

Sarvasiddhanta Education Society's

**Swaminarayan Siddhanta Institute of Technology**

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University

Nagpur-Katol Highway Road, Khapri (Kothe),

Tal: Kalmeshwar, Nagpur, Maharastra-441501

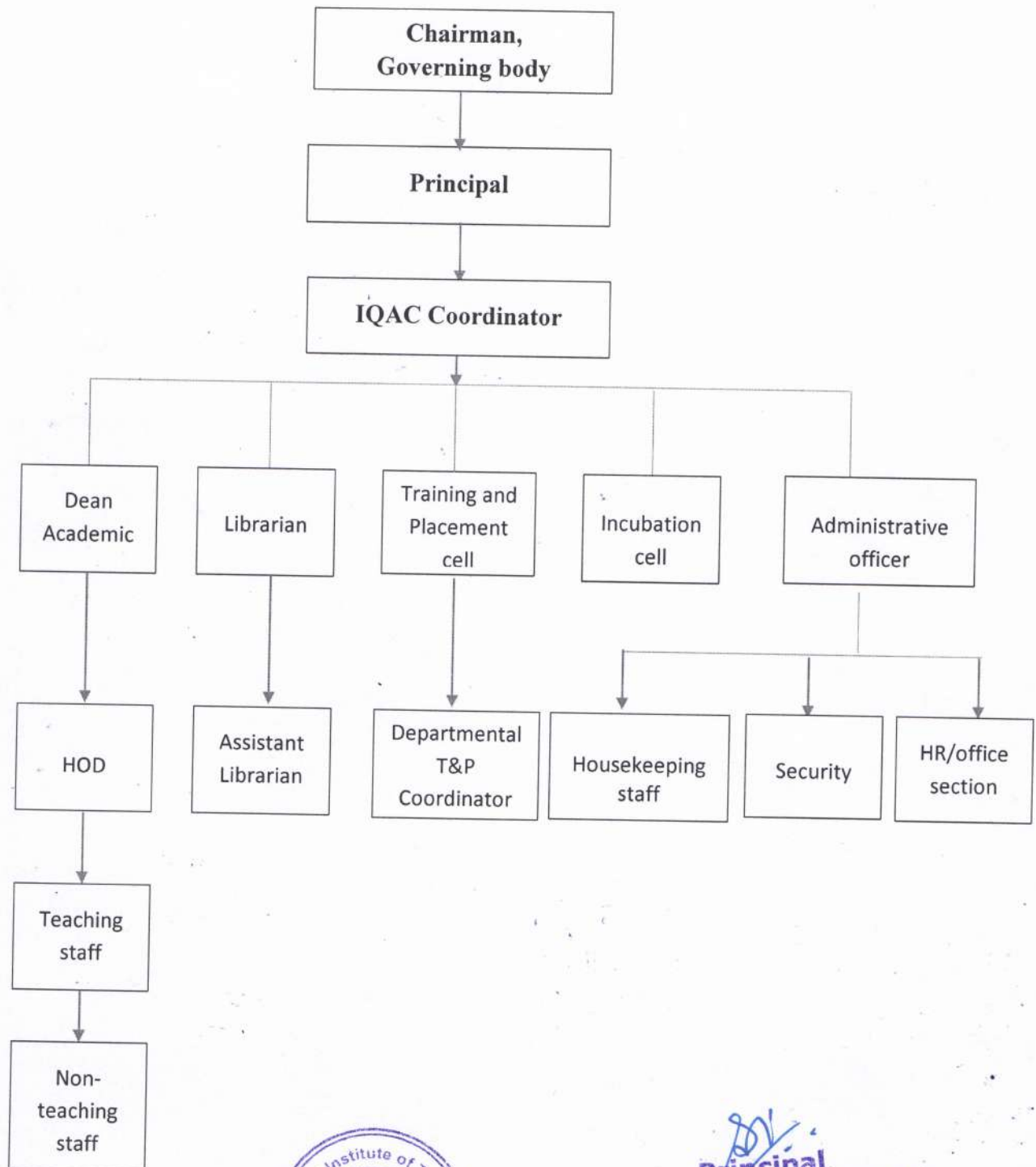


**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/Perspective/development plan etc**

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### Organizational Flow Chart



*[Signature]*  
**Principal**  
Swaminarayan Siddhanta Institute  
of Technology, Kalmeshwar,  
Dist. Nagpur-441501



## Human Resource Department

### Promotion Policy

1. The College follows AICTE Norms for qualification and experience in respect of promotion of faculty members.
2. Due consideration is given to academic performance and overall contribution by the faculty members.
3. Additional increments are offered to staff members who excel in academics and at administration work.
4. Self-appraisal for faculty is carried out at the end of the academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of paper in journals, presenting papers in conference, attending FDPS/STTP/Workshop/R&D projects received, etc.
5. Based on performance in the academic and administration, faculties suitably rewarded and honored.



