

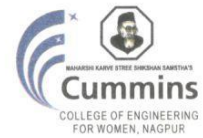


Maharshi Karve Stree Shikshan Samstha's
**Cummins College of Engineering
for Women**

Sharpening Engineering Acumen with a Difference

NAAC Accredited

Approved by AICTE, New Delhi & DTE, Mumbai
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University



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

At the top of the organizational structure, the College Governing Council and College Development Committee play a crucial role in making strategic decisions for the institution. The CDC is composed of members appointed by Samstha (the governing body), representatives from teaching and non-teaching faculty, and experts from academia, industry, and social service, as well as the IQAC (Internal Quality Assurance Cell) coordinator. The Principal acts as a member secretary in this committee. The representatives from teaching and non-teaching staff members in the College Development Committee act as an interface between the staff and the management, ensuring smooth functioning and timely implementation of policies defined by Samstha.

The Local Management Committee (LMC) is convened every two months to review the progress, approve various college activities, and sanction funds for procurement.

The Principal of the institution holds a significant position and is responsible for monitoring day-to-day academics, financial and administrative activities. The Principal also implements the policies set by Samstha for the college's development. His involvement and guidance is instrumental in aligning the college's actions with the strategic plan. He receives the input from all faculty members regarding academic design, planning & implementation. Additionally, the Principal oversees admissions, teaching-learning activities, placement activities, Research and Development (R&D) activities, Innovation & Entrepreneurship Development activities and maintains discipline among students and staff.

The Administrative Department in the institute plays a crucial role in managing various administrative tasks like Staff Management and Coordination, Financial



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Dr. Milind Khanapurkar
Principal
Maharshi Karve Stree Shikshan Samstha's
Cummins College of Engineering for Women
Hingna, Nagpur-441110.

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website : www.cumminscollege.edu.in

Mouje Sukli (Gupchup), Hingna, Nagpur-441110





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Management, Student Services, etc. The admin is also maintaining the record of all staffs like service book, daily attendance, Provident funds, Income Tax, Infrastructure maintenance and student related services etc. and maintaining and organizing administrative records, documents, and ensuring the smooth functioning of the institute.

The college has various committees and cells, each representing a department/portfolio. These committees play important role related to academic and administrative matters specific to their respective departments/ portfolio.

All the employees of the institute are aware of and comply with service rules to contribute to the overall success and reputation of the organization. Adherence to these rules helps create a positive working environment and ensures the delivery of high-quality services.

The institute uses transparent and merit-based processes for the appointment of personnel, ensuring that qualified individuals are selected for positions based on fair and established criteria. The institute follows a specific selection procedure for hiring teaching faculty, which involves receiving applications through newspaper and web advertisements. The applicants go through two levels of interviews before the HRD (Human Resources Department) makes the final appointment.

Establishing an Incubation Centre, Entrepreneurship Development (ED) Cell, and Industry Institute Interaction (III) Cell showcases the college's dedication to promoting innovation and entrepreneurship among students.

Encouraging faculty to attend various training programs and workshops helps in keeping them updated with the latest developments in their fields, contributing to the institution's academic excellence. College deputed faculties to attend STTP, FDP, Workshops, Seminars, and Training Programs to upgrade their knowledge.



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

The Cummins College of Engineering for Women is navigating the multifaceted landscape of higher education, the governance structures and administrative bodies serve as the pillars supporting the institution's aspirations for academic brilliance and holistic development. This provides a comprehensive insight into the meticulous design and execution of our institutional governance framework.

- Perspective plan and Deployment documents
- Governing Council
- Policy Documents
- R & D Policy
- IQAC Policy
- Administrative setup
- Service rules and procedures



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Perspective plan and Deployment Documents



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The Perspective Plan

To align with Institution's vision and mission, the college has a **Perspective Plan** as under:

- To achieve quality excellence in education and adopt best practices to facilitate an environment for self-learning and develop lifelong learn ability.
- To expand its resource expertise in other areas of engineering, CCOEW plans to start at least two more under graduate courses.
- To acquire the recognition for the institution as a BRAND for its significant contribution in Research & Development in engineering and technology.
- To develop conducive environment and provide facilities and support to produce women entrepreneurs.
- To become one of the most recognized technological institute for women in engineering fraternity.
- To increase interaction with the industries by exchanging skills, acquire Government and Industrial LIVE projects for students to make them industry ready at the end of the course.

In the institution, teaching faculty is always part of decision making process at any level. All important committees like CDC, Grievance Cell, recruitment committee, Anti ragging committee and IQAC have faculty representative as a member. The faculty member takes active participation in all discussions and provides input and views. These inputs are important in final decisions.



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STRATEGIC PLAN

1) Improvement on Academics

- a. Staff Training for better T/L process
- b. Staff Development
- c. Staff Enhancement
- d. Strict monitoring academics
- e. Student motivation

2) Improvement in Placement

- a. CRT modification
- b. More tests and analysis
- c. Technical CRT improvisation
- d. Improving student's awareness

3) Branding of College

- a. State level / National level activities
- b. College competitions,

4) Achieve full Admissions numbers.

- a. Should improve with all above steps
- b. Campaign is methodical; need to be more aggressive

5) NAAC certification

6) Industry Institute Interaction

- a. Visits of students and faculty
- b. Visits of entrepreneurs to college for mentoring
- c. Working on problem statements leading to industry projects
- d. MoU with local electronics Industry Association
- e. MoU with Mechanical and manufacturing sector association



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7) Government projects

- a. Apply for various funded projects with DST, HRD

8) Generate Funding for CURIOSITY – Technology Park

- a. Motivate students for start-up
- b. Apply to IEDC for funds
- c. ED motivational sessions;
- d. Training on product design

9) Generate funds for Samstha

- a. Look for donors for student's parent-ship
- b. Enhance Bhaubij Nidhi collection



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DEPLOYMENT DOCUMENT

1) Improvement on Academics

a. Staff Training for better T/L process

Institute encourages faculty members for short term training courses, workshops to improve teaching learning capabilities.

b. Staff Development

Institute organizes in campus faculty development programs and support for pursuing higher education.

c. Staff Enhancement

To enhance the quality of teaching learning process, institute provides facilities like NPTEL Video lectures, e-books etc.

d. Strict monitoring of academics

Academic head and committee ensures timely conduction of academic activities through LPTP, weekly and monthly reports, academic audit.

e. Student motivation

Institute arranges inspirational and motivational expert lectures for students. It also has teacher-guardian scheme for counseling students.

2) Improvement in Placement

a. CRT modification

Institute conducts campus recruitment training and aptitude tests for the students.. To keep the students up to the mark and aware of latest requirements, Institution also invites experts in the field.

b. More tests and analysis

In order to improve the performance level of students, institute conducts their aptitude tests periodically. The tests are analyzed by experts and corresponding feedback is provided to the students. The students are guided for further improvement.



