Shri Vile Parle Kelavani Mandal's

Institute of Technology, Dhule

INDEX

SVKM's Institute of Technology, Dhule

Vision of Institute

> To be a socially sensitive engineering institute of excellence adding value to the nation.

Mission of Institute

> 1. To provide resources of excellence with a focus on nurturing and developing the society.
> 2. To strive to be an institute of global recognition.

The vision and mission was constituted in handclasp with the stakeholders in education arena.

The Stakeholders are identified as;

1. Internal Stakeholders: Students, faculty and Management

2. External Stakeholders: Parents, employers, alumni and society.

Principal
SVKM's Institute of Technology, Dhule

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SVKM

Hon. Shri. Amrish R. Pate
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D.,M.E.,LMISTE

Date : 15/04/2020

## CODE OF CONDUCT FOR STUDENTS:

PREAMBLE

Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may constitute violations of the code. Students are expected to align their behavior with the Code of Conduct.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

1. Shall be in time to the institution.
2. Shall wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.
10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.
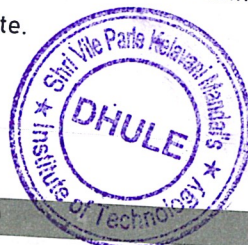
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ACADEMIC MISCONDUCT

1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.

2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences as the malpractice guidelines of DBATU,Lonere.

2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.

3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.

4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.

2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.

3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.

4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully

5. Avoid use of mobile phones in classrooms and common areas.

6. Not to form any formal and informal groups based on caste, community and religion.

7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance & attempt the end semester exam (Subject to approval form Authorities).

8. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.

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9. Violation of University/Institute rules is strictly prohibited.

10. Promote sustainability and reduce the impact on environment in all our actions.

11. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.

12. The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the Programme of actions, which may be taken when a student has been found to have violated the student code of conduct.

CODE OF CONDUCT FOR TEACHERS:

This Code of Conduct applies to the teaching members of the institute.
Introduction:

Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule is striving for academic excellence, and progress of Engineering. Education, research has been conducted in alignment with our national needs and priorities and ensures that our mission, objectives contribute to global needs.

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

THE CODE OF CONDUCT

TEACHERS

1. Shall read, understand and comply with institutes' policies.

2. Shall abide by the institutes' policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

3. Shall be in time to the institute.

4. Shall be regular and punctual to the classes.

5. Must conduct the scheduled period of class and take attendance in the beginning of class.

6. Daily lesson should be planned ahead and taught in the most effective and innovative way.

7. Class should be well-structured, interactive and involving student cohort.

8. Notes of units should be included in the course file.

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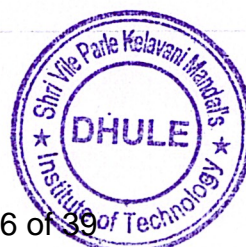Ph.D.,M.E.,LMISTE

TEACHERS AND THE STUDENTS

1. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the DBATU,Lonere.

2. Syllabus completion should be according to academic calendar.

3. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.

4. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.

5. Mentorship shall be fulfilled in order to enhance students' academic performance.

6. Do not show partiality or hold grudges towards students/colleagues.

7. The teacher is In-charge of students during the class.

8. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to, encouraging students, and radiating enthusiasm.

9. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of un-suits of the behavior if it is against the code then the matter should be discussed with deans, HOD or principal.

10. Shall be a springboard for the students' academic success, personal growth and placement in the national and global arena.

TEACHERS AND THE PARENT

Shall attend to the parents' queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

1. Follow Dress code-Shall be in respectable attire, befitting the society's expectations.

2. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and maintain personal hygiene at all times.

3. Staff members shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.

4. Shall endeavor to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.

5. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.

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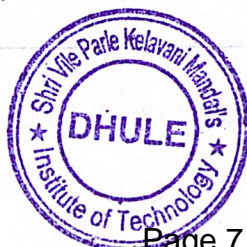Dr. Nilesh P. Salunke
(Principal)
Ph.D.,M.E.,LMISTE

6. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.

7. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.

8. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.

9. In-charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.

10. Refuse any gift/favor that could place individual or institute in embarrassing position.

TEACHERS AND COLLEAGUES

1. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.

2. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.

3. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.

4. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.

5. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.

6. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.

7. Promote sustainability and reduce the impact on environment in all our actions.

8. Teachers are expected to align their behavior with the institute's Code of Conduct. Violations will lead to seeking of explanations, warnings and eventually penalties.

Code of Conduct for Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule Employees:

The term employee includes non-teaching staff and other staff that come under this purview. The following code of conduct applies to all of the employees mentioned above:

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General Rules:

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability

2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.

3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.

4. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.

5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.

6. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.

7. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

Confidentiality:

1. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.

2. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

Gifts:

Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

Private employment or trade and investment:

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No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

Attendance at Meeting:

An employee who is appointed as a member of any duly constituted committee of the Institute/University must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

Consumption of intoxicating drinks and drugs:

An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

Misconduct:

1. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
2. Acting in a manner prejudicial to the interests of the Institution.
3. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
4. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
5. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
6. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
7. Damage to any property of the Institution.

