YASHODA SHIKSHAN PRASARAK MANDAL'S

YASHODA TECHNICAL CAMPUS, SATARA

STAFF POLICY DOCUMENT

Yashoda Shikshan Prasarak Mandal's
Yashoda Technical Campus
NH-4, Wadhe Phata,
Satara-415011
Phone; (02162)271239/40/41/42
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YSPM YTC Employment

Acknowledgement of Understanding

The purpose of the YSPM YTC Personnel Policy Manual is to provide guidance in using current best practices as foundational guidelines for creating clear and culturally relevant proactive policies to ensure a healthy, well-run institution for all employees. Please bear in mind that your employment with YTC is a voluntary one and nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of YSPM's YTC employees.

The policy of employment-at-will may not be modified by an officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable. These personnel policies are not intended to be a contract of employ mentor a legal document.

I hereby acknowledge that I have been informed that the YSPM YTC Personnel Policy Manual (PPM) is available with me today and I have read all the terms and conditions mentioned in it.

Name: _____

Designation: _____

Prof. D. B. Sagare

FOUNDER PRESIDENT

Dear Staff Members,

I welcome you to Yashoda Technical Campus, Satara, and the institution which inculcates true values while disseminating quality education for shaping the career of our students.

All our institutes are approved by the concerned statutory bodies and fulfill all the norms and standard laid down by them. Our technical campus is located in a lush green, pollution free, pictures environment. We provide students a platform to excel not only in academics but also in co-curricular and extracurricular activities. We encourage individual growth, team building, Industry Interaction and a multi-disciplinary study structure.

We are committed to impart value based quality education along with development of positive attitude, skills and abilities to apply knowledge in order to meet the challenges of future. In order to maintain discipline in our campus this is one of our core values. We have designed the policy document for the campus which will naturally help you all to give you a proper guideline about the rules, regulations, duties and responsibilities.

Let us all work together as a family member for the excellence of the institute and achieve the vision set by all the stakeholders.

Prof. D. B. Sagare
President
YSPM's YTC, Satara

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YSPM's YTC STAFF POLICY DOCUMENT

1. INTRODUCTION OF THE INSTITUTE

Yashoda Shikshan Prasarak Mandal, Satara (YSPM) education trust was established in 2009, under the efficient and vibrant leadership of Founder President, Hon. Prof. Dasharath Sagare. YSPM has many eminent personalities from the field of education and industry on its advisory board, whose rich experience and guidance benefits the institute to achieve excellence in the field of academics and sports. Yashoda Technical Campus was established in 2011 to provide quality technical education to the students, serve the society, industry and all the stake holders through value added quality education.

YSPM-YTC is conducting different courses approved by AICTE, New Delhi & Govt. of Maharashtra, DTE, Mumbai; Affiliated to Shivaji University, Kolhapur / MSBTE, Mumbai / DBATU, Lonere.

In a world where technology is changing very fast, it is indeed a challenging task to cater the needs of industry for proficient manpower. Satara being a growing city is filled with potential but an untapped pool of talent. We at Yashoda Technical Campus, part of Yashoda Shikshan Prasarak Mandal are working towards polishing this talent and to bring them out so that they can touch the sky. We earnestly hope that our student will be able to meet all the challenges throughout their carrier. Many of them are occupying key positions in many private and public sector undertakings in India and have brought laurels to the college.

1.1 Courses run under YSPM-YTC

Faculty of Engineering & Technology (UG)		
1	Mechanical Engineering	60
2	Computer Engineering	30
3	Electrical Engineering	30
4	Civil Engineering	30
5	Electronics & Telecommunication Engineering	30
Faculty of Pharmacy		
1	D. Pharmacy	60
2	B. Pharmacy	60
3	M. Pharmacy (Pharmaceutics)	15
4	M. Pharmacy (Pharmacology)	15
Faculty of Polytechnic		
1	Mechanical Engineering	60
2	Electrical Engineering	60
3	Civil Engineering	60
Faculty of Management (MBA)		60
Faculty of MCA		60
Faculty of Architecture(B.Arch.)		40
Faculty of Engineering & Technology (PG)		
1	Mechanical Engineering	12

2. <u>VISION, MISSION AND QUALITY POLICY OF YSPM'S YTC</u>

2.1. **Vision**

Yashoda Technical Campus aspires to be a role model for institutional excellence and to emerge as a Leader in Technical & Management Education and Research by providing value based Quality education with World class infrastructure and strengthening strategic linkage with Industry, Premier Institutions and thereby fostering excellence in teaching, research and community service to meet educational, social and economic needs of the region and the nation to create human society.

2.2. **Mission**

(i) To provide opportunities to students and faculty to acquire higher qualification and experience with continuous learning opportunities.
(ii) To impart quality education by implementing state-of-the-art teaching learning methods to enrich the academic competency, credibility and integrity of the students.
(iii) To empower the students with current knowledge, skills and right attitude in order to meet the challenges of future & to develop competence towards serving the ever changing needs of Industry and Society.
(iv) To create and maintain a vibrant research environment to promote excellence in research and extension activities.

2.3. **Internal quality assurance policy**

- To providing World class infrastructure with personal attention
- By providing effective teaching learning process
- By providing Staff involvement in innovation and research
- To impart required knowledge skill and positive attitude among the students.
- To provide ethical and moral base education.
- Controlled assessments, coursework and portfolios of evidence

3. <u>GUIDING PRINCIPLES</u>

Policy Statement of YSPM YTC operates a robust internal quality assurance system, to maintain the consistency and accuracy of assessments. Internal Quality Assurance (IQA) is the process of ensuring that training delivering and assessment practice is monitored in order to ensure that they meet national standards.

3.1. **Preamble:**

Organization should have policies in place to ensure equality to conduct all the activities equally. It is good practice for all organization to have a written statement on equality. This could be an equality scheme, policy or strategy, procedure or rules and regulations
Organization should aim to develop a diverse workforce which draws on the skill and experience of a wide range of communities. Workforce can become a key way of expressing the diversity of your organization and engaging effectively with different groups. An important way of demonstrating commitment is to develop a diverse team of both staff (Teaching, supporting and non-teaching) is through preparation of an equal opportunities

policies. This could cover the approach to recruitment, promotion and training and methods of ensuring equality of opportunity for different equalities group.

Organization ensures that all staff (Teaching Supporting and Non-Teaching) is able to work for the organization in a pleasant and safe environment without experiencing harassment or discrimination. Having a policy on harassment and discrimination helps to set out exactly what is expected from staff and sets out clear procedures if problems are experienced.

3.2. **Policy Aims:**

1. To provide a continuous check on the consistency and quality of delivery and the consistency, quality and fairness of marking, grading and overall assessment of student's work.
2. To meet and exceed the requirements placed upon us by QCA, the awarding bodies, and the student charter.
3. To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
4. To support academic staff in their classroom delivery by affording them the opportunity to receive critically supportive comment and to be able to conduct peer observation.
5. To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached. The key features of an effective system are that it must:
   a. Include the monitoring of assessments and a way of standardizing assessment judgments sample assessments on a 'formative' basis, therefore giving feedback to assessors on an ongoing basis (not at the end of the accreditation process)
   b. Support and develop the assessment team
   c. Be accurately recorded to provide a clear audit trail
   d. Be carried out by suitably qualified and occupationally competent staff.

3.3. **Scope**

For the purpose of this policy, the term IQA encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work. Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

3.4. **Reporting**

Reporting of the different staff members will be according to the policy designed by YSPM YTC which is as follows

Staff	Reporting Authority
Director	President / Vice President / Secretary
Associate Director / Principal	Director / Vice President
Registrar/ Dy. Registrar	Director / Vice President

Head of the Departments	Associate Director / Principal of Faculty
Teaching staff	Head of the Department / Principal
Laboratory Staff	Head of the Department / Principal
Library In-charge	Director/ Registrar
Librarian and Library staff	Library In-charge
Administrative /students section / accounts / Office staff	Registrar/ Dy. Registrar/ OS
Store Staff	Registrar/ Dy. Registrar
Peon	Respective HOD's/Registrar/ Dy. Registrar

3.5. Working Hours

At Present the working hours of the staff members is as follows

Category	Engineering and Polytechnic		Pharmacy, MBA & MCA	
	Working Hours	Lunch and Tea breaks	Working Hours	Lunch and tea Breaks
Teaching	9:40am - 5:00pm	12:00noon-12:40 pm	9:40am - 5:00 pm	1:00pm-1:40pm
Non-teaching	9:30am - 5:30pm	12:00noon-12:30 pm	9:30am - 5:30 pm	1:00pm-1:30pm
Peon	9:00am - 5:45pm	12:00noon-12:30 pm	9:00am - 5:45 pm	1:00pm-1:30pm

Note: The campus will have a holiday on every first and third Saturday of the month.

Leadership

The institute's leadership at all sites and in all capacities, communicates the institutes goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement and encourages innovation and capacity to respond to changes. In doing so the institute's leadership encourages each employee to take active responsibility for the mission and vision of the institute and foster the development and use of each employee's capability.

3.6. Quality of Employment

The institute is committed to creating and sustaining a workforce of highly qualified faculty and staff to provide a positive environment of work for all and one that encourages balancing the work and personnel commitments

3.7. Compensation Reward and Recognition

The institute's compensation programme is administered fairly and equitably strengthening the tie between pay, performance and organizational success. The staff members are rewarded for their outstanding performance during the *Sanstha foundation day on Dasera and also on 26 January during employee's day*

3.8. **Continuous learning and development**

The institute supports and motivates the staff to attain the various staff development programme which naturally supports continuous learning so that it can provide structured development and integrates institutional mission, organizational and individual needs and performance expectations.

3.9.**Response to change**

The institute constantly prepares itself for the challenges of the future. In doing so during periods of changing needs, the institute creates opportunities for employees to acquire the needed skills to achieve the mission of the institute

4. **CLASSIFICATION OF EMPLOYEES**

At Yashoda Technical Campus employees are classified on the functional basis to increase the efficiency of the work by assigning proper authority and responsibility at different levels

The employees are classified into two categories

- **Faculty:**
  - Full Time
  - Visiting
- **Staff**
  - Technical
  - Administrative
  - Supporting staff

4.1. **Full time Faculty**

The full time faculty comprises of the persons who are involved in teaching at the institutes on a full time basis who are either approved by the University selection committee on permanent basis or through local selection committee on ad-hoc basis whose salaries are paid on a monthly basis

4.2. **Visiting Faculty**

The visiting faculty is from the industry & institution that contributes for the academic excellence of the institute and is paid as per the norms of YSPM YTC

4.3. **Staff**

4.3.1. **Technical Staff** :- it comprises of Technical assistants, Lab. assistants, Lab. Technicians, Workshop Instructors, Network administrators, Computer Programmers, Librarian, Assistant Librarian and library Assistants

4.3.2. **Administrative staff**:- It includes Registrar, Accounts and finance officer, Office superintendent, Head of students section, stores and purchase officer, Medical officer, Hostel rector, accountants, assistants, clerks, data entry operator

4.3.3. **Supporting staff**: - it comprises of Lab Attendant, Peons, Electricians, Carpenters, Plumbers, Drivers, Watchman, Sweepers, Gardner's, assistant to Rectors, lift man.

5. HIERARCHY (ORGANIZATION CHART)

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                                    President
                                        │
                                        ▼
                                  Vice-President
                                        │
                                        ▼
                                     Director
                                        │
            ┌───────────────────────────┼───────────────────────────┐
            ▼                           ▼                           ▼
        Academics                   Placement                 Administration
            │                           │                           │
            ▼                           ▼                           ▼
     Associate Director           Training and                  Registrar
            │                     Placement                        │
            ▼                                                      ▼
     Departmental HOD           Departmental T& P              Dy Registrar
            │                                                      │
     ┌──────┴──────┐              ┌────────┬────────┬────────┬────────┬────────┐
     ▼             ▼              ▼        ▼        ▼        ▼        ▼
Teaching Staff  Non-Technical  Maintenance  Establishment  Accounts  Students   Hostel
                  Staff                                              section
     └──────┬──────┘              │        │        │        │        │
            ▼                     ▼        ▼        ▼        ▼        ▼
     Supporting Staff        Maintenance    O.S    Accounts  Head Clerk  Rector
                               Manager              officer
                                  │         │        │        │        │
                                  ▼         ▼        ▼        ▼        ▼
                              Supervisor   Clerk  Clerk/Cashier  Clerk   Warden
                                  │         │        │        │        │
                                  ▼         ▼        ▼        ▼        ▼
                              Supporting  Supporting Supporting Supporting Supporting
                                Staff       Staff     Staff      Staff     staff
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Organization Structure of YSPM YTC, Satara

6. GOVERNING BODY

Sr. No	Name of Member	In the Capacity of	Designation
1	**Prof. D. B. Sagare** President, YSPM, Satara	Management Representative Nominated by Trust	Chairman
2	**Mrs. S. D. Sagare** Secretary, YSPM, Satara	Management Representative Nominated by Trust	Member
3	**Mr. A. D. Sagare** Vice-President,YSPM,Satara	Management Representative Nominated by Trust	Member
4	**Dr. Amit Dutta** Regional Officer – WRO	Nominee of AICTE Regional Officer – WRO	Member (Ex-Officio)
5	**Nominee**	Nominee of AICTE (An Industrialist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council)	Member
6	**Nominee**	Nominee of Shivaji University, Kolhapur	Member
7	**Dr. Abhay E. Wagh** Director of Technical Education	Nominee of State Govt. Director of Technical Education	Member (Ex-Officio)
8	**Dr. H. N. More** Principal and Professor, BharatiVidyapeeth College of Pharmacy	An Educationist from the Region to be nominated by the State Government	Member
9	**Dr. N. K. Sane** Former Principal, Walchand College of Engineering, Sangli	Academician	Member
10	**Mr. P. K. Gandhi** Head, Pankaj Engineering, Satara	An Industrialist from the Region to be nominated by the State Government	Member
11	**Prof. A. P. Khadake** Assistant Professor, YTC	Member Faculty Representative	Member
12	**Dr, M. D. Bhosale** Associate Professor, & IQAC Chairman	Member Faculty Representative	Member
13	**Prof. Dr. N. G. Narve** Director, Yashoda Technical Campus, Satara	Director, Yashoda Technical Campus, Satara as a Nominee of trust	Member Secretary

7. COLLEGE DEVELOPMENT COMMITTEE

Sr. No.	Name of Member	In the Capacity of	Designation
1	**Prof. D. B. Sagare** President, YSPM, Satara	Management Representative Nominated by Trust	Chairman
2	**Mrs. S. D. Sagare** Secretary,YSPM,Satara	Management Representative Nominated by Trust	Member
3	**Mr. A. D. Sagare** Vice-President,YSPM,Satara	Management Representative Nominated by Trust	Member
4	**Ar. S. S. Talekar** Sr. Architect, Satara	Educationist Nominated by Trust	Member
5	**Mr. S. D. More** Elite Plasto product Ltd. Satara	Industry Representative Nominated by Trust	Member
6	**Mr. C. N. Bhosekar** Unit Head, Meditab Specialties Pvt.Ltd. Satara	Industry Representative Nominated by Trust	Member
7	**Prof. R. M. Mane** Principal Polytechnic YTC	Teacher Representative Elected by the Teachers of the College	Member
8	**Prof. K. K. Mali** Assistant Professor, YTC	Teacher Representative Elected by the Teachers of the College	Member
9	**Dr. R. R. Chavan** HOD, Associate Professor YTC	Teacher Representative Elected by the Teachers of the College	Member
10	**Mr. G. K. Suravase** Registrar, YTC	Non- Teaching Representative Elected by the Non- Teaching staff of the College	Member
11	**Dr. H. A. Mandhave** Associate Professor, KBPCOE, Satara	Research Representative Nominated by Trust	Member
12	**Mr. A. S. Mali Teacher, Art of living**	Social Representative Nominated by Trust	Member
13	**Ms. M. S. Zambare**	Alumna's Representative Nominated by Trust	Member
14	**Dr, M. D. Bhosale** IQAC Co-ordinator, YTC	IQAC Representative	Member
15	**Mr. P. M. Pawar** Student, YTC	President, Student Council, YTC	Member
16	**Ms. S. S. Sanagar** Student, YTC	Secretary, Student Council, YTC	Member
17	**Prof. Dr. N. G. Narve** Director, Yashoda Technical Campus, Satara	Director, Yashoda Technical Campus, Satara as a Nominee of trust	Member Secretary

8. DECENTRALIZATION OF DUTIES AND RESPONSIBILITIES

The management and Director on time to time basis assign the duties and responsibilities to the staff members based on the various programs conducted in the college campus. Such as:

1. Induction programme
2. Annual Sports
3. Cultural programme
4. Guest lectures
5. Seminars/Techfest/conference
6. Admission
7. Student development events
8. Employees meet/ Republic day/ Independence day/ Alumina meet

The staff needs to follow the instructions laid down by the higher authorities and perform the duties and responsibilities. If staff refuses to perform the duties allocated to him he should give in written for not performing the duty to the respective departmental HOD.

9. CAMPUS WORKING COMMITTEES AND THEIR RESPONSIBILITY

Sr. No.	Name of the Committee	Responsibilities
1	Strategic Planning Group	Mission, Vision, Quality Policy, SWOT Analysis, Short term & long term plans, preparing action plan, Monitoring
2	Accreditation Steering Committee (NAAC, NBA)	Documentation, Internal Quality Assessment Cell (IQAC), Internal Inspection
3	Academic Monitoring and Evaluation cell(UG & PG)	Workload Distribution, Timetable, Student attendance, Academic Calendar, Daily performance record (staff), Attendance theory, practical, Course file, Promoting PBL (Problem based Learning), Guide Allotment, Schedule for Project work, Assessment of PG Seminars, Induction Programme to first year, Student Council
4	Central Examination Cell (UG & PG)	Sessional Exams, University Theory & Practical Exams, Maintaining all registers & Files, Schedule for Examination, Revaluation & Remuneration
5	Extra-curricular activity Cell	Cultural Activities within & outside campus, Annual Social Gathering, Yasho-techfest Event
6	Sports Co-ordination or Physical education cell	Sports Activities throughout year, Arranging sports competitions, Annual Sports, Arranging blood donation, blood group detection, health awareness camps etc.
7	Placement Cell (Industry-institute interaction)	Arranging campus interviews, Placement of student in industries, Industry Institute Partnership Cell, Industrial visits (UG/PG), International Collaboration / MoUs. To provide

		guidance for International Collaboration/linkages among the academicians / research students across the globe.
8	Alumni Association Steering Committee cell	Registration of alumni association, audit etc., Creating & updating the database of past students, Get together, Arranging various Competitions, Seminars by ex-students, Scholarships to needy students
9	Magazine Committee cell	Articles display on notice board, Competitions-Photography, Rangoli, etc., Collection of Advertisements, Photo Session, Messages from eminent personalities, Publishing of Magazine, Participation in University Magazine competition
10	Research and Development Cell	Student Publications & Presentations, Staff Publications & Presentations, Supervising research activities, Sending research proposals to funding agencies, MOU's, Research Grants & Utilization Certificates
11	Value Added Training, Soft Skill training & staff welfare Cell (Center for skill &Entrepreneurship development)	Staff Seminars, Records of STTP's/ Conferences / workshops attended by staff. Staff Training, Inplant Training to students, Arranging seminars & guest lectures, Designing of various value addition courses, Continuing Education Programmes, Staff Development Programmes, soft skill training
12	Website updations	Regular, Department wise Website updations, Circulars from AICTE/DTE/University/PCI, Daily updation in website is expected and keep a daily record of these.
13	Maintenance Work Committee	Building Maintenance, Furniture Maintenance, Instruments Maintenance, Housekeeping, Infra- developmental Work, Computer Maintenance, Computer Lab Co- ordination
14	External Regulatory Works Committee	AICTE, DTE, New Proposals, PCI, University
15	Internal Regulatory Works Committee	CDC, Standing Committee, Governing Council, Anti-ragging Committee, RTI
16	Public Relation or Brand building cell	News reports drafting, Counseling to students for admission purpose, Publicity in Newspapers, Visiting various colleges to develop relations, Strategies for improving admissions
17	Stores & Purchase Committee	Deadstock checking, Annual Consumption & requirements, Quotations and approvals, purchase
18	Library Co-ordination cell	Library issues, Requirements, Book purchase, Notice boards, Medicinal Plant Garden, library correspondence
19	Competitive Examination Cell	To prepare the student to face the different competitive examination like GATE / UPSC / MPSC / GRE / TOEFL
20	Social Entrepreneurship Cell	Adopting a mission to create and sustain social value , Recognizing and relentlessly pursuing new opportunities to serve that mission, Engaging in a process of continuous innovation, adaptation, and learning, Acting boldly without being limited by resources currently in hand, and

		Exhibiting a heightened sense of accountability to the constituencies served and for the outcomes created.
21	Vishakha Cell (ICC)	Provide a safe working environment, The composition of the Internal Complaints Committee, organize workshops and awareness programmes at regular intervals for sensitizing employees, students on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Complaints Committee, Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct required to monitor the timely submission of reports by the ICC.
22	Admission Cell	Admission Campaigning planning, Counseling of students and parents, Promotion activity, Publicity
23	Human Resource Development cell	Provide a platform for full expression of students talents, develop total personality (traits) (relationship), make students employable, develop team spirit, develop entrepreneurial skills
24	Student Welfare & Grievance cell	Address the grievances of the students, staff and faculty both academic and personal, Address motivational disorders of students, staff and students and to counsel them. Help in conducting the student activities and encouraging students to perform well. Keep track of the weak students and guide them for improvement. Linking of health care problems with medical professionals, wherever it is applicable. Once the student submits a grievance, it should be acknowledged within 24 hours and resolved within 30 days
25	Staff Welfare & Grievance cell	The cell will function for the overall benefit and welfare of the employee fraternity of the department to ensure the various welfare aspects of the employees. This cell will also look after the genuine needs, requirements and grievances or complaints of the employees, if any
26	Disciplinary Cell	Strict regulatory implicit obedience, politeness and courtesy in speech and conduct, cleanliness of dress and person are expected of each student. Hence irregular attendance, habitual idleness unsatisfactory application to studies, disobedience, object able moral influence and unsatisfactory conduct in and out of school may justify suspension of a student.
27	Software Development Cell	Development of software as per requirement of NAAC/NBA
28	Moodle S/W Usage	Implementation of Moodle S/W in YTC

POLICY

10. **RECRUITMENT AND SELECTION POLICY**

10.1. **Recruitment**

(1) Ordinarily, in the month of February/March, the Director of the Campus, shall take a review of the existing workload in each of the subject and probable increase in the workload for the next academic year either due to the rise in students' strength or due to the introduction of new courses/subjects with prior permission of the management and the University and submit the proposal to the management for getting approval for appointment of additional teachers in the subject, if any.

(2) After receipt of such proposal(s) from the Director, the management scrutinize the same as per the existing norms of the workload and reservation rules and grant approval for the creation of additional post(s) of full-time or part-time teachers, proportionate period Teachers, as the case may be, within fifteen days or in any case before the end of the first week of April of every academic year.

(3) (a) The same procedure shall be followed by the Director and the University in respect of the vacancy of an existing post caused by various reasons such as resignation, retirement, promotion, study/medical leave, etc.

(b) After receipt of the approval, the Director shall prepare the draft of the advertisement as per the Statutes and submit the same to the University for its Approval within 10 days.

(4) After receipt of the draft of the advertisement, the "Special Cell" in the University shall, after scrutinizing as per the norms of reservation, the roster maintained, and other related information which is to be incorporated in the advertisement, give approval to the advertisement, with modifications if any, if necessary.

(5) The College or Recognized Institution, after getting approval for the advertisement from the University, shall publish the advertisement in two leading newspapers, one at the District level and other at the State level.

10.2. **Advertisement of Vacancies**

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the University as indicated, together with the minimum and desirable qualification, as prescribed, the Scale of Pay and number of posts to be reserved for the members of Backward Classes, differently abled and women candidates and reasonable time, which shall not be less than fifteen days, within which the applicant may, in response to the advertisement, submit his/her application.

After the last date is over, the office shall prepare the summary of each candidate with his/her date of birth, qualifications, experience, caste, reservation, present emoluments, etc. and shall place the same before the Scrutiny Committee.

10.3. **Scrutiny Committee**

There shall be a separate Scrutiny Committee for the post the teacher to be appointed in the College or Recognized Institution as follows:

(a) The Chairman of the Management or his/her nominee (Chairman)

(b) The Director

(c) The Head of the Department of the subject concerned;

Provided that, if the regular Director is not appointed, the Acting Director shall be the member of the Scrutiny Committee, Provided further that, if there is no Head of the Department in the subject concerned, then the senior most teacher in the subject shall be a member of the Scrutiny Committee. Provided further that, if the post is of a 'Professor' the Scrutiny Committee shall verify the qualification, experience, research publications, conferences attended. The Scrutiny Committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of the candidates for the interview. Ordinarily, the suitable and qualified candidates with higher merits shall be invited for the interview and shall not exceed the following ratio of the number of vacancies to the number.

10.4. **Steps for University selection Process**

1. Affiliation approval
2. Approval of posts as per workload maintenance of Roaster
3. Approval of advertisement as per Roaster
4. Publication of advertisement
5. Constitution of Faculty Selection Committee (FSC) by University
6. Meeting of FSC- Interviews
7. Recommendations by FSC for candidates
8. Approval by university and appointment, joining etc.
9. Submission of changes in staff form
10. Personal file and service book maintenance

Report on faculty selection committee is maintained in Shivaji University information book.

10.5. **Appointment of Principal / Director And Teaching Staff In Approved Institution / Program As Per The University Act**

The appointment of Director / Principal, Teaching staff shall be as per the rules and regulations for minimum qualification, pay scale prescribed in the approval process hand book of AICTE. Institutions shall appoint Director / Principal, Teaching staff strictly in accordance with the methods and procedures of the concerned affiliating University, State Governments and Honorable Court directions (if any) and as applicable in the case of selection procedures and selection Committees.

Recruitment of the faculty is made as per Maharashtra University Act 1974 / 1994. However prior to University selection procedure, screening will be done by the local selection committee. Recommendation of the in-house candidate will be done by the Management for the University interview provided He / She passes the interview of the local committee. For Non-approval / Adhoc Staff recruitment; selection is done by the management by appointing expert committee.

Process of faculty selection was through University Selection committee as per Shivaji University, Kolhapur and Dr. Babasaheb Ambedkar Technological University, Lonere information book.

The selection committee for selection of principals or directors or heads of institutions shall consist of the following, namely:-

(a) Hon. The Vice-Chancellor Chairman;

(b) Dean of Faculty Member

(c) Three members as experts, nominated by the Vice-Chancellor

(d) one member belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (VimuktaJatis)/Nomadic Tribes Other Backward Classes, by rotation nominated by the Vice-Chancellor ;

(e) Director, Higher Education or his nominee not below the rank of Joint Director;

(f) Director, Technical Education or his nominee not below the rank of Joint Director.

10.6. **Qualifications for the various cadres of the teachers**

The qualifications for other cadres of the teachers working in the professional colleges (*viz.* Architecture, Pharmacy, Management, Engineering & Technology etc.) shall be as recommended by the All India Council of Technical Education, and / or respective Central Councils established by the Act of the parliament and accepted by the government and the University, from time to time.

Annexure I/ II, III to be filled by the staff once they joined the organization and submit the photocopy of documents.

11. INTERNAL PROMOTIONAL POLICY

Eligibility criteria-

11.1. **Assistant Professor(On consolidated Salary):-**
1. Engineering BE /ME / M. Tech /MBA /MCA /B. Pharm /M. Pharm / B. Arch faculty will be getting consolidated salary.
2. On the satisfactory performance the scale will be offered as per the management discretion.

11.2. **Assistant Professor (On scale, increase of AGP eligibility)**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, one year increase in the said resolution as against approved eligibility criteria.
1. Must have attended at least Two training programs conducted by AICTE/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal
3. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
4. Result must be good in subject taught (More than 90%)
5. Student feedback must be very good.

11.3. **From Assistant Professor to Associate Professor**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.
1. Must have attended at least Four training programmes conducted by AICTE/SUK/ISTE/TEQIP

2. Must have published at least two papers in referred national Journal and one in international journal with ISSN No.

3. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.

4. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.

5. Student feedback must be very good.

6. Result must be good in subject taught (More than 90%)

11.4. **From Associate Professor to Professor**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

1. Must have published at least three papers in referred national Journal and at least two papers in international journal with ISSN No.

2. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.

3. Must have organized at least one National Seminar/Workshop/Conference at National level in the college.

4. Industrial consultancy work is desirable.

5. Student feedback must be very good.

11.5. **Librarian at degree level**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

11.6. **Entry level increments norms**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010.

11.7. **Non-Teaching Staff**

Promotion after completing 3 years on scale depending upon performance

The staff needs to submit the performance appraisal form to the respective HOD and the HOD need to submit it to the Associate Director / Principal. The Associate Director / Principal needs to verify the documents as per the record available. Once verified it has to be sent to the Director for authorization. The management reserves the right to decide about the increment of the employees as per his performance for the academic year.

12. PURCHASE POLICY

The purchase policy designed by YSPM YTC is to meet the desired requirement of the department for the financial year. The HOD need to follow the following rules and procedures regarding the purchase for the academic year

12.1. The staff needs to follow the defined purchase procedure by the core committee of YSPM YTC.

12.2. The HOD needs to get the requisition for the required items/ consumables/ materials from the staff members and lab in charge and prepare the budget for the academic year in the month of May and forward it to the principal for further approval.

12.3. Head/Principal will scrutinize the requirement and certify taking into consideration of the allocated budget of the department as approved by the Director

12.4. The budget will be placed before the Governing body for the approval. The Governing committee will approve the budget of the departments. Once it is finalized it will be sent to the stores department.

12.5. The stores department needs to request for the quotation from the suppliers. The 3 best quotations need to be put forth before the core committee and get one of them to be sanctioned with terms and conditions of delivery.

12.6. The stores will receive the material, duly checked as per the specification and issue the material to the departments as per their requirement. The invoice of the purchased material should be forwarded to the Director and then to the register for checking and submitted to the accounts department. The dead stock of the same has to be maintained in stores register. The audit of the stores should be done after every quarter of the academic year.

12.7. The department should check the material received and make the entre in the DSR. The Head of the Department will be responsible for the material received and has to check the material/Instrument before installation.

12.8. The department also needs to keep a separate record of the stationary used by the staff members. They also have to submit the report of the consumables at the end of the financial year.

12.9. The stores should not issue any material to the staff members without the indent and signed by authorized authority.

13. STAFF DEVELOPMENT AND TRAVELLING POLICY

13.1. **Objectives:-**
1. To ensure uninformative and consistency in employee utilization of travel facility as made applicable to their Level/Grade.
2. To provide guidelines to employees for reimbursement expenditure incurred during travel within India.
3. The underline principal of this policy is to mitigate inconvenience to employees. It is not means or source of earning.
4. To motivate staff for their upgradation in qualification and knowledge by promoting them for higher education and participation in conferences.

13.2. **Policy & Procedure:-**
1. If the visit is a place outside the city limits from respective location and the distance to the place of visit is more than 50 km one side/ or duration of the travel is more than 6 hours will be treated as a Tour.
2. For the purpose of allowance, a day is considered as 24 hours from the commencement of the journey and the allowances for the partial day will be payable as follows.
   - Beyond 10 hours =100%

- Less than 10 hours = 50%

3. Employee should proceed on tour only after obtaining prior sanction or Ratification of the head of the department on Travel Request Form *(Annexure-IV)*

5. Employee should stay in hotel as per the staff position.

6. Employee should travel only by mode of travel as per their eligibility.

7. Employee should submit Travel Expense Voucher and settle travel advance within 3 working days from completion of tour. No further advance shall be granted otherwise.

8. Where Travel Expenses Statement not submitted promptly or an employee does not settle an advance in the stipulated time of 5 working days, the amount of advance taken by the employee will be deducted from his or her salary.

13.3. **Grades & Travel entitlement**

Grade	The person who travel	Class of travel
A	Chairman/Vice Chairman/Secretary/ Trustee	First AC/By Air
A1	Director, Principal	Second AC up to 500 Km by Air
B	HOD/Associate Professor	Third AC
C	Assistant professor	Sleeper
D	Senior Clerk	Sleeper
E	Junior Clerk	Sleeper
F	Peon	Sleeper

1. Bookings/ Cancellations shall be made in the prescribed format available with respective administration department duly approved by the HOD.

2. Actual conveyance charges shall be payable (To & fro Bus sanction/ Railway sanction /Airport sanction as case may be).

3. Employee himself shall control conveyance charges and they may however travel by taxi/Auto considering the exigency of the work.

4. For travelling in a class or mode of transport different than what is given as eligibility, prior approval or ratification for performing the travel must be obtained from Trustee/ Director. A Trustee is approving authority for the grade D and above level.

13.4. **Mileage allowance for travel**

Employees travelling by motor vehicle own, supplied by institution or organization with the prior permission of HOD for the journey exceeding per kilometers but not exceeding 50 KM. are entitled to claim mileage for every km of journey as under

Type of Vehicle	Own (Per KM) Rs. (Or as per petrol rate whichever is less)	Supplied by organization (per KM) RS
Two Wheelers	2.50	As per transport department
Car (petrol)	8.00	As per transport department
Car (diesel)	7.00	As per transport department

Note: - Employees travelling by an organization motor car or staff car are not entitled any road mileage.

13.5 Teaching faculty pursuing Ph.D. are provided with on-duty leaves for carrying out research work. This includes attending the course work for Ph. D. / research activities with prior permission of concerning head of institute.

13.6 Faculty members wish to attend the conference(s) will provided with on duty leave. Also the actual travelling and daily allowances are paid as the policy. Moreover, 50% of the registration fees are also paid to the staff.

14. <u>EMPLOYEE RELATION POLICY</u>

14.1. **Introduction**

Employee relations may be defined as those policies and practices which are concerned with the management and regulation of relationships between the organization, the individual staff member, and groups of staff within the working environment.

The employee relations section is responsible for liaison with employee, monitoring procedures, and developing proposals for the YSPMs YTC consideration.

14.2. **Objectives**

Sound employee relations are based on

- Effective mechanisms for communication and participation.
- A safe and effective work environment.
- Commitment and motivation of all staff.
- Promoting channels of communication at all levels.
- Identifying and expanding common areas of interest between all staff.
- Anticipating and defusing conflict wherever possible.
- Encouraging staff to articulate concerns and conflict and seek resolution of underlying issues.
- Providing channels for conflict resolution and developing mutual trust in their reliability.

14.3. **Communication and consultation**

The management of YSPM YTC recognizes the importance of open communication and joint consultation between management and staff. It therefore encourages the exchange of information, ideas and views about matters of mutual interest and concern through both formal and informal channels.

14.4. **Informal systems**

The YSPM YTC encourages informal communication and consultation at all levels. Department and section heads are encouraged to develop appropriate arrangements to promote discussion of any matters of interest and concern at the workplace.

14.5. **Grievance resolution**

The management of YSPM YTC considers it essential that, where a staff member (or a group of staff members) is dissatisfied for any reason arising from the work

situation or employment relationship, this should be articulated and resolved as quickly as possible, at the lowest possible level.

14.6. **Discipline**

A staff member is required to maintain certain standards of conduct. Any staff member who fails to maintain acceptable standards of conduct in accordance with his/her employment contract, specific job requirements and/or the YSPM YTC rules, renders himself/herself liable to disciplinary action. Such disciplinary action is designed to be corrective and to improve conduct (other than where dismissal is warranted) and should be taken as soon as possible after the event.

14.7. **Poor performance**

A staff member is required to maintain certain standards of performance. A staff member who fails to maintain laid-down standards of performance in accordance with his/her employment contract, specific job requirements and/or the YSPM YTC rules, renders himself/herself liable to corrective action.

14.8. **Employee relations training**

The YSPM YTC provides staff training to promote informed and sound employee relations practices.

15. <u>LEAVE AND VACATION POLICY</u>

The leave and vacation policy can be changed with prior notice to the staff members depending upon the nature of the work in the college campus; *Annexure VI* for leave application.

Leave Type	Approved staff		Ad-hoc staff	
	Teaching staff	**Non-teaching staff**	**Teaching staff**	**Non-teaching staff**
Casual	15 days	15 days	15 days	15 days
Medical	10 days	10 days	05 days	05 days
Maternity	6 Months	6 Months	6 Months *	6 Months *
Earn leaves	NA	15 days **	NA	NA
Special leaves for research work	10days	***	***	***
Leaves in case of relatives death	Adjusted from medical leaves	Adjusted from medical leaves	Adjusted from medical leaves	Adjusted from medical leaves

Number of days per semester – vacation can avail during semester/winter session

Teaching staff		
Sr. No.	**Category**	**Vacation period**
1	Approved faculty having experience more than 1 year	15 days
2	Approved faculty having experience less than 1 year	7 days
3	Non-Approved faculty having experience more than 3 years	15 days
4	Non-approved faculty having experience between 1-3 years	10 days
5	Non-approved faculty having experience less than 1 year	5 days
Non-teaching staff		
Sr. No.	**Category**	**Vacation period**

1	On scale technical staff	10 days
2	Non-teaching Adhoc having experience more than 1 year	7 days
3	Non-teaching Adhoc having experience less than 1 year (Minimum experience 6 month)	5 days

Note--
* Minimum 2 years working experience at YTC
** Earned leaves are only for on Scale admin and account staff
*** At the discretion of management

1. **Casual leave:-**
   An employee who completes at least one month of period after his joining date will be eligible for the casual leave. The period of casual leave for approved staff is from the month of June to May. The non approved staffs whose services have been continued without a break is also entitled for the casual leave period from June to May. Other Non-approved staff will be given casual leave from their joining date to the date of completion mention on their appointment order.

2. **Maternity leaves**
   Ad-hoc employees applying for Maternity leave should have completed at least two years' service in the institute.

3. **Vacation**
   Vacation is given as per academic calendar of Shivaji University to the Teaching & Non-teaching staff.

16. DISCIPLINARY POLICY

16.1. **Dress code and I-Card**

Dress Code and Uniform	Students, Teachers and Non-Teaching Staff	Except on Wednesday and Saturday
I-Card	All students, Teachers and Non-Teaching Staff	All Working days

The staff members have to follow the dress code as prescribed by the management. If there is any deviation in the dress code or the standard days, the same will be informed by way of separate notice.

16.2. **Director/Associate Director/Principal/HODs dress code:**
   They need to wear blazers during the working hours and any visit or functions in the college premises except during the off days as per the guidelines provided. I-Card will be compulsory for all working days.

16.3. **Faculty dress code:**
   Members: all the gents' faculty members need to wear formal dress prescribed by the management along with a tie and formal shoes except during the off days as per the guidelines provided. All ladies staff as per the dress code decided by the core committee. I-Card will be compulsory for all working days.

   If a particular staff is found not wearing the uniform, disciplinary action will be taken against him/her. Initially a warning will be given to such staff member. It is compulsory for all the staff members to wear uniform during vacation also.

16.4. **Reporting on duty upon arrival**

Every day, all staff members are required to record their time of arrival in the attendance muster/ Biometric attendance recording unit. The attendance muster will be transformed to the Registrar after the prescribed scheduled time of arrival

16.5. **Late arrival**

Teachers and all staff members need to arrive at the prescribed time given by the institute late arrival staff needs to submit the application in writing to the reporting person. Frequent irregularity will be monitored and will be informed to the Director. The core committee is authorized to take appropriate disciplinary action against the defaulting staff members and same will be recorded in the personnel file which can impact on the appraisal of an individual.

> **Three incidence of late arrival will lead to debiting of one casual leave**

16.6. **Leaving the campus before time**

In general the teaching staff members are not allowed to leave the campus before the official working hours. Leaving the campus early for personal reasons is not allowed. The security needs to have a check and the irregularities will be reported to the higher authorities. The staff members need to inform the HODs if they leave the department for any purpose.

16.7. **On duty leave**

All the staff members need to fill up the printed leave form for on duty application mentioning the purpose of duty leave, take HODs signature and also the Directors signature and submit the same to the administrative office. The staff needs to precede the proof or evidence of the duty leave after their arrival within 2 working days. Failing to do so the Duty leave sanctioned will be transformed to Casual leave

17. BUDGETARY POLICY

All the Departmental Heads need to prepare the annual budget of their department for the academic year starting from June to May in the format provided by the management and submit it till 15 April of every year. The budget prepared by the departments have to submit it to the Principal, the Principal need to prepare a common budget of their faculty/Department and submit it to the Director till 30th April of every year. This budget will be sanctioned by the Governing Body during their meeting in the month of May. Once the budget is sanctioned the departments will not be allowed to make expenses above the sanctioned limit. The accounts department needs to make an audit of the same after every quarter under the guidance of Director and Registrar.

18. WOMEN GRIEVANCE & SEXUAL HARASSMENT POLICY
VISHAKHA CELL

18.1. **Definition of Woman Grievance**

According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior.

18.2. **Objectives of the Cell**

• To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.

• To provide the healthy and safe environment in the Institute for the female students/employees.

• To provide guidelines for the Redressal of grievances related to sexual harassment of female students/employees of the institution.

18.3. **Prohibited Activities**

Sexual harassment has been defined as a form of sexual discrimination, consisting of unwanted sexual advances.

18.4. **Complaint procedure**

Any female who wants to file a complaint can do so by writing an application to the Chairperson of Internal Complaint Committee of YSPM YTC. In case of Sexual harassment the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.

A member who feels that she has been harassed is strongly urged to immediately bring the subject to the attention of members of Women's Redressal Committee. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner as compatible with a thorough investigation of the complaints.

18.5. **Discipline**

Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including suspension or termination of membership.

a) A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

b) Institute will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from invited guest, hosting organization, vendors and other parties who have organizational contact with our members.

18.6. **Complaint and Redressal mechanism:**

Complaint of harassment will be promptly and carefully investigated and Investigation will include interview with all relevant persons, including the aggrieved and other potential witnesses in the case of sexual harassment and decision on grievances to be taken at a fairly senior level. After hearing of complaints, the committee shall take appropriate decision and then same is communicated to the complainant if required. If any student filing a complaint is not satisfied with the decision of the committee then she can make appeal before the Director of the Institution. A women grievance redressal committee shall take rational decisions to discharge its duties/responsibilities for a smooth and efficient functioning of the Institute and to monitor, or the overall discipline.

18.7. **Punishment for Sexual harassment**

Harassment shall subject the accused to disciplinary action up to and including expelling from Institute. However, if in fact it is determined through the course of investigation, that the incident and thus the accusation were fabricated, the complainant will face severe disciplinary action up to and including expelling from the Institution as per the prevailing rules of the Government sexual harassment policy.

18.8. **Constitution of Internal Complaints Committee**

Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee". Provided that where the offices or administrative units of the workplace are located at different places

The internal Committee shall consist of the following members to be nominated by the employer.

1. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees

2. Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace

3. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from other workplace of the same employer or other department or organization.

4. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge

5. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

6. Provided that at least one-half of the total members so nominated shall be women.

7. The Presiding Officer and every Member of the Internal Committee shall hold office for such period not exceeding three years, from the date of their nomination as may be specified by the employer.

8. The member appointed from amongst the non-governmental organizations or association shall be paid such fees or allowances for holding the proceedings of the internal Committee by the employer as may be prescribed.

19. HEALTH AND INSURANCE POLICY

20.1 Policy:-Institute has made group insurance of 100000 Rs.

20.2 Procedure: - Institute has made Yearly group insurance policy of assurance of Rs. 100000. There is one time premium paying facility. Employee is pay premium through their salary.

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ANNEXURE

YASHODA SHIKSHAN PRASARAK MANDAL'S,

Name of Institute_____

APPLICATION FORM FOR TEACHING POST

❖ **POST APPLIED FOR :** ....

❖ **At YSPM'S – Faculty of :** ....

❖ **CATEGORY :- OPEN/SC/ST/NT/VJ/SBC/OBC/OTHER :** ....

Photo

1) **PERSONAL DETAILS :**

a) **Name in Full:** ....

b) **Date of Birth:** .... **c) Age *(in Years):** ....

d) **Religion:** .... **e)** Marital Status : Married / Unmarried: ....

f) **Full Name of Father :** .... **g) Mother Name :** ....

h) **Address for Correspondence(with Pin Code):** ....

.... **Tal:** .... **Dist:** ....

Mobile No: .... **E-mail ID** ....

PAN No: .... **Aadhar Card No:** ....

2) **Particulars of qualifications *(Attach Attested Certificates)**

Sr. No	Degree With Specialization	University	College / Institute Name	Year	Class / %

3) **Experience Details*: [Latest at top]**

Sr. No	Position Held	Name of Organization / Institute	Period		
			From	To	Total

Total Experience: _____ Years _____ Months

4) **Details Of Training, if any:** _____

5) **Achievements / Awards and any other information :** Attach Details

6) **Why do you want to be a Teacher:** _____

_____

Declaration: I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been canceled / distorted.

Date: _____   Signature: _____

Place: _____   Name: _____

Attach Proof / attested certificates for any other information separate sheet may be attached

For office use only:

ANNEXURE 2

YASHODA SHIKSHAN PRASARAK MANDAL'S,

Name of Institute_____

APPLICATION FORM FOR NON-TEACHING POST

❖ **POST APPLIED FOR :** ....

❖ **At YSPM'S – Faculty of :** ....

❖ **CATEGORY :- OPEN/SC/ST/NT/VJ/SBC/OBC/OTHER :** ....

Photo

1) **PERSONAL DETAILS :**

a) **Name in Full:**..

b) **Date of Birth:**......................... **c) Age *(in Years):**............

d) **Religion:**......................... **e)** Marital Status : Married / Unmarried:............

f) **Full Name of Father :**.................. **g) Mother Name :**............

h) **Address for Correspondence(with Pin Code):**............

....**Tal:**............ **Dist:**............

Mobile No:..................... **E-mail ID**............

PAN No:......................... **Aadhar Card No:**............

2) **Particulars of qualifications *(Attach Attested Certificates)**

Sr. No	Degree With Specialization	University	College / Institute Name	Year	Class / %

3) **Experience Details*: [Latest at top]**

Sr. No	Position Held	Name of Organization / Institute	Period		
			From	To	Total

Total Experience: _____ Years _____ Months

4) **Details of Training, if any:** _____

5) **Achievements / Awards and any other information :** Attach Details

Declaration: I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been canceled / distorted.

Date: _____   Signature: _____

Place: _____   Name: _____

    Attach Proof / attested certificates for any other information separate sheet may be attached

For office use only:

ANNEXURE 3

Date :- _____

JOINING REPORT

To,

The President / Secretary,

Yashoda Shikshan Prasarak Mandal's,

Name of Institute _____.

      Subject: -Joining report for the post of_____.

Respected Sir / Madam,

    I,Dr./Mr./Ms./Mrs._____

Thank you for appointing me for the post of _____

in Yashoda Shikshan Prasarak Mandal's, _____, Faculty of

_____.

    I, accept the terms & conditions of the appointment order _____ dated _____ . I will abide by all the terms of the appointment order. I will join my duties for the post of _____ as Yashoda Shikshan Prasarak Mandal's, _____, Faculty of _____ from today _____(day),_____(date) at _____ am/pm.

    Thanking You,

                              Yours Faithfully,

                              (……………………………)

Received & recorded on: -

NameofAuthority_____Sign_____

यशोदा शिक्षण प्रसारक मंडळ, सातारा.

–: वाहन मागणी अर्ज :–

प्रति,
मा. ट्रान्सपोर्ट अधिकारी,
वायएसपीएम, सातारा.

मी, _____ पद _____

शाखा _____ येथे कार्यरत असून मला / आम्हाला खालीलप्रमाणे प्रवास करण्यासाठी महाविद्यालयाच्या वाहनाची आवश्यकता आहे, त्यास मंजूरी मिळावी.

प्रवास मार्ग	प्रवासाचे कारण
दिनांक	वेळ

कळावे,
आपला विश्वासू

दिनांक

सही ....