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c. Technical CRT improvisation

Dedicated slot in time table is provided for technical CRT. Respective subject teacher/expert conducts the classes regularly. The students are exposed to GATE level questions. They are guided to attempt the questions correctly and in minimum time. This technique creates interest and supports the students to opt for higher education through competitive exams.

d. Improving student's awareness

The student's awareness towards requirement of industry is improved through continuous efforts. The Industry Lectures are conducted in each department, wherein Industry experts are invited as guest faculty. Also seminars and workshops are organized, where industry experts directly interact with students and provide information regarding latest industrial developments and requirements.

3) Branding of College

a. State level / National level activities

The college plans to provide excellent academic, research and sports facilities to the students. The students are encouraged to participate in state/national level technical and sport competitions. Then the successful students will be the Brand Ambassadors of the institution.

b. College competitions

College wants to establish a competitive environment in the campus for in-campus as well as outsiders. The institution is developing required facilities in the campus to organize high level technical, Cultural and sports activities.

4) Industry Institute Interaction

a. Industrial Visits of students and faculty

To strengthen Industry Institute Interaction and relation, the institution has formed III Cell. It organizes industrial tours and visits students and faculty to reputed industrial organizations.

b. Visits of entrepreneurs to college for mentoring

Inspirational lectures by experienced entrepreneurs, Curiosity Technology Park, formation of ED cell are the major initiatives taken by the institution. Through this the students are inspired and motivated to become entrepreneurs.



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Cummins College of Engineering for Women
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c. Working on problem statements leading to industry projects

Industry problems are invited to the college and Students and faculties are encouraged to accept the challenge and give solution to industry in stipulated time frame through their project.

d. MoU with local electronics Industry Association and Mechanical and manufacturing sector association

Institute is taking efforts to Increase the participation of industry in development of all departments and the institute. To achieve this, institution plans to sign MoUs with electronic and mechanical industries and raise number of live project.



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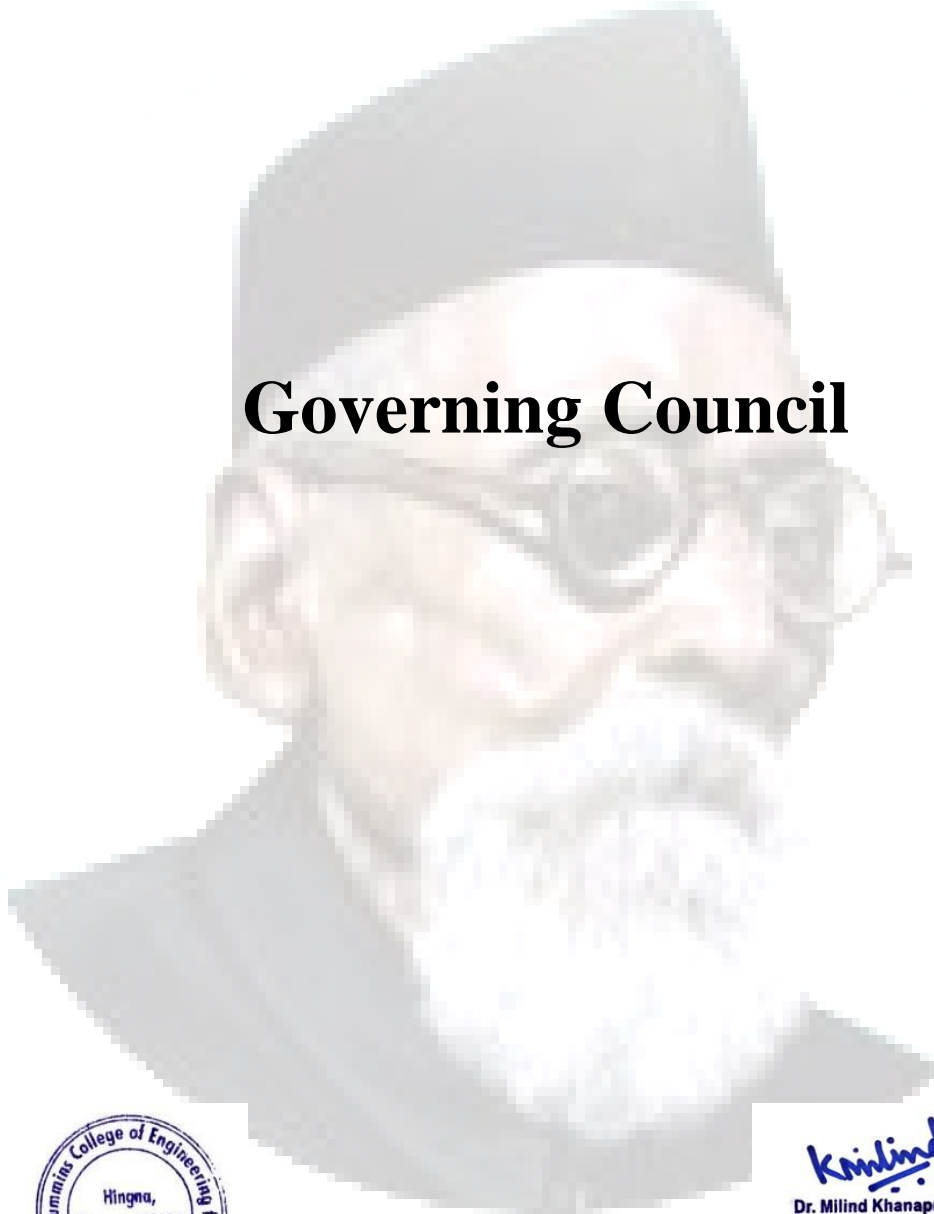
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Governing Council



Milind

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Principal

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“शीलं परं भूषणम्”



CCOEW/108/2021

Date :- 24.03.2021

To,

Shri. Jayant Inamdar
Chairperson

Sub :- Restructuring of Governing Council of Cummins College of Engineering for Women, Nagpur

Sir,

In view of taking over by new management committee, restructuring of Governing Council Committee was discussed in Local Management Committee meeting of Cummins College of Engineering for Women on dated 20.03.2021 will be once in 6 months under your chairmanship. We solicit your presence & guidance whenever meeting is convened. The Committee formation is as follows.

- Shri. Jayant Inamdar, Chairperson
- Shri. Ravindra Deo, Member
- Dr. Dhananjay Kulkarni, Member
- Dr. PVS Shastry, Member
- Shri. Hemant Ambaselkar, Member
- Shri. Shrikant Gadage, Member
- Smt. Shilpa Pande, Member
- Smt. Sangeeta Deshpande, Member
- Shri. Pradeep Joshi, Member
- Representative of DTE
- Representative of AICTE
- Representative of MIHAN State Govt.
- Representative of RTMNU
- Mr. Shegaonkar, President MIA
- Dr. Sanjivani Shastri, Member CCoEW
- Dr. Bharatbhushan Joshi, Member-Secretary

Dr. Bharatbhushan Joshi
Principal & Member Secretary

Copy to all members



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Ref No. CCOEW/143 /2016

Date: 14/03/2016

To,
Shri. Promoad Gorhe
Chairman, MKSSS

**Sub: Restructuring of Governing Council of Cummins College of
Engineering for Women, Nagpur.**

Sir,

In view of taking over by new management committee, restructuring of Governing Council Committee was discussed in Local Management Committee meeting of Cummins College of Engineering for Women on dated 25.02.2016. The frequency of Governing Council meeting will be once in 6 months under your chairmanship. We solicit your presence & guidance whenever meeting is convened. The Committee formation is as follows.

