



Yashoda Shikshan Prasarak Mandal's

Yashoda College of Architecture, Satara

S. No. : 244, NH-4, WadhePhata, Satara., Tele Fax- 02162-271242

Website- www.ycoa.org.in, Email-principalarch@yes.edu.in, registrar_ytc@yes.edu.in

Approved by COA & AICTE- New Delhi, Govt. of Maharashtra (DTE, Mumbai)

Affiliated to Shivaji University, Kolhapur.

Prof. Dasharath Sagare

Founder, President

Ar. Suhas S. Talekar

Principal

Ref. No. – YSPM/YCA/ADMIN/ /2022-23

Date: / /20

Institutional Strategic/ perspective/development plan:

1. Enhancing Academic Programs:

- Introduce new specialized courses and interdisciplinary programs to meet the evolving demands of the architecture field.
- Foster research-oriented curriculum to encourage innovation and exploration in architectural design and technology.
- Collaborate with renowned architectural institutions and professionals to offer guest lectures, workshops, and joint research projects.
- Develop partnerships with international universities for student exchange programs and global exposure.

2. Accreditation and Quality Assurance:

- Pursue accreditation from recognized architectural accreditation bodies to ensure adherence to international quality standards.
- Implement robust internal quality assurance systems for continuous improvement, including feedback mechanisms, program evaluations, and student satisfaction surveys.
- Regularly review and update the curriculum to align with industry trends, technological advancements, and emerging architectural practices.
- Foster a culture of professionalism, ethics, and responsible architectural practice among students and faculty.

3. Alumni Engagement and Network Building:

- Establish an alumni association to facilitate lifelong connections, professional networking, and mentorship opportunities.
- Organize alumni events, reunions, and career development programs to engage with former students and leverage their expertise.
- Create platforms for alumni to contribute back to the college through guest lectures, scholarships, and industry partnerships.
- Highlight and celebrate the achievements of successful alumni to inspire current students and strengthen the college's reputation.

4. Faculty Development and Research:

- Recruit highly qualified and experienced faculty members with expertise in various architectural domains.





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- Provide opportunities and incentives for faculty to engage in research, publish scholarly articles, and participate in national and international conferences.
- Establish research grants and funding opportunities to support faculty-led research projects in areas like sustainable design, urban planning, and heritage conservation.
- Encourage collaboration and interdisciplinary research within the college and with other departments or institutions.

5. Community Engagement and Social Responsibility:

- Promote community-driven architectural projects that address local needs and contribute to sustainable development.
- Encourage students and faculty to participate in social initiatives, such as affordable housing projects, disaster-resistant design, and urban revitalization programs.
- Organize public exhibitions, seminars, and workshops to raise awareness about architecture's role in creating livable and inclusive environments.
- Collaborate with local communities, NGOs, and government agencies to undertake research and design projects that benefit the region.

6. Upgrading Infrastructure and Facilities:

- Invest in modern infrastructure and state-of-the-art facilities, including well-equipped design studios, computer labs, and material research labs.
- Establish a dedicated architectural library with an extensive collection of books, journals, and digital resources.
- Create model-making workshops and prototyping facilities to enhance hands-on learning experiences for students.
- Design and develop sustainable and eco-friendly campuses, incorporating green spaces and energy-efficient buildings.

7. Industry Partnerships and Professional Exposure:

- Strengthen ties with architecture firms, construction companies, and government bodies to facilitate internships, site visits, and real-world projects for students.
- Organize industry-focused events, exhibitions, and design competitions to showcase students' work and promote networking opportunities.
- Facilitate interactions between students and renowned architects through guest lectures, mentorship programs, and portfolio reviews.
- Foster entrepreneurship and provide resources for students to explore architectural start-up ventures or consultancy services.





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Perspective/development plan

| | |
|---------|---|
| 2019-20 | Enhancing Academic Programs |
| 2020-21 | Accreditation and Quality Assurance |
| 2021-22 | Alumni Engagement and Network Building |
| 2022-23 | Faculty Development and Research |
| 2023-24 | Community Engagement and Social Responsibility |
| 2024-25 | Upgrading Infrastructure and Facilities |
| 2025-26 | Industry Partnerships and Professional Exposure |



Principal
Yashoda College of Architecture
Satara

**YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE,
SATARA**

POLICY DOCUMENT



**Yashoda Shikshan Prasarak Mandal's
Yashoda College of Architecture**
NH-4, Wadhe Phata,
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Phone; (02162)271239/40/41/42
Web: www.ycoa.org.in

YSPM's YCA POLICY DOCUMENT



YSPM YCA Employment

Acknowledgement of Understanding

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

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

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

Prof. D. B. Sagare
President,
Yashoda Shikshan Prasarak Mandal, Satara

YSPM's YCA POLICY DOCUMENT

FOUNDER PRESIDENT



Dear Staff Members,

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

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

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

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

Prof. D. B. Sagare

President

Yashoda Shikshan Prasarak Mandal, Satara

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1. INTRODUCTION OF THE INSTITUTE

Yashoda Shikshan Prasarak Mandal, Satara (YSPM) education trust was established in 2009, under the efficient and vibrant leadership of Founder President, Hon. Prof. Dasharath Sagare. YSPM has many eminent personalities from the field of education and industry on its advisory board, whose rich experience and guidance benefits the institute to achieve excellence in the field of academics and sports. Yashoda College of Architecture was established in 2015 to provide quality technical education to the students, serve the society, industry and all the stake holders through value added quality education.