ड्रायव्हरचे नाव : _____ सही _____

वाहन प्रकार : _____ वाहन नं. _____

सुरुवातीचे कि. मी. _____ अखेरचे कि. मी. _____ एकूण कि. मी. _____

ट्रान्सपोर्ट अधिकारी   कुलसचिव   उपाध्यक्ष

सदर मागणी अर्ज प्रवासांच्या १ दिवस अगोदर मंजूर करुन घेण्यात यावा.

यशोदा शिक्षण प्रसारक मंडळाचे
यशोदा टेक्निकल कॅम्पस
वाढे फाटा, सातारा.

❖ प्रवास खर्च मागणी पत्रक ❖

जा.नं.   पावतीनं.

दिनांक :   /   /

१) अर्जदाराचे नांव व पत्ता : ————————————————————

२) शाखेचेनांव: ————————————————————

३) आउटडोअर ड्युटी रजिस्टरवरील नोंद क्रमांक तारीख : —————————

४) प्रवासाच्या मुदतीत केलेल्या कामाचा तपशील: ————————————
————————————————————————————————
————————————————————————————————

५) वर नमूद केलेल्या कामाकरीता यापूर्वी प्रवास केला असल्यास त्याची तारीख: —————

६) मिटिंगसाठी प्रवास असल्यास मिटिंगच्या तारखा: ———————————

तारीख	कोणत्या ठिकाणापासून	कोणत्या ठिकाणापर्यंत	मुक्कामाचे ठिकाण	एकूण कि.मी.	वाहनाचा प्रकार	दैनिक भत्ता	एकूण

एकूण अक्षरी रुपये ————————————————————————

मी प्रतिज्ञेवर सांगतो की,या प्रवासाच्या मुदतीत इतर कोठूनही प्रवास खर्च घेतलेला नाही.

तारीख ——————————   अर्जदाराची सही ——————————

फक्त ऑफिससाठी

मंजूरकेलेलीरक्कमअक्षरी रु. ——————— | कुलसचिव ———————

YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

NH-4, Wadhe Phata, Satara- 415011.

Name of the Institute _____

Leave Application
(For Teaching & Non-Teaching)

Date of submission: / / 201

To,

Registrar / Principal / Asso.Director /Director,

Respected Sir / Madam,

I am_____ the undersigned request you please grant me casual/du

Medical/Maternity/Study/C.off leave from date _____ to date _____ total days_____

prefix/suffix with Reason for leave_____

Emergency Contact No:-_____ & Email ID:-_____

1) **For Teaching (Alternative arrangement made in my absence.)**

Sr. No.	Date	Time	Class	Subject	Name of alternative staff	Signatur

Dated Signature of HOD   **Designation of Applicant:**   **Dated Signature of Applicant**

2) **For Non-Teaching- Alternative arrangement made in my absence:**

Name………………………………………Designation…………………………..Dept……………………..

Signature of alternative staff……………………………………

Dated Signature of HOD   **Dated Signature of Applicant**

3) **For office use only:**   **Joining Date:**

Sr. No.	Leave Type	Used till date	Balance till date of application
1	Casual Leave		
2	Medical Leave		
3	Study Leave		
4	Compensatory Off		
5	Extra-Ordinary Leave		

EST clerk   **Dy. Registrar**

4) **Leave Approval Status:**

a) Leave recommended with pay total days……………… b) Leave recommended without pay total days………

c) Leave not recommended …………… days with remarks…………………………………………………

Registrar / Principal / Asso.Director / Director

5) **To be Returned to Applicant**

Name …………………………………..Total…………… casual/duty/Medical/Maternity/Study/C.off leave fr

date………………to date ………..sanctioned / not sanctioned with pay / without pay.

Date: **Est. Clerk**   **O.S. / Registrar**

YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

NH-4, Wadhe Phata, Satara 415011

Name of the Institute _____

Date: _____

CLEARANCE / NO DUES CERTIFICATE

(Only for Teaching / Non-teaching Staff)

To,
The Principal/Director/President,

_____.

Respected Sir,

I,………………………………………… Designation…………………………………..in

YSPM's …………………………………, faculty of……………………………….

My Clearance / No Dues in various departments is as follows :-

SR. NO.	DEPARTMENT	NAME OF THE INCHARGE	DUES	SIGN
1.	Accounts Dept.			
2.	Library Dept.			
3.	Store Dept.			
4.	Est. Section			
6.	H.O.D. / Laboratories (D.S.R.)			
7.	System Administrator			
8.	Transport Dept.			
9.	Boys / Girls Hostel			
10.	GYM / Sports Dept.			
11.	Canteen			
12.	Workshop			

Thanking You.

Resignation Date:

Notice Period: From………..……...to………..…….

Yours faithfully,

Sign:……………………………

Name: …………………………

Registrar

Principal /Asso. Director/ Director

Remark:………………………………………………………………………………..

…………………………………………………………………………………...............

Place:

Date:

President / Vice President

YSPM's YTC STAFF POLICY DOCUMENT

SR.NO.	NAME	NUMBERS
1	Campus Coordinator	101
2	C.B.S.E. Principal	102
3	Principal Waiting Room	103
4	CBSE Staff Room	104
5	CBSE Office	105
6	Offset	106
7	Canteen	107
8	Physical Director	108
9	Architecture Staff Room	109
10	Principal Architecture	111
Pharmacy		
11	O.S	201
12	Accountant	202
13	EST Section	203
14	Exam Section- B. Pharmacy	204
15	Director Cabin	205
16	Stores	206
17	D. Pharmacy HOD	207
18	M. Pharmacy HOD	208
19	Pharmacy Store	209
20	Cognosy B. Pharm	210
21	Asso. DirectoR Pharmacy	211
22	Exam Section (D. Pharmacy)	212
23	B. Pharmacy	213
24	Security Cabin	215
Engineering		
25	Chairman Cabin - Hon. Prof. D.B.Sagare Sir	301
26	Vice.Chairman Cabin- Prof. AjinkyaSagare Sir	302
27	Engg.Board Room	303
28	Asso. Director Engg.	304
29	MBA H.O.D	305
30	Poly. Principal	306
31	MCA H.O.D	307
32	PRO	308
33	Language Lab	309
34	Civil Poly Department	310
35	Civil H.O.D.	311
36	Mechanical HOD	312
37	Central Library	313
38	Canteen- Engg	314

39	Computer Lab MCA-3	315
40	Electrical H.O.D	316
41	Workshop	317
42	Computer Lab MCA-4	318
43	Exam Room (Engg.)	319
44	CSE H.O.D	320
45	CSE Staff	321
46	Asso. Director Engg Waiting Room	322
47	General Science HOD	323
48	E & TC H.O.D	324
49	T.P.O (Training & Placement Officer)	325
50	Mr. Parkhe Sir (Sr. Accountant)	326
51	Mr. Padwal Sir (Sr. Accountant)	327
52	Mr. Bhalekar Sir (Scholarship Section)	328
53	Mrs. Shinde Sir (Est Section)	329
54	Mr. Ganesh Sir (Registrar)	330
55	Mr. Chavan Sir (Student Section)	331
56	Mrs. Kamble Madam (Cashier)	332
57	Mr. Kumbhar S.N. (System Admin)	333

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23.Campus Layout Plan