- Shri. Promoad Gorhe, Chairperson
- Prof. N.D.Patil, Member
- Shri. Jayant Inamdar, Member
- Shri. Prakash Karandikar, Member
- Shri. Vilas Poidar, Member
- Dr. PVS Shastry, Member
- Shri. Milind Kukade, Member
- Shri. Sudhakar Kunte, Member
- Dr. Gulabrao Thakre, Nominee DTE
- Shri. Vishram Jamdar, Industrialist and Educationist
- Nominee WRO AICTE
- ED of MIHAN, Rep. State Govt
- Nominee University
- Dr. Sanjeevani Shastry, Member Ccoew
- Dr. B.P. Joshi, Principal, Member-Secretary


Dr. B.P. Joshi
Principal & Member Secretary

Copy to all members




Dr. Milind Khanapurkar
Principal
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Policy Documents



Kindred

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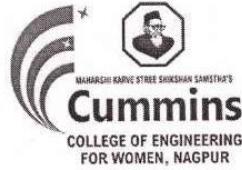
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Institute Policies

Establishment Year 2010



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Kaivalya
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Staff Policy Document

The Staff Policy Document is prepared to make all staff working at Maharshi Karve Stree Shikshan Samstha's Cummins College of Engineering for Women, Nagpur aware of rules and regulations that governs their working in the institute. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change / modify the policies as and when necessary and apply their discretion in specific cases.



Maharshi Karve Stree Shikshan Samstha
Cummins College of Engineering for Women
Hingna, Nagpur 441110.

About the trust

- a) **Name of the trust:** Maharshi Karve Stree Shikshan Samstha.
- b) **Registered Address:** Karvenagar, Pune 411052.
- c) **Registration Number:** F-51, Bombay Public Trust Act 1950.
- d) **Board of trustee:** Cummins College of Engineering for Women, Nagpur is running under the Maharshi Karve Stree Shikshan Samstha trust. Rules and regulations for governance are framed by the governing body and managing committee members is apex governing body.

About the Institute

General Information

- a) **Name of the Institute:** MKSSS's Cummins College of Engineering for Women, Nagpur.
- b) **Address of the Institute:** Kh No. 169/1/2/3/4, 170/1, Mouje Sukli (Gupchup), Tah: Hingna, Dist: Nagpur 441110.
- c) **Contact Details:** 07104-280054, 09657667030.
- d) **AICTE Permanent ID:** 1-10217584
- e) **College ID No. by DTE, Mumbai:** EN4304
- f) **RTM Nagpur University College ID Number:** 952
- g) **Branch and Intake Capacity:**
 - **Computer Engineering :** 60 Intake
 - **Mechanical Engineering:** 60 Intake
 - **Electronics & Telecommunication:** 60 Intake
- h) **Vision of the Institute:** Empowerment and enrichment of women professionals through education, innovative training of life skills and job skills, for pioneering the entry of women in the latest technological areas and job domains; encouraging self employment and through sensitizing awareness for women issues in the society.
- i) **Mission of the Institute:** To develop technically and academically sound women professionals having strong work-ethics and good human-being characteristics.



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- j) **Quality Policy:** We at Cummins College of Engineering for Women are committed to following quality policy leading to an all round sustainable development of the institute
- The QUALITY is controlled by transparency and accountability of our efforts and is monitored through suitable combination of self and external quality audits.
 - In the self financing environment, our acts strive to meet, delight and exceed explicit as well as implicit expectations of four stakeholders of engineering education: Parents, Students, Faculty and Industry.
 - QUALITY is an ongoing process, periodic assessment and accreditation from authorized agencies, guiding us towards the desired goals.



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We at Cummins College of Engineering for Women are committed to following quality policy leading to an all round sustainable development of the institute

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RESOURCE MOBILIZATION POLICY

The institution has the following strategies for mobilization of funds:

MKSSS is a charity Samstha. All funds and donations are given to Samstha. Samstha provides funds to run the existing institutions.

The Institution Cummins College of Engineering for Women, Nagpur is approved by AICTE and DTE. It is affiliated to RTMNU. Therefore the Institute is eligible to receive various State Government Scholarships such as Samajkalyan, OBC, SC/ST and EBC. The fees received from students are approved by Fee Regulating Authority.

Samstha provides funds for conducting day to day activities of college. Samstha also provides funds for advertisement, sponsoring of social and technical events or any other activity found suitable for progress of the institutions under the Samstha.

The Samstha can arrange funds by means of overdrafts or cash credits, borrow money or raise loans by pledge or mortgage of the property of the Samstha or otherwise, for furtherance of any of the objects of the Samstha.

All moneys belonging to the Samstha shall be held in the following funds:

- a. **Pension Fund:** This fund shall be constituted by the Samstha from the contributions made by each Institution in which life workers and permanent employees may be working, to provide for the gratuity and pension payable to them according to the Bye-laws. The proceeds of insurance policies shall belong to the Samstha and shall be added to the fund.
- b. **Endowment fund:** This fund shall consist of all donations, the income alone of which is to be used according to the intension of donor for some specific purpose such as scholarships and prizes, but the corpous of which is to remain permanent.
- c. **Foundation fund:** All donations which are intended by the donors to be kept permanently with the Samstha shall constitute the fund. Only the income of the fund by way of interest shall be used for the current expenditure.
- d. **Permanent fund:** All donations of Rs. 500 or more given in lump sum without any condition attached thereto will be put in this fund. No expenditure shall be incurred from this fund except with the sanction of the General Body by an extraordinary resolution, passed as hereinafter mentioned, for expenditure on immovable property. But the income of the fund by way of interest shall be used for current expenditure.
- e. **Reserve fund:** All donations of Rs. 100 and above but below Rs. 500 given in lump sum without any condition attached and other income will be held in this fund, to cover the



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deficit in the current expenditure, when necessary. But the income of the fund by way of interest shall be used for current expenditure.

- f. The managing committee may constitute and utilize special funds such as building funds, depreciation funds etc for a specific purpose. The board of life workers may establish life workers' fund for their mutual benefit according to the Bye-laws made by them from time to time. The board of life workers shall exercise full and exclusive control over this fund.



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- To acquire the recognition for the institution as a BRAND for its significant contribution in Research & Development in engineering and technology.
- To develop conducive environment and provide facilities and support to produce women entrepreneurs.
- To become one of the most recognized technological institute for women in engineering fraternity.
- To increase interaction with the industries by exchanging skills, acquire Government and Industrial LIVE projects for students to make them industry ready at the end of the course.

In the institution, teaching faculty is always part of decision making process at any level. All important committees like CDC, Grievance Cell, recruitment committee, Anti ragging committee and IQAC have faculty representative as a member. The faculty member takes active participation in all discussions and provides input and views. These inputs are important in final decisions.