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

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

1.1 Courses run under YSPM- YCA

| Sr. No. | Details of Courses | Intake |
|---------|--------------------------|--------|
| 1 | Bachelor of Architecture | 40 |

2. VISION, MISSION AND QUALITY POLICY OF YSPM's YCA

Vision

- To empower the students with knowledge, Values, Skills, Innovative / Creative lateral thinking and meet the educational , social , global, environmental and economic needs of the region and nation to create Humane Society.

Mission

- To impart quality education & training to students for shaping their career with providing opportunities to students & faculty and continuous learning opportunities.
- To empower the students with recent knowledge, skills and right attitude in order to meet the challenges of future by guidance, seminars & lecture's as well as Environmental issues.
- To generate new knowledge and promote excellence in research and extension activities.
- To make efforts for the spread of technical education among classes and communities, which are socially and educationally underprivileged specifically for rural areas.

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2.1. Internal quality assurance policy

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

3. GUIDING PRINCIPLES

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

3.1.Preamble:

Organization should have policies in place to ensure equality to conduct all the activities equally. It is good practice for all organization to have a written statement on equality. This could be an equality scheme, policy or strategy, procedure or rules and regulations

Organization should aim to develop a diverse workforce which draws on the skill and experience of a wide range of communities. Workforce can become a key way of expressing the diversity of your organization and engaging effectively with different groups. An important way of demonstrating commitment is to develop a diverse team of both staff (Teaching, supporting and non-teaching) is through preparation of an equal opportunities policies. This could cover the approach to recruitment, promotion and training and methods of ensuring equality of opportunity for different equalities group.

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

3.2. Policy Aims:

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

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- b. Support and develop the assessment team
- c. Be accurately recorded to provide a clear audit trail
- d. Be carried out by suitably qualified and occupationally competent staff.

3.3. Scope

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

3.4. Reporting

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

| Staff | Reporting Authority |
|--|--|
| Principal | President / Vice President / Secretary |
| Vice- Principal | Principal |
| HOD | Principal / Vice-Principal |
| Registrar/ Dy. Registrar | Principal / Vice-Principal |
| Teaching staff | Head of the Department / Principal |
| Laboratory Staff | Head of the Department / Principal |
| Librarian and Library staff | Principal/ Registrar |
| Administrative /students section / accounts / Office staff | Registrar/ Dy. Registrar/ OS |
| Store Staff | Registrar/ Dy. Registrar |
| Peon | Respective HOD' s/Registrar/ Dy. Registrar |

3.5. Working Hours

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

| Category | Architecture | |
|--------------|-----------------|----------------------|
| | Working Hours | Lunch and Tea breaks |
| Teaching | 8.00am - 3:45pm | 11:00pm-11:45 pm |
| Non-teaching | 9:30am - 5:30pm | 1:00pm-1:30 pm |
| Peon | 7:30am - 5:30pm | 1:00pm-1:30 pm |

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

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Leadership

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

3.6. Quality of Employment

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

3.7. Compensation Reward and Recognition

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

3.8. Continuous learning and development

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

3.9. Response to change

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

4. CLASSIFICATION OF EMPLOYEES

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

The employees are classified into two categories

- **Faculty:**
 - Full Time
 - Visiting

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- **Staff**
 - Technical
 - Administrative
 - Supporting staff

