recruitment Policy.
- Leave Rules.
- Promotion Policy.
- Salary Policy.
- Code of Conduct.
- Discipline Rules.
- Grievance Redressal Mechanism.
- Employee Welfare Schemes.

Employees shall acknowledge in writing that they have read and understood the Service Rules.

5.7 Awareness of AICTE, DTE and MSBTE Regulations

Teaching and administrative staff shall be periodically informed about:

- AICTE Approval Process Handbook.
- DTE Maharashtra circulars.
- MSBTE academic regulations.
- Examination rules.
- Admission procedures.
- Academic calendar.
- Curriculum changes.
- Faculty qualification requirements.
- Accreditation requirements.

The Institute shall organize awareness sessions whenever major regulatory changes occur.

5.8 Code of Conduct Awareness

Employees shall be educated on:

- Professional ethics.

- Punctuality and discipline.
- Respectful behaviour.
- Confidentiality.
- Proper use of Institute property.
- Social media responsibility.
- Prevention of conflicts of interest.
- Academic integrity.

Employees shall comply with the Institute's Code of Conduct at all times.

5.9 POSH (Prevention of Sexual Harassment) Awareness

The Institute shall conduct awareness programmes on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The programme shall include:

- Rights and responsibilities of employees.
- Role of the Internal Complaints Committee (ICC).
- Complaint procedure.
- Confidentiality of proceedings.
- Preventive measures.

Participation in such programmes shall be encouraged for all employees.

5.10 Anti-Ragging Awareness

Employees shall be made aware of:

- UGC/AICTE Anti-Ragging Regulations.
- Responsibilities of faculty and staff.
- Reporting procedures.
- Student counselling.
- Preventive measures.

Employees shall immediately report any incident of ragging to the Principal.

5.11 Safety and Security Awareness

The Institute shall conduct programmes on:

- Fire safety.
- Electrical safety.
- Laboratory safety.
- Workshop safety.
- Emergency evacuation procedures.
- Disaster management.
- First aid.

Employees shall follow all prescribed safety instructions.

5.12 Cyber Security and Data Privacy

Employees shall receive training on:

- Safe use of computers.
- Password protection.
- Official email usage.
- Protection of confidential data.

- Cyber security best practices.
- Prevention of unauthorized access to institutional information.

Employees shall not disclose confidential institutional data without authorization.

5.13 Examination Awareness

Teaching staff shall be periodically trained regarding:

- MSBTE Examination Rules.
- Internal Assessment procedures.
- Question Paper Confidentiality.
- Evaluation process.
- Result processing.
- CAP guidelines.
- Malpractice prevention.

5.14 Faculty Development

The Institute shall encourage employees to participate in:

- Faculty Development Programmes (FDP).
- Short Term Training Programmes (STTP).
- Workshops.
- Seminars.
- Conferences.
- Industrial Training.
- Online certification courses.
- Research and Innovation programmes.

Participation shall be considered during performance appraisal and promotion.

5.15 Quality Awareness

Employees shall actively participate in quality initiatives, including:

- NBA Accreditation.
- NAAC (where applicable).
- ISO Quality Systems (if implemented).
- Academic Audits.
- Internal Quality Assurance Cell (IQAC) activities.
- Outcome-Based Education (OBE).

5.16 Grievance Redressal Awareness

Employees shall be informed about the functioning of:

- Staff Grievance Redressal Committee.
- Internal Complaints Committee (ICC).
- SC/ST Cell.
- Staff Welfare Committee.

Employees shall be encouraged to resolve grievances through the prescribed institutional mechanism.

5.17 Employee Welfare Awareness

The Institute shall educate employees about:

- Provident Fund (EPF).

- Professional Tax.
- Leave Benefits.
- Medical Benefits (if applicable).
- Insurance Schemes (if applicable).
- Training Opportunities.
- Staff Welfare Activities.

5.18 Awareness through Meetings

The Institute shall conduct:

- Staff Meetings.
- Departmental Meetings.
- Orientation Sessions.
- Workshops.
- Training Programmes.

Important circulars, policy changes, and institutional developments shall be communicated during these meetings.

5.19 Documentation

The Institute shall maintain records of:

- Orientation Programmes.
- Attendance of participants.
- Training schedules.
- Resource persons.
- Training materials.
- Feedback forms.
- Action Taken Reports.

These records shall be maintained by the concerned department or committee.

5.20 Responsibilities

Management

- Approve awareness and training programmes.
- Provide necessary resources.

Principal

- Ensure implementation of this policy.
- Review the effectiveness of awareness programmes.

Heads of Departments

- Ensure participation of departmental staff.
- Identify training needs.

Employees

- Attend orientation and awareness programmes.
- Follow institutional policies.
- Update professional knowledge and skills.

5.21 General Provisions

1. Participation in mandatory orientation programmes shall be compulsory.
2. Employees shall cooperate in all institutional awareness initiatives.

3. The Institute may revise the content and frequency of awareness programmes based on regulatory changes or institutional needs.
4. Non-compliance with mandatory awareness programmes may be considered during performance appraisal.


Principal
Shriram Institute of Engineering
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Paniv, Tal. Malshiras, Dist. Solapur


Secretary
Shriram Shikshan Sanstha
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