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7) Government projects

- a. Apply for various funded projects with DST, HRD

8) Generate Funding for CURIOSITY – Technology Park

- a. Motivate students for start-up
b. Apply to IEDC for funds
c. ED motivational sessions;
d. Training on product design

9) Generate funds for Samstha

- a. Look for donors for student's parent-ship
b. Enhance Bhaubij Nidhi collection



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DEPLOYMENT DOCUMENT

1) Improvement on Academics

a. Staff Training for better T/L process

Institute encourages faculty members for short term training courses, workshops to improve teaching learning capabilities.

b. Staff Development

Institute organizes in campus faculty development programs and support for pursuing higher education.

c. Staff Enhancement

To enhance the quality of teaching learning process, institute provides facilities like NPTEL Video lectures, e-books etc.

d. Strict monitoring of academics

Academic head and committee ensures timely conduction of academic activities through LPTP, weekly and monthly reports, academic audit.

e. Student motivation

Institute arranges inspirational and motivational expert lectures for students. It also has teacher-guardian scheme for counseling students.

2) Improvement in Placement

a. CRT modification

Institute conducts campus recruitment training and aptitude tests for the students.. To keep the students up to the mark and aware of latest requirements, Institution also invites experts in the field.

b. More tests and analysis

In order to improve the performance level of students, institute conducts their aptitude tests periodically. The tests are analyzed by experts and corresponding feedback is provided to the students. The students are guided for further improvement.



c. Technical CRT improvisation

Dedicated slot in time table is provided for technical CRT. Respective subject teacher/expert conducts the classes regularly. The students are exposed to GATE level questions. They are guided to attempt the questions correctly and in minimum time. This technique creates interest and supports the students to opt for higher education through competitive exams.

d. Improving student's awareness

The student's awareness towards requirement of industry is improved through continuous efforts. The Industry Lectures are conducted in each department, wherein Industry experts are invited as guest faculty. Also seminars and workshops are organized, where industry experts directly interact with students and provide information regarding latest industrial developments and requirements.

3) Branding of College

a. State level / National level activities

The college plans to provide excellent academic, research and sports facilities to the students. The students are encouraged to participate in state/national level technical and sport competitions. Then the successful students will be the Brand Ambassadors of the institution.

b. College competitions

College wants to establish a competitive environment in the campus for in-campus as well as outsiders. The institution is developing required facilities in the campus to organize high level technical, Cultural and sports activities.

4) Industry Institute Interaction

a. Industrial Visits of students and faculty

To strengthen Industry Institute Interaction and relation, the institution has formed III Cell. It organizes industrial tours and visits students and faculty to reputed industrial organizations.

b. Visits of entrepreneurs to college for mentoring

Inspirational lectures by experienced entrepreneurs, Curiosity Technology Park, formation of ED cell are the major initiatives taken by the institution. Through this the students are inspired and motivated to become entrepreneurs.



c. Working on problem statements leading to industry projects

Industry problems are invited to the college and Students and faculties are encouraged to accept the challenge and give solution to industry in stipulated time frame through their project.

d. MoU with local electronics Industry Association and Mechanical and manufacturing sector association

Institute is taking efforts to Increase the participation of industry in development of all departments and the institute. To achieve this, institution plans to sign MoUs with electronic and mechanical industries and raise number of live project.



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PURCHASE POLICY

Maharshi Karve Stree Shikshan Samstha is a Charity Samstha. Every year Samstha prepares budget in the month of February. As per the policy of Samstha, every institute has to prepare make their own budget by January. Institution head puts up Budget to Local Management Committee for approval. After discussion and suggestions, Budget is finalised in LMC. After consolidation of all institutional budgets, Samstha makes one budget to be submitted to Charity Commissioner.

The purchase procedure is as follows –

- As per the semester-wise requirement, HOD of every department put up the Demand (as per form no ADM/07) for purchasing new items for the permission of Principal, after sanction by Principal, final approval is given by Chairman of Local Management Committee.
- The demand is referred to purchase committee which calls for the quotations (minimum 3 are required) with detail specification.
- After receiving quotations, Comparative Chart is made and put up to Purchase Committee approval.
- At the time of Purchase meeting the suppliers are called for negotiations.
- After the finalization of supplier/ contractor, admin department prepares Purchase Order with all terms and condition and is duly signed by Principal and Chairman.
- After receiving of the material, HOD makes Goods Received Note (As per form no ADM/08)/ Service report (as per form no ADM/06) for quality of goods received in as per specification. After submitting GRN, HOD will recommend for payment.
- After recommendation of payment, Principal approves the payment note and payment is released as per payment condition.



Maintenance Policy

1) Building Maintenance:

Samstha has separate department for maintenance of land and building at campus. Whenever, any institute suggests some modification or changes in the infrastructure, proposal shall be put up in the Local Management Committee (LMC) first. Detail discussion is done in the LMC, and after LMC approval the proposal is to send to Head Office for Vastu Committee for its approval. After Vastu Committee approval, Maintenance department calls for quotations and makes Comparative statement. LMC or Vastu Committee finalizes the contractor for work. Maintenance Department makes Work order with all specifications. After completion of the work, respective HOD/ AO/ Head of institution sends his report along with his recommendation for release of payment.

2) Equipment Maintenance:

In case of any equipment goes faulty, it is first checked if it is under warranty. If yes, then it is sent to the manufacturer/ supplier for repair. If not, then it is checked by committee of internal experts if it can be repaired in-house. In case of feasibility, it is tried. If not, then it is sent to manufacturer for repair. If demand for repair is approved by Principal, Lab attendant or maintenance department can call the vendor for repairing. Any equipment sent for repair out of campus, HOD will make Gate Pass for sending the material out of campus. If equipment is beyond repairs then it is recommended to be written-off to LMC. Only after approval of LMC the equipment is written-off.

3) Electrical Maintenance:

Institute has appointed wireman post in maintenance department. If any equipment is not working, Department head can send letter for maintenance through Principal. Maintenance department takes appropriate action for either change of the equipment or repair the equipment.

4) IT related complaints:

Institute has maintained register with Head of the Computer Department. If any IT related problem is creates, it is must enter problem in the register. HOD Computer Department is coordinate with Technical Assistants everyday for to resolve the problems.



HR Policy

HR Policies for University approved faculty, Adhoc faculty and non-teaching faculty are given below -

1) For teaching faculty:

a) For University Approved staff

In order to recruit teaching faculty, rules of AICTE for required numbers as per intake and UGC norms for qualification are followed. The first step is to obtain NOC from college section of University. After receiving NOC for sanctioned posts, Institute prepares common roster for both engineering colleges. The Institute takes clearances from BC Cell and takes approval of government of Maharashtra for roster. The institute then publishes the advertisement in the Newspapers calling for candidate's applications. Selection Committee is obtained from University for interviewing of candidates. After receiving list of members, institute fixes dates of interview and sends letters to eligible candidates for interview. At the time of interview, Selection committee members of University, Management members of institute and Principal are present. The selection report of Committee is sent to University for getting approval.

b) For Adhoc staff:

To recruit Adhoc faculty, institute takes permission from Local HRD committee and then publishes advertisement in local newspaper and Website. Application are scrutinised and candidates are called for interview. The selected candidates are appointed for academic period up to 30th April/ 15th May depending on need.