4.1. Full time Faculty

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

4.2. Visiting Faculty

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

4.3. Staff

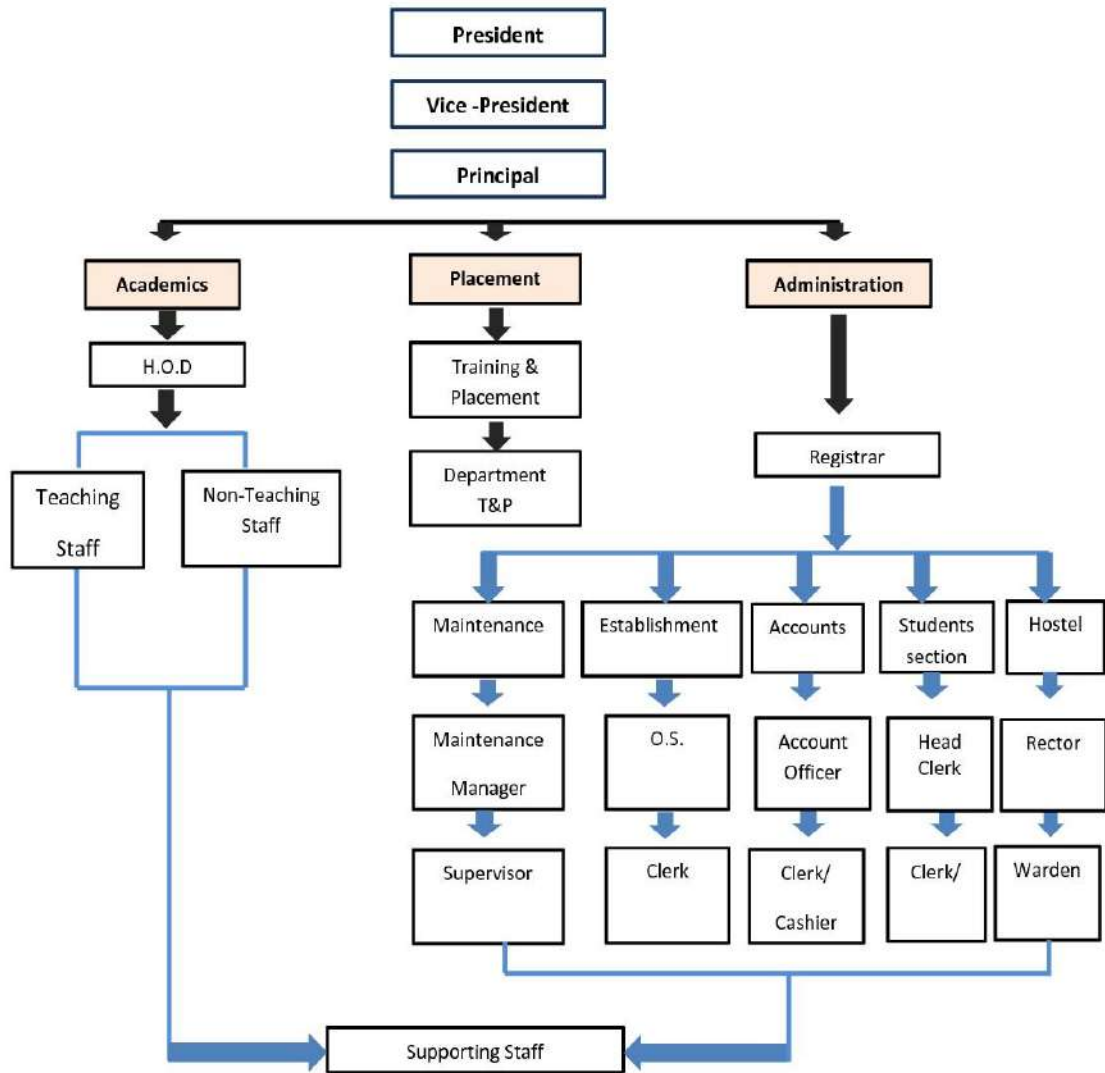
4.3.1. **Technical Staff** :- it comprises of Technical assistants, Lab. assistants, Lab. Technicians, Workshop Instructors, Network administrators, Computer Programmers, Librarian, Assistant Librarian and library Assistants

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

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

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5. HIERARCHY (ORGANIZATION CHART)



Organization Structure Of YCA, Satara

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6. GOVERNING BODY

| Sr. No | Name of Member | In the Capacity of | Designation |
|--------|--|--|------------------------|
| 1 | Prof. D. B. Sagare President, YSPM, Satara | Management Representative Nominated by Trust | Chairman |
| 2 | Mrs. S. D. Sagare Secretary, YSPM, Satara | Management Representative Nominated by Trust | Member |
| 3 | Mr. A. D. Sagare Vice-President, YSPM, Satara | Management Representative Nominated by Trust | Member |
| 4 | The Registrar, Shivaji University, Kolhapur. | Nominee of Shivaji University, Kolhapur | Member |
| 5 | Dr. Vinod M. Mohitkar Principal of Technical Education | Nominee of State Govt. Principal of Technical Education | Member (Ex-Officio) |
| 6 | Ar. R. J. Sawant Former Principal, D. Y. Patil College of Architecture, Kolhapur. | An Educationist from the Region to be nominated by the State Government | Member |
| 7 | Dr. R. B. Koli Principal, Anantrop Pawar College of Pharmacy, Pune. | Academician | Member |
| 8 | Mr. P. K. Gandhi Head, Pankaj Engineering, Satara | An Industrialist from the Region to be nominated by the State Government | Member |
| 9 | Ar. Snehal Shedge HOD, Associate Professor, YCA | Member Faculty Representative | Member |
| 10 | Ar. Rakhi Begampure Professor, YCA | Member Faculty Representative | Member |
| 11 | Ar. Suhas Talekar Principal, Yashoda College of Architecture | Principal, Yashoda College of Architecture as a Nominee of trust | Member Secretary |

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7. COLLEGE DEVELOPMENT COMMITTEE

| Sr. No. | Name of Member | In the Capacity of | Designation |
|---------|---|--|---------------------|
| 1 | Prof. D. B. Sagare President, YSPM, Satara | Management Representative Nominated by Trust | Chairman |
| 2 | Mrs. S. D. Sagare Secretary, YSPM, Satara | Management Representative Nominated by Trust | Member |
| 3 | Mr. A. D. Sagare Vice-President, YSPM, Satara | Management Representative Nominated by Trust | Member |
| 4 | Mr. A. S. Mali Teacher, Art of living | Social Representative Nominated by Trust | Member |
| 5 | Ar. Sudhir Shinde Architect & Builder, Satara | Industry Representative Nominated by Trust | Member |
| 6 | Ar. Sujata S. Talekar Associate Professor, YCA Satara | Teachers Representative Nominated by Trust | Member |
| 7 | Ar. Swarali D. Sagare Assistant Professor, YCA Satara | Teachers Representative Nominated by Trust | Member |
| 8 | Ar. Amol V. Jadhav Assistant Professor, YCA Satara | Teachers Representative Nominated by Trust | Member |
| 9 | Ar. Shehal Shedge HOD, IQAC Co-ordinator, YCA | Teacher Representative Elected by the Teachers of the College | Member |
| 10 | Mr. G. K. Suravase Registrar, YCA | Non- Teaching Representative Elected by the Non- Teaching staff of the College | Member |
| 11 | Ar. Vishal Supekar Architect | Alumna's Representative Nominated by Trust | Member |
| 12 | Ar. Rakhi Begampure Professor, YCA | IQAC Representative | Member |
| 13 | Mr. Chaitanya Inamdar Student, YCA | President, Student Council, YCA | Member |
| 14 | Miss. Anuja Shinde Student, YCA | Secretary, Student Council, YCA | Member |
| 15 | Ar. Suhas Talekar Principal, Yashoda College of Architecture | Principal, Yashoda College of Architecture as a Nominee of trust | Member Secretary |

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8. DECENTRALIZATION OF DUTIES AND RESPONSIBILITIES

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

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

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

9. INSTITUTE WORKING COMMITTEES AND THEIR RESPONSIBILITY

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

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| | | |
|----|---|--|
| 7 | Placement Cell (Industry-institute interaction) | Arranging campus interviews, Placement of student in industries, Industry Institute Partnership Cell, Industrial visits (UG), International Collaboration / MoUs. To provide guidance for International Collaboration/linkages among the academicians / research students across the globe. |
| 8 | Alumni Association Steering Committee cell | Registration of alumni association, audit etc., Creating & updating the database of past students, Get together, Arranging various Competitions, Seminars by ex-students, Scholarships to needy students |
| 9 | Magazine Committee cell | Articles display on notice board, Competitions-Photography, Rangoli, etc., Collection of Advertisements, Photo Session, Messages from eminent personalities, Publishing of Magazine, Participation in University Magazine competition |
| 10 | Research and Development Cell | Student Publications & Presentations, Staff Publications & Presentations, Supervising research activities, Sending research proposals to funding agencies, MOU's, Research Grants & Utilization Certificates |
| 11 | Value Added Training, Soft Skill training & staff welfare Cell (Center for skill & Entrepreneurship development) | Staff Seminars, Records of STTP's/ Conferences / workshops attended by staff. Staff Training, Inplant Training to students, Arranging seminars & guest lectures, Designing of various value addition courses, Continuing Education Programmes, Staff Development Programmes, soft skill training |
| 12 | Website updations | Regular, Department wise Website updations, Circulars from AICTE/DTE/University/PCI, Daily updation in website is expected and keep a daily record of these. |
| 13 | Maintenance Work Committee | Building Maintenance, Furniture Maintenance, Instruments Maintenance, Housekeeping, Infra- developmental Work, Computer Maintenance, Computer Lab Co- ordination |
| 14 | External Regulatory Works Committee | COA, DTE, New Proposals, University |
| 15 | Internal Regulatory Works Committee | CDC, Standing Committee, Governing Council, Anti-ragging Committee, RTI |
| 16 | Public Relation or Brand building cell | News reports drafting, Counseling to students for admission purpose, Publicity in Newspapers, Visiting various colleges to develop relations, Strategies for improving admissions |
| 17 | Stores & Purchase Committee | Deadstock checking, Annual Consumption & requirements, Quotations and approvals, purchase |
| 18 | Library Co-ordination cell | Library issues, Requirements, Book purchase, Notice boards, Medicinal Plant Garden, library correspondence |
| 19 | Competitive Examination Cell | To prepare the student to face the different competitive examination like GATE / UPSC / MPSC / GRE / TOEFL |
| 20 | Social Entrepreneurship | Adopting a mission to create and sustain social value , Recognizing and relentlessly pursuing new opportunities to |

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| | | |
|----|------------------------------------|--|
| | Cell | serve that mission, Engaging in a process of continuous innovation, adaptation, and learning, Acting boldly without being limited by resources currently in hand, and Exhibiting a heightened sense of accountability to the constituencies served and for the outcomes created. |
| 21 | Internal Complaint Committee (ICC) | Provide a safe working environment, The composition of the Internal Complaints Committee, organize workshops and awareness programmes at regular intervals for sensitizing employees, students on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Complaints Committee, Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct required to monitor the timely submission of reports by the ICC. |
| 22 | Admission Cell | Admission Campaigning planning, Counseling of students and parents, Promotion activity, Publicity |
| 23 | Human Resource Development cell | Provide a platform for full expression of students talents, develop total personality (traits) (relationship), make students employable, develop team spirit, develop entrepreneurial skills |
| 24 | Student Welfare & Grievance cell | Address the grievances of the students, staff and faculty both academic and personal, Address motivational disorders of students, staff and students and to counsel them. Help in conducting the student activities and encouraging students to perform well. Keep track of the weak students and guide them for improvement. Linking of health care problems with medical professionals, wherever it is applicable. Once the student submits a grievance, it should be acknowledged within 24 hours and resolved within 30 days |
| 25 | Staff Welfare & Grievance cell | The cell will function for the overall benefit and welfare of the employee fraternity of the department to ensure the various welfare aspects of the employees. This cell will also look after the genuine needs, requirements and grievances or complaints of the employees, if any |
| 26 | Disciplinary Cell | Strict regulatory implicit obedience, politeness and courtesy in speech and conduct, cleanliness of dress and person are expected of each student. Hence irregular attendance, habitual idleness unsatisfactory application to studies, disobedience, object able moral influence and unsatisfactory conduct in and out of school may justify suspension of a student. |
| 27 | Software Development Cell | Development of software as per requirement of NAAC |
| 28 | Moodle S/W Usage | Implementation of Moodle S/W in YCA |

POLICY

10. RECRUITMENT AND SELECTION POLICY

10.1. Recruitment

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

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

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

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

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

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

10.2. Advertisement of Vacancies

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

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

10.3. Scrutiny Committee

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

- (a) The Chairman of the Management or his/her nominee (Chairman)
- (b) The Principal
- (c) The Head of the Department of the subject concerned;

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

10.4. Steps for University selection Process

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

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

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

The appointment of Principal / Principal, Teaching staff shall be as per the rules and regulations for minimum qualification, pay scale prescribed in the approval process hand book of AICTE. Institutions shall appoint Principal / Principal, Teaching staff strictly in accordance with the methods and procedures of the concerned affiliating University, State

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Governments and Honorable Court directions (if any) and as applicable in the case of selection procedures and selection Committees.

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

Process of faculty selection was through University Selection committee as per Shivaji University, Kolhapur information book.

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

- (a) Hon. The Vice-Chancellor Chairman;
- (b) Dean of Faculty Member
- (c) Three members as experts, nominated by the Vice-Chancellor
- (d) one member belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (VimuktaJatis)/Nomadic Tribes Other Backward Classes, by rotation nominated by the Vice-Chancellor ;
- (e) Principal, Higher Education or his nominee not below the rank of Joint Principal;
- (f) Principal, Technical Education or his nominee not below the rank of Joint Principal.

10.6. Qualifications for the various cadres of the teachers

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

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

11. INTERNAL PROMOTIONAL POLICY

Eligibility criteria-

11.1. Assistant Professor(On consolidated Salary):-

1. B. Arch faculty will be getting consolidated salary.
2. On the satisfactory performance the scale will be offered as per the management discretion.

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

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

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1. Must have attended at least Two training programs conducted by AICTE/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal
3. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
4. Result must be good in subject taught (More than 90%)
5. Student feedback must be very good.

11.3. From Assistant Professor to Associate Professor

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

1. Must have attended at least Four training programmes conducted by COA/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal and one in international journal with ISSN No.
3. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.
4. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
5. Student feedback must be very good.
6. Result must be good in subject taught (More than 90%)

11.4. From Associate Professor to Professor

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

1. Must have published at least three papers in referred national Journal and at least two papers in international journal with ISSN No.
2. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.
3. Must have organized at least one National Seminar/Workshop/Conference at National level in the college.
4. Industrial consultancy work is desirable.
5. Student feedback must be very good.

11.5. Librarian at degree level

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

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11.6. Entry level increments norms

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

11.7. Non-Teaching Staff

Promotion after completing 3 years on scale depending upon performance

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

12. PURCHASE POLICY

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

- 12.1.** The staff needs to follow the defined purchase procedure by the core committee of YSPM YCA.
- 12.2.** The HOD needs to get the requisition for the required items/ consumables/ materials from the staff members and lab in charge and prepare the budget for the academic year in the month of May and forward it to the principal for further approval.
- 12.3.** Head/Principal will scrutinize the requirement and certify taking into consideration of the allocated budget of the department as approved by the Principal
- 12.4.** The budget will be placed before the Governing body for the approval. The Governing committee will approve the budget of the departments. Once it is finalized it will be sent to the stores department.
- 12.5.** The stores department needs to request for the quotation from the suppliers. The 3 best quotations need to be put forth before the core committee and get one of them to be sanctioned with terms and conditions of delivery.
- 12.6.** The stores will receive the material, duly checked as per the specification and issue the material to the departments as per their requirement. The invoice of the purchased material should be forwarded to the Principal and then to the register for checking and submitted to the accounts department. The dead stock of the same has to be maintained in stores register. The audit of the stores should be done after every quarter of the academic year.

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- 12.7. The department should check the material received and make the entry in the DSR. The Head of the Department will be responsible for the material received and has to check the material/Instrument before installation.
- 12.8. The department also needs to keep a separate record of the stationary used by the staff members. They also have to submit the report of the consumables at the end of the financial year.
- 12.9. The stores should not issue any material to the staff members without the indent and signed by authorized authority.

13. STAFF DEVELOPMENT AND TRAVELLING POLICY

13.1. Objectives:-

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

13.2. Policy & Procedure:-

1. If the visit is a place outside the city limits from respective location and the distance to the place of visit is more than 50 km one side/ or duration of the travel is more than 6 hours will be treated as a Tour.
2. For the purpose of allowance, a day is considered as 24 hours from the commencement of the journey and the allowances for the partial day will be payable as follows.
 - Beyond 10 hours =100%
 - Less than 10 hours = 50%
3. Employee should proceed on tour only after obtaining prior sanction or Ratification of the head of the department on Travel Request Form (*Annexure-IV*)
5. Employee should stay in hotel as per the staff position.
6. Employee should travel only by mode of travel as per their eligibility.
7. Employee should submit Travel Expense Voucher and settle travel advance within 3 working days from completion of tour. No further advance shall be granted otherwise.
8. Where Travel Expenses Statement not submitted promptly or an employee does not settle an advance in the stipulated time of 5 working days, the amount of advance taken by the employee will be deducted from his or her salary.

13.3. Grades & Travel entitlement

| Grade | The person who travel | Class of travel |
|-------|--|-----------------|
| A | Chairman/Vice Chairman/Secretary/ Trustee | First AC/By Air |

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| | | |
|----|-------------------------|-------------------------------|
| A1 | Principal / Registrar | Second AC up to 500 Km by Air |
| B | HOD/Associate Professor | Third AC |
| C | Assistant professor | Sleeper |
| D | Senior Clerk | Sleeper |
| E | Junior Clerk | Sleeper |
| F | Peon | Sleeper |

1. Bookings/ Cancellations shall be made in the prescribed format available with respective administration department duly approved by the HOD.
2. Actual conveyance charges shall be payable (To & fro Bus sanction/ Railway sanction /Airport sanction as case may be).
3. Employee himself shall control conveyance charges and they may however travel by taxi/Auto considering the exigency of the work.
4. For travelling in a class or mode of transport different than what is given as eligibility, prior approval or ratification for performing the travel must be obtained from Trustee/ Principal. A Trustee is approving authority for the grade D and above level.

13.4. Mileage allowance for travel

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

| Type of Vehicle | Own (Per KM) Rs. (Or as per petrol rate whichever is less) | Supplied by organization (per KM) RS |
|-----------------|--|--------------------------------------|
| Two Wheelers | 4.50 | As per transport department |
| Car (petrol) | 10.00 | As per transport department |
| Car (diesel) | 8.00 | As per transport department |

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

- 13.5. Teaching faculty pursuing Ph.D. are provided with on-duty leaves for carrying out research work. This includes attending the course work for Ph. D. / research activities with prior permission of concerning head of institute.
- 13.6. Faculty members wish to attend the conference(s) will provided with on duty leave. Also the actual travelling and daily allowances are paid as the policy. Moreover, 50% of the registration fees are also paid to the staff.

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14. EMPLOYEE RELATION POLICY

14.1. Introduction

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

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

14.2. Objectives

Sound employee relations are based on

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

14.3. Communication and consultation

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

14.4. Informal systems

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

14.5. Grievance resolution

The management of YSPM YCA considers it essential that, where a staff member (or a group of staff members) is dissatisfied for any reason arising from the work situation or employment relationship, this should be articulated and resolved as quickly as possible, at the lowest possible level.

14.6. Discipline

A staff member is required to maintain certain standards of conduct. Any staff member who fails to maintain acceptable standards of conduct in accordance with his/her employment contract, specific job requirements and/or the YSPM YCA rules, renders himself/herself liable to disciplinary action. Such disciplinary action

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is designed to be corrective and to improve conduct (other than where dismissal is warranted) and should be taken as soon as possible after the event.

14.7. Poor performance

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

14.8. Employee relations training

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

15. LEAVE AND VACATION POLICY

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

| Leave Type | Approved staff | | Ad-hoc staff | |
|-----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| | Teaching staff | Non-teaching staff | Teaching staff | Non-teaching staff |
| Casual | 12 days | 12 days | 12 days | 12 days |
| Medical | 10 days | 10 days | 05 days | 05 days |
| Maternity | 3 Months | 3 Months | 3 Months * | 3 Months * |
| Earn leaves | NA | 15 days ** | NA | NA |
| Special leaves for research work | 10days | *** | *** | *** |
| Leaves in case of relatives death | Adjusted from medical leaves | Adjusted from medical leaves | Adjusted from medical leaves | Adjusted from medical leaves |

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

| Teaching staff | | |
|--------------------|--|-----------------|
| Sr. No. | Category | Vacation period |
| 1 | Approved faculty having experience more than 1 year | 15 days |
| 2 | Approved faculty having experience less than 1 year | 7 days |
| 3 | Non-Approved faculty having experience more than 3 years | 15 days |
| 4 | Non-approved faculty having experience between 1-3 years | 10 days |
| 5 | Non-approved faculty having experience less than 1 year | 5 days |
| Non-teaching staff | | |
| Sr. No. | Category | Vacation period |
| 1 | On scale technical staff | 10 days |
| 2 | Non-teaching Adhoc having experience more than 1 year | 7 days |
| 3 | Non-teaching Adhoc having experience less than 1 year (Minimum experience 6 month) | 5 days |

Note--

* *Minimum 2 years working experience at YCA*

** *Earned leaves are only for on Scale admin and account staff*

*** *At the discretion of management*

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1. Casual leave:-

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

2. Maternity leaves

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

3. Vacation

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

16. DISCIPLINARY POLICY

16.1. Dress code and I-Card

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

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

16.2. Principal/Principal/HODs dress code:

They need to wear blazers during the working hours and any visit or functions in the college premises except during the off days as per the guidelines provided. I-Card will be compulsory for all working days.

16.3. Faculty dress code:

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

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

16.4. Reporting on duty upon arrival

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

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16.5. Late arrival

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

16.6. Leaving the campus before time

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

16.7. On duty leave

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

17. BUDGETARY POLICY

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

18. WOMEN GRIEVANCE & SEXUAL HARASSMENT POLICY **VISHAKHA CELL**

18.1. Definition of Woman Grievance

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

18.2. Objectives of the Cell

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

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- To provide the healthy and safe environment in the Institute for the female students/employees.
- To provide guidelines for the Redressal of grievances related to sexual harassment of female students/employees of the institution.

18.3. Prohibited Activities

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

18.4. Complaint procedure

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

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

18.5. Discipline

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

- a) A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.
- b) Institute will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from invited guest, hosting organization, vendors and other parties who have organizational contact with our members.

18.6. Complaint and Redressal mechanism:

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

18.7. Punishment for Sexual harassment

Harassment shall subject the accused to disciplinary action up to and including expelling from Institute. However, if in fact it is determined through the course of investigation, that the incident and thus the accusation were fabricated, the

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complainant will face severe disciplinary action up to and including expelling from the Institution as per the prevailing rules of the Government sexual harassment policy.

18.8. Constitution of Internal Complaints Committee

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

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

1. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees
2. Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace
3. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from other workplace of the same employer or other department or organization.
4. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
5. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
6. Provided that at least one-half of the total members so nominated shall be women.
7. The Presiding Officer and every Member of the Internal Committee shall hold office for such period not exceeding three years, from the date of their nomination as may be specified by the employer.
8. The member appointed from amongst the non-governmental organizations or association shall be paid such fees or allowances for holding the proceedings of the internal Committee by the employer as may be prescribed.

19. HEALTH AND INSURANCE POLICY

20.1 Policy:-Institute has made group insurance of Rs. 2.0 Lakhs

20.2 Procedure: - Institute has made Yearly group insurance policy of assurance of Rs. 2.0 Lakhs. There is one time premium paying facility. Employee is pay premium through their salary.

ANNEXURE

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ANNEXURE 1



YASHODA SHIKSHAN PRASARAK MANDAL'S,

Name of Institute _____

APPLICATION FORM FOR TEACHING POST

- ❖ POST APPLIED FOR : _____
- ❖ At YSPM'S – Faculty of : _____
- ❖ CATEGORY :- OPEN/SC/ST/NT/VJ/SBC/OBC/OTHER : _____

Photo

1) PERSONAL DETAILS :

- a) Name in Full: _____
- b) Date of Birth: _____ c) Age *(in Years): _____
- d) Religion: _____ e) Marital Status : Married / Unmarried: _____
- f) Full Name of Father : _____ g) Mother Name : _____
- h) Address for Correspondence(with Pin Code): _____
- _____ Tal: _____ Dist: _____
- Mobile No: _____ E-mail ID _____
- PAN No: _____ Aadhar Card No: _____

2) Particulars of qualifications *(Attach Attested Certificates)

| Sr. No | Degree With Specialization | University | College / Institute Name | Year | Class / % |
|--------|----------------------------|------------|--------------------------|------|-----------|
| | | | | | |
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3) Experience Details*: [Latest at top]

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

Total Experience: _____ Years _____ Months

4) Details Of Training, if any: _____

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

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

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

Date: _____

Signature: _____

Place: _____

Name: _____

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

For office use only:

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ANNEXURE 2



YASHODA SHIKSHAN PRASARAK MANDAL'S,

Name of Institute _____

APPLICATION FORM FOR NON-TEACHING POST

❖ **POST APPLIED FOR :**

❖ **At YSPM'S – Faculty of :**

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

Photo

1) PERSONAL DETAILS :

a) **Name in Full:**

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

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

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

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

Tal: Dist:

Mobile No: E-mail ID

PAN No: Aadhar Card No:

2) Particulars of qualifications *(Attach Attested Certificates)

| Sr. No | Degree With Specialization | University | College / Institute Name | Year | Class / % |
|--------|----------------------------|------------|--------------------------|------|-----------|
| | | | | | |
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3) Experience Details*: [Latest at top]

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

Total Experience: _____ Years _____ Months

4) Details of Training, if any: _____

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

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

Date: _____

Signature: _____

Place: _____

Name: _____

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

For office use only:

YSPM's YCA POLICY DOCUMENT

ANNEXURE 3

Date :- _____

JOINING REPORT

To,
The President / Secretary,
Yashoda Shikshan Prasarak Mandal's,
Name of Institute _____.

Subject: -Joining report for the post of _____.

Respected Sir / Madam,

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

Thank you for appointing me for the post of _____
in Yashoda Shikshan Prasarak Mandal's, _____, Faculty of _____.

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

Thanking You,

Yours Faithfully,

(.....)

Received & recorded on: -

Name of Authority _____ Sign _____

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यशोदा शिक्षण प्रसारक मंडळ, सातारा.

-: वाहन मागणी अर्ज :-

प्रति,
मा. ट्रान्सपोर्ट अधिकारी,
वायएसपीएम, सातारा.

मी, _____ पद _____

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

| प्रवास मार्ग | प्रवासाचे कारण |
|--------------|----------------|
| | |
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| | |
| दिनांक | वेळ |
| | |

दिनांक

कळावे,
आपला विश्वासू,

सही

ड्रायव्हरचे नाव : _____ सही _____

वाहन प्रकार : _____ वाहन नं. _____

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

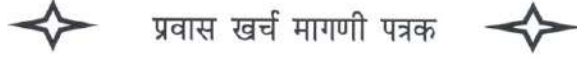
ट्रान्सपोर्ट अधिकारी

कुलसचिव

उपाध्यक्ष

सदर मागणी अर्ज प्रवासाच्या १ दिवस अगोदर मंजूर करून घेण्यात यावा.

YSPM's YCA POLICY DOCUMENT



जा.नं.

पावतीनं.

दिनांक : / /

१) अर्जदाराचे नांव व पत्ता : _____

२) शाखेचेनांव: _____

३) आउटडोअर ड्युटी रजिस्टरवरील नोंद क्रमांक तारीख : _____

४) प्रवासाच्या मुदतीत केलेल्या कामाचा तपशील: _____

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

६) मिटिंगसाठी प्रवास असल्यास मिटिंगच्या तारखा: _____

| तारीख | कोणत्या ठिकाणापासून | कोणत्या ठिकाणापर्यंत | मुक्कामाचे ठिकाण | एकूण कि.मी. | वाहनाचा प्रकार | दैनिक भत्ता | एकूण |
|-------|---------------------|----------------------|------------------|-------------|----------------|-------------|------|
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एकूण अक्षरी रुपये _____

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

तारीख _____ अर्जदाराची सही _____

फक्त ऑफिससाठी

मंजूरकेलेली रक्कम अक्षरी रु. _____ | कुलसचिव _____

YSPM's YCA POLICY DOCUMENT



YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

NH-4, Wadhe Phata, Satara- 415011.

Name of the Institute _____

Leave Application (For Teaching & Non-Teaching)

Date of submission: / / 201

To,
Registrar / Principal / Asso. Director / Director,

Respected Sir / Madam,

I am _____ the undersigned request you please grant me casual/duty/
Medical/Maternity/Study/C.off leave from date _____ to date _____ total days _____
prefix/suffix with Reason for leave _____

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

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

| Sr. No. | Date | Time | Class | Subject | Name of alternative staff | Signature |
|---------|------|------|-------|---------|---------------------------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Dated Signature of HOD _____

Designation of Applicant: _____

Dated Signature of Applicant _____

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

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

Signature of alternative staff.....

Dated Signature of HOD _____

Dated Signature of Applicant _____

3) For office use only:

Joining Date:

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

EST clerk _____

Dy. Registrar _____

4) Leave Approval Status:

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

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

Registrar / Principal / Asso. Director / Director _____

5) To be Returned to Applicant

Name Total..... casual/duty/Medical/Maternity/Study/C.off leave from
date.....to datesanctioned / not sanctioned with pay / without pay.

Date: _____

Est. Clerk _____

O.S. / Registrar _____

YSPM's YCA POLICY DOCUMENT



YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

NH-4, Wadhe Phata, Satara 415011

Name of the Institute _____

Date:

CLEARANCE / NO DUES CERTIFICATE

(Only for Teaching / Non-teaching Staff)

To,
The Principal/Director/President,

Respected Sir,

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

YSPM's, faculty of.....

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

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

Thanking You.

Resignation Date:

Yours faithfully,

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

Sign:.....

Name:

Registrar

Principal /Asso. Director/ Director

Remark:.....

Place:

Date:

President / Vice President

Thanking You