



Dr D Y Patil Educational Enterprises Charitable Trust's

## Dr D Y PATIL SCHOOL OF MANAGEMENT

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-48357 DTE Code: MB6189 SPPU PUN Code: IMMP015810

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

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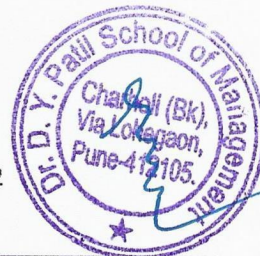
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## ORGANISATIONAL STRUCTURE OF DR. D Y PATIL SCHOOL OF MANAGEMENT







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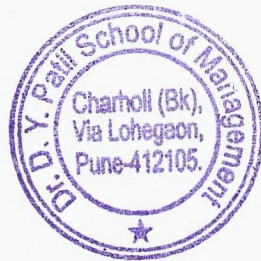
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### 1. Institutional Strategic Plan: Institution has a strategic plan consisting of the following points.

- ✓ Optimal use of resources on campus
- ✓ Cultivating wellness
- ✓ Creating entrepreneurial culture
- ✓ Transparent reporting ecosystem
- ✓ Enhancing student involvement in various activities

### 2. Effective Deployment of Strategic Plan

- **Optimal use of resources on campus:** DYPSON has its own sufficient infrastructural facilities. Still some common resources in the campus are utilized to enhance the utility of the facility in benefit of the stakeholders. Common facilities such as Auditorium, Sports Ground, Canteen, EV Charging Station etc. are used.
- **Cultivating Wellness:** Wellness is cultivated through organising various programs such as International Yoga Day, Sports Competition, Cultural Program, Fresher's Program, Counselling Sessions, Motivational Guest Lectures etc. Institution has a Yoga centre.
- **Creating Entrepreneurial Culture:** Institution has created an entrepreneurial culture in support with Entrepreneurship Development Cell, Alumni Association. Result of this, many of the pass out students have started their own businesses.
- **Transparent Reporting Ecosystem:** Organogram clearly shows the reporting ecosystem for reporting and governance of the committees.
- **Enhancing student involvement in various activities:** Student involvement in the various committees shows the inclusive student centric approach of the institute. Students are involved in Cultural Committee, Sports Committee, Grievance Redressal Committee, Alumni Association, Internal Complaints Committee, etc.



Dr. E. B. Khedkar  
Director

Dr. D. Y. Patil School of Management



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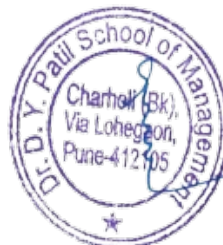
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# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## POLICY MANUAL

(Revised 2023-24)

- QUALITY ASSURANCE
- ENHANCEMENT
- SUSTAINABILITY







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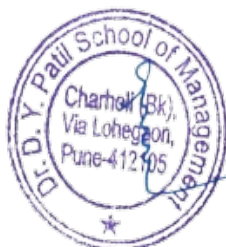
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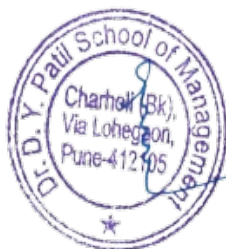
# 1. SCOPE AND PURPOSE OF THE POLICY

## 1.1 SCOPE

The IQAC policy encompasses the establishment, organization, and management of the IQAC within the institution. It outlines the roles, responsibilities, functions, and operational framework of the IQAC to ensure the continuous enhancement of quality in all aspects of academic, administrative and support services. The policy applies to all stakeholders, including students, faculty, staff, management, and external partners, involved in the institution's quality assurance processes.

## 1.2 PURPOSE

1. The IQAC policy aims to foster a culture of continuous improvement and excellence by institutionalizing robust quality assurance mechanisms and processes.
2. The policy ensures that the institution adheres to relevant regulatory guidelines and accreditation standards, such as those prescribed by accreditation bodies like NAAC, ensuring the institution's credibility and recognition.
3. The policy aims to identify the areas for improvement and implement measures to enhance stakeholder satisfaction, thereby strengthening the institution's reputation and trust.
4. The policy promotes transparency and accountability by disseminating information about quality parameters, achievements, and improvement initiatives to all stakeholders, fostering trust and confidence in the institution's governance and management processes.
5. The policy facilitates the evidence-based decision making and strategic planning to drive continuous improvement across all institutional activities through periodic audits, documentation, and analysis of data.
6. The IQAC policy supports the development of conducive environment for innovation and research excellence by providing support and resources for faculty and students to engage in cutting-edge research activities.
7. The policy aims to position the institution as a benchmark for quality in management education, driven by a passion for excellence and societal impact.







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## **2. INSTITUTE VISION, MISSION, QUALITY POLICY, GOALS & CORE VALUES**

### **2.1 VISION**

DYPSOM aspire to be a frontrunner in managerial education at national level by making students methodically superior and ethically strong having enterprise spirit with an inclusive mindset.

### **2.2 MISSION**

We are committed to provide wholesome education in management to enable aspiring students to utilize their fullest potential and become professionally competent by providing:

- Well qualified, experienced, and professionally trained faculty
- State-of-the-art infrastructural facilities and learning environment.
- Encouraging environment for research and development.
- Delight to all stakeholders.

### **2.3 QUALITY POLICY**

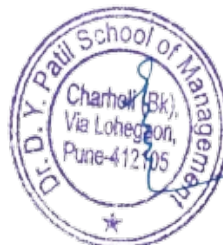
DYPSOM aspire to establish a system of Quality Assurance, which would on a continuous basis evaluate and monitor the quality of education and training imparted at institute, to improve the teaching learning process and develop the institute as a Centre of Excellence.

### **2.4 GOALS**

1. To develop a quality system for conscious, consistence and catalytic programmed action to improve the academic and administrative performance.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of best practices.

### **2.5 CORE VALUES**

1. Encouraging and building student ability, character, and creativity
2. Freedom of thought and expression





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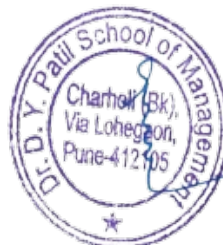
### **3. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

#### **3.1 IQAC Vision**

“To establish a benchmark for quality in management education, driven by a passion for excellence and a dedication to societal impact.”

#### **3.2 IQAC Mission**

“To lead our institution towards continuous enhancement and excellence in all facets of academic, administrative, and support services through proactive quality assurance measures, stakeholder engagement, and a commitment to innovation, fostering a culture of lifelong learning and societal impact.”



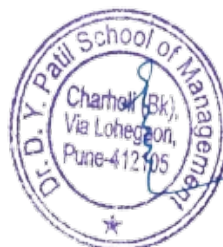


### 3.3 IQAC Quality Policy

*“We, at the Internal Quality Assurance Cell (IQAC), are dedicated to ensuring the highest standards of quality in all aspects of our institution’s functioning.*

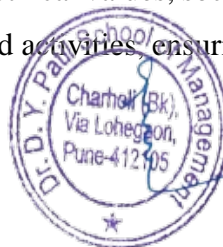
We are committed to:

1. Establishing and maintaining robust quality assurance mechanisms to continuously monitor and enhance the quality of academic programs, administrative processes, and support services.
2. Engaging stakeholders at all levels to gather feedback, address concerns, and foster a culture of transparency, collaboration, and accountability.
3. Promoting innovation and research excellence among faculty and students to drive intellectual growth, creativity, and leadership in management education.
4. Providing a learner-centric environment conducive to holistic development, ethical values, and lifelong learning, preparing students to excel in a dynamic global business environment.
5. Complying with regulatory requirements and accreditation standards, while continually striving for excellence and recognition at the national and international levels.
6. Documenting and disseminating best practices, lessons learned, and quality improvement initiatives to facilitate continuous learning, benchmarking, and institutional development.
7. Upholding our commitment to social responsibility, sustainability, and ethical leadership in all our endeavors, making a positive impact on society and the business community. We are dedicated to achieving these objectives through a collaborative and systematic approach, driven by a passion for excellence, integrity, and continuous improvement.”



### 3.4 IQAC Objectives

1. To develop and implement comprehensive quality assurance frameworks across all academic, administrative, and support services to ensure continuous enhancement and excellence in line with our institutional vision.
2. To foster a culture of innovation and research excellence by providing resources and support for faculty and students to engage in cutting-edge research activities that contribute to the advancement of knowledge in management and related fields.
3. To enhance the holistic development of students by designing and implementing initiatives that promote their intellectual, personal, and professional growth, preparing them to become ethical leaders capable of navigating the complexities of the global business environment.
4. To strengthen stakeholder engagement by establishing regular channels for feedback and collaboration, ensuring that their perspectives and expectations are integrated into our quality improvement processes.
5. To monitor and evaluate key performance indicators to identify areas for improvement and implement targeted interventions to address challenges and capitalize on opportunities for enhancements.
6. To promote a culture of transparency and accountability by disseminating information about our quality assurance efforts, achievements, and areas for improvement to internal and external stakeholders.
7. To foster partnerships and collaborations with other institutions, industries, and organizations to leverage resources and expertise for mutual benefit and to enhance the societal impact of our institution.
8. To facilitate capacity building and professional development opportunities for faculty and staff to enhance their skills and competencies in delivering high-quality education and support services.
9. To strive for national and international recognition as a benchmark institution for quality in management education, by consistently exceeding standards of excellence and making significant contributions to the field.
10. To uphold our commitment to ethical values, social responsibility, and sustainability in all aspects of our operations and activities, ensuring that our institution remains a force for positive change in society.



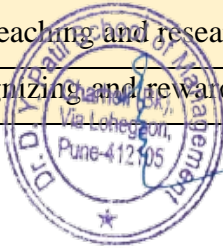




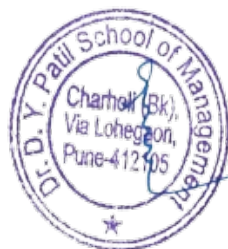
## 4. IQAC Strategies & Implementation Plan

IQAC shall evolve a mechanism and procedures for

Sr. No.	Strategy	Implementation Plan
1.	<b>Implementing a continuous quality improvement framework</b>	Regularly review and update academic curriculum to align with industry trends and global best practices.
		Conducting periodic assessments of teaching methodologies and learning outcomes to identify areas for improvement.
2.	<b>Establishing a Research and Innovation Hub</b>	Providing funding and resources for faculty research projects and encourage interdisciplinary collaboration.
		Organizing seminars, conferences, and workshops to promote research culture.
3.	<b>Enhancing Student Support Services</b>	Developing mentorship programs to provide personalized guidance and support for students' academic and career goals.
		Offering counselling and wellness programs to address students' personal and emotional needs.
4.	<b>Strengthening Stakeholder Engagement</b>	Establishing advisory boards comprising industry experts, alumni, and community leaders to provide input on education and industry relevance.
		Conducting regular surveys and focus group discussions with students, faculty, staff, alumni, and employers to gather feedback and assess satisfaction levels.
5.	<b>Implementing Data Driven Decision Making</b>	Utilizing data analytics tools to track key performance indicators and identify areas of strength and improvements.
		Using feedback mechanisms to collect actionable insights and implement evidence-based interventions.
6.	<b>Enhancing Faculty Development Initiatives</b>	Providing funding and support for faculty to attend conferences, workshops, and training programs to enhance their teaching and research skills.
		Recognizing and reward excellence in teaching, research, and



		service through awards.
7.	<b>Fostering Collaborative Partnerships</b>	Establishing strategic partnerships (MOUs) with industry leaders, research institutions, government, and non-government organizations to enhance research opportunities, internship placements, and industry projects.
		Facilitating international collaborations and exchange programs to expose students and faculty to diverse perspectives and experiences.
8.	<b>Promoting Ethical Leadership and Social Responsibility</b>	Integrating ethics and sustainability principles into the curriculum and extracurricular activities.
		Encouraging students to participate in community service projects and social entrepreneurship initiatives.
9.	<b>Ensuring Institutional Accreditation and Recognition</b>	Working towards accreditation by national and international accrediting bodies to validate the quality of education and academic programs.
		Showcasing institutional achievements and best practices through participation in rankings, awards, and recognition programs.
10.	<b>Cultivating a Culture of Excellence and Continuous Learning</b>	Organizing faculty development programs, seminars, and workshops on pedagogy, assessment methods, and technology integration.
		Encouraging participation in professional networks and communities of practice to share knowledge and best practices within the institution and beyond.





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### 5. IQAC Functions

IQAC Functions	Description
a. Development and application of quality benchmarks	Establishing standards and criteria for measuring and assessing the quality of academic and administrative processes.
b. Setting parameters for various academic and administrative activities of the institution	Defining specific metrics and guidelines to ensure excellence in all aspects of institutional functioning, including teaching, research, and administrative operations.
c. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process	Promoting an educational atmosphere that prioritizes the needs and development of students, while empowering faculty through training and technological support.
d. Collection and analysis of feedback from all stakeholders on quality-related processes	Gathering input from students, faculty, staff, alumni, and other stakeholders to evaluate the effectiveness of institutional processes and identify areas for improvement.
e. Dissemination of information on various quality parameters to all stakeholders	Sharing information about quality standards, achievements, and improvement initiatives with all stakeholders to foster transparency and accountability.
f. Organization of inter and intra-institutional workshops, seminars, and conferences on quality related themes and promotion of quality culture	Hosting events focused on quality-related themes to facilitate knowledge sharing, collaboration, and the promotion of a culture of continuous improvement.
g. Documentation of various programs and activities leading to quality improvement	Recording details of initiatives undertaken to enhance quality across academic, administrative, and support services for reference and future planning.
h. Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of best practices	Serving as a central point of contact for coordinating and overseeing all quality-related initiatives and disseminating best practices throughout the institution.
i. Development and maintenance of institutional databases through MIS for the purpose of enhancing institutional quality	Establishing and managing databases to store and analyze data relevant to institutional quality, facilitating informed decision-making and strategic planning.
j. Conducting periodical Academic and Administrative Audits and follow-up	Conducting regular audits to assess compliance with quality standards and policies, followed by action plans to address identified areas of concern or improvement.
k. Preparation and submission of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC	Compiling and submitting a comprehensive report detailing the institution's quality assurance efforts, achievements, and future plans as per NAAC guidelines.