2) For Non-teaching faculty:

Approval of Local HRD committee is must for to appoint non-teaching faculty. After approval proposal is to be send to Head office for approval by Central HRD committee. Institute gives advertisement in local newspaper and applications are received are scrutinized. Institute calls eligible candidates for interview. Sometimes test is conducted to eliminate candidates. Local HRD committee members take interview and select most suitable candidate. Local HRD committee members have powers to transfer any non-teaching faculty within Samstha.



General Aspects of Resignation and Suspension

1 Resignation & Retention Policy:

a. Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so. If any employee (Adhoc) wants to give resignation to college, he shall give one month prior notice to Institute otherwise he shall pay one month salary as a notice pay to institute. If any employee (Permanent) wants to give resignation to college, he shall give three months prior notice to institute otherwise he shall pay 3 months' salary as a notice pay to institute.

b. Principal/ Head of the Department conduct the Exit Interview.

c. Employee who resign during academics semester is relieved after academics sessions keeping in mind the interest of the students or they may be relieved only in exceptional cases.

2 Handing Over:

Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. He should submit the clearance form to Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'Clearance' is obtained from the Principal on or before the last day of work.

3 Suspension:

a. Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.

b. The employee's immediate superior may affect dismissal or suspension when the Principal determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to



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the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

c. An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover pay at his / her regular rate, at the discretion of the Management and the Guideline of RTM Nagpur University.

4 Discipline:

i. **Uniform and I-card:** The Lab attendant's and peons staff should wear uniform on every day. 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.

ii. **Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.

iii. **Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only three times late arrival of 10 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 4 late arrivals one half day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.

iv. **Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave, if any staff is going out of campus it is must to make entry in movable register at security cabin and department. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

v. **On Duty leave:** All staff members should fill up the printed ON DUTY 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, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof



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must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.



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Dr. Milind Khanapurkar
Principal
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Performance Evaluation Policy

- 1) **Job Evaluation:** It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self appraisal form' after the completion of an academic year.
- 2) **Self Appraisal form**
 - a) **Performance Appraisals:** Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute.
 - b) **Parameters of Evaluation:** Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.
 - i) **Student Feed Back:** Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office.
 - ii) **Lecture monitoring:** Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the Principal. This will be maintained in Head of the Department /Principal's office Appendix.
- c. **Training and Development Programs for Teaching /Technical / Supporting staff:**
 - i. From time to time the Management deputed staff for training both outside and within the organization on the recommendations of the Head of Department. Employees are also encouraged to go for trainings sponsored by Indian Society for Technical Education,



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RTM Nagpur University, Directorate of Technical Education, University Grants Commission and All India Council for Technical education etc.

ii. The institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the institute.

iii. At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.

iv. For all paper presentations the expenses are borne by the Institute as per the norms decided.

v. A record of training is to be kept by the all employees in their personal files. The institute encourages and supports the training and development of all its staff members and is dedicated to promote a vibrant team of employees.



Disciplinary Action Policy

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.

ii. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.

iii. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

iv. The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.

v. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Principal. If the explanation is unsatisfactory, an appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.



Other Policies

- i. **Security & Vigilance on campus:** Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also installed cameras in important locations as outdoor security monitoring.
- ii. **Counseling Facility:** College has separate counselor for students and staff members. Students and mentors are requested to take the benefit of this facility.
- iii. **Biometric Attendance facility:** Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.
- iv. **Uniform for non-teaching staff (Lab Attendants & Peon staff) and student community:** The staff, students must wear uniform on every day. If any particular student or 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.
- v. **I-Card Policy teaching faculty, non-teaching staff and student community:** The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member.
- vi. **Ban on consumption of Gutkha/Tobacco/Alcoholic products on campus:** Gutkha / Tobacco / Alcoholic
- vii. **For students:** Any students do not leave the campus in college time. If any emergency she should take permission from respective HOD then she will leave the campus. If any hostel student wants to go outside of the campus other than college period, she should take permission from Matron of the hostel.
- viii. **Exam Grievance:** Any student have any grievance regarding exam she should contact with Exam Grievance cell to solve the problem.
- ix) **Ragging:** If any student face ragging problem, she should contact to Anti Ragging Committee of the college.



Benefits and Incentives

- 1. Employees Incentive:** Employee receives incentives in the form of additional increments and dearness allowance every year depending upon the students' feedback and performance appraisal results.
- 2. Children / Spouse Education Facility:** Children studying in Maharshi Karve Stree Shikshan samstha's institutes and whose parents are employees of Cummins College of Engineering for Women, Nagpur can avail of a waiver of 10% on the tuition fees.
- 3. Provident Fund:** Contributory Provident Fund Scheme is made available as per Provident Fund rules.
- 4. Mediclaim Facility:** Every year samstha has made Mediclaim facility for staff. Employee has get Mediclaim card from concern insurance company and list of hospitals for cashless facility. Limit is up to Rs. 1 Lac)
- 5. Leave Encashment Facility:** Every year samstha has made provision with LIC for employee for his encashment after retirement. There is facility for non teaching staff. At the time of retirement he get balance leave encashment.
- 6. Conference & Membership:** Teaching faculty get financial assistance for attending reputed national and international conferences. They are also motivated by funding the registration charges, Travelling allowance during conference with due permission of authority.
- 7. Patent and copyrights.** Faculty is motivated by funding for the process of patent and copyright. If patent and copyright is applied from the respective department of the institute.



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Leave Rules

Leave rules:

S.No	Particulars	CL	EL	ML	Vacation (Summer)	Vacation (Winter)
1	Principal	12	30	10	----	----
2	Teaching Faculty (Approved & Permanent)	12	----	10	15	10
3	Teaching Faculty (Approved on probation or Adhoc with more than 3 years CCOEW Experience)	12*	-----	10	15	10
4	Teaching Faculty (Adhoc new)	8	----	4	-----	-----
5	Non-teaching faculty (Permanent)	8	30	10	-----	-----
6	Non-teaching faculty (Adhoc)	8	----	----	-----	-----

*CL will be applicable in proportion to your date of joining in Cummins College of Engineering for Women, Nagpur.

Leave Rules

Total applicable leave to teaching staff

- 1) Casual Leave: 12 (1st June to 31st May) per year
- 2) Medical Leave 10 (1st July to 30th June) per year or 20 half pay for full term
- 3) During vacation period the employee will have to join the duties, if required by college.
- 4) Vacation Leave: as per the table above 1:3 com off will be credited for any duty assigned by Samstha or exam duty during vacation.
- 5) Vacation can be availed only during closure of the one academic session & opening of next.

Rules about availing the leaves:

- 1) Leave cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- 2) The application for leave shall ordinarily be sent before the date from which casual leave required.
- 3) The employee shall not be entitled for more than 3 days casual leave / Comp off leave at a time. Holiday or Sundays falling between the periods of casual leaves shall not be counted as casual leave.