  
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## Internal Quality Assurance Cell:

IQAC is reconstituted and approved on 11/03/2022.



Sr. No	Name	Designation	Affiliation	IQAC Designation
1	Dr. Debabrata Dey	Principal	SSIT, Nagpur	Chairman
2	Mr. Sarang Raut	Chairman	Sarvasiddhant Education society	Member Of Management
3	Mr. Vivek Gavali	Assistant Professor	SSIT, Nagpur	IQAC Coecinator
4	Mr. Junaid Khan	Assistant Professor	SSIT, Nagpur	Member
5	Miss. Prachi Bhure	Assistant Professor	SSIT, Nagpur	Member
6	Mr. Pratik Patil	Assistant Professor	SSIT, Nagpur	Member
7	Mrs. Pooja Thakre	Assistant Professor	SSIT, Nagpur	Member
8	Mrs. Pranjali Madankar	T&P Officer	SSIT, Nagpur	Member
9	Mr. Abhijeet Nair	Administrative Officer	SSIT, Nagpur	Office Representative
10	Mr. Dhanmapal Ukey	NGO	Driyanadhamma Bahudeshiya Vikas Sanstha, Nagpur	Member
11	Mrs. Shyamla Khobragade	Industry	Shatam Technologies	Member
12	Mr. Pratik Chamat	Ex-Student	NCET, Nagpur	Member
13	Miss. Minal Raut	Ex-Student	NCET, Nagpur	Member
14	Mr. Abhit Mishra	Student(3 <sup>rd</sup> Year CSE)	SSIT, Nagpur	Member
15	Mr. Swapnil Galkwad	Student(3 <sup>rd</sup> Year CE)	SSIT, Nagpur	Member


  
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## Swaminarayan Siddhanta Institute of Technology

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**Institution –Industry Cell:**

Ref. No. : SSIT/2022/Adm/A-1018

Date: 23/02/2022




**Office Order**

**Subject: Institution – Industry Cell formation**

Institution – Industry Cell is established for bridge the gap between the institute and industry and thus enhancing the relationship among each other is as under.

SR.NO.	NAME	POSITION	DESIGNATION
1	Dr. Debabrata Dey	Chairperson	Principal
2	Mrs. Pranjali Madankar	Secretary, Member	HOD (T&P)
3	Mrs. Pooja Thakare	Member	HOD (ETC)
4	Ms. Prachi Bhure	Member	HOD (CS)
5	Mr. Pratik Patil	Member	HOD (CE)
6	Mr. Juned Khan	Member	HOD (ME)
7	Mr. Vivek Gawali	Member	Dean Academics
8	Mr. Jigy Scaria	Member (Special Invitee)	CEO Inspirebridge Technologies Pvt. Ltd.
9	Mrs. Shyamala Khobragade	Member (Special Invitee)	CEO Shatam Technologies

- Copy to- 1) Deans and HODs (CS/ETC/ME/CE/FY/TP)  
2) Administrative office  
3) Circulation among Teaching and Non-teaching staff  
4) Circulation among Classes  
5) All Notice Board  
6) Principal office file


  
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## Entrepreneurship Development Program Cell:

Ref. No.: SSIT/2022/Adm/1017  
Date: 07/02/2022




### OFFICE ORDER

**Subject: Establishment of Entrepreneurship Development Program Cell in the Institute**

The following committee for Entrepreneurship Development Program (EDP) Cell is established for overall development of Entrepreneurship skills and abilities among students;

Sr. No.	Name of Faculty	Position	Designation	Department
1	Mr. Ankush Bansod	Incharge	Assistant Professor	Civil Engineering
2	Mr. Pratik Putil	Member	Assistant Professor	Civil Engineering
3	Mr. Junsid Khan	Member	Assistant Professor	Mechanical Engineering
4	Ms. Prachi Bhure	Member	Assistant Professor	Computer Science and Engineering
5	Mr. Irfan Javed Qamrazzaman	Member	Assistant Professor	Electronics and Telecommunication Engineering
6	Mrs. Pooja Thakre	Member	Assistant Professor	Electronics and Telecommunication Engineering

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## Internal Complaint Committee:

Ref. No: SSIT/2022/Adm/A-1077

Date: 10/01/2022

Subject: Internal Complaint Committee (ICC)



As per AICTE regulations Internal Complaint Committee (ICC) for prevention and prohibition of sexual harassment of women Employes and Students and Redressal of grievances is formed as under.