Explanation:

1. For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:
2. Physical contact and advances;
3. Demand or request for sexual favors;
4. Sexually colored remarks;
5. Showing any pornography; or
6. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.
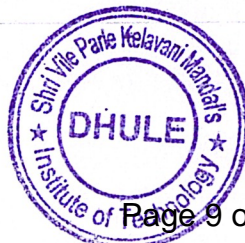
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Representations:

Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel.
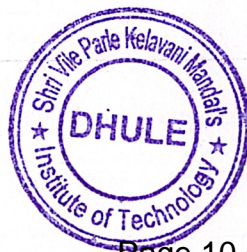
Interpretation:

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

## CODE OF CONDUCT FOR ADMINISTRATORS:

Introduction and Purpose

1. As members of Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule College community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.

2. Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.

3. Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community, all members can access opportunities that allow for their full participation in that community.

4. The institute will not tolerate harassment(and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to align their behavior with the institute's Code of Conduct.

5. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including color, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.

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6. Prevention and Resolution of Campus Ragging/Bullying The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.

7. Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component, which offends, intimidates, embarrasses or humiliates a person.

8. Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.

9. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.

10. Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.

11. Personal and Professional Responsibility

12. The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

13. Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.

14. Recruit with a commitment to diversity and inclusion.

15. Communicate opinions to others in a fair and constructive manner.

16. Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.
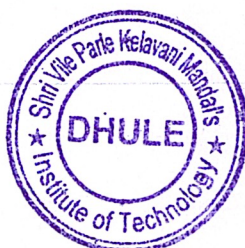
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17. All college accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

MEMBERS OF COMMITTEE OF CODE OF CONDUCT

Code of conduct members is same as Anti-Ragging Committee and Anti-Ragging squad members.

FUNCTIONS:

The functions of the code of conduct committee:

Code of conduct of Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

FACILITY:

Any noncompliance with the code of conduct should be reported to grievance cell.
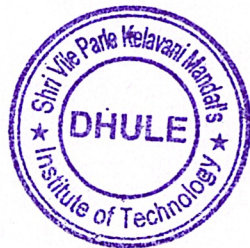
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Date : 11/04/2020

Recruitment Policy

1. Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability

All new recruits in all grades.

3. General Criteria Governing Recruitment

- The minimum age for recruitment is 18 years. SVKM's IOT does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- Service of retired hands may be leveraged by the College by giving appropriate contracts with maximum duration of 3 (three) years at a time. Age limit of up to 58 years for teaching staff and 58 years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.
- SVKM's IOT reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

4. Internal Appointments

In order to avoid stagnation of the competent employees and encourage career growth, Management has develop mechanism for creating avenues for growth/promotion.

5. Advertisement

The SVKM'S IOT will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short listed candidates as may be appropriate after acquiring requisite approvals. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or SVKM'S IOT website (www.svkmiot.ac.in).

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 30 days between the date of publication of the advertisement and interview.

- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.

6. Short listing

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

7. Assessment process

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments:

- Written test
- Skill Test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills through the interviews.

8. The Assessment and Interview Panel

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

09. Proceedings of Interview

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

10. Checking of References

The Institute shall make reference checks with the referees given/ obtained from the candidate. As a policy, SVKM'S IOT will contact the current employer as a part of reference check.

11. The Offer Letter

Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing.

12. Letter of Appointment

The selected candidate must bring the relieving order\ from the previous organization before joining duty.

An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks.

The Appointment letter should contain:

1) The designation/ title of the job and responsibilities specific to the job
2) The level of commands / reporting to and taking responsibilities in the absence of head of the department.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

13. Joining Report

On joining, the candidate should give the joining report duly filled and signed before the head of the Department and Principal.
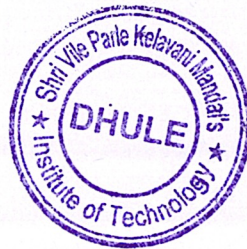
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Probation Policy

1. Objective

1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.

2. Eligibility & Coverage

2.1 All new recruits of the institute on regular rolls

3. Policy & Procedural Formalities for Completion of Probation

3.1　All new employees will be on probation for a period of 12 months/24 months from the date of joining.

3.2　While the formal probation appraisal shall be at the end of 12 months/24 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to HR Department.

3.3　During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

3.4　HR Department will send the Probation Appraisal form to the concerned HOD at least one month before completion of the probation period.

3.5　The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.

3.6　Duly completed Probationary Appraisal Form with the recommendation of the HOD for confirmation, will be sent to HR Department at least one week before the completion of the probation period for the issue of Confirmation Letter.

Extension of Probation Period

In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.

3.8   Probation period may be extended under any of the following circumstances:

1. Performance of the probationer is not up to expectations

2. The role and the skills of the probationer are not aligned

3. Probationer's values are not aligned with the institute's values

3.9   A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.

3.10   Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD

3.11   The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.

3.12   If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

Confirmation of services

3.14   On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

3.15   HR shall send the confirmation to the employee through the Administration within one week of the end of probation.

3.16   Upon confirmation, the notice period on either side will be three months.

3.17   It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.

Principal
SVKM's Institute of Technology, Dhule

![SVKM Logo]
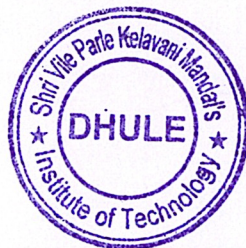
Shri Vile Parle Kelavani Mandal

The Societies Registration Act, 1860 (No. 733 of 1934-35) and
The Bombay Public Trust Act, 1950 (No. F-30 (BOM) 1953)

Shri Bhaidas Maganlal Sabhagriha Building, Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (W), Mumbai - 400 056.
Tel.: 4219 9999 ● E-mail: info@svkm.ac.in

17th February, 2022

To SVKM / NMIMS Employees,

Sub: - Detail / Procedure of existing Group Personal Accident Policy

Dear Sir/ Madam,

This is to inform you that all **SVKM / NMIMS employees** covered under Group Personal Accidental Policy which was up to limit of Rs. 05 Lacs is now increased up to the limit of Rs. 10 Lacs by **"Bajaj Allianz General Insurance Company Ltd."**

This policy is only for accidental purpose and it is different from GROUP MEDICLIAM POLICY.

➢ In case of accidental death of any **SVKM's / NMIMS's employee** who is covered under this policy will be eligible for the claim of Rs. 10 Lacs

➢ As a result of the accident if any employee suffers **Permanent Total Disability, Permanent Partial Disability, and Temporary Total Disability**, he /she will be eligible for the benefit under this policy as per the terms and conditions.

This is very important that every employee **should inform their family members about our Group Personal Accident Policy** which will be helpful during crucial time for speedy communication to us. In case of hospitalization you are required to inform our Health Help Desk Executive **Mr. Sachin Khot immediately without any delay. His contact no. is 9167026060.**

[signature]

Shri Sudhir Shrivastava

Chief Executive Officer

Signature of your spouse/Parents/other family members with Name and relations: _____

● Smt. Gokalibai Punamchand Pitamber High School ● Chatrabhuj Narsee Memorial School & N.D. Parekh Pre-Primary School ● Mukeshbhai R. Patel Military School - Shirpur ● Shri Manilal Vadilal Nanavati Prathamik Shala ● Shri Dhirajlal Vrajlal Parekh Shishu Vihar ● Acharya Ambalal V. Patel Junior College ● Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce & Economics ● Narsee Monjee College of Commerce & Economics ● Jitendra Chauhan College of Law ● Pravin Gandhi College of Law (5 Year) ● Usha Pravin Gandhi College of Arts, Science & Commerce ● Dr. Bhanuben Nanavati College of Pharmacy ● Dwarkadas J. Sanghvi College of Engineering ● Shri Bhagubhai Mafatlal Polytechnic ● SVKM's NMIMS University (Estd. Under section 3 of the UGC Act 1956) ● Shri Chhotabhai B. Patel Research Centre for Chemistry & Biological Sciences ● Harkisan Mehta Foundation Institute of Journalism & Mass Communication ● Institute of Intellectual Property Studies ● Institute of International Studies ● Parag Vijay Datt Drama Academy ● Gangaprasad Ranchhodbhai Jani Hostel ● Matushri Kundangauri Manharlal Sanghvi Girl's Hostel ● Shri Bhaidas Maganlal Sabhagriha ● Jashoda Rang Mandir ● Santokba Sanskar Sadan ● Juhu Jagruti Hall ● Babubhai Jagjivandas Hall.

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Date: 20-Jan-2022

To, SVKM /NMIMS Employees

Sub. : Details / Procedure of existing Group Mediclaim Policy.

Respected Sir / Madam,

This is to inform you that all **SVKM / NMIMS Employees** are now covered under the Group Mediclaim Policy, through **"TATA AIG General Insurance Company Limited"**. Similar to the earlier coverage the limit remains the same, i.e. - Rs 2 Lacs for the Family. **TATA AIG** is supported through a TPA (third Party Administration) **Paramount Health Services**. This policy covers the employee along with his/her spouse and first two children (below the age of 25 Years). In case of bachelor / spinster, the policy covers only the employee.

In case of hospitalization the below mentioned procedure is required to be followed by the employee and their family members.

➢ If any one of your family members whose names are enrolled under our **GROUP MEDICLAIM POLICY** is hospitalized, then you are required to inform SVKM Office immediately. During hospitalization, our Insurance Executive **Mr. Sachin Khot** will assist you in the best possible manner.

➢ In case of hospitalization, if you intend to avail a cashless facility then first check with the hospital in which you're admitted whether our TATA AIG General Insurance Company Limited & TPA Paramount Health Services Facility is available at their end or not. If our Cashless facility is available at the hospital, then please show them our Mediclaim Card and they will complete all your Mediclaim related processes.

➢ If the hospital is not on the panel of TATA AIG General Insurance Company Limited & TPA Paramount Health Services then the Cashless facility will not be helpful to you. In such a situation, you will pay all your hospitalization bills and get discharge from the Hospital. After discharge from the hospital, you will submit your reimbursement claim of hospitalization to **SVKM** for further processing. For this reimbursement process, you should submit all your original hospital bills, receipts, reports, discharge card and the attested photocopy of Indoor Case Papers to **our SVKM Insurance Executive, Mr Sachin Khot with in calendar 15 days from discharge**. After receiving your papers, **Mr. Khot** will scrutinize the papers and will then put your claim to the Insurance Company for reimbursement. The Insurance Company will check the admissibility of the claim as per the terms and conditions of the policy and only then they will settled the claim.

Our Management feels that every employee should inform their family members about our Mediclaim Policy. This is necessary; in case you are not in a position to inform **SVKM** about your or your dependents' hospitalization then your family members (who know about the importance of this policy) will approach SVKM. In case of hospitalization, you are required to inform our **Insurance Executive, Mr Sachin Khot Immediately without any delay. His contact no. is 9167026060.**

You are requested to acknowledge this letter or inform us that you have shared this information to your spouse and your family members who are covered under this scheme.

[signature]

Mr Sudhir Shrivastava
Chief Executive Officer
Signature of your Spouse/Parents/other family Members with Name and relations: _____

Research and Development Policy
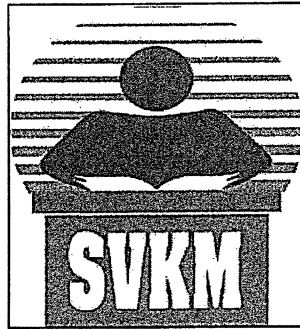
SHRI VILE PARLE KELAVANI MANDAL'S

INSTITUTE OF TECHNOLOGY, DHULE

Survey No. 499, Plot No. 02, Behind Gurudwara, Mumbai-Agra National
Highway, Dhule-424001, Maharashtra, India.
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IOTDhule@svkm.ac.in

About SVKM

Shri Vile Parle Kelavani Mandal is a Public Charitable Trust registered under the Society's Registration Act and Bombay Public Trust Act. From its humble beginnings in 1934, when it took over the Rashtriya Shala, a school established in 1921 in the wake of the National Movement, the Mandal today has grown into a big educational complex imparting high-level education to more than 35,000 students.

After beginning its journey in the early 1930s SVKM has blossomed into an educational colossus that has attained national recognition in multiple streams of higher education. With a strong guiding philosophy of providing education to all levels of the student community along with creating a feeling of bonding and commitment amongst academic and nonacademic employees. SVKM has mastered the art of being able to transform itself into a close knit family and at the same time help its students to attain all-round development, be employable and achieve success.

About SVKM's IoT, Dhule

SVKM's Dhule Campus Dhule is largely emerging as one of the biggest future hubs of technology and Education. It has gained a strategic advantage for being on the junction of three National Highways viz. NH-3, NH-6, and NH-211. Dhule is aiming to develop into an industrial town which may provide next generation technologies across infrastructure sectors. Our president has a dream to make Dhule city known for its quality education institutes. SVKM has taken an inititative to develop state of the art engineering and pharmacy institute that will impart quality education in Dhule Spread over 33 acres of land on the outskirts of Dhule, it will house colleges as SVKM's Institute of Technology.
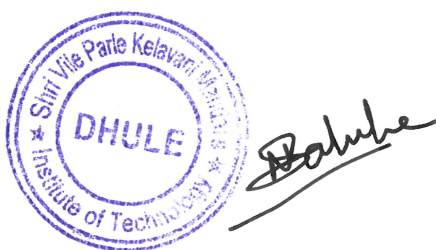
Preamble

Elementary engineering research involves the exploration and methodical conceptual structuring of knowledge. Engineers develop, design, produce or construct and use devices, structures, machines, and systems of economic and societal value. Virtually all engineering research is driven by the expected value of an application. However, not all potential applications can be anticipated, and sometimes the expected application may not be as important as the one that appears by chance. The time between research and production can be a few years, as in the development and application of a laser or in the progression from the integrated circuit to the microprocessor, or it can even take decades, as in the case of the development of television.

Engineering, unlike science, is concerned not only with knowledge of natural phenomena but also with how knowledge can serve the needs and desires of humanity. Variables such as cost, user compatibility, deliverability, safety, and adaptability to various external operating conditions and environments must be considered in the design, development, operational support, and maintenance of products and services that are created by engineers. Therefore, engineering entails the combination of expertise, procedures, processes, and know-how from multiple fields. In addition, almost all university research in science and engineering is carried out as part of the advanced training of students. For **most engineering students**, the goal of a career in industry motivates their pursuit of advanced studies, and this will increasingly be the case in the future. For this reason, engineering students' perspectives on research tend to be predisposed to application in the practice of engineering.

Basic sciences and mathematics have advanced rapidly in recent decades with the development of computers capable of dealing with increasingly complex problems. At the same time, the art, experimentation, and application of engineering have adopted increasingly advanced analytical and experimental methods across the spectrum of engineering fields and industrial sectors. It has been observed that certain theoretical and experimental practices are common to both scientific and engineering research. In fact, in some fields of engineering, such as electronic materials, the analytical and experimental methods and instruments used may not be distinguished from those in the basic science fields of solid-state physics and chemistry.

The main objectives of research work are to inform action, to gather evidence for theories, and to add to the progression of expertise in a field of study. Detailed below are all the many reasons why research in both engineering and science is important to everyone, not just students and scientists.

- Finding out why research is important seems obvious, but many people are avoiding it like the plague. Yet, for those who enjoy learning, whether or not they are members of a research institute, conducting research is not only important but also imperative.

- It is a tool to develop knowledge and facilitate learning. Research is required not just for scholars and academics but likewise for all professionals and non-professionals. It is equally important for aspiring and veteran engineers.

- For lay people who value learning, doing research equips them with essential consciousness about the universe and abilities to help them survive and enhance their lives. When it comes to research professionals themselves, on the other hand, finding something interesting to discuss and/or write about should go beyond just personal experience. Determining what the general public might want to know or what researchers want others to achieve or conceive of can be a valid reason to carry out research work. Thus, research is an essential component of knowledge production and vice versa.
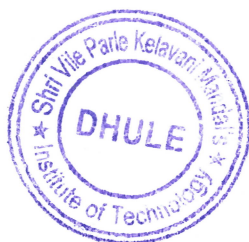
- Knowledge is generally described as a factual proposition in the mind of an individual. It basically refers to facts based on objective information and/or results of studies processed by the human brain. It can be obtained in different ways including reading books and articles, listening to experts, watching documentaries or investigative broadcasts, conducting scientific experiments, and interacting with others, talking to people, etc. Facts gathered during research can be checked against other sources to ensure their truthfulness and accuracy. Three types of knowledge have been identified, namely, procedural (skill or know-how), knowledge (familiarity), and propositional (description of a fact or a state of affairs).
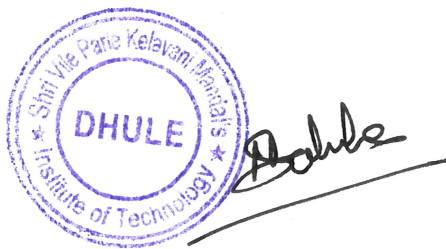
Constitution of R & D committee

The R & D committee comprises of expert and eminent personalities from industry and academic. It also contains faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth.

The Committee will contribute towards enhancing the inputs to research and developments at the institute. The R & D Committee will plan, promote & evaluate R& D activities at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. The minutes of the meetings are recorded.

Objectives:

- To encourage the faculty members to prepare research proposals

- To encourage faculty and students to publish papers in reputed journals and conferences

- To keep a track of various research funding schemes of funding agencies

- To scrutinize the research proposals made by the faculties.

- To keep records of research proposals communicated and sanctioned

- To organize Seminars / Conferences/ Workshops in the relevant areas.

- To develop research proposal for up-gradation of laboratories through AICTE / UGC / MODROB/ MHRD/ VCRMS funding.

- To encourage the number of patents and IPRs.

- To conduct National Conferences.

- Motivate faculty and students to design and fabricate and implement viable functional projects for the benefits of institution.

Responsibility of the research and consultancy committee towards R & D:

- To encourage the faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.

- To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.

- To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.

- To suggest peer reviewed national and international journals for subscription in central library.

- To develop research proposal for up-gradation of laboratories through AICTE / UGC / MODROB / MHRD / VCRMS funding.

- To encourage the number of patents and IPRs.

- To conduct National/ International Conferences.

- To allocate the budget for conducting workshops, training programs, seminars, conferences and faculty development programs also for the staff who are attending workshops, conferences and paper presentation outside the institute. It also includes software / product purchasing for various department for research purpose.

- Motivate faculty and students to design, fabricate and implement viable functional projects for the benefits of institution.

- To motivate students for presenting technical papers at least in conferences and projects in competitions and exhibitions.

Policy and Guidelines:

- Motivate the faculty for doing his/ her PhD.

- Provide the study leave for their course work.

- Provide facility to do research work in college campus / research labs.

- Motivate the faculty to publish books in good publishers at national or international level.

- Provide incentive for publishing Technical Paper in National/International journals with good impact factor and indexed in Scopus/Web of Science/SCI/Google Scholar/IEEE etc. Journal must be listed in UGC/Scopus/Web of Science/SCI/IEEE etc.

- Provide Incentive for presenting a paper at National/ International Seminars/Conferences.

- Provide facility of checking Plagiarism of research paper using plagiarism software.

Publication

• It is mandatory that every faculty member & Ph.D. scholar will have to generate plagiarism report before they submit their articles to publishing agency. This will have to be stringently followed.

• Any publications in Scopus/ Web of Science /UGC journals/Thomson Routeur indexed journal will be recognized by the institute and the Management.
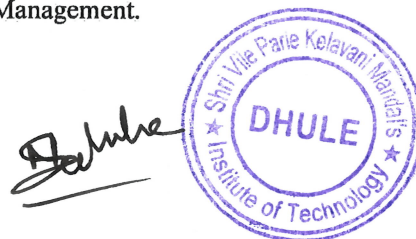
• To Incentivize research publication in Journals with Impact Factor, the following financial incentive will be paid to the faculty.

Journal Impact Factor	Incentive
5 and above	Rs. 1 lakh
3 to 5	Rs. 50,000/-
1 to 3	Rs. 25,000/-

In case the publication is shared between faculties and our students, the share of the faculty will be notionally arrived at, out of the total incentive money admissible.

Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences.

o   For the faculty/student attending national or international conferences in India as author, the institute will pay the registration charges (maximum celling of Rs. 2000/- per paper).

o   Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000 whichever higher) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution once in years of span. Preferably, such expenses should have been factored into the project/research grant.

Faculty Development Program (FDP)/ Staff Development Program (SDP).

o   Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.

o   Faculty members attending a program of more than three days duration shall plan their participation in the semester break /summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by NITs and IITs.

o   Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.

o   Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programs sponsored by AICTE/ISTE/DST and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

Incentive for Externally Funded Research
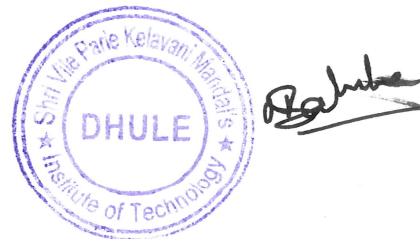
o The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies after successful completion of research work (in case of a team, the amount shall be shared equally among team members).

IPR Filling

In order to give support for filing of Patent and actively pursuing the same, the following assistance will be provided.

- On grant of National Patent, incentive payable Rs. 50,000/-
- On commercialization of the Patent, the royalty to be shared by the faculty with the institution in the ratio of 80:20.
- On grant of International Patent, incentive payable Rs. 1 lakh.
- On commercialization of the Patent, the royalty to be shared by the faculty with the institution in the ratio of 80:20.

The Head of the Institution should scrutinize the proposal relating to Patent initiated by faculty and submit the same at appropriate time to the Management for sanction.

Policy for Filing Patents / Copyrights

Receiving patent /copyright of one's research work is one of the most important and influential factor to judge the quality of research. Full financial and legal assistance as per government Norms shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the affiliation of SVKM's Institute of Technology with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.

As in lieu of the ethics in higher education, fair conduct of research and prevention of misconduct, as per UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, students, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner. Therefore, the proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source is essentially required. In case of found guilty of plagiarizing, they shall be considered under following class of severity:

Policy on Consultancy (Revenue Sharing Between Institution & Faculty)

The Consultancy works are drawn into the streams:

Stream A: Regular Consultancy works, where expert opinion is a trivial one.
Works like Quality control, structure and road construction material testing, Soil testing, Water quality testing, Bitumen testing, Software development and maintenance etc.

Stream B: Consultancy works, where expert opinion is a vital. Design of foundation, Design of structure, Soil Investigations, Noise abatement, Design of machinery subjected to dynamic loads, vibration analysis, Satellite data analyses under GIS

Environment, website design and maintenance etc.

Stream A: Institution share 50%, Faculty share 50% (Can be shared with expert faculty who involved in the work)

Stream B: Institution share 50%, Faculty share 50% (Can be shared with expert faculty who involved in the work)

Separate dead stock registers shall be maintained for all Research & Consultancy projects as well as externally funded projects in every department.

Seed money

Taking into account the difficulty in securing industry collaboration/support in research and development activities or for getting grants from funding agency for academic research, Seed money grant will be available to the faculty for establishing suitability of an idea for research, developing pilot project for being able to make a substantive proposal for support to Industry/funding agency. The objective of the grant is to provide financial support for pilot scale validation of the project and to motivate faculty members to take up research on priority basis. Seed money of upto Rs. 1 lakh may be sanctioned to the faculty after receipt of proposal and the same is vetted by an expert committee including an external expert.

Research Proposal Submission Guidelines

All the faculty members who intend to apply for Research & Consultancy projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

1. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the PI/CO-PI themselves, then by the concerned Head/experts in the department, followed by other eminent researchers in the field. The proposal shall then be vetted by Research & Consultancy committee before submission to the funding agency.

2. It is advisable to have a faculty working in the same field, as Co-Investigator; for every proposal submitted for funding to external agencies.

3. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.

4. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

5. In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute.

6. All departments Research & Consultancy coordinator must regularly and diligently update the Research & Consultancy information and achievements of their departments in the Research & Consultancy page on the institute website through Research & Consultancy committee.

Policy for Research Awards
The SVKM's Institute of Technology follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year.

Shri Vile Parle Kelavani Mandal's
Institute of Technology, Dhule

Survey No. 499, Plot No. 02, Behind Gurudwara,
Mumbai - Agra Highway, Dhule. ☎ (02562) 297801, 660633
✉ iotdhule@svkm.ac.in, www www.svkm-iot.ac.in

Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D.,M.E.,LMISTE

Date : 03/05/2020

Leave Policy

1. **Objective**

    1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

2. **Eligibility & Applicability**

    2.1 All employees on regular rolls of the Institute.

3. **Policy & Procedure**

    3.1 Categories of leave available to the employees are Casual Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay.

    3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st July and ending 30th June.

    3.3 All leaves shall accrue effective 1st July of every Year, except the Casual Leave.

    3.4 Employees shall apply for leave on prescribed formats. The leave application shall be made prior to actual days of leave.

    3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only. Weekends and holidays are exempted in case of Casual Leave.

Entitlement & Procedure for availing Leaves:

4. **Casual Leave (CL)**

    4.1 All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.

    4.2 Employee on CL cannot be absent from duty continuously for more than 5 days including intervening holidays.

    4.3 Employees may avail CL for half-day also.

    4.4 CL may be prefixed or suffixed to intervening holidays or weekends.

    4.6 CL cannot be prefixed or suffixed to any other category of Leave.

    4.7 Un-availed CL will automatically lapse at the end of the year.

5. **Earned Leave (EL)**

    5.1 All Non-Vocational teaching staff & Non-Teaching Administrative staff who are on Confirmed and Probation are eligible for 30 days of Earned Leave.

5.2 Employees joining the organization shall have their Earned Leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following July 1st, January 1st which they can avail only after the confirmation of their services.

5.3 Earned Leave may be availed for one day also.

5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.

5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.

5.6 Earned Leave with may not be prefixed or suffixed with any other type of leave.

6. Sick leave (SL) / Half Pay leaves (HPL)

6.1 All Employees are eligible Sick Leaves for 10 days (Full Pay)/ 20 days (Half pay leave).

6.2 The employee needs to submit Medical certificate from registered medical practitioner in case of accruing Sick leave or half pay leave more than 3 days.

7. Maternity Leave (ML)

7.1 The Institute permits Maternity Leave of 180 days, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.

7.2 All confirmed female employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.

7.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.

7.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.

7.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

8. Duty Leave (DL)

8.1 All teaching and non-teaching faculty is eligible for 15 days Duty leave.

8.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.

8.3 DL may also be considered for the following reasons:
   8.3.1 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc.
   8.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.

8.4 Teaching faculty wishing to avail duty Leave should get their leave approved by the HOD at least 2 days in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.

8.5 Academic leave may neither be accumulated nor combined with any other type of leave.

9. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, he/she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Principal.

9.1 LWP shall not be treated as break in-service.

10. Compensatory Off (CO)

10.1 If an employee is called upon to work during the weekend or a public holiday or during vacation for more than half a day, equivalent compensatory off may be permitted in units of half a day or full day.

10.2 Compensatory off shall be availed within Six month. Else, it shall lapse.

11. Summer and Winter Vacation

11.1 All Probation & Confirmed teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.

11.2 The annual dates for the summer vacation shall be announced which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.

11.3 Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.

11.4 The Institute reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for equal number of days of EL (or pro-rated number of days) in lieu of the summer vacation foregone.

11.5 The Principal shall inform all such faculty whose services may be required during the summer vacation, well in advance, along with their HOD.

11.6 Summer vacation cannot be prefixed or suffixed with any other leave.

11.7 Faculty availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.

11.8 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works/ SDPs/ Seminars/ Conferences. However, such activities shall not count for any set-off against the
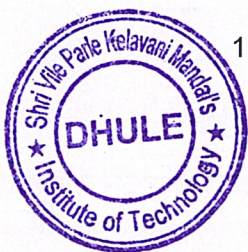
summer vacation.

11.9 The summer and winter vacations will be in adherence with the University Almanac.

## 12. Special leave for pursuing research

12.1 This leave shall be given, on a case-to-case basis, to those who have registered for Ph.D. and cleared their pre-Ph.D. course work, for a maximum period of a fortnight.

12.2 The leave needs to be approved by the Principal.

12.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.

12.4 The unutilized Special Leaves can be carried neither forward nor uncashed.

The above-mentioned leave policies are subject to revision and change time to time as per recommendations of statutory bodies.
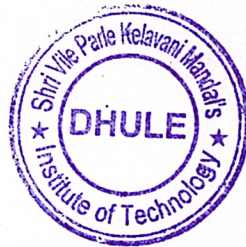
Principal
SVKM's Institute of Technology, Dhule

Date : 02/05/2020

Time and Attendance Policy

1. Objective:

1.1 To communicate the general office / college timings of the institute

1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2 Applicability

2.1 All employees on regular rolls are covered under this policy

3 Procedure

3.1 The timings of the institute are from 10.00 AM to 5.00 PM on all days of the week, except Sunday.

3.2 Employees shall mark attendance in muster at administrative office.

3.3 **Grace Period**: Up to 5 minutes after the designated starting time is considered as "grace period" per working day. The marking of attendance beyond grace period is permissible only thrice a week for a maximum time of another 10 minutes. From the third instance of such late arrival to the workplace, half-day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of leave without pay to the credit will be debited. The names of the employees exceeding the number of instances of grace period in a month will be notified to the Head of the Department.

3.4 Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work manually in a register kept at Office. The intimation of this should be provided to the Office after approval of HOD.

Principal
SVKM's Institute of Technology, Dhule

Shri Vile Parle Kelavani Mandal's
Institute of Technology, Dhule

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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D.,M.E.,LMISTE

Date : 15/04/2020

CONSULTANCY POLICY

This policy is intended to provide guideline as well as framework for the consultancy assignment being undertaken by faculty member(s) of **SVKM's IoT, Dhule**.

CONCEPT OF CONSULTANCY

Consultancy is an activity performed by faculty members of SVKM's IoT in order to *provide solution(s) to the problem(s)* faced by Industry or other educational organization(s) and **generating monetary revenue** from it.

BENEFITS OF CONSULTANCY FOR STAKEHOLDERS

A. INSTITUTE

1. Institute is able to generate revenue in monetary terms.
2. Utilization of laboratory / equipment / instrument of the institute are improved.
3. Improved credibility of the institute among industrial community.
4. Essential aspect of evaluation during accreditation process.

B. FACULTY

1. Increased interaction with relevant industry and personnel.
2. Updating the domain knowledge.
3. Improvement in application based teaching and hence, the teaching skill.
4. Revenue generation in monetary terms.

C. STUDENTS

1. Good opportunity to learn about current working practices in industry.
2. Opportunity to work on live project for improvement / benefit of industry.
3. Opportunity to handle and use high quality instrumentation to record practical field observations.
4. Opportunity to learn data analysis and reporting methods necessary for industry.

SCOPE OF CONSULTANCY

Faculty members are encouraged to provide consultancy in an area of their expertise / interest. The scope of consultancy will vary depending upon the nature of services required by the client organization.

To simplify the concept, different categories of consultancies are decided as follows.

1. **In-house Consultancy**

   1. This consultancy service will be provided within the scope of SVKM's Dhule campus only.

   2. Faculty needs to make sure that his / her *academic load has been adjusted properly and compensated* later on for this consultancy assignment.

   3. This being in-house consultancy, Office Duty (OD) leaves are not required for the faculty.

   4. Faculty should maintain documented information with necessary details.

   5. SVKM's IoT will make certain that measuring instruments have been maintained properly to ensure the correctness of the results obtained from them.

2. **Field Work Consultancy**

   1. This shall include scientific, technical or other professional recommendations provided to a client on the basis of practical knowledge, expertise and experience of individual faculty.

   2. It can also be rendered by a team of such faculties.

   3. This consultancy service will be provided in the field or industry, outside the scope of SVKM's Dhule campus.

   4. The institute, SVKM's IoT, shall provide Office Duty (OD) leave(s) to faculty engaged in such kind of consultancy.

   5. *The faculty has to make sure that his/her academic responsibility with respect to conduction of appropriate number of lectures and practical sessions do not get affected because of consultancy project.*

   6. To ensure this, faculty can adopt following methods: -

      a. Conducting the lectures / practical sessions with an advance schedule prior to consultancy project period with the help of suitable adjustment with other faculty members.

      b. Conducting the lectures / practical sessions after completing the consultancy assignment in progress with the help of suitable adjustment with other faculty members.

      c. Conducting the lecture sessions on Sundays / public holidays, as found suitable.

   7. Faculty should maintain documented information with necessary details.

3. **Laboratory practical's consultancy**

   1. This shall include services provided by SVKM's IoT to other educational institutes.

   2. Objective of this type of consultancy is to help other educational institutes to conduct required set of practical using SVKM's IoT equipment / labs.

   3. SVKM's IoT shall decide the charges for such practical conduction on a case to case basis, depending upon

      a. Type of practical to be performed (Study practical, experimental / computational)

      b. Resources required (petrol, diesel, electricity, electronic circuits, specialized equipment of high cost)

      c. No. of students per batch

      d. No. of practicals to be performed.

      e. Duration of individual / complete practical session.

      f. Provision for food and accommodation of students and faculties from client institution.

4. Roles and responsibilities of each participant in this type of consultancy shall be defined properly.

## 4. Training to Industry / other educational institute

1. This type of consultancy service shall involve training given by SVKM's IoT faculty to persons in industry or other educational institute in

      a. The area of expertise of faculty or

      b. The domain required by client

2. Faculty shall design the necessary aspects/contents of such a training course.

3. Faculty shall prepare the necessary study material for such a training course.

4. SVKM's IoT may or may not charge for the study material separately.

5. The number of days required to complete this consultancy service shall be finalized based upon

      a. Extent of training required client (e.g. only theoretical or combination of theoretical and practical session.)

      b. Location of conducting such training (SVKM's IoT or client organization).

6. Faculty shall discuss the necessary resources to be allocated by SVKM's IoT for such training.

7. Faculty shall maintain necessary documentation for this consultancy service.

5. Manufacturing / fabrication consultancy

1. This type of consultancy service shall include design /development /manufacturing /fabrication or all of these for the client organization.

2. Faculty shall take necessary steps to ensure proper understanding of client requirements with regards to proper functioning of the manufactured product.

3. The number of days required to complete this consultancy service shall be finalized after discussion between client, faculty and governing council of SVKM's IoT.

4. Faculty shall discuss the necessary resources to be allocated by SVKM's IoT for such consultancy service.

5. Faculty shall maintain necessary documentation for this consultancy service.

GENERAL CONDITIONS

1. Total number of days to be dedicated by faculty for consultancy work shall be 120 days per year.
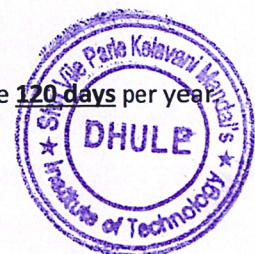
2. This number can be revised after discussion with governing council of SVKM's IoT, depending on

   a. Scale and complexity of the consultancy service needed.

   b. *Criticality* of the consultancy service for the client.

   c. Other requirements / constraints from client organization's perspective such as scheduled shutdown, stringent project timetable, availability of resources (man, machine, material etc.)

   d. Time of the year when consultancy service is required.

   e. Flexibility to cope up the consultancy service tenure with academic schedule.

3. Information regarding consultancy services provided by SVKM's IoT shall be communicated to management body members at least once in a 6-month period and their suggestions shall be taken.

4. The governing council of SVKM's IoT will ensure that consultancy services are not limited to particular person(s) / team(s). Hence, the necessary laboratories / equipment / instruments, which are property of SVKM's IoT, shall be made available to faculties interested in delivering consultancy services and generating the revenue, upon prior request through application.

5. The terms of payments for consultancy services provided shall be negotiated between SVKM's IoT and client organization on a case to case basis.

6. Travelling requirements of faculty to locations out of the scope of SVKM's IoT campus should be communicated to higher authorities in advance.

7. It is expected that approvals required for travelling of faculty to locations out of the scope of SVKM's IoT campus should be given within two working days. This is necessary to ensure that commitments made to client by SVKM's IoT and consultant faculty are honored.

8. In case of *emergency requirement by the client*, immediate intimation and subsequent sanction can be considered as acceptable.

DISTRIBUTION OF CONSULTANCY INCOME

The income generated through consultancy service will be shared in the proportion as indicated in following table, after deduction of TA, DA and accommodation requirements of faculty during the tenure of this consultancy.

Sr. No	Title	Event/work which requires use of college Machinery/Kits	Event/work which is not requires use of college machinery/Kits
		% Distribution	% Distribution
1	College Share	45 %	30 %
2	Principal	7 %	7 %
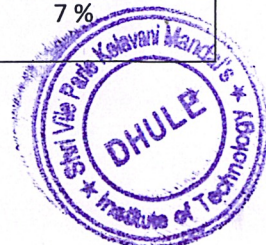
3	Examination/Testing Coordinator	6 %	6 %
4	Faculty/Staff	37 %	55 %
5	Asst. Registrar	1 %	1 %
6	Accountant	1 %	1 %
7	Peon	3 %	0 %
	Total	**100 %**	**100 %**

➤ After completion of consultancy work, concerned department head will provide details regarding distribution of amount for consultancy team.

Principal
SVKM's Institute of Technology, Dhule