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- 4) The vacation leave of each department shall be planned by HOD in such a staggered manner, so that at a time all faculty of the department do not process the vacation.
- 5) The casual leave / comp off shall not be prefixed or suffixed to vacation or other type of leave. (Medical or earned)
- 6) The teacher shall remain present on the first and the last day of each term.
- 7) The medical leave more than 3 days shall be granted only on the production of medical fit/unfit certificates.
- 8) The teacher attending the meeting / conferences / seminar /other courses any other non-remunerative official business of the University / College/ Institute shall obtain prior sanction of On-duty leave.
- 9) No reminder shall be given by the office for non-submission of the leave application and that period shall be treated as unauthorized absence and shall be produced before the local managing committee.
- 10) Teaching faculty will earn their Summer Vacation or winter vacation as per their appraisal marks.



Code of Conduct

Preamble

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behavior of the students. Our Motto is Sharpening Engineering Acumen of women with a Difference. "To develop women professionals who are academically and technically sound with strong work ethics and above all good human beings". The purpose of this code of conduct is to make the students and teachers familiar about the rules and regulations of the institute and to progress towards the achievement of the mission and vision of the institute.

Code of conduct for students:

- All the students should follow the dress code prescribed by the college
- Should attend National anthem daily
- All are required to attend all classes regularly
- Should maintain the discipline and silence in the premises
- Cell phones should be switched off while in the classrooms, labs or in library and are strictly prohibited in the exam hall.
- Internet/ Wi-fi to be used only for academic purposes
- All students should wear identity card while on the premises and should carry with them all the time
- Any type of malpractice is strictly prohibited
- No student shall leave the premises before the college timing without the prior permission of HOD/class teacher
- Hostel students should take prior permission of respective HoD's and warden for night out.



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- Students should switch off the lights and fans whenever not required or before leaving the class room
- Any student if found guilty of or abetting, actively or passively or being part of a conspiracy to promote ragging will be punished as per the law
- Students will respect all staff and fellow students, juniors and students of other colleges on campus
- Smoking and tobacco consumption is strictly prohibited on the campus.

All the students should maintain the discipline and obey the instructions given by higher authority time to time. Any student found exhibiting prohibited act mention in this code of conduct shall invite disciplinary action.

Code of conduct for Teachers

- Everyone will work within the frame-work of organizational structure, policies and directions as may be given by the Management from time to time apart from teaching assignments.
- Employee of the Samstha will not undertake any other business work either on payment or otherwise or private coaching.
- Smoking and tobacco consumption is strictly prohibited on the campus.
- Teachers and staff are expected to improve their knowledge base through continuous learning, execution of industry projects and conduct of STTP, workshop etc.
- Staff should submit original set of documents & one set of certified true copies of relevant testimonials such as Degree certificate, Date of birth certificate, mark sheets, experience certificate, caste certificate, change of name certificate (if any), etc. before joining your duties. While joining the duties, you are required to produce two passport size photographs, and relieving certificate from previous employer & last pay certificate (if any).
- Every staff are requested to state the correct postal address as soon as you join the duties and any change in the address given earlier, should be communicated to the Principal through Admin office.
- Staff will not conduct or engage yourself in any private tuition or private coaching classes.



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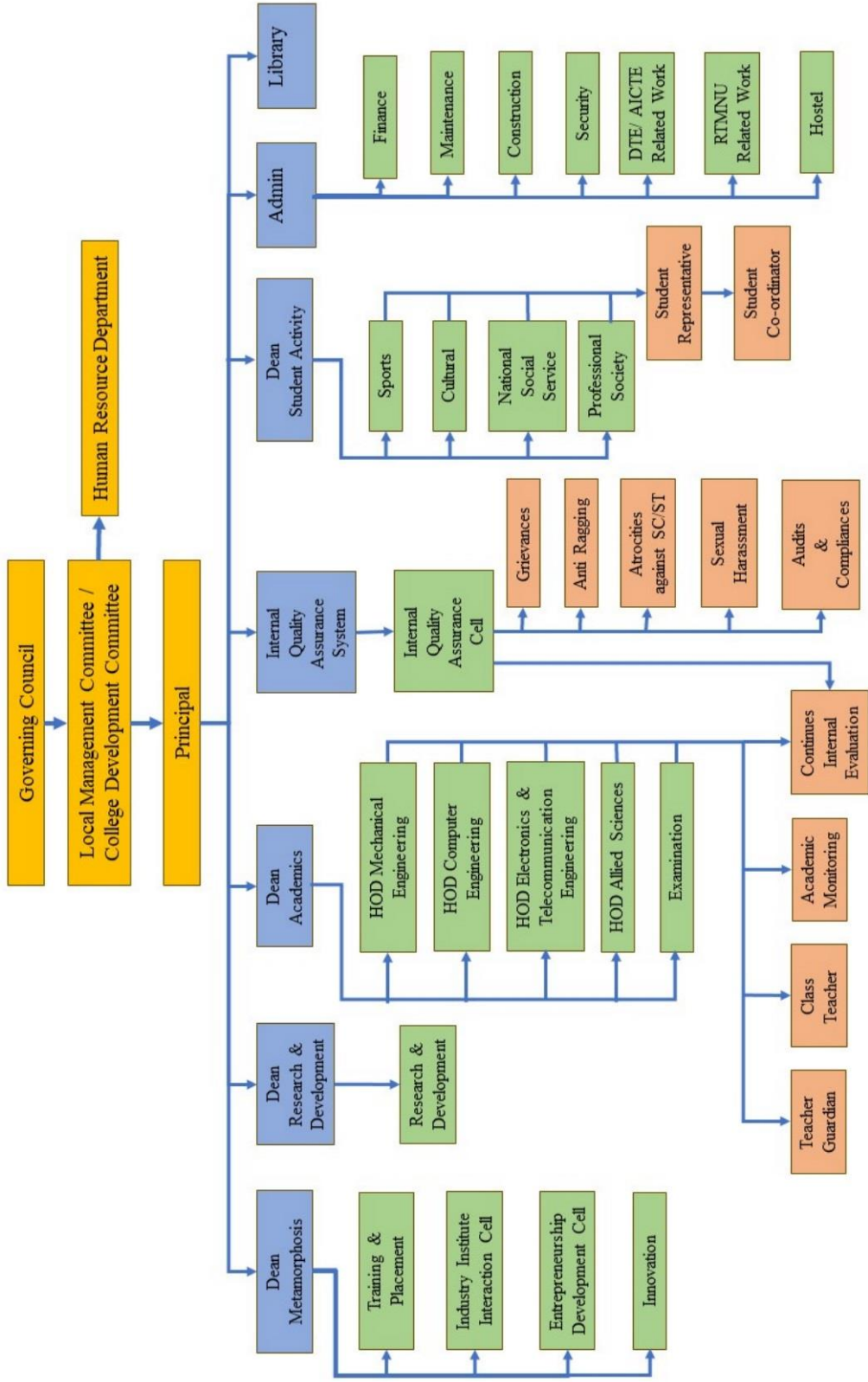
- If any staff wants to pursue any higher education they are required to take prior permission of the competent authority of Samstha / College.
- Staff will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service.
- Staffs appointment may be terminated, at any time, by giving one month notice or one month pay in lieu of required notice period.
- Staff may leave the job by resigning & giving one month's notice to college ensuring completion of teaching session / tasks in your hand.
- If any staff is found absent continuously for more than Ten days without permission, your services will stand terminated. You will be liable for disciplinary action and punishment decided by the Samstha in case of such absence.
- Staff has to communicate your acceptance of this appointment to the college within seven days from the date of receipt of this order of appointment, failing which your appointment will treated as cancelled.

