

## **CHAPTER NO. 1**

**Trust: :** Pune District Education Association's Pune registered Under societies registration act 1860 under no 1153 and the Public trust under no F99 dt 15-12-52,

**Address:** Pune District Education Association's Paud Road, Pune-38

**Name of the College:** Pune District Education Association's  
College of Engineering, Manjari (Bk), Pune-412307  
Approved by AICTE New-Delhi No.740-89-316E/ET/98

**Board of Trustees :** PDEA College of Engineering, Pune is running under PDEA Public Trust

**Office Bearers :** Office bearer is the team who do the office administration.

**Mission of the trust :** BAHUJAN HITAY BAHUJAN SUKHAY

## CHAPTER NO 2

### Governing Council:

The Governing Council is unambiguously and collectively responsible for seeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The Council meets twice a year and proceedings of the meetings should be maintained properly

The institute is approved by AICTE and is affiliated to SP Pune University. We run five undergraduate courses and one Post graduate course.

The student intake is as follows:

Sr no	Courses	First shift	Total intake
1	Mechanical Engineering	60	60
2	Computer Engineering	60	60
3	Instrumentation & control	30	30
4	Information Technology	30	30
5	Electronics and Telecommunication Engineering	60	60
6	MBA	60	60
	TOTAL		300

**Working hour:** The College and office working hour is as per the table given below

College	Monday to Friday	10:00 to 5:00	Break as per time table
College	Saturday	9:00 to 1:30	
Office	Monday to Friday	10:00 to 5:00	Break as per time table
Office	Saturday	9:00 to 1:30	

### Uniform and I-card:

The staff should wear uniform on every Monday and Thursday. Identity card is also compulsory in college premises. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

**Late arrival:**

Faculty and Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. For 3 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation

**Movement Entries:**

Each faculty/ staff shall have to make an entry in the movement register while leaving the premises and returning back, during working hours mentioning the purpose, time-in and time-out. It is also required to do biometric check-in and check-out while moving.

## CHAPTER NO 3

**Faculty:** It comprises of persons who are involved in teaching at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

Teaching faculty means Principal/Professor/Associate Professor/Assistant Professor/Teaching Assistant.

### **Staff :**

**1. Technical Staff:** It comprises of Technical assistants, Lab assistants, Instructors, Network administrators, Librarian and Library Assistants, Electricians.

**2. Administrative Staff:** It comprises Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.

**3. Supporting Staff:** It comprises of Lab Attendants, Peons, Electricians, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

**Probation:** Probation means an appointment approved by Savitribai Phule Pune University (Formerly Pune University). With the exception of certain employees, all regular employees serve the first two years of employment on probation.

Probation period allows the employee's Principal/ Head of Department to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance.

**Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay & Management rules by periodical increments. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of Government pay scales, All India Council for Technical Education, University of Pune etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal. Annual increments get implemented in the month of JULY of every calendar year.

**Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly deposited with ALLAHABAD Bank, Manjari(Bk)Pune in the individual's account. All employees are advised to open a savings bank account in bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

## CHAPTER NO 4

### **Casual Leaves :**

All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year. Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons. While taking leaves, it is the employee's responsibility to adjust the lectures/ labs with other staff.

### **On Duty leave :**

All staff members should fill up the ON DUTY LEAVE form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department is absent, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days.

### **Medical Leaves :**

All employees are entitled to leaves as per the prescribed norms. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.

### **Maternity Leave :**

Maternity leave granted to a female teacher as per the prescribed norms.

### **Compensatory off:**

Faculty, administrative and supporting staff are given the Compensatory Off as per the prescribed norms.

### **Earned Leave:**

Earned Leave is given to the staff members as per the prescribed norms.

## CHAPTER NO 5

After joining the organization PDEA Employee an employee should follow and abide by the following professional ethics.

- a. He/She shall have to qualify the NET or the SET or similar test (as the case may be) laid down by the University or state Government/UGC or the Central Council pertaining to your faculty within the stipulated period.  
He/She shall have to acquire the qualifications;.
  - b. (M. Phil. / Ph.D., M.E. etc.) as prescribed by the university/State Govt. or the Central Councils concerned within the specific period.
1. His/Her appointment is subject to the minimum number of students and the workload prescribed for the post.
  2. He/She shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate, last Pay certificate, Caste certificate, change of name certificate(if any),etc. before joining your duties.
  3. In case He/She accepts the appointment you shall have to execute Deed of contract of service as prescribed in the Statutes at the time of joining the duties.
  4. He/She shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties.
  5. He/She required to give the correct mailing address as soon as he/she join the duties and any change in the address given earlier should be Communicate to the Principal.
  6. He/She will not conduct or engage him/her self in any private tuitions or private coaching classes.
  7. He/She will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority /Management.
  8. His/Her services are transferable to any other colleges/institutions run by the Management.
  9. If He/She found absent continuously for more than thirty days without permission his/her services will stand terminated automatically. If he/she found guilty of violation of any terms and conditions mentioned above he/she will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of service he/she shall not directly or indirectly do such things which are subversive to the interests of the Society/Universities/Institutes/College/Students.