SR.NO.	NAME	POSITION	DESIGNATION
1	Mrs. Pooja Thakre	Chairperson	Assistant Professor
2	Ms. Prachi Bhure	Member	Assistant Professor
3	Ms. Khushbu Bobde	Member	Laboratory Assistant (Non-Teaching)
4	Mrs. Pooja Panchabhai	Member	Junior Clerk (Non-Teaching)
5	Mr. Abhajeeth Nair	Member	Administrative Officer
6	Mr. Dhammpal Ukey	Member	NGO Representative (NGO working for women's empowerment )
7	Ms. Siddhi Pandey	Member	Senior Student (Final year Electronics & Telecommunication Engineering)
8	Ms. Nidhi Sharma	Member	Senior Student (Final year Civil Engineering)
9	Ms. Nisha Pakmode	Member	Senior Student (Third year Civil Engineering)

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SC/ST Committee:

Ref. No.: SSH/2021/Adm/A-1006.

Date: 10/01/2021.




Office Order

Subject: Committee for SC/ST

Committee for SC/ST is constituted (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, dated 11.09.1989) is as under.

SRLNO.	NAME	POSITION	DESIGNATION
1	Dr. Debabrata Dey	Chairperson	Principal
2	Ms. Yogita Raut	Secretary, Member (SC Category)	Assistant Professor
3	Mr. Ankush Bansod	Member (SC Category)	Assistant Professor
4	Mr. Avinash Daware	Member (SC Category)	Non-Teaching
5	Ms. Pooja Panchabhai	Member (ST Category)	Non-Teaching

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**Anti-Ragging Committee:**

Ref. No: SSIT/2022/Adm/A-1001  
Date: 03/01/2022



**OFFICE ORDER**

**Subject: Anti-Ragging Squad Committee formation**

The following Anti-Ragging Squad Committee is constituted for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the times.

**ANTI-RAGGING COMMITTEE**

SRLNO.	NAME	POSITION	DESIGNATION	Mobile No.
1	Dr. Debabrata Dey	Chairperson	Principal	8668615287
2	Mr. Juned Khan	Secretary, Member	Assistant Professor	8668745016
3	Mr. Vivek Gwali	Member	Assistant Professor	7507046855
4	Ms. Prachi Bhure	Member	Assistant Professor	9567638523
5	Mr. Pratik Patil	Member	Assistant Professor	7030788410
6	Mrs. Pooja Thakre	Member	Assistant Professor	9730032099
7	Mr. Abhijeeth Nair	Member	Administrative Officer	9049000177
8	Mrs. Ansha Musle	Member	Parent Representative	9604159641
9	Mr. Dhammpal Ukey	Member	NGO Representative	9309543986
10	Mr. Himanshu Bachale	Member	Student Representative	9340696469
11	Mr. Tejas Tulsikar	Member	Student Representative	9145206685
12	Ms. Susita Parate	Member	Student Representative	9130486922
13	M. Yugal Shandre	Member	Student Representative	9130529780
14	Ms. Madhuri Mohod	Member	Student Representative	7447653464
15	Mr. Rahul Rajas	Member	Student Representative	8149513161
16	Mr. Milind Govir	Member	Student Representative	8308134989
17	Incharge, Kalmeshwar Police Station	Member	Police Representative	07118-271227

स्व. डा. अमिताभदास  
पोस्टे. कर्मचारी

**Swaminarayan Siddhanta Institute of Technology**

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## Grievance Redressal Committee:

Ref. No. : SSIT / 2024 / Adm / A - 1145

Date: 16/12/2024



### Office Order

**Subject: Grievance Redressal Committee Formation**

As per the AICTE Notification, in order to provide opportunities for redressal of certain grievances of students and parents and others, Grievance Redressal Committee is hereby being constituted in the college, with following members.

SER.NO.	NAME	POSITION	DESIGNATION	PHONE NUMBER
1	Dr. Debabrata Dey	Chairperson	Principal	8668615287
2	Ms. Prachi Bhure	Secretary, Member	Assistant Professor	9561638523
3	Mr. Vivek Gawali	Member	Assistant Professor	7507046855
4	Mrs. Pooja Thakre	Member	Assistant Professor	9022656234
5	Mr. Pratik Patil	Member	Assistant Professor	8600476031
6	Mr. Junaid Khan	Member	Assistant Professor	8668745016
7	Mr. Irfan Javed Qasimuzzaman	Member	Assistant Professor	8055876750
8	Mr. Himanshu Bochale	Special Invitee	Student	9373819304

Dr. R. J. Andrew (9422119481) will be the "Ombudsman" of the college.

The committee is requested to contribute effectively to dispose the grievances at the earliest.

A registry to register the complaint, is established and kept in the Principal office.

On receipt of the registry will submit the same to the Member Secretary of the "Grievance Redressal Committee". The Committee will meet, with an information to the complainant on their day of convenience. An aggrieved student or parent may appear in person to present his/her case.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the college.

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## 2.5 INCENTIVES AND REWARDS

2.5.1 Based on their performance, contribution, and number of years of service at the Institution, staff members are eligible for the following incentives and rewards. Point d applies to staff employees who have served at the Institution for at least one year.

- a) For producing 100% results in a theory paper: Rs 1000/- Cash Award.
- b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- c) Professional Society Life Membership Fee - 100% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).
- d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years' experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years' experience at the Institution(1 program/Year)

2.5.2 Programs for teaching computer skills are available for free to support staff members. Additionally, they are eligible for fees and obligations for higher education under service contracts.

## 3. LEAVE

### 3.1 CASUAL LEAVE

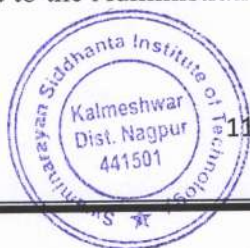
3.1.1. Depending on the date of joining, all employees are entitled to 15 days of CL, or a portion thereof, in a calendar year. Subject to the department head's consent, employees are free to use CLs as they see fit. Under no circumstances are unused CLs transferred over to the following calendar year. Employees who are eligible for CLs for the year may use them proportionately during the same calendar year.

3.1.2. A maximum of three CLs may be used concurrently. The days that fall on a holiday or on a weekend and are in the middle of a CL length are counted as CLs. CL may also be taken for a half day.

3.1.3. No other type of leave, other than DL, may be prefixed or suffixed to casual leave.

3.1.4. Prior CL sanction must be obtained by reporting to the authority.

3.1.5. Calling the reporting authority directly, as opposed to going through the subordinate, is permissible in cases of emergency. All CL forms must be approved by the relevant Department Heads before being submitted to the Administration office Department. The Principal or Director



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approves the CL of the Department Head. If the CL application has not already been submitted, it must be done so within four days after the CL's availability.

3.1.6. Neither ML nor CL can be compared to one another.

## 3.2 COMPENSATORY LEAVE

3.2.1 In general, the HOD must acquire the Principal's prior agreement before carrying out any job that will give the employees compensatory time off. However, compensatory leave for overtime work that was assigned to a staff member by the HOD on special occasions shall be granted with a justification and the HOD's written approval within three days of the date or duration of the job.

3.2.2. Later compensatory leave can only be taken if you apply to the Principal and get it approved Beforehand. Such compensated leave will be documented and kept on file in the office. Within two months of the actual working date, the compensatory leave must be taken. Casual Leave cannot be coupled with compensatory leave.

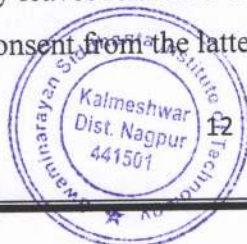
3.2.3. No employee shall be given compensatory leave for special classes, educational tours, university practical examinations, ISO, accreditation, AICTE/University inspections, emergency work, Saturday special hours, etc.

## 3.3 ON DUTY

3.3.1. Only with the previous written consent of both the Department Head and the Principal will On Duty Permission be provided. The employees must additionally sign in the record kept for On Duty usage.

3.3.2. The maximum number of working days that a member of the teaching staff may be ON DUTY during the course of an academic year is 15, and those days may be used to attend board meetings, central valuations, or to serve as an external examiner for practical exams related to universities or the AICTE. The staff must provide the competent authorities with proof that they have performed the desired duty. If not, the absence will be considered leave.

3.3.3. Any additional ON Duty leaves related to the college shall be specifically approved by the HOD or Principal, with prior consent from the latter.



  
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### 3.4 VACATION LEAVE

3.4.1. Vacation leave is only available to UGC-selected teaching staff members (Professors, Associate Professors, and Assistant Professors).

3.4.2. Only the vacation period may be used for vacation. The Principal will announce the vacation period. Typically, the semester and break go like this:

(i) Odd Semester – June to October succeeding Winter Vacation –  
November to December.

(ii) Even Semester – November to April succeeding Summer Vacation –  
May to June.

For both the Odd and Even semesters, the Vacation Period begins with the start of University Theory Examinations and concludes on the date indicated at the time.

3.4.3. Each member of the UGC-selected teaching staff who has completed two semesters of service is entitled to sixty (60) days of vacation time during the academic year.

3.4.4. Each vacation period may be divided into two spells, each lasting at least 15 days.

3.4.5. Vacation Leave cannot be coupled with CL, EL, CCL, DL, etc.

3.4.6. Vacation leave should be requested and approved well in advance.

3.4.7. Depending on the demands of the job, vacation leave may be limited or denied.

#### Guidelines & Rules for recommendation of vacation

- Suffixed, sandwiched, or prefixed Holidays and vacation days include Saturdays, Sundays, and weekends.
- Two slots are available for vacation and holidays. Exceptions are only permitted based on the Principal's recommendations.
- All paid duties, such as those related to supervision, exams, and central assessment, must, to the greatest extent possible, fall during the vacation/holidays. Given that these responsibilities are obligatory, the employee and the department head must be extremely cautious when suggesting a vacation or holiday period.
- Vacation and holidays can only be requested by the department head and approved by the principal if all of the departments, university's, and other obligations have been fulfilled.





Before leaving on vacation or holidays, the concerned employee must turn in all records and paperwork to the department head.

- Unless the institution's head approves differently, staff members taking vacation must be present on the first and last days of each term.
- All employees taking vacations or holidays must provide all pertinent information in the vacation/holiday format provided by the appropriate Head of Department.
- The head of the department must make sure that the regular operation of the department is not interfered with and that no work is delayed just because an employee is not available due to taking vacation or holidays.

### **3.5 EARNED LEAVE [EL]**

A reasonable compensation in the form of EL will be given if any employee is prevented from using their accrued vacation or holiday time because they are working on a specific assignment assigned by their supervisor. The length of EL is equivalent to half the days that the individual was detained during the vacation or holiday period in order to complete the specific task. Employees should utilize this EL throughout the inactive portion of the semester.

### **3.6 CONVERTING VACATION LEAVE INTO EARNED LEAVE**

3.6.1 Only 50% of the vacation time taken by teaching staff members, at the rate of one day of earned leave for every two days of vacation time, may be carried over to the following academic year.

3.6.2 Before taking use of earned leave, a request must be made in advance and approved.

3.6.3. Under no circumstances may CL, CCL, DL, or other leave be combined with earned leave.

### **3.7 EARNED LEAVE FOR NON TEACHING STAFF**

According to the following guidelines, every non-teaching employee of the college is eligible for earned leave:



  
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- Earned Leave will accrue at a rate of 15 days per year throughout the probationary term. 1 1/4 days each month. After the trial time, the pricing will be 30 days annually. 2 1/2 days each month.
- Before using earned leave, it must first be requested in advance and approved.
- Depending on the demands of the job, earned leave may be denied or limited.
- Only 20% of earned leave can be carried over to the following academic year by non-teaching personnel.

### 3.8 MATERNITY LEAVE

The following requirements must be met before the leave is granted to UGC selected lady employees:

- A minimum of three years of satisfactory service is required.
- The maternity leave can be no longer than three months.
- Should promise to work for two years after returning to their job and forgo vacation time to the extent of 0 days (at a rate of 30 days per year) during the ensuing summer break.
- Female non-teaching employees are only permitted to take advantage of 30 days under the aforementioned restrictions.

### 3.9 MEDICAL LEAVE

3.9.1 Depending on the date of joining, each employee is entitled to 10 days of full pay ML, or a portion thereof, each calendar year. For the purpose of receiving ML owing to illness or accident, an oral (in extreme situations) or written request will be necessary.

3.9.2 The Department Head, Principal, and Management will examine requests for ML extensions. A doctor's certificate and a fitness certificate must be submitted by an employee who has just returned from ML.

3.9.3 No medical certificate is required for one to three days of medical leave. There is a requirement to provide a medical certificate signed by an MBBS doctor for vacations lasting longer than three days.

3.9.4. Scheduled Absences: Absences with or without pay, whether planned or unplanned, must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of Department/Management.