Professional Ethics

- Teachers should be caring, fair and committed to the best interest of students.
- Seek to develop positive relationship with all students, colleagues, parents and management.
- Work to establish and maintain the culture of samstha
- Respect themselves, their professional status, qualification and experience with honesty
- Avoid conflicts between their professional work and personal interest
- Apply their knowledge and experience in facilitating students' progress
- Create an environment where students can become active agent in the learning process and develop lifelong skills.
- Develop teaching-learning and assessment strategies that support the overall development of the students
- Maintain their professional knowledge updated.
- Avail the opportunity for career long professional development.



MKSSS's Cummins College of Engineering For Women, Nagpur
ORGANOGRAM



Dr. Milind Khanapurkar
Principal
Maharshi Karve Stree Shikshan Sanatha's
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Section – II - Self Appraisal

1.	Brief description of duties assigned	
2.	Performance at Actual	

Signature of Employee



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1	Assessment of the work output (This assessment should rate the staff vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade)			
		Reporting Authority	Reviewing Authority	Initial of Reporting Authority
i.	Accomplishment of assigned duties			
ii.	Quality of output			
iii.	Accomplishment of exceptional work / unforeseen tasks performed			
	<u>Overall Grading on "Work Output"</u>			
2	Assessment of personal attributes (on a scale of 1-10)			
		Reporting Authority	Reviewing Authority	Initial of Reporting Authority
I	Attitude to work			
II	Sense of responsibility			
III	Overall bearing and personality			
IV	Communication Skills			
V	Moral courage & willingness to take a professional stand			
VI	Leadership qualities			
VII	Capacity to work in time limit			
	<u>Overall grading on Personal Attributes</u>			
3	Assessment of Functional Competency (on a scale of 1-10)			
		Reporting Authority	Reviewing Authority	Initial of Reporting Authority
I	Dependability			
II	Teamwork			
III	Work Product			
IV	Decision Making			
V	Adaptability			
	<u>Overall grading on Functional Capacity</u>			
4	<u>Overall grade (on a score of 1-10)</u>			

Date:

Signature of the Reviewing Authority



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CUMMINS COLLEGE OF ENGINEERING FOR WOMEN, NAGPUR

Confidential Performance Appraisal of Teachers

Part-I
Self Appraisal

1.0 Personal Information:

1.1	Name :	
1.2	Designation :	
1.3	Department :	
1.4	Date of Birth :	
1.5	Area of Specialization :	
1.6	Professional memberships:	

2.0 Academic record:

	Degree	College / University / Institute	Year of Joining	Year of Passing	Class / Division
2.1	Graduation				
2.2	PG				
2.3	Ph.D./ Mphil				

3.0 Research Experience & Training:

3.1	Research stage M.Phil/NET/SET/B.E/M.E/Ph.D.	Title of work	Place of work (College/ University)
3.2	Research projects	Project Title	Sponsored by
3.3	Training programs attended in last years	Name of Training program	Venue of training
3.4	Conferences attended in last year	Subject/Theme	Name & venue of the Conference/ Seminar
3.5	No. of Papers Published	Title of the Paper	Journal



CUMMINS COLLEGE OF ENGINEERING FOR WOMEN, NAGPUR

Confidential Performance Appraisal of Teachers

Part –II

(To be filled by Teacher and commented by Reporting/ Reviewing Authority)

Name of Teacher: _____ Designation: _____

Name of Department: _____

4.0 Teaching Experience & Performance:

Level: FY/SY/TY/BE	Course/ Subject/ Laboratory	Load per week L/T/P	Percentage of syllabus coverage	Performance in the subjects taught
Sem – I / III/ V/ VII				
Sem – II / IV/ VI/ VIII				

5.0 Innovations / Contributions & Special efforts in Teaching: (Attach reports wherever possible)

		To be filled in by the Teacher	Comments of Reporting Authority	Comments of Reviewing Authority
5.1	Preparation of resource Material, Notes, manuals			
5.2	Teaching methods			
5.3	Laboratory preparation			
5.4	Counseling of Students			
5.5	Coordination duties			
5.6	Extra Curricular activities			
5.7	Participation in evaluation			
5.8	Any Other efforts taken			
5.9	Academic achievements			
5.10	Your expectation from Management. Give in Three sentences.			
Signatures				
		Signature of Teacher	Signature by Reporting Authority.	Signature by Reviewing Authority.



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Maharshi Karve Stree Shikshan Sanatha's
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Hingna, Nagpur-441110.

CUMMINS COLLEGE OF ENGINEERING FOR WOMEN, NAGPUR

Confidential Performance Appraisal of Teachers

Part-III

Confidential Sheet

To be filled by Reporting/Reviewing officer & countersigned by Management Committee.

6.0 Teacher's Assessment by Principal:

Name of the Teacher:		Designation:
Name of Department:		
Period of Assessment:	From Date:	To Date:
Name of Reviewing Officer:		Designation:

Reporting officer & Principal shall give independent marking on following qualities each on 10 point scale

Sr. No	Teacher's Quality	Reporting Officer (Out of 10 marks under each head)	Review by Principal (Out of 10 marks under each head)
6.1	Commitment towards teaching		
6.2	Punctuality/ Regularity		
6.3	Teaching methodology		
6.4	Student's feedback from classroom		
6.5	Handling of nonteaching assignments		
6.6	Handling of Coordination duties		
6.7	Handling students problems/ Counselling		
6.8	Interpersonal relationships & behaviour		
6.9	Efforts taken for improvement of college		
6.10	Research Attitude		
Overall Performance (Total of marks out of 100)		A =	B =
Signature of Assessing officers ->			

7.0 Overall rating: 30% (A) + 70% (B) =

7.1 Overall Rating: (tick appropriate box below)

Outstanding (81-100)	Very Good (61-80)	Good (41-60)	Average (21-40)	Below Average (1-20)

7.2 Specific Recommendation by Principal: (confirmation/ probation/ pay hike/ termination etc.)

Date:

Signature of the Principal

(Chairman)

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Self-appraisal (Part IV)

(asper HR policy regarding PLI and vacation for TF)

As discussed HRD meeting held in 2015, In order to create brand of CCoEW, It is required to change the performance expectations from teaching faculty and everyone has to contribute for all-round development of college. Following methodology has been formulated for judging contribution of each of the teaching faculty. Faculty will earn credit for his/her contribution towards college/ Samstha development and maintenance of strong academics in defined ways. The marking system depending on level of achievement is excellent/ Very good/ satisfactory. The credit earned are 3/2/1/0. Maximum marks are 40. To earn one's increment, vacation a minimum creditscore of 20 is to be earned satisfying conditions for each of the attributes defined here. **Please write self-appraisal only. Ranking and credits will be given by principal in personal discussion with individual faculty.**