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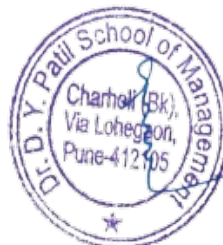
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### 6. IQAC Benefits

#### **IQAC facilitates / contributes in**

- a) Ensuring clarity and focus on institutional functioning towards quality enhancement.
- b) Ensuring internalization of the quality culture.
- c) Ensuring enhancement and coordination among various activities of the institution and institutionalize all good practices.
- d) Providing a sound basis for decision making to improve institutional functioning.
- e) Acting as dynamic system for quality change in institute.
- f) Building an organized methodology of documentation and internal communication within the institute.







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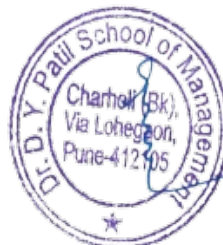
## **7. Composition of IQAC**

### **7.1 Guidelines**

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

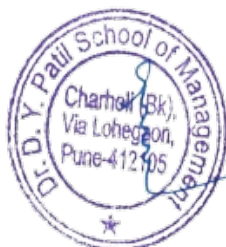
1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC



## 7.2 Internal Quality Assurance Cell (IQAC) Composition

(Academic Year 2023-24)

Sr. No.	Name of the Member	Designation
1	Dr. Eknath B. Khedkar	Chairperson
2	Dr. Shreekala Bachhav	Member - Teaching
3	Prof. Sheetal Jalgaonkar	Member - Teaching
4	Prof. Ashutosh Khedkar	Member - Teaching
5	Prof. Rajendra Payal	Member - Teaching
6	Prof. Amandeep Saini	Member - Teaching
7	Dr. O. P. Haldar	Member - Teaching
8	Dr. Chetan Khedkar	Member - Teaching
9	Dr. Sushant Patil	Member- Management
10	Mr. Ganesh Khedkar	Member - Administrative Officer (OS)
11	Mr. Santosh Padale	Nominee – Local Society
12	Ms. Akshada Kalamkar	Nominee – Student
13	Mr. Raksha Mishra	Nominee Alumni
14	Mr. Kuldeep Patil	Nominee – Employer
15	Mrs. Neha Shirole	Nominee – Industrialist
16	Mrs. Rutuja Pawar	Nominee - Stakeholders
17	Dr. Ganesh Lande	IQAC Coordinator





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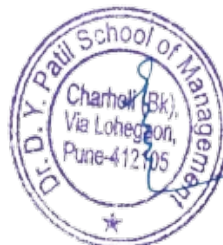
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### **8. Role of IQAC Coordinator**

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with experience and exposure in quality aspects. He/ She may be a full-time functionary, or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management and its various functions such as usage for effective communication.





## 9. Operational Features of IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The IQAC must ensure that whatever is done in the institution for higher education is done efficiently and effectively.

For operating this, IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanisms that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year and the submission should start after one year from the date of accreditation. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to go in for the second, third and subsequent cycles of accreditation.

During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken by it.

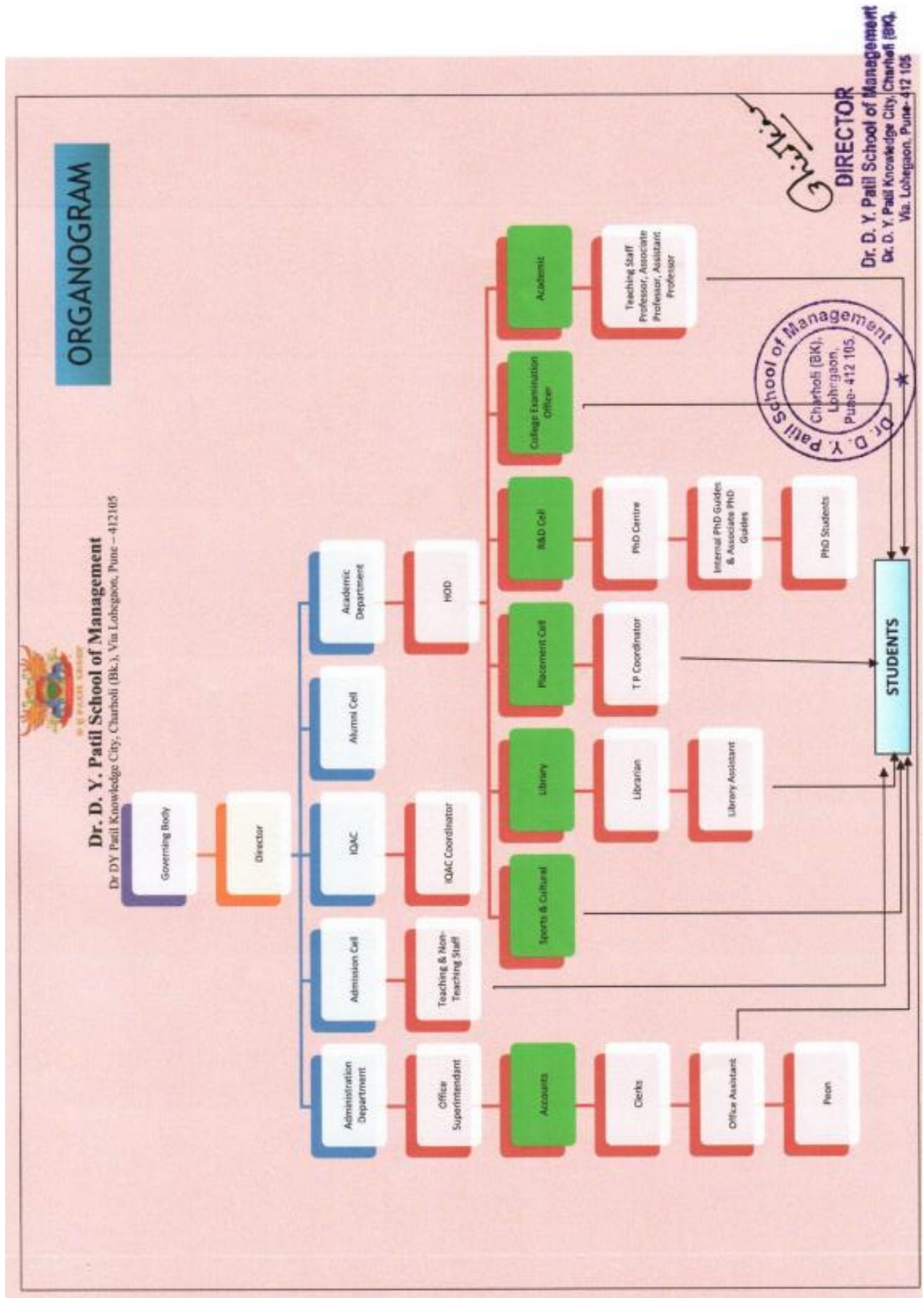
The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the institutions (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.





# 10. Organogram





## 11. IQAC Documentation

IQAC ensures that all the required documentation will be done as suggested by the NAAC. It also ensures that the timely submission of AQAR, IIQA, SSR by following Key Performance Indicators, SOP, Benchmarks and NAAC Manual. IQAC also ensures that the documentation should be properly signed by the designated authorities.

Prepared By  
IQAC Member

Verified By  
IQAC Coordinator

Approved By  
Director





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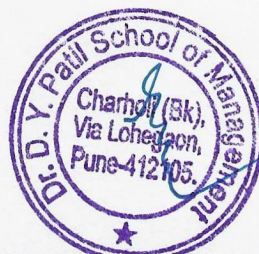
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# ENVIRONMENT POLICY (2023-24)



ENVIRONMENT POLICY

1





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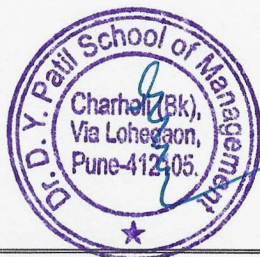
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ENVIRONMENT POLICY

2





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#### 1.1 VISION

Dr D Y Patil School of Management aspire to be a frontrunner in managerial education at national level by making students methodically superior and ethically strong having enterprise spirit with an inclusive mindset.

#### 1.2 MISSION

We are committed to provide wholesome education in management to enable aspiring students to utilize their fullest potential and become professionally competent by providing:

- Well qualified, experienced, and professionally trained faculty
- State-of-the-art infrastructural facilities and learning environment.
- Encouraging environment for research and development.
- Delight to all stakeholders.

#### 1.3 QUALITY POLICY

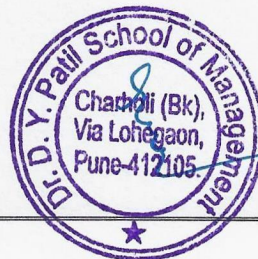
DYPSOM aspire to establish a system of Quality Assurance, which would on a continuous basis evaluate and monitor the quality of education and training imparted at institute, to improve the teaching learning process and develop the institute as a Centre of Excellence.

#### 1.4 GOALS

- 1) To develop a quality system for conscious, consistence and catalytic programmed action to improve the academic ana administrative performance.
- 2) To promote measures for institutional functioning towards quality enhancement through internationalization of best practices.

#### 1.5 CORE VALUES

- 1) Encouraging and building student ability, character, and creativity
- 2) Freedom of thought and expression







Dr D Y Patil Educational Enterprises Charitable Trust's

## Dr D Y PATIL SCHOOL OF MANAGEMENT

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-48357

DTE Code: MB6189

SPPU PUN Code: IMMP015810

(Accredited by NAAC)

### 1) Policy Statement

Dr D Y Patil School of Management takes great pride in being a part of sustainable environment. Optimal use of available water resources, efficient management of solid and liquid waste, sustaining of variety of trees to maintain the biodiversity. Use of conventional and nonconventional energy resources and initiating towards paperless offices makes the campus unique. The provisions adhere to the National Environment Policy 2006.

### 2) Purpose

This policy will play an integral role as the Institution continues to develop an environmentally sustainable and economically viable campus that reflects the Institutional core values of engagement and accountability. The institution is committed to preparing its students to become engaged environmental citizens on campus, in their own communities and throughout their lives. The institution will educate the community and implement the best practices to improve the environmental footprint of the campus and its operations. We will strive for meeting the United Nations sustainable development goals.

### 3) Scope

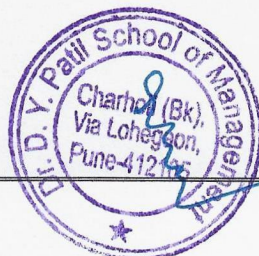
This policy applies to all the Stakeholders of the Institutions, including students, faculty and staff.

### 4) Objectives

- To implement green and sustainable initiatives on campus
- Monitoring and reducing waste of all campus operations and activities.
- Foster a culture of sustainability awareness, action in the campus and community.
- The stake holders to adopt environment friendly practices to save electricity, water, using paper bags, banning single use plastic, etc.

### 5) Practices

- A. Green Clean Environment through managing solid, liquid & e-waste.
- B. Water conservation



ENVIRONMENT POLICY

4





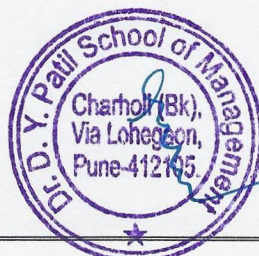
- C. Energy use and conservation
- D. Paperless operations
- E. Landscaping with Trees and Plants
- F. Ban on Single-Use Plastic
- G. General cleanliness
- H. Environment awareness and training

## 6) Green Clean Environment through managing solid, liquid & e-waste

- Collection and handing over of solid waste generated in the campus and canteens to agencies that carry out its disposal in eco-friendly manner.
- Setting up of Biogas Plant near canteen for biogas generation from biodegradable solid and liquid waste from canteen.
- Fixing water saving equipment to save water.
- Restricting entry of automobiles in the Campus in vehicle free zone.
- Installing electrical charging station for two and four wheeled vehicles.
- Provision for carrying out e-waste and plastic waste disposal as per the green practices.
- Banning single use plastics in the Campus.

## 7) Water Conservation

- Installation of Roof top water harvesting system over the terraces of the buildings in the campus.
- Efficient working of the Sewage Treatment Plant (STP) in the campus.
- Use of treated water of Sewage Treatment Plant (STP) for gardening and vegetation purposes to conserve available water resources in the campus.
- Rain-water conservation through rainwater harvesting. The rainwater from the roof top outlets is carried through the well-connected pipelines to the wells or is collected in the large water harvesting tanks and is discharged through the soak-pits for ground water recharge.
- Recharging available reservoir. The campus is provided with a natural slope, the storm water accumulated is effectively discharged through the natural slope in the available reservoir recharging it.







## 8) Energy use and Conservation

- Installation of Grid connected Roof top solar panels for reducing the carbon footprints.
- Energy efficient product like LED fittings, etc.
- Wheeling of Grid.
- Lights and fans shall be switched off when they are not in use.
- Electrical equipment's shall be switched off soon after the usage.
- Artificial lighting and ventilation should be used under unavoidable conditions.
- Existing electrical equipment's shall be replaced with energy efficient equipment's in the phased manner.
- Existing incandescent bulbs shall be replaced with LED bulbs and tube lights in the phased manner.
- Energy auditing on yearly basis.
- Adopt Suitable measures shall be adopted in order to continuously improve energy conservation.

## 9) Paperless Operations

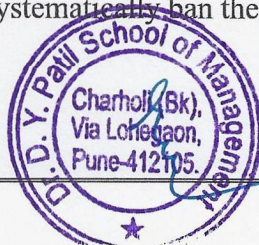
- Promote the concept of Paperless office and advocate its benefits in reducing the paper waste.
- Use of both sides of paper for writing in case its use becomes inevitable.
- Inclusion of digital library with the help of EBSCO software and application.

## 10) Landscaping with Trees and Plants

- Promote environmental activities.
- Gardeners and full time adequate support staff have been appointed for the maintenance of gardens and keeping the campus litter-free.
- The tree-plantation drives are undertaken by the institute on regular basis.

## 11) Ban on Single-Use Plastic

- A complete ban on single-use plastics in classrooms, laboratories, canteen, hostel, and in the other premises.
- Facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates the canteen to serve only in stainless steel or paper plates/glasses/cups to systematically ban the use of plastics on the campus.







## 12) Air quality monitoring and General cleanliness

- To educate workers collecting fallen dry tree leaves in the campus to avoid its disposal by temptation of burning.
- To utilise dry tree leaves collected for composting in the ditches, dug in the free area of the campus for generating manure in house.
- To make campus tobacco free and No smoking area.
- To carry out maximum tree plantation for carbon sequestration.

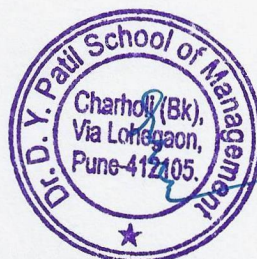
## 13) Environment awareness and training

- To celebrate Environment day by taking out student rallies, Poster competition, preparation and presentation of skit on environment awareness and climate change etc.
- To organise symposiums and workshop for faculty and students to get into interactive sessions for understanding the environment and Green building best practices.
- To ask Canteen staff to serve only half glass of water initially to prevent wastage of water in the canteen.
- To promote the environment the guests are felicitated with saplings.
- Every month tree plantation is carried out as birthday celebration of the stakeholders of that month.
- Training sessions to educate staff and students about the concept of Environment impact and develop habits to minimise the impact at individual's level.
- To take continuous feedback from the staff and students on implementation of Green practices in the campus.
- To run short term courses on environmental studies for all students.

Prepared By  
Faculty Member

Verified By  
IQAC Coordinator

Approved By  
Director



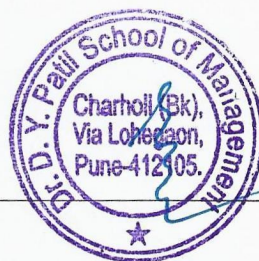
Dr. D. Y. Patil Educational Charitable Trust's

# **DR D Y PATIL SCHOOL OF MANAGEMENT**

RESEARCH POLICY  
(Revised)

April 2022

23







### 1.Preamble:

The Dr D Y Patil School of Management, Pune is committed to promoting and maintaining high ethical standards of integrity and accountability in the conduct of academic research by the research scholars, faculty members, management students and other associated people.

The purpose of this policy is to protect the dignity, rights, wellbeing of researcher's, reputation of the institute / research centre, to manage and mitigate the risk arising from research and to ensure moral practices embedded in the research work.

This policy is applicable to all studies and research work carried out in connection with Dr D Y Patil School of Management, Pune by research scholars, faculty members and students.

### 2.Background:

Government of India announced plagiarism as an academic fraud and unethical due to which the student or research scholar may attract punishment.

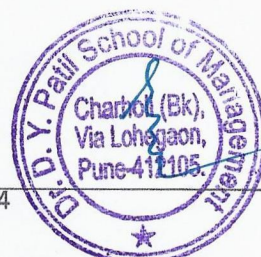
### 3.Scope:

This policy is applicable to the Ph.D. Research work, research projects, research papers/articles published by Dr D Y Patil School of Management. The institute is committed to prevent the plagiarism in the academic research work.

#### 3.1 Ph.D. Research Work:

For Ph.D. Research work the Savitribai Phule Pune University has laid the guidelines for Plagiarism. The Oxford Dictionary defines plagiarism as "the practice of taking someone else's work or ideas and passing them off as one's own". Plagiarism is the deliberate or unintentional copying of ideas, text, data without the due permission and acknowledgement of author. Though the degree of severity can vary, plagiarism always amounts to ethical misconduct and requires redressal. The use of someone else's work in one's own is not by itself unethical. A limited amount of textual material in someone else's paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) and the source is explicitly cited where the quote starts or ends. Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, then put it away and express the idea in one's own words. Besides textual material, the incorporation of ideas, figures, graphs etc. from other sources in a manner that conveys a false impression that they are original amounts to plagiarism. Taking one's own published results and reproducing them in another work as if they were new is "self- plagiarism". "Duplicate publication" – submitting the same research results to two or more journals and treating them as separate publications – is also a form of self- plagiarism and must be avoided.

Dr D Y Patil School of Management is committed to prevent the plagiarism in the academic research work. At present Dr D Y Patil School of Management has mechanism for the detection and prevention of Plagiarism by establishing Research Committee. As per prescribed rule and regulations of Savitribai Phule Pune University, the Plagiarism percentage should be below 30 percent and Dr D Y Patil School of Management follows the SPPU Guideline.







### 3.2 Research Work Published at the research Centre / institute:

The authors of the research work will be responsible for the research work published in any manner. Dr D Y Patil School of Management, research centre is not responsible to the individual opinions, research data and others.

#### 4 Responsibilities:

**Researchers and Supervisors / Guides of researchers** are bound to follow the rules and regulations, circulars, notices issued by SPPU time to time.

#### 5 Research Committee:

Research committee has been established to monitor, guide and promote the research activities carried in the research centre.

The members of Research Committee are as follows:

Sr. No.	Name of Member	Designation of the Member
1	Dr. Eknath B. Khedkar (Head Research)	Chairman
2	Dr. Ganesh Lande (Coordinator)	Member
3	Dr. Shreekala Bachhav (HOD)	Member

#### 6 Awareness Programme:

Dr D Y Patil School of Management shall conduct awareness programmes for the students and faculty members to guide and sensitizethem towards plagiarism and display responsible conduct in research, project work, thesis, etc.

#### 7 Reporting of misconduct:

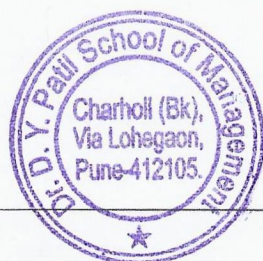
Suspected ethical misconduct at Dr D Y Patil School of Management must be reported to the Head of the research Centre/Director. Any type of misbehavior, wrong doing in regard to research work, study will be treated as a serious form of ethical misconduct. The action will be taken as per the rules and regulations, guidelines and research policy of SPPU and UGC.

#### 8 Mechanism to address complaints:

The Director/Head of the research centre shall appoint a standing Committee in support to Research Committee to address the complaints if any.

#### References:

1. University Grant Commission Guidelines
2. Savitribai Phule Pune University Guidelines
3. Government of India, Department of Higher Education Guidelines



*E. B. Khedkar*

**Dr. E. B. Khedkar**  
Director and Head of the Research Centre



Dr D Y Patil Educational Enterprises Charitable Trust's

## Dr D Y PATIL SCHOOL OF MANAGEMENT

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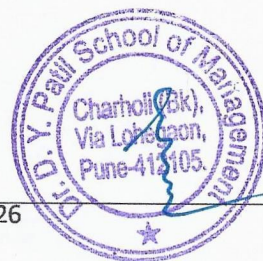
DTE Code: MB6189

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### HANDBOOK

# HUMAN VALUES AND PROFESSIONAL ETHICS







## 1. INTRODUCTION

Higher Education is the backbone of development of the nation. It helps in career development, leadership building, social and economic development of the country. Higher Education Institutions plays a key role as excellence in academics, ethical curricula and community engagement which ensures the strong nation building. The purpose of higher education enables the stakeholders to be conscious of human values and professional ethics. Hence, institutions must create an ethical culture, follow the quality practices and to respect at all levels to safeguard the dignity and integrity of education. Handbook of Human Values and Professional Ethics describes the guidelines to be followed by the stakeholders of the Dr D Y Patil School of Management, Pune.

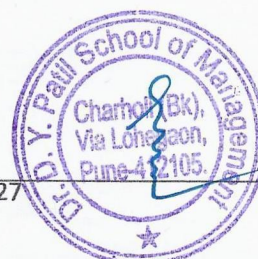
The Purpose of code of conduct and code of ethics is to provide a clear framework within which Students, Teachers, Administrative Staff, Alumni and Parents at the Dr D Y Patil School of Management are expected to conduct themselves. The guidelines cover the conduct in institute and behavioural aspects. These guidelines are standards to be followed by the stakeholders and subject to amendment from time to time.

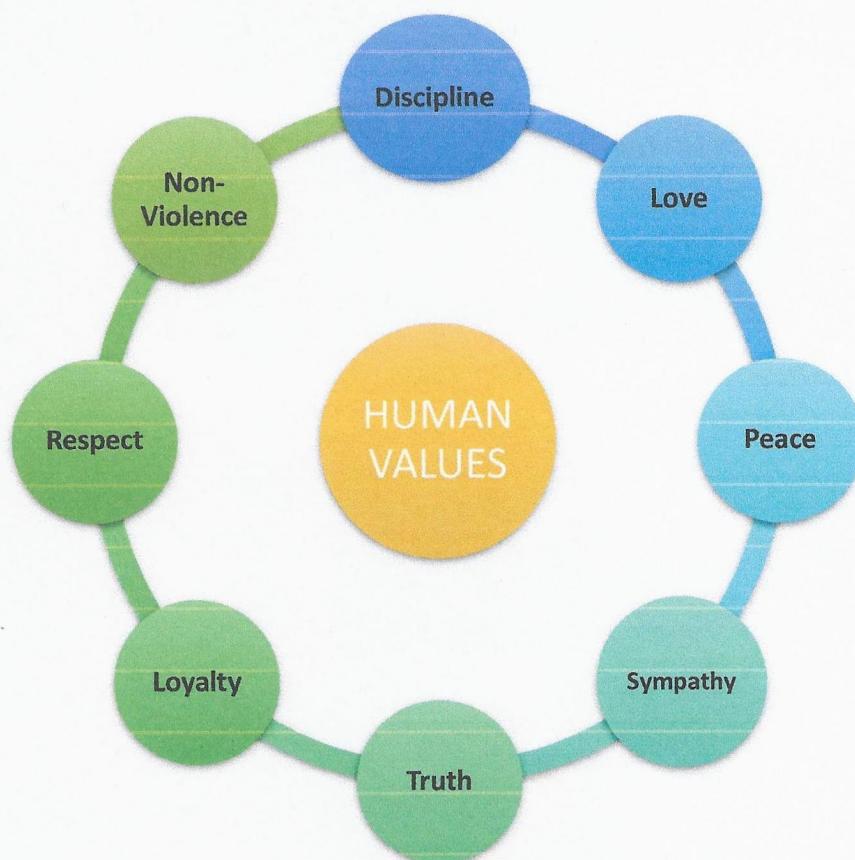
## 2. HUMAN VALUES

Human Values are more significant in any individual as that enhances the fundamental goodness of human being and society at large. The values such as honesty, discipline, love, compassion, peace, truth and loyalty play very crucial role in any individuals behaviour. These help in understanding the human beings, their attitude, behaviour etc. Values are to be learned through practices to create a foundation for good culture. Hence, it is required to bear in mind that teachers, students and administrative staff in institutions from their conduct and behaviour.

The core values that DYPSON follows;

1. Quality Education and Research
2. Responsive Contribution for Nation Development
3. Strong Professional Ethics
4. Student Centric Academic Environment
5. Social Wellbeing and Development
6. Respect for All





### 3. PROFESSIONAL ETHICS

Guiding principles that are followed by people in profession are called as professional ethics. Human values and professional ethics are complementary to each other. Principles in any institution, organization or group can be referred as ethics. Professional ethics is guidance for people working in a profession that tells them what they supposed to do and what they are not supposed to do while working there. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, management, administrative staff and students. Following are some of the vital components of professional ethics that DYPSON included in their code of conduct:

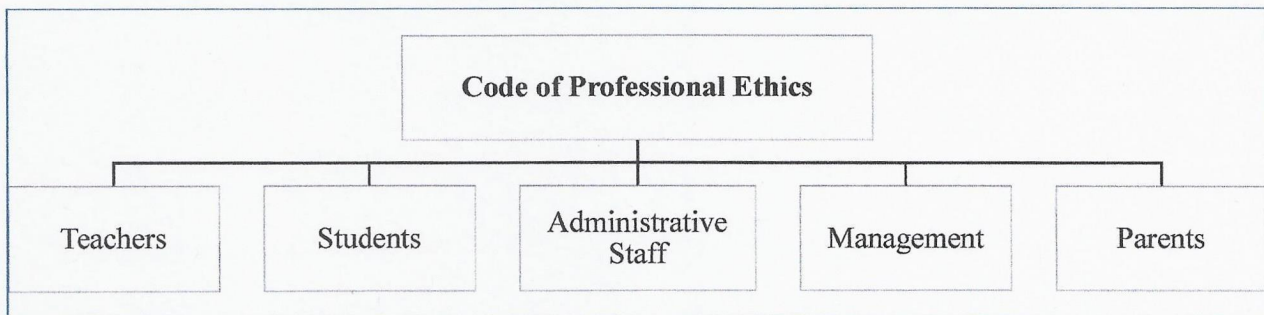
1. **Integrity:** Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
2. **Trusteeship:** Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
3. **Harmony:** Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
4. **Accountability:** Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
5. **Inclusiveness:** Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.





6. **Commitment:** Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and regulatory boundaries.
7. **Respectfulness:** Creating an environment of mutual respect, trustworthiness, and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
8. **Belongingness:** Fostering a shared vision of an institution to make everyone feel secure, supported, accepted, and included.
9. **Sustainability:** Ensuring optimal resource utilization — economic, environmental, and social — to achieve a long lasting and safe future.

#### 4. CODE OF PROFESSTIONAL ETHICS



##### A) The Teachers

Teaching is a noble profession which tends to inculcate in students' knowledge and values. His/her precepts and practices should reflect idealism, perfection, and proficiency. It serves as a pillar of the society.

Teachers should:

1. Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the institute with diligence, dedication and punctuality.
2. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
3. Co-operate, Coordinate and Assist in the admission, examination, supervision, invigilation and evaluation process of the institute.
4. Co-operate in the formulation of policies of the institute by accepting various offices and discharge responsibilities which such offices may demand.





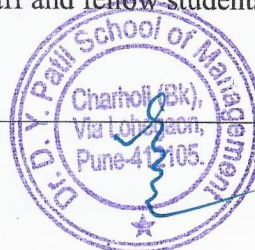
5. Abide by act, statutes, ordinances, rules, policies, procedures of the institute and respect its ideals, vision, mission, cultural practices and traditions.
6. Adhere to responsible conduct and behaviour expected of them by the society.
7. Create a conducive teaching–learning environment through innovative practices and knowledge sharing.
8. Act as role models for students by displaying good conduct and character.
9. Act as mentors, philosophers and friends of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
10. Encourage students to actively participate in activities of national priorities.
11. Respect the rights and dignity of the students in expressing his/her opinion.
12. Refrain from harassment of students in any form.
13. Deal justifiably and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
14. Avoid from taking any other employment and commitment which are likely to interfere with their professional responsibilities.
15. Behave with dignity and courtesy with staff and fellow colleagues.

### **B) The Students**

Students of the institute are expected to utilize their energy in learning and developing a wholesome personality.

The students should:

1. Abide by Acts/Statutes/Ordinances, rules, policies, procedures of the institute and respect its ideals, vision, mission, cultural practices and the traditions.
2. Remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. Observe modesty in their overall appearance and behaviour.
4. Behave with dignity and courtesy with teachers, staff and fellow students.





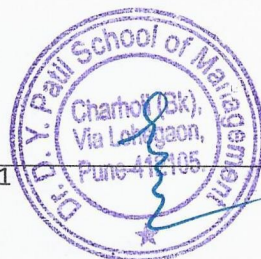


5. Act as role models for junior students by attaining the highest level of values and morality.
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
7. Contribute towards cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behaviour during educational tour, industrial visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintain the highest standards of academic integrity while presenting one's own academic work.
12. Help teachers in maintaining the learning atmosphere encouraging for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

### **C) Administrative Staff:**

Administrative staff should:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Maintain confidentiality of the records and other sensitive matters.
3. Encourage the staff to maximize their efficiency.
4. Create conditions that inspire teamwork.
5. Act timely to readdress the genuine grievances.
6. Co-operate and form strong liaison with colleagues.
7. Show care for the institution's property.
8. Facilitate congenial environment.
9. Refrain from any form of discrimination.







10. Not accept bribes or indulge in any corrupt practices.

11. Make every effort to complete the assigned work in a time-bound manner.

#### **D) Management:**

This includes Director, Registrar, HOD, Dean, Academic Statutory Bodies etc of the institution.

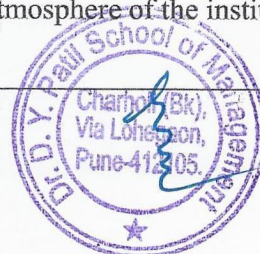
The officials should:

1. Be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the institute are strictly adhered to in all its businesses.
2. Comply with laws, rules, and regulations of the government applicable to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Follow the highest degree of ethics in its decision making in the best interest of the Institute.
5. Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the Institute in order to bring the social change and hence national development.
6. Follow objectives and policies of the Institute and contribute constructively to achieve its mission and vision.
7. Maintain confidentiality of the records and other sensitive matters.
8. Endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.
9. Refrain from any misappropriation of financial and other resources.

#### **E) Parents**

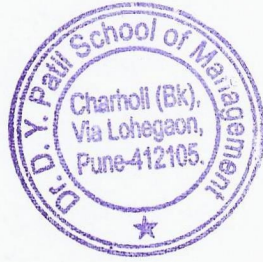
Parents should:

1. Follow the rules and regulations of the institution.
2. Behave with good morale, values and ethics with teachers and administrative staff.
3. Be responsible to maintain the decorum and atmosphere of the institution.





All the stakeholders of the institute including competent authorities are expected to follow the human values, professional ethics and code of ethics with honesty, integrity. It is the duty of every individual to ensure that no situations that defy the code arise and that any infraction should be reported.



*E. B. Khedkar*

**Dr. E. B. Khedkar**  
**Director**  
**Dr. D. Y. Patil School of Management**



Dr D Y Patil Educational Enterprises Charitable Trust's

## **Dr D Y PATIL SCHOOL OF MANAGEMENT**

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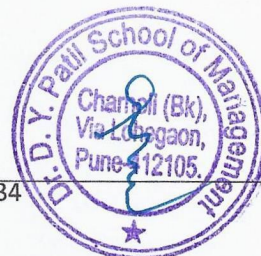
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**(Accredited by NAAC)**

# **GENDER EQUITY POLICY**







## 1. INSTITUTE VISION, MISSION, QUALITY POLICY, GOALS & CORE VALUES

### 2.1 VISION

DYPSOM aspire to be a frontrunner in managerial education at national level by making students methodically superior and ethically strong having enterprise spirit with an inclusive mindset.

### 2.2 MISSION

We are committed to provide wholesome education in management to enable aspiring students to utilize their fullest potential and become professionally competent by providing:

- Well qualified, experienced, and professionally trained faculty
- State-of-the-art infrastructural facilities and learning environment.
- Encouraging environment for research and development.
- Delight to all stakeholders.

### 2.3 QUALITY POLICY

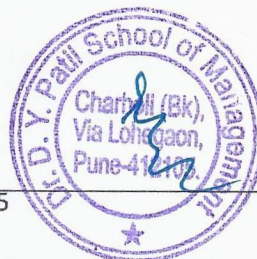
DYPSOM aspire to establish a system of Quality Assurance, which would on a continuous basis evaluate and monitor the quality of education and training imparted at institute, to improve the teaching learning process and develop the institute as a Centre of Excellence.

### 2.4 GOALS

5. To develop a quality system for conscious, consistence and catalytic programmed action to improve the academic and administrative performance.
6. To promote measures for institutional functioning towards quality enhancement through internationalization of best practices.

### 2.5 CORE VALUES

14. Encouraging and building student ability, character, and creativity
15. Freedom of thought and expression







## 1. INTRODUCTION

Dr D Y Patil School of Management has always been sensitive to the issues of gender. As a long term commitment towards this objective, and to follow relevant Supreme Court guidelines on the matter, it has been decided by the management to have a formally written and approved Gender Policy that would ensure the rights and safety of women employed by the organization. The word "gender" refers to the socially determined ideas and practices of what it is to be female or male. Gender equality means that women and men and girls and boys all enjoy the same rights, resources, opportunities and protections. In order to promote women empowerment and gender equality, policies of the institute are framed to enable specific achievements with the action from all the areas. Institute acknowledges and practices equality, inclusion, and respect for human dignity, fairness and justice for all. We also acknowledge the support for a diversity of talent. We renew our commitment to teaching future generations and being role models. We also commit to counteract any existing inequalities. There is also reservation for girls in the Institute as per AICTE and SPPU norms.

**Gender Equality:** This is achieved when women and men enjoy the same rights and opportunities across all sectors of society. eg. Recruitment for jobs only based on merit.

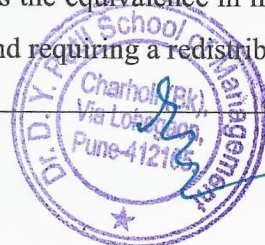
**Gender Equity:** Fairness in treatment for men and women mainly for indictment e.g. Reserved seats for women in jobs or committee as per government norms. Programs like safety for women, celebration of international women's day comes under gender equity.

**Objectives:-** Institute through its proactive faculty, staff and student, will annually implement the following:

- To promote equal opportunities for male and female staff and create a gender sensitive working environment at the workplace.
- To promote and ensure gender equity and equality (in terms of rights and access to resources, responses and services)
- To act as an effective deterrent against gender discrimination and harassment both in the workplace and campus.

**Stakeholders: -** All Genders

Gender equality denotes women having the same opportunities in life as men, including the ability to participate in the public sphere. Gender equity denotes the equivalence in life outcomes for women and men, recognizing their different needs and interests, and requiring a redistribution of power and







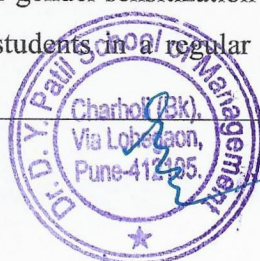
resources. Both are indispensable and need to be incorporated into the Gender Policy of the organization.

### **Key Addressable issues**

1. To study the present system to determine the gender balance (or imbalance), i.e. conducting a gender analysis,
2. To promote equity and equality between genders,
3. To create a gender sensitive and conducive working environment,
4. To eliminate harassment and discrimination on the basis of gender, and
5. To ensure fairness and equity as a right for all in the outcomes of development, through processes of social transformation.

### **Implementation:**

- 1) To evaluate mechanisms for implementation and follow-ups.
- 2) To conduct regular awareness-raising activities among students and staff.
- 3) To promote faculty members working together in classes, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, conduct mentorship meetings of students with faculties, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counseling during class hours.
- 4) To promote gender parity at the institutional level through our student code of Ethics, Rules and Regulations and Service Rules, Policies and Procedures.
- 5) To ensure equal and unbiased measures for everyone for their teaching and learning activities. This "No Discrimination Policy" has to be strictly followed by all means.
- 6) To conduct the induction and the orientation programmes after admission, so that the new students are to bring to the sense of sensitization by regular sessions. To provide mentor and if required a personal counselor in order to solve the student's problems related to habit, health, money or family issues without any gender bias.
- 7) To ensure equal rights and participation in regular cultural activities, sports, debate, celebrations, and performing arts, girl's students are to encourage by all means without any sign for gender discrimination.
- 8) To strictly monitor sensitization by the elements of education in the curriculum and if possible perform different activities and topics related to gender sensitization under the curriculum.
- 9) To conduct counseling sessions for the girl students in a regular manner by the lady faculty members of the Committees.

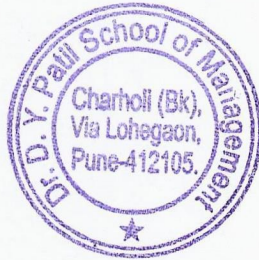




### Internal Complaints Committee

The committee as per section 4 of Sexual Harassment of Women at Workplace  
(Prevention, Prohibition and Redressal) Act, 2013

Name	Designation
Dr. Shreekala Bachhav	Chairperson
Prof. (Dr.) O P Haldar	Member
Dr. Debashree Jana	Member
Prof. Sheetal Jalgaonkar	Member
Ms. Supriya Chavan	Member
Mr. Ganesh Khedkar	Member
Student Representatives (2 Female 1 Male)	Student



*E. B. Khedkar*

**Dr. E. B. Khedkar**  
**Director**  
**Dr. D. Y. Patil School of Management**





Dr D Y Patil Educational Enterprises Charitable Trust's

## Dr D Y PATIL SCHOOL OF MANAGEMENT

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-48357 DTE Code: MB6189 SPPU PUN Code: IMMP015810

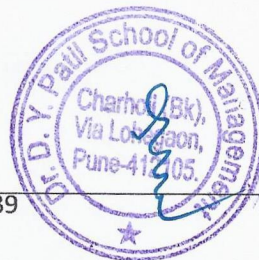
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### MISSION

A pioneer in the field of education with rich experience of over two decades, the group has evolved a pattern of education that is in-tune with the changing needs of today's business environment and globalisation. Our reputation for uncompromising standards with access to an abundant pool of skill, knowledge and resources makes us an ideal choice for students embarking on a career in creating powerful identities of their own.

### VISION

By delivering broad, deep and integrated capabilities in a timely, efficient and creative manner, the group will continue to create exceptional value for its customers and employees. The group sees quality of infrastructure, academic delivery and the talent & motivation of its manpower as a strategic roadmap to success.





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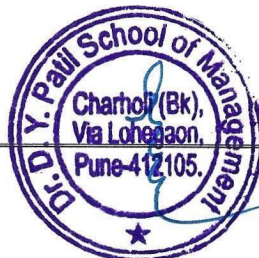
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SPPU PUN Code: IMMP015810

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# E-GOVERNANCE POLICY

## POLICY MANUAL





Dr D Y Patil Educational Enterprises Charitable Trust's

## Dr D Y PATIL SCHOOL OF MANAGEMENT

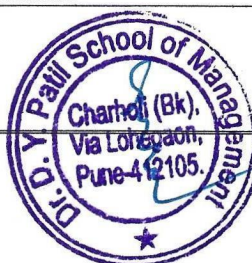
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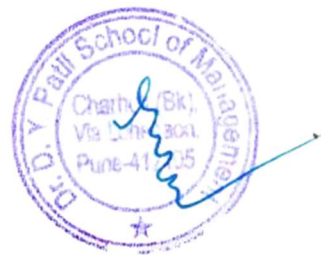
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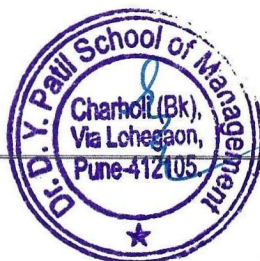
# 1. SCOPE AND PURPOSE OF THE POLICY

## 1.1 SCOPE

- **Administrative Processes:** The policy covers the digitization and streamlining of administrative workflows such as admissions, registrations, academic records management, financial transactions, and human resource management.
- **Communication and Collaboration:** It encompasses the use of digital platforms for facilitating seamless communication and collaboration among stakeholders including students, faculty, staff, alumni, and governance bodies.
- **Data Management:** The policy addresses the management of institutional data through secure digital platforms, ensuring confidentiality, integrity, and compliance with data protection regulations.
- **Examination Procedures:** It includes the adoption of online platforms for managing exam-related activities such as registration, scheduling, distribution of question papers, and publication of results.
- **Financial and Scholarly Activities:** The policy extends to financial management processes including budgeting, financial reporting, salary transfers, and scholarship distribution through digital portals.

## 1.2 PURPOSE

- **Enhance Administrative Efficiency:** Streamline administrative workflows and reduce paperwork by leveraging digital technologies for faster and more accurate processing of tasks.
- **Ensure Transparency:** Facilitate access to information and decision-making processes through digital platforms, promoting transparency and accountability in institutional operations.
- **Improve Stakeholder Engagement:** Enhance communication and collaboration among stakeholders by providing them with timely and relevant information through accessible digital channels.
- **Ensure Data Security and Privacy:** Implement robust cybersecurity measures and adhere to data protection regulations to safeguard sensitive institutional and personal information.
- **Facilitate Effective Decision Making:** Utilize data analytics and business intelligence tools to derive actionable insights from institutional data, supporting evidence-based decision-making and strategic planning.
- **Promote Accessibility:** Ensure equitable access to digital resources and services for all stakeholders, fostering inclusivity and meeting diverse needs and preferences.
- **Support Academic Excellence:** Enhance the quality of education and research by providing efficient management of academic processes such as examinations, grading, and curriculum management.
- **Optimize Resource Management:** Efficiently manage financial resources through digital financial management systems, ensuring accurate financial reporting and compliance with regulatory requirements.





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## 2. INSTITUTE VISION, MISSION, QUALITY POLICY, GOALS & CORE VALUES

### 2.1 VISION

DYPSOM aspire to be a frontrunner in managerial education at national level by making students methodically superior and ethically strong having enterprise spirit with an inclusive mindset.

### 2.2 MISSION

We are committed to provide wholesome education in management to enable aspiring students to utilize their fullest potential and become professionally competent by providing:

- Well qualified, experienced, and professionally trained faculty
- State-of-the-art infrastructural facilities and learning environment.
- Encouraging environment for research and development.
- Delight to all stakeholders.

### 2.3 QUALITY POLICY

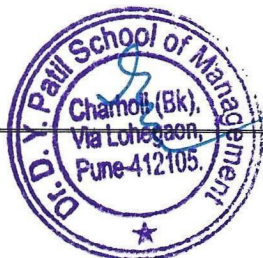
DYPSOM aspire to establish a system of Quality Assurance, which would on a continuous basis evaluate and monitor the quality of education and training imparted at institute, to improve the teaching learning process and develop the institute as a Centre of Excellence.

### 2.4 GOALS

1. To develop a quality system for conscious, consistence and catalytic programmed action to improve the academic and administrative performance.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of best practices.

### 2.5 CORE VALUES

1. Encouraging and building student ability, character, and creativity
2. Freedom of thought and expression







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### E-GOVERNANCE POLICY

In recognition of the transformative potential of digital technologies in enhancing administrative efficiency, transparency, and stakeholder engagement, Dr. D. Y. Patil School of Management is committed to implementing an E-Governance Policy aimed at harnessing the power of information and communication technologies (ICTs) for effective institutional governance. This policy statement outlines our principles, objectives, and strategies for leveraging e-governance practices to advance our mission of fostering excellence in management education, research, and societal impact.

#### **Principles:**

##### **Transparency:**

Dr. D. Y. Patil School of Management uphold transparency as a fundamental principle guiding our e-governance practices. All institutional processes, decisions, and information shall be accessible to stakeholders through digital platforms, ensuring accountability and trust.

##### **Accessibility:**

Institute is committed to ensure equitable access to digital resources and services for all stakeholders, including students, faculty, staff, and the wider community. Our e-governance initiatives shall prioritize inclusivity and accessibility standards to cater to diverse needs and preferences.

##### **Security and Data Privacy:**

E-governance of all records are maintained with secure sources of information. Also privacy is maintained with all the relevant data and all stakeholders take care of the institutional data privacy.

##### **User-Centric Design:**

Dr. D. Y. Patil School of Management e-governance systems and platforms shall be designed with a user-centric approach, prioritizing usability, intuitive navigation, and responsive design to enhance user experience and engagement.



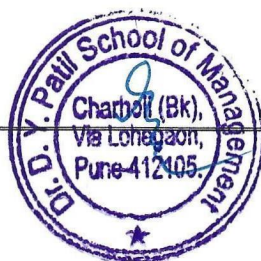
## Objectives:

1. **To Streamline Administrative Processes:** Institute aim to digitize and streamline administrative workflows, including admissions, registration, academic records management, financial transactions, and human resource management, to enhance efficiency, reduce paperwork, and minimize bureaucratic hurdles.
2. **To Enhance Communication and Collaboration:** Institute seek to facilitate seamless communication and collaboration among stakeholders through digital platforms, such as portals, intranets, email, and social media, fostering a culture of transparency, information sharing, and community engagement.
3. **To Make Decision Effective:** Institute aspire to harness the power of data analytics and business intelligence tools to derive actionable insights from institutional data, informing evidence-based decision-making, performance monitoring, and strategic planning processes.
4. **To Empower Stakeholder Engagement:** Institute endeavour to empower stakeholders, including students, faculty, staff, alumni, and governance bodies, by providing them with access to timely and relevant information, participation opportunities, and feedback mechanisms through digital channels.

## Institution implements e-governance in its operations.

### 1. Administration

- 1.1 **Online Admission Process:** Admissions for MBA course in DYPSOM are conducted by the Online Admission State Common Entrance Test Cell (MH-CET). This organization is responsible for managing the entire admissions process, ensuring that it is efficient and transparent. By utilizing an online platform, the Test Cell facilitates a streamlined experience for applicants, reducing the complexities traditionally associated with admissions.
- 1.2 **Student Information Management:** The Dr. D. Y. Patil School of Management (DYPSOM) employs an advanced ERP system to manage its student information system efficiently. This ERP system integrates various administrative and academic processes, providing a centralized platform for handling student data, course registrations, attendance, grades, and more.
- 1.3 **Exam Facilities:** Dr. D. Y. Patil School of Management (DYPSOM) utilizes the Savitribai Phule Pune University Exam Login Portal for its examination purposes. This portal provides a secure and efficient platform for managing various aspects of the examination process, including registration, scheduling, and results dissemination. By using this centralized system, DYPSOM ensures that all exam-related activities are streamlined and easily accessible for both students and faculty.





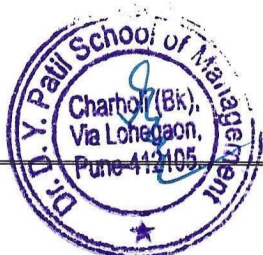
The portal's user-friendly interface enhances the overall examination experience, allowing for timely updates and transparent communication regarding exam schedules, hall tickets, and results. This integration with the Savitribai Phule Pune University Exam Login Portal underscores DYPSON's commitment to leveraging technology to support academic excellence and operational efficiency.

**1.4 Administrative Integration:** Dr. D. Y. Patil School of Management (DYPSON) utilizes the Savitribai Phule Pune University (SPPU) BCUD Login Portal for managing teacher affiliations and other administrative tasks. This portal facilitates a streamlined approach to handling various office works, including faculty appointments, affiliations, and the submission of essential documents. By leveraging the SPPU BCUD Login Portal, DYPSON ensures that these processes are conducted efficiently and transparently, reducing administrative burden and enhancing communication between the institution and the university. This integration supports the institution's commitment to maintaining high standards in academic administration and fostering a collaborative environment for faculty and staff.

**1.5 Financial Management:** At the Dr. D. Y. Patil School of Management (DYPSON), Tally ERP software is utilized for maintaining financial records with precision and efficiency. This robust accounting software allows the institution to manage its financial transactions, budgeting, and reporting seamlessly. By employing Tally ERP, DYPSON ensures that all financial data is accurately recorded and easily accessible, facilitating smooth auditing processes and financial planning.

**1.6 Merit List Generation:** Dr. D. Y. Patil School of Management (DYPSON) utilizes the Maharashtra CET Cell portal for generating merit lists. This online platform facilitates the streamlined compilation and publication of merit lists for various courses and admissions processes. By leveraging the Maharashtra CET Cell portal, DYPSON ensures transparency and efficiency in the merit list generation process, enabling prospective students to view their rankings and make informed decisions regarding their educational journey at the institution.

**1.7 Feedback:** In the process of e-governance for administration, DYPSON places significant emphasis on taking feedback from all stakeholders, including alumni, employers, teachers, and students. This feedback mechanism is integral to enhancing administrative processes and operational efficiency through digital platforms. By actively seeking input from stakeholders, DYPSON ensures transparency, responsiveness, and continuous improvement in its governance practices.





## 2. Finance and Accounts

**2.1 Online Payment Systems:** Dr. D. Y. Patil School of Management (DYPSOM) employs NEFT (National Electronic Funds Transfer) for the seamless transfer of salaries to its faculty and staff. This electronic payment method ensures timely and secure transactions, contributing to efficient payroll management within the institution.

Additionally, DYPSOM utilizes QR codes for accepting payments from students, providing a convenient and contactless payment solution for various transactions. QR codes enable quick and hassle-free payments using mobile devices, enhancing convenience for students, parents, and other stakeholders making payments for fees, services, and events at the institution.

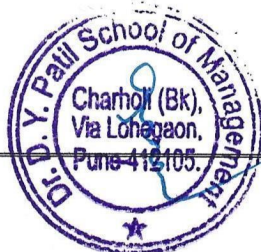
**2.2 Financial Reporting:** Dr. D. Y. Patil School of Management (DYPSOM) utilizes Tally software for the preparation of financial statements for reporting purposes. This robust accounting tool facilitates the compilation and analysis of financial data, ensuring accuracy and compliance with reporting standards.

**2.3 Grants and Funding Management** Dr. D. Y. Patil School of Management (DYPSOM) utilizes the MahaDBT (Maharashtra Direct Benefit Transfer) portal for facilitating and granting scholarships to eligible students. This online platform enables efficient and transparent distribution of scholarships, streamlining the application, verification, and disbursement processes.

**2.4 Taxation and Compliance:** Employers at Dr. D. Y. Patil School of Management (DYPSOM) use the Income Tax Department's website to issue Form 16 to employees for taxation purposes. This online platform facilitates the generation and distribution of Form 16, which is essential for employees to file their income tax returns accurately and in compliance with tax regulations.

## 3. Student Admission and Support

**3.1 Communication and Notifications:** Dr. D. Y. Patil School of Management (DYPSOM) utilizes email and other official mediums of communication to effectively engage with students. These platforms serve as vital channels for disseminating important announcements, academic updates, event invitations, and administrative notifications.



**3.2 Feedback and Grievance Redressal:** Dr. D. Y. Patil School of Management (DYPSOM) has established a robust grievance redressal mechanism to address concerns and issues raised by students, faculty, and staff. This mechanism ensures that grievances are handled promptly, fairly, and confidentially. All stakeholders feedback is also taken into consideration.

#### **4. Examination**

##### **4.1 Online Examination Registration**

Dr. D. Y. Patil School of Management (DYPSOM) facilitates the submission of online exam forms through the Savitribai Phule Pune University (SPPU) portal. This platform allows students to conveniently fill out and submit exam forms online, ensuring efficiency and accuracy in the registration process.

##### **4.2 Exam Timetable Management**

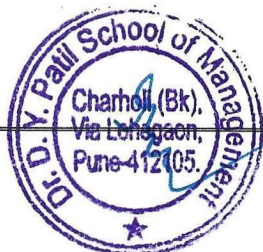
DYPSOM follows the exam timetable issued by Savitribai Phule Pune University (SPPU) periodically. This practice ensures that students at DYPSOM are aligned with the university's schedule for examinations, maintaining consistency and adherence to academic timelines. DYPSOM ensures that students are well-prepared and informed about the dates and timings of their examinations, facilitating smooth conduct and administration of exams within the institution. This approach underscores DYPSOM's commitment to maintaining academic standards and compliance with university regulations.

##### **4.3 Online Examination Hall Ticket**

Savitribai Phule Pune University (SPPU) issues exam hall tickets for examinations conducted at Dr. D. Y. Patil School of Management (DYPSOM). These hall tickets are crucial documents that students receive from SPPU prior to their exams, detailing essential information such as exam venue, date, time, and instructions.

##### **4.4 Question Paper Generation**

Savitribai Phule Pune University (SPPU) sends online question papers to Dr. D. Y. Patil School of Management (DYPSOM) for conducting exams. This process ensures that DYPSOM adheres to the university's standards and maintains the integrity of examination procedures. By receiving question papers online from SPPU, DYPSOM facilitates secure and timely distribution of exam materials to students, ensuring fairness and confidentiality in the examination process. This practice underscores DYPSOM's commitment to academic excellence and compliance with university regulations regarding exam administration.





#### **4.5 Result Publication**

Savitribai Phule Pune University (SPPU) displays results online through its dedicated result portal for students at Dr. D. Y. Patil School of Management (DYPSOM). This platform enables students to conveniently access their exam results promptly and securely.

#### **4.6 Feedback Mechanisms:**

Dr. D. Y. Patil School of Management (DYPSOM), an internal exam redressal mechanism is established to address concerns and grievances related to internal examinations. This mechanism ensures that students and faculty have a structured process to raise and resolve issues pertaining to exam administration, assessment, or any related matters.

### **5. E-Governance Monitoring and Reporting**

#### **5.1 Compliance Checking and verifying compliance**

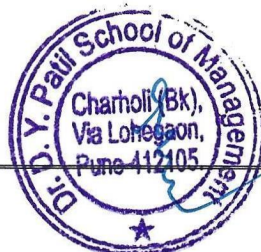
Dr. D. Y. Patil School of Management (DYPSOM) uses digital tools to ensure compliance with regulatory standards and institutional policies. Regular audits and checks are conducted through automated systems to maintain high standards of governance.

#### **5.2 Annual E-governance report preparation**

DYPSOM prepares an annual e-governance report using advanced data analytics and reporting tools. This report consolidates all e-governance activities, highlighting achievements, challenges, and areas for improvement.

#### **5.3 Approval of E-governance report in annual governing body meeting**

The annual e-governance report prepared by DYPSOM is presented for approval during the governing body meeting. This practice ensures that all e-governance activities are reviewed and endorsed by the institution's leadership.



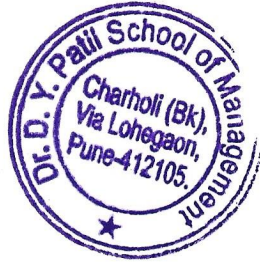


#### 5.4 Any other compliance or monitoring as per requirements

DYPSOM uses flexible digital systems to address any additional compliance or monitoring requirements that may arise. These systems are designed to adapt to new regulations and institutional needs efficiently.

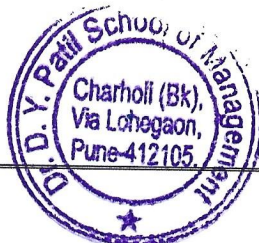
*Noted*

*Christian*



**Dr. E. B. Khedkar**  
**Director**

**Dr. D. Y. Patil School of Management**





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### SCHOLARSHIP POLICY

#### Government of India Post Matric

##### Social Justice and Special Assistance Department Scheme:

- Government of India Post-Matric Scholarship
- Post-Matric Tuition Fee and Examination Fee (Freeship)
- Maintenance Allowance for student Studying in professional courses.
- Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship
- Post-Matric Scholarship for persons with disability
- Vocational Training Fee reimbursement for the students belonging to Scheduled Caste category Students.

##### Directorate of Technical Education Scheme

- Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojna (EBC)
- Dr Panjabrao Deshmukh Vastigruh Nirvah Bhatta Yojna (DTE)

##### OBC, SEBC, VJNT & SBC Welfare Department Scheme

- Post Matric Scholarship to VJNT Students
- Tuition Fees and Examination Fees to VJNT Students
- Payment of Maintenance Allowance to VJNT and SBC Students Studying in Professional Courses and Living in Hostel Attached to Professional Colleges
- Rajarshi Chhatrapati Shahu Maharaj Merit Scholarship for students studying in 11th & 12th standard of VJNT & SBC category.
- Post Matric Scholarship to OBC Students
- Post Matric Scholarship to SBC Students
- Tuition Fees and Examination Fees to OBC Students
- Tuition Fees and Examination Fees to SBC Students
- Vocational Training Fee reimbursement for the OBC, SEBC, VJNT & SBC Welfare Department students

#### 1. Rules for application for re-applying any scheme In A.Y. 2020-21

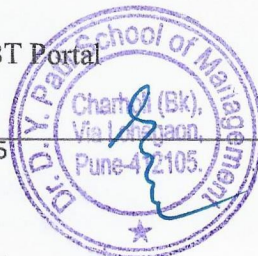
Before applying application to any scheme for A.Y. 2020-21, all your applications from previous year i.e. A.Y. 19-20 should be disposed. Disposed means the status of the application must be Approved, Rejected, Allotted or Disbursed. Please note, you cannot apply the application for A.Y. 20-21 if your application is in under scrutiny or send back status.

As we have clarified the cases below, the applicant must follow the steps as per your applicable case.

##### ➤ Case-1

Fresh Student to the Portal for AY 2020-21

- Applicant should register on MahaDBT Portal







- Applicant should login into MahaDBT Portal
- Applicant should create his/her profile.
- Applicants should apply for scheme.

➤ **Case-2**

Last year Passed (A.Y. 2019-20) Students or Students with Gap & also benefits received.  
Students

**Scenario-1:** Fresh Application- (Previous year all the applications disposed)

- Applicant should register on MahaDBT Portal
- Applicant should login into MahaDBT Portal
- Applicant should create his/her profile.
- Applicants should apply for a scheme.

**Scenario-2:** Re-Apply Case- (Scrutiny desk sent back the application to re-apply)

- Applicants will have to update the required information in the profile or scheme specific as requested by the scrutiny.
- Applicants must re-apply application.
- Application Scrutiny should be completed.
- Allotment will be done.

➤ **Case-3**

Last year Passed (A.Y.19-20) Students but Scrutiny still Pending for AY 19-20

- Application scrutiny should be completed.
- Application allotment will be done.
- Applicant will be able to apply for A.Y. 20-21

➤ **Case-4**

Reapply Pending Student (A.Y.19-20) {Both Schemes Specific & Profile related changes}

- Applicants will have to update the required information in the profile or scheme specific as requested by the scrutiny.
- Applicants must re-apply application.
- Application scrutiny should be completed.
- Application allotment will be done.
- Applicant will be able to apply for A.Y. 20-21

➤ **Case-5**

Non Aadhaar Registered Student (A.Y. 19-20) if updated Aadhaar then 1 step back

- If applicant update to Aadhaar then again scrutiny by last concern desk
- Application allotment will be done.
- Applicant will be able to apply for A.Y. 20-21







## 2. Guidelines for changing profile and submitting applications for the new academic year, for candidates already registered in the portal

Dear Applicant,

To apply the scheme for new academic year, make sure below changes should be done in your user profile (Note: User profile is in editable format)

**Step 1:** - Personal Information: If any updating done in your aadhaar card then in Personal information tab click on Update Profile as per Aadhaar.

**Step 2:** - Address Information: Update address information Correspondence Address Details. (Only if required)

**Step 3:** - Other Information: Update Other information. (Only if required)

**Step 4:** - Current course: 1. In Current Course Section following details needs to be updated.

**Example I:** - If your current course was first year pursuing for A.Y 2018-19 then for A.Y 2019-20 follow the below steps.

1. Click on delete button to delete the entirely filled pursuing course information and again fill all details of last year pursuing course and select as completed and then fill current year pursuing course details accordingly
2. Enter Percentage
3. Select from drop down for Result
4. Upload Mark sheet.
5. Add Second year details as pursuing
6. Update Admission date
7. Update fees paid
8. Upload fee receipt

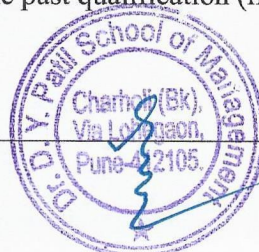
**Example II:** - If the Applicant Current course for Undergraduate Course was last year pursuing and now applicant is pursuing his first year Post Graduate Course then follow below step.

1. Delete all Undergraduate Course details from Current course and put the same in Past qualification.
2. In current course for A.Y 2019-20 Insert first year Post Graduate Course details.

**Example III:** - If Applicant changes his course for first year even after receiving scholarship for his old course.

1. Delete all details from Current course.
2. Add New Details in Current Course.

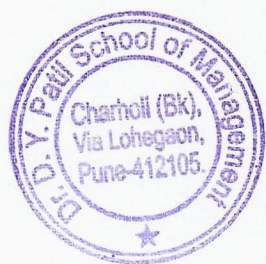
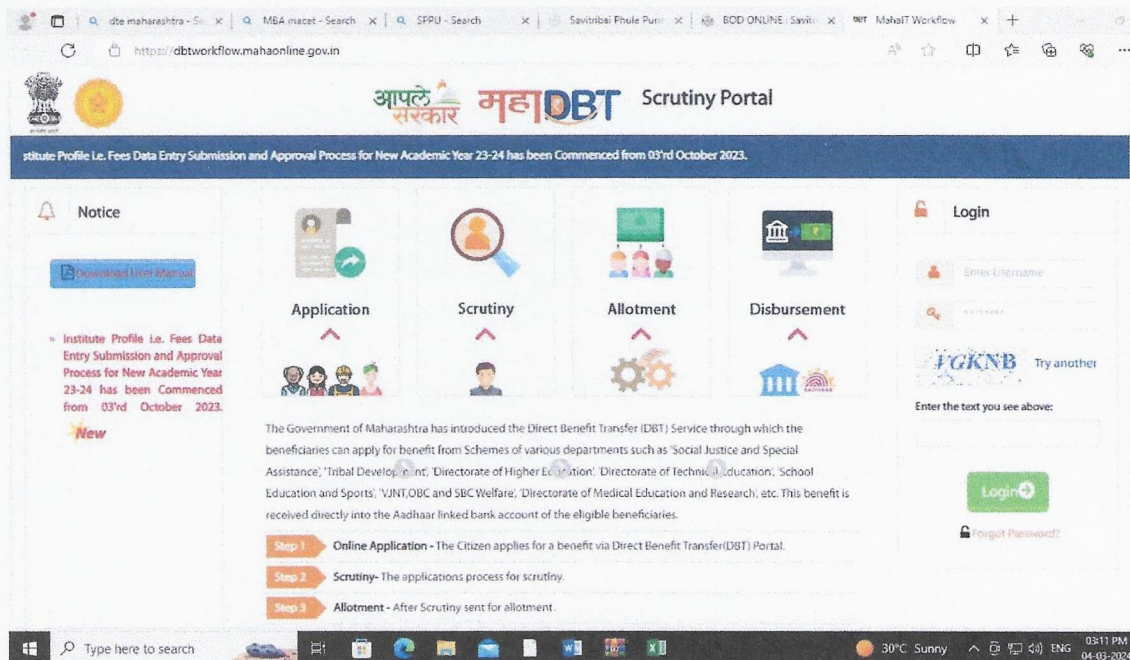
**Step 5:** -Past Qualification: Make the changes in the past qualification (if applicable).



**Step 6: -Hostel Details: Make the changes in the Hostel Details (if applicable)**

### **MahaDBT Portal for Online Application Scholarship:**

### **Government of Maharashtra has introduced the Direct Benefit Transfer (DBT)**



*E. B. Khedkar*

**Dr. E. B. Khedkar  
Director**

**Dr. D. Y. Patil School of Management**





## ADMINISTRATIVE SETUP

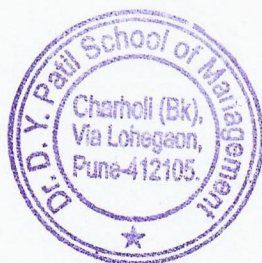
1. **Director:** The head of Dr. D. Y. Patil School of Management, Director is responsible for overseeing all administrative and academic functions. They provide strategic leadership, manage budgets, represent the institute externally, and work closely with other administrators, faculty, and stakeholders from time to time.
2. **Academic Affairs:** This department is responsible for managing the academic programs offered by the institute. It oversees curriculum development, course scheduling, faculty assignments, academic policies, accreditation, and student academic support services.
3. **Student Affairs:** This department focuses on student life outside the classroom. It provides support services such as student orientation, counselling, health services, housing assistance, extracurricular activities, career services, and student organizations.
4. **Admissions and Enrolment Management:** Responsible for attracting and admitting students to the institute's programs. This office handles recruitment activities, application processing, admissions criteria, enrolment management strategies, and outreach efforts to prospective students.
5. **Finance and Budgeting:** Manages the institute's financial resources, including budget planning, financial reporting, accounts payable and receivable, payroll, procurement, investment management, and compliance with financial regulations.
6. **Legal and Compliance:** Provides legal counsel and ensures compliance with relevant laws, regulations, and policies governing higher education institutions. This includes contract review, risk management, intellectual property protection, and resolution of legal issues. Handles recruitment, hiring, training, and development of faculty and staff. This office also manages employee benefits, compensation, performance evaluation, labour relations, workplace policies, and legal compliance. Oversees the physical infrastructure of the institute, including maintenance, renovations, security, safety compliance, space allocation, utilities management, and environmental sustainability initiatives.
7. **Research and Development:** Supports faculty and student research activities by providing resources, funding opportunities, research administration services, and facilitating collaboration with external partners and funding agencies.







8. **Public Relations and Marketing:** Manages the institute's communication and branding efforts to promote its programs, achievements, and reputation. This includes media relations, advertising, social media management, website development, alumni relations, and community outreach.
  
9. **Quality Assurance and Institutional Effectiveness:** Ensures compliance with accreditation standards and continuous improvement of institutional effectiveness. This office conducts assessment activities, program reviews, data analysis, and strategic planning to enhance the quality of education and services offered by the institute.



*E. B. Khedkar*

**Dr. E. B. Khedkar**  
**Director**  
**Dr. D. Y. Patil School of Management**



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 1 मार्च, 2019

तकनीकी संस्थाओं में शिक्षकों एवं अन्य शैक्षणिक स्टाफ जैसे पुस्तकालय, शारीरिक शिक्षा और प्रशिक्षण एवं नियोजन कार्मिकों की नियुक्ति के लिए वेतनमान, सेवा शर्तें और न्यूनतम अर्हताएं तथा तकनीकी शिक्षा में मानकों के अनुरक्षण के लिए उपायों पर अभातशिप (डिग्री) विनियम, 2019

फा. सं. 61-1/आरआईएफडी/7वां सीपीसी/2016-17.—अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 10(छ), (ज) और (झ) के साथ पठित धारा 23 की उपधारा (1) के अंतर्गत प्रदत्त शक्तियों का प्रयोग करते हुए तथा भारत सरकार द्वारा सं. 1-37/2016-टीएस II दिनांक 18 जनवरी 2019 और पश्चात्तुर्वती समसंख्यक पत्र दिनांक 29 जनवरी, 2019 और 12 फरवरी, 2019 द्वारा दिए गए अनुमोदन के पश्चात्, अखिल भारतीय तकनीकी शिक्षा परिषद् निम्नलिखित विनियम बनाती है, अर्थात् :

**1.0** संक्षिप्त नाम, प्रयोजनीयता और प्रारंभ :

**1.1** संक्षिप्त नाम :

इन विनियमों का संक्षिप्त नाम अखिल भारतीय तकनीकी शिक्षा परिषद् तकनीकी संस्थाओं में शिक्षकों एवं अन्य शैक्षणिक स्टाफ जैसे पुस्तकालय, शारीरिक शिक्षा और प्रशिक्षण एवं नियोजन कार्मिकों की नियुक्ति के लिए वेतनमान, सेवा शर्तें और न्यूनतम अर्हताएं तथा तकनीकी शिक्षा में मानकों के अनुरक्षण के लिए उपाय—(डिग्री) विनियम, 2019 है।

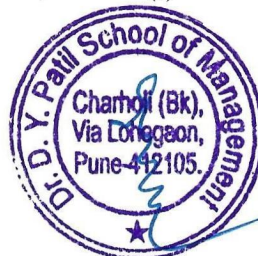
**1.2** उन संस्थाओं की श्रेणी जिन पर विनियम लागू होते हैं

ये ऐसी प्रत्येक डिग्री स्तरीय तकनीकी संस्था और विश्वविद्यालय जिसमें मानित विश्वविद्यालय भी शामिल हैं, पर लागू होंगे जो तकनीकी शिक्षा प्रदान कर रहे हैं तथा अभातशिप द्वारा अनुमोदित अन्य पाठ्यक्रमों/कार्यक्रमों और परिषद् द्वारा समय-समय पर यथा अधिसूचित विषय-क्षेत्रों को संचालित कर रहे हैं।

**1.3** प्रभावी होने की तारीख :

क) वेतन मान और महंगाई भत्ता (डी.ए.) : संशोधित वेतन—मान दिनांक 01.01.2016 से प्रभावी होंगे।

ख) अन्य भत्ते : भत्ते जैसे अवकाश यात्रा रियायत, विशेष प्रतिकर भत्ता, बालक शिक्षा भत्ता, परिवहन भत्ता, मकान किराया भत्ता, प्रतिनियुक्ति भत्ता, गृह निर्माण भत्ता, यात्रा भत्ता आदि उस तारीख से लागू होंगे जैसा केंद्रीय सरकार/संबंधित राज्य सरकार और संघ राज्यक्षेत्र द्वारा समय-समय पर अधिसूचित किया जाए।





2	क्या शिक्षक ने विषयवस्तु के अतिरिक्त प्रासंगिक शीर्षकों को भी शामिल किया है				
3	निम्न के संदर्भ में शिक्षक की प्रभावशीलता : (क) तकनीकी अन्तर्वस्तु/ पाठ्यक्रम अन्तर्वस्तु (ख) सम्प्रेषण कौशल (ग) शिक्षण सहायक सामग्रियों का प्रयोग				
4	जिस गति से अन्तर्वस्तु पूरी की जाती है				
5	विद्यार्थियों के लिए सीखने की प्रेरणा एवं अभिप्रेरणा				
6	विद्यार्थियों के कौशलों को विकसित करने के लिए सहायता (i) प्रायोगिक प्रदर्शन (ii) मौके पर प्रदर्शन				
7	विद्यार्थियों की अपेक्षाओं की स्पष्टता				
8	विद्यार्थियों की प्रगति पर उपलब्ध करवाई गई प्रतिपुष्टि				
9	विद्यार्थियों को सहायता एवं परामर्श देने की तत्परता				
	कुल				

## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

### NOTIFICATION

New Delhi, the 1st March, 2019

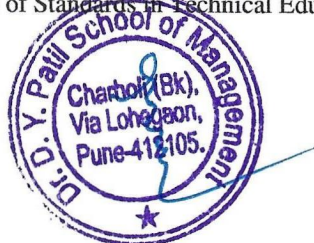
**AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION - (DEGREE) REGULATION, 2019.**

**F. No. 61-1/RIFD/7<sup>th</sup> CPC/2016-17.**—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987) and after approval of the Government of India vide No. 1 - 37 / 2016 - TS.II, Dated 18<sup>th</sup> January, 2019 followed by letters of even No. dated 29<sup>th</sup> January, 2019 and 12<sup>th</sup> February, 2019, the All India Council for Technical Education makes the following regulations; namely:

#### 1.0 Short Title, Application and Commencement

#### 1.1 Short Title

These regulations may be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education - (Degree) Regulation, 2019.



## 1.2 Categories of Institutions to whom the regulations apply

These shall apply to all degree level technical institutions and universities including deemed to be universities imparting technical education and such other courses / programs approved by AICTE and areas as notified by the council from time to time.

## 1.3 Date of Effect

- Pay Scales and DA:** The revised pay-scales shall be effective from 1.1.2016.
- Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

## 1.4 Effective date of application of Service Conditions

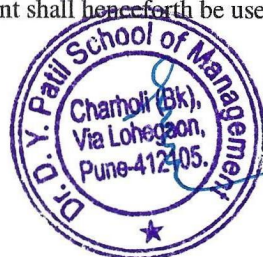
- All other service conditions including Qualifications, Experience, Recruitment, Promotions publications, training and course requirements etc. shall come into force with effect from the date of this Gazette Notification.
- The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of this Gazette Notification shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5<sup>th</sup> March 2010 and subsequent notifications issued from time to time.
- Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.
- For incumbent faculty members, the date of eligibility up to 31<sup>st</sup> July, 2022 shall be allowed to be according to the 6<sup>th</sup> CPC Gazette notification published on 8<sup>th</sup> November, 2012. All the benefit of promotion to such candidates be permitted retrospectively on the date when he/she became eligible.
- It may be noted that, no further extension would be given beyond 31<sup>st</sup> July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by this notification.
- In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this notification.

## 2.0 General

### 2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely **Assistant Professor**, **Associate Professor** and **Professor** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library**, **Physical Education** and **Training & Placement Personnel** at various levels.

Following mode of appointment shall henceforth be used:





**Table 1: Cadre Structure and Mode of Appointment**

Sr. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

## 2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

## 2.3 Levels and Cells

The method followed by the 7<sup>th</sup> CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

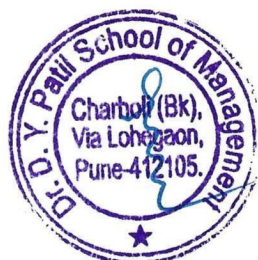
## 2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1<sup>st</sup> January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

## 2.5 Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.



**2.6 Entry Pay**

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

**2.7 Pay Fixation in case of Direct Recruitment / Promotion**

The pay of employees appointed by direct recruitment on or after 1<sup>st</sup> day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

**2.8 Date of Increment**

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1<sup>st</sup> January and 1<sup>st</sup> July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

**2.9 Annual Process of Promotion**

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

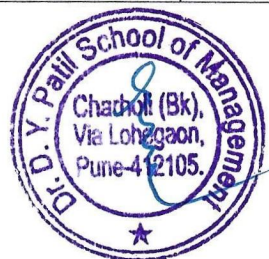
The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

**Table 2: Stages of Promotion/ Direct Recruitment and mode of selection**

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)





Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

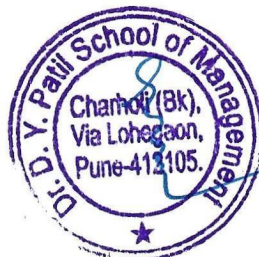
### 2.10 Research Promotion Grant

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

### 2.11 Financial Assistance from Government of India for implementation of 7<sup>th</sup> CPC scale.

The Central Government shall provide by way of financial assistance, 50% of the additional expenditure (arrears from 01.01.2016 till 31.03.2019) on implementing the revised scales of pay for faculty and other staff such as Library, Physical Education and Training Placement Personnel in State Government/Government Aided /State Government Autonomous institutions/State University Departments.

- a) Financial assistance from the Central Government to State / UT Governments for revising pay scales of teachers and other staff such as Library, Physical Education and Training Placement Personnel under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision, for the Universities, colleges and other technical education institutions funded by the State / UT Government. For this, State / UT Governments shall submit the claim to the Central Government. All such claims must be submitted to the Central Government by the state / UT on or before 31.03.2020. No claim of the State / UT Government shall be considered for financial assistance after 31.03.2020.
- b) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019 only.
- c) The entire liability on account of revision of pay scales etc. with effect from 01.04.2019 shall be taken over by the State / UT Government opting for revision of pay scales.
- d) Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01.01.2016.
- e) State / UT Governments, taking into consideration other local conditions, may also decide at their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State / UT Government(s).
- f) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State / UT Governments and technical institutions coming under their jurisdiction as a composite scheme.
- g) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.23-7/2008-IFD dated 23.01.2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2CQ8-IC dated 30.08.2008.
- h) The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.



**2.12 Age of Superannuation**

The age of superannuation of all faculty members and Principals / Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

**2.13 Health Insurance Scheme**

Wherever full health coverage for self and family is not provided for by the Government, individual institutions shall implement Contributory Group Health Insurance Scheme for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option shall also be extended to the retired faculty members.

**2.14 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits**

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7<sup>th</sup> CPC and implemented by the Government of India / State and UT Governments.

**2.15 Industrial Training**

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

**2.16 Teaching Engagement**

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 3 below.

**Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions**

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

**2.17 Incentives for New Entrants**

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.





**2.18 Grant for Professional Development**

All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

**2.19 Consultancy**

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

**2.20 Sabbatical Leave for faculty**

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

**2.21 Start-up**

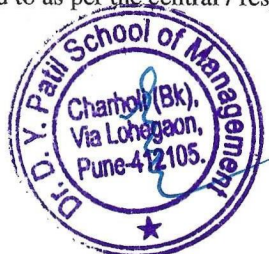
Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

**2.22 Incentives for Ph. D. and other Higher Qualification**

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruitee as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.
- (ii) Those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M. E./ M. Pharm. / M. Des. / M. S. etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.
- (iii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

**2.23 Statutory Reservation**

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women candidates must be adhered to as per the central / respective state / UT government rules.



**2.24 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes**

With a view to improve the quality of technical education, all DTEs and Secretaries of higher education of all the states are directed to implement QIP / TRF scheme for all the eligible teachers working in technical institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP / TRF / QIP (Foreign University).

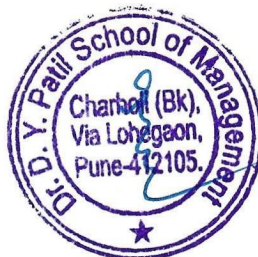
**2.25 Counting of Past Service for Direct Recruitment and Promotion**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (i) The period of service was of more than one year.
  - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
  - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
  - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
  - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
  - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/ Government) of the institution where previous services were rendered while counting past services under this clause.

**2.26. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions**

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.





**3.0 Cadre Structure****3.1 Minimum Cadre Ratio**

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

**3.2 Flexible Cadre Structure**

While promoting the incumbent, flexible cadre structure be followed as below:

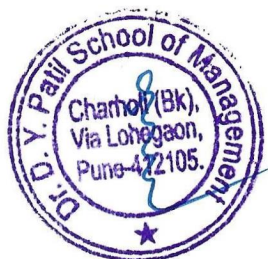
- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

**3.3 Inter-se seniority between the directly recruited teachers and promoted**

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

**3.4 Position of Principal / Director**

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university / State Government / Public Service Commission / Respective Board of Governors / Board of



Management by taking into consideration the qualifications and other requirements as laid down by AICTE.

- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

#### 4.0 Mandatory Teacher Trainings

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

#### 5.0 Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

#### 5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

##### (a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

##### (b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

##### (c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

##### (d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.





**(e) Hotel Management and Catering Technology**

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

**(f) Architecture**

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

**(g) Town Planning**

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

**(h) Design**

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant / allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

**(i) Fine Arts**

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

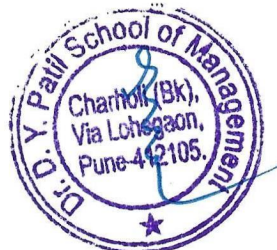
**(j) Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

**Note:** Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

**5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI****(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)****For Promotion of Incumbents**

- a. Qualifications prescribed for the post of Assistant Professor



AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

**(b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-) For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

**(c) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

**i. For Direct Recruitment**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

**Note:**In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.





**ii For Promotion of Incumbents**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

**(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)****(i) Direct Recruitment**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

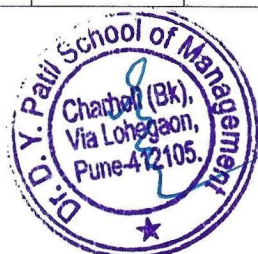
**(ii) For Promotion of the Incumbents**

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10



2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

## 6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff

### 6.1 Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

**Table 3: Stages of Promotion and Designations for Workshop Superintendent**

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

### 6.2 Qualifications for Training and Placement Officer

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

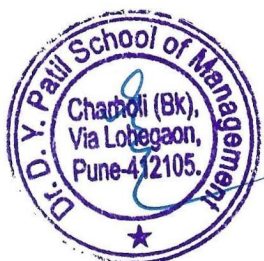
### 6.3 Minimum Qualifications for direct recruitment of Assistant Librarian

(Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

### 6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education (Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.





- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

#### 6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

#### 7.0 Additional Requirements

##### 7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

##### 7.2 Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

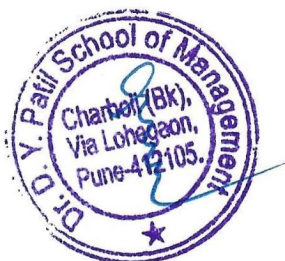
##### 7.2.1 Eligibility of direct Ph.D. after B.E./ B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

##### 7.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %



**7.4 Nomenclature of relevant degrees**

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

**7.5 Incumbent faculty Members with previous qualifications**

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

**7.6 Faculty Members on deputation**

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

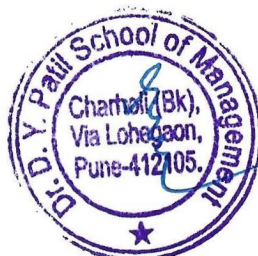
**Disclaimer: Notification Language**

The notification is published in English and Hindi languages. Utmost care is taken to translate notification from English to Hindi. However, in case of any kind of discrepancy in interpretation, English version shall prevail.

Prof. M. P. POONIA, Vice Chairman  
[ADVT.-III/Exty./561/18]

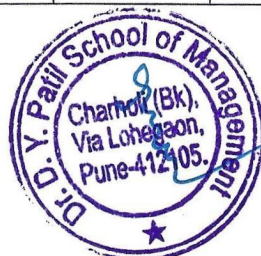
**Annexure-I****Pay Matrix Table for Degree Level Technical Institutions**

(All figures are in Rupees ( ))							
Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300





4	63000	75300	87200	143600	157600	199100
5	64900	77600	89800	147900	162300	205100
6	66800	79900	92500	152300	167200	211300
7	68800	82300	95300	156900	172200	217600
8	70900	84800	98200	161600	177400	224100
9	73000	87300	101100	166400	182700	
10	75200	89900	104100	171400	188200	
11	77500	92600	107200	176500	193800	
12	79800	95400	110400	181800	199600	
13	82200	98300	113700	187300	205600	
14	84700	101200	117100	192900	211800	
15	87200	104200	120600	198700	218200	
16	89800	107300	124200	204700		
17	92500	110500	127900	210800		
18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					



**Note:** The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

### Annexure –II

#### Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

#### Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

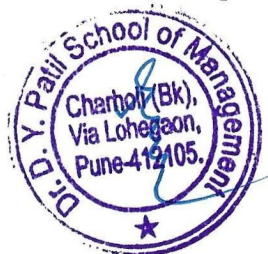
#### Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

##### I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
  - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
  - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iii) Dean of the concerned Faculty, wherever applicable.
  - (iv) Head / Chairperson of the Department/School
  - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
  - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

##### II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
  - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - (ii) The Principal/ Director of the College.
  - (iii) Head of the Department of the concerned subject in the College.
  - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of





five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

### III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
  - (i) Vice Chancellor who shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
  - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
  - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

### IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
  - i) Chairperson of the Governing Body as Chairperson.
  - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.



- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
- v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

### Annexure-III

#### Training Requirements for Promotions of Teachers from all the Disciplines

**For Assistant Professor (Senior Scale):** Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

**For Assistant Professor (Selection Grade):** Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

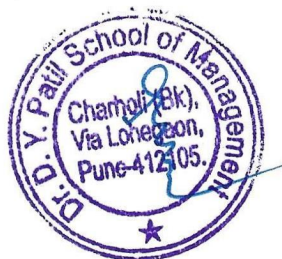
Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

**For Associate Professor:** Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.





OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

#### Annexure - IV

#### CALCULATION OF 360° FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- Teaching Process (Maximum Point 25)
- Students' Feedback (Maximum Point 25)
- Departmental Activities (Maximum Point 20)
- Institute Activity (Maximum Point 10)
- ACR (Maximum Point 10)
- Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

#### a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

#### b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

#### c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

#### d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

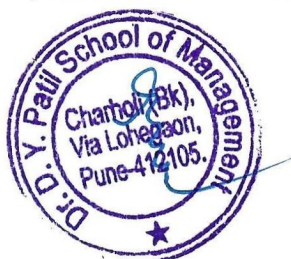
#### e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

#### f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.



**Note:** The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

### Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

#### A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		<b>Total</b>	<b>164</b>	<b>157</b>	<b>23.93</b>	

#### B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		<b>Total</b>	<b>86.5</b>	

#### C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		<b>Total</b>	<b>21</b>		





**Calculation of Credit Points**

(Sample Calculations Page-2)

**D. Institute Activities (Max Credit 10)**

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

**E. ACR maintained at institute level (Max Credit 10)**

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

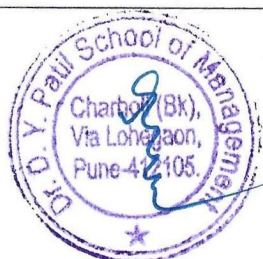
**F. Contribution to Society (Max Credit 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

**Calculation of Credit Points**

(Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	



**A. Teaching Process (Max Points 25)**

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

**B. Students' feedback (Max Points 25)**

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

**C. Departmental Activities (Max Points 20)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**D. Institute Activities (Max Points 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**E. ACR maintained at institute level (Maximum Points 10)**

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**F. Contribution to Society ( Maximum Points 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**Summary**

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			





E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

**STUDENT'S FEEDBACK FORM***(To be used by institutions)*

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

**For getting filled in through student**

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					





## LEAVE RULES

### 1. Sick Leave:

- **Purpose:** Sick leave is intended for employees who are unwell or injured. It allows them to recover and return to work in good health.
- **Duration:** The entitlement varies by company, but the Indian government mandates a minimum of **12 days of sick leave per year**.
- **Carryover Rules:** Unused sick leave cannot be carried forward or encashed.

### 2. Casual Leave:

- **Purpose:** Casual leave, also known as unplanned leave, is for personal reasons. Employees can take it for unexpected events or urgent matters.
- **Duration:** Companies often provide up to **12 casual leave days per year**, and employees receive their full wages during this period.
- **Carryover Rules:** Generally, unused casual leave cannot be carried forward.

### 3. Paid Leave:

- **Purpose:** Paid leave encompasses various types, including vacation days, holidays, and other planned time off.
- **Duration:** The number of paid leave days varies by company policy.
- **Carryover Rules:** Policies differ, but some companies allow carryover or encashment of unused paid leave.

### 4. Maternity Leave:

- **Purpose:** Maternity leave supports pregnant employees during and after childbirth.
- **Duration:** Typically, it ranges from **12 to 26 weeks**, depending on the organization and local laws.
- **Carryover Rules:** Usually, unused maternity leave cannot be carried forward.

### 5. Paternity Leave:

- **Purpose:** Paternity leave allows fathers to be with their newborns and support their partners.
- **Duration:** Varies by company, but it's usually a few days to a week.
- **Carryover Rules:** Similar to maternity leave, unused paternity leave may not be carried forward.

### 6. Marriage Leave:

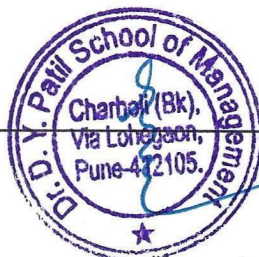
- **Purpose:** Marriage leaves grants time off for employees' weddings.
- **Duration:** Typically, a few days.
- **Carryover Rules:** Usually, it cannot be carried forward.

### 7. Childcare Leave:

- **Purpose:** Childcare leave supports parents in caring for their children.
- **Duration:** Varies by policy.
- **Carryover Rules:** Depends on the organization.

### 8. Bereavement Leave:

- **Purpose:** Bereavement leave allows employees to grieve and attend funerals.
- **Duration:** Usually a few days.
- **Carryover Rules:** Typically, it cannot be carried forward.





#### 9. Sabbatical Leave:

- **Purpose:** Sabbatical leave provides extended time off for personal development, study, or travel.
- **Duration:** Longer than regular leaves (e.g., a few months to a year).
- **Carryover Rules:** Varies by policy.

#### 10. Compensatory Leave (Comp-off):

- **Purpose:** Comp-off compensates employees for working extra hours or on holidays.
- **Duration:** Equivalent to the extra time worked.
- **Carryover Rules:** Usually, it must be used within a specific period.

#### 11. Compassionate Leave:

- **Purpose:** Compassionate leave allows employees to deal with family emergencies or critical situations.
- **Duration:** Typically, a few days.
- **Carryover Rules:** Varies by policy.

#### 12. Loss of Pay Leave (LOP/LWP):

- **Purpose:** LOP is unpaid leave taken when an employee exhausts other leave balances.
- **Duration:** As needed.
- **Carryover Rules:** Not applicable since it's unpaid.

### 10. Social Security Benefits:

**Social Security Benefits** provided at Dr. D. Y. Patil School of Management, focusing on key aspects such as **Provident Fund (PF), gratuity, insurance, festival advance, and Employees' State Insurance (ESI):**

#### 1. Provident Fund (PF):

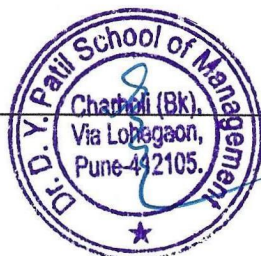
- The **Employees' Provident Fund (EPF)** is a mandatory savings scheme for employees. Both the employer and employee contribute a portion of the employee's salary to the EPF.
- **Employee Contribution:** Typically, employees contribute **12%** of their basic salary and dearness allowance.
- **Employer Contribution:** Employers also contribute an equal amount to the EPF.
- **Purpose:** The EPF serves as a long-term savings fund for retirement, housing, and emergencies.
- **Withdrawal:** Employees can withdraw their EPF balance upon retirement, resignation, or other specified conditions.

#### 2. Gratuity:

- Gratuity is a lump-sum payment made by the employer to an employee as a token of appreciation for long service.
- **Eligibility:** Employees who complete **5 years** of continuous service are eligible for gratuity.
- **Calculation:** The gratuity amount depends on the employee's last drawn salary and the years of service.

#### 3. Insurance:

- Management institutes often provide health insurance coverage for employees and their dependents.



- **Health Insurance:** Covers medical expenses, hospitalization, and treatments.
  - **Life Insurance:** Provides financial protection to the employee's family in case of the employee's demise.
  - **Accidental Insurance:** Offers coverage in case of accidental injuries or disabilities.
4. **Festival Advance:**
- Some institutes grant festival advances to employees during festive seasons.
  - **Purpose:** Helps employees meet additional expenses during festivals.
  - **Repayment:** Typically, the advance is repaid in instalments from the employee's salary.
5. **Employees' State Insurance (ESI):**
- ESI is a social security scheme that provides medical and cash benefits to employees.
  - **Coverage:** Employees earning up to a specified wage limit are covered under ESI.
  - **Benefits:**
    - **Medical Benefit:** Covers medical expenses for employees and their families.
    - **Sickness Benefit:** Provides financial support during illness.
    - **Maternity Benefit:** Supports pregnant employees during childbirth.
    - **Disablement Benefit:** Compensates for work-related disabilities.
    - **Dependants Benefit:** Provides financial assistance to dependents in case of the employee's demise.

*E. B. Khedkar*

**Dr. E. B. Khedkar**  
**Director**

**Dr. D. Y. Patil School of Management**