Attribute	Write Self-appraisal	Ranking	Credits
a) Perfection towards teaching and strong academics (at least three)			
i. Completion of syllabus		Excellent (100%)/ Very Good (95%)/ Satisfactory (90%)	/3 /2 /1
ii. Special support to weak students (10 hrs/ sem/ subject)		Excellent (10Hrs)/ Very Good (8Hrs)/ Satisfactory (6Hrs)	/3 /2 /1
iii. Industrial lectures/ interaction in teaching/ learning process. (One per sem)		Excellent (>One)/ Very Good (One)	/3 /2
iv. adherence to college norms for conduct of practical and tutorials (Excellent if SoP followed completely, Midterm submissions completed in time)		Excellent/ Very Good/	/3 /2
v. Student project completion (Excellent if as per schedule, very good if 90% achieved, Satisfactory if proof of concept realized)		Excellent/ Very Good/ Satisfactory	/3 /2 /1
b) College development activities (Any two)			
i. Managing at least one Extra-curricular activity for students such as sports, cultural, NSS, Professional events, technical events		Excellent/ Very Good/ Satisfactory	/3 /2 /1
ii. Conduct of extra sessions for building up CV of students such as – Special tutorials for TCRT, extra language/ skill imparting/ classes for GATE (Min 10 hrs in sem)		Excellent (>10 hrs)/ Very Good (>8 Hrs)/ Satisfactory (> 6 Hrs)	/5 /4 /3
iii. Working on industrial sponsored or government granted project and its timely execution. [Project value > 1lakh – Excellent (6marks), > 50000/- Very Good (4 marks)]		Excellent/ Very Good/ Satisfactory	/6 /4 /2
iv. Contribution to Samstha by bringing donations – • Donation worth Rs 30000/- for Cummins CoE, • Donation for Sankalpa 365, Rs 2 Lakhs		Both type (6), Either of type (4), lesser amount (2)	/6 /4 /2
c) Getting at least three admissions for FE and two for DSE purely on your efforts (i.e. without any agent) Target achieved (5), Campaign (3), Proactive efforts (2)			
		Excellent/ Very Good/ Satisfactory	/5 /3 /2
Total			/40

Name of Faculty: _____ Department: _____ Sign: _____

Yearly Appraisal for earning increments and vacation -

1. If you obtain 20 and above you get yearly increment and DA increment as declared by Samstha for the year.
2. For marks between 11 to 19, you may get yearly increment and only half of the DA increment declared by samstha.
3. No yearly increment and no DA increment, if marks are below 11
4. If you obtain > 20 Marks and also If you execute b) ii) you earn your winter vacation of 10 days
5. If you obtain > 20 Marks and also If you execute either b) iii) or b) iv) you earn summer vacation of 15 days.



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Maharshi Karve Stree Shikshan Samatha's
Cummins College of Engineering for Women
 Mouje Sukli (Gupchup), Hingna, Nagpur - 441110.



L.A. for T.S.

Form No : ADM / 03

CCOEW NGP

APPLICATION FOR LEAVE (TEACHING STAFF)

I wish to apply for the leave as per following details

Date : _____

1. Name						
2. Designation						
3. Department	<input checked="" type="checkbox"/>	Allied Sciences	Mech	IT	Comp	ETC
4. Type of Leave	<input checked="" type="checkbox"/>	EL	ML	CL	OD	LWP
5. No. of days of Leave	Day (s)					
6. Period of Leave applied for	From : / /		To : / /			
7. Prefixing/Suffixing/Interposing/sunday/Holiday (S) on						
8. Reason for Leave						

9. My teaching and other assignment shall be engaged as under

Date (DD/MM/YY)	Period No.	Yr./Sem	Subject	T / P	To be engaged by the faculty	
					Name	Signature

It is requested that leave may please be granted

Date : _____

Signature of the teacher

Forwarded for Approval

Signature of head of the Department

Remark by Asst. Clerk

Signature of A.O

Date : _____

Leave sanctioned / not sanctioned

Signature of Principal



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Maharshi Karve Stree Shikshan Samstha's
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 Mouje Sukil (Gupchup), Hingna, Nagpur - 441110.



L.A. for N.T.

Form No : ADM / 02

CCOEW NGP

Date : _____

LEAVE APPLICATION FORM FOR NON-TEACHING STAFF

I wish to apply for the leave as per following details

1.	Name of Applicant :				
2.	Type of Leave (✓)	CL	ML	EL	C-Off
3.	Dates of Leave	From :			To :
4.	Period of Leave				
5.	Reason for Leave				
6.	C-Off details : Working on Holiday/After office hours :	Date :	Time : From	to	
7.	Charge handover to	Sign. of staff taking over			

Kindly grant me the leave

Remark of Admin Clerk :

Signature of applicant

AO :

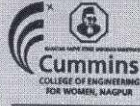
HOD
(CE / ETC / AS / Mech.)

Leave sanctioned / not sanctioned

Principal
 Cummins College of Engg. Nagpur



Kanind
Dr. Milind Khanapurkar
 Principal
 Maharshi Karve Stree Shikshan Samstha's
 Cummins College of Engineering for Women
 Hingna, Nagpur-441110.



Maharshi Karve Stree Shikshan Sanstha's
Cummins College of Engineering for Women

Mouje Sukli (Gupchup), Hingna, Nagpur - 441110.



GRN

Form No : ADM / 08

CCDEW NGP

Date : _____

GOODS RECEIVED NOTE

GRN NO. _____

Name and address of supplier : _____

Purchase Order No : _____

Date : _____

DSR No. _____

Sr. No.	Description	Qty Ordered	Qty Received	Accepted Qty	Rejected Qty	Installation ok / not ok

Goods checked by : _____

Remarks : _____

(AAO)

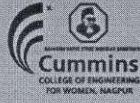
(Accl)

(HOD)



Kanind

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 Principal
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 Cummins College of Engineering for Women
 Hingna, Nagpur-441110.



SR

Form No. ADM / 06

CCOEW NGP

Date : _____

SERVICE REPORT

Name and address of contractor : _____

PO No. _____

Service and date : _____

Name of Service : _____

Period of Service : _____

Service checked by : 1. _____
2. _____

Remarks on quality of service : _____

Signature of Coordinator

Remarks by A.O. about release of payment : _____

Approved / Not Approved

Principal



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ODL

Form No : ADM / 04

COOEW NGP

OUT-DUTY LEAVE / OVERTIME APPLICATION FORM FOR TF & NTF

Date : _____

(Prior Sanction is must)

I wish to apply for the leave ODL / OT as per following details

1.	Name of Applicant :		
2.	Exact Purpose of OD Leave / Overtime		
3.	Dates of Leave	From :	To :
4.	Period of Leave		
5.	Charge handed over to		Sign. of staff taking over

Kindly grant me the leave

Remark of HOD :

AO :

Sanctioned / not sanctioned

Signature of applicant

Date :

Principal
Cummins College of Engg. Nagpur



Kaivalind

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Hingna, Nagpur-441110.

Accounts Policies

Ref No.	
Head Office Letter Ref No. 528 Dated 30.05.2008	<p><u>Teaching staff attending Conferences and Seminar</u></p> <p>As per the recommendation from Central HRD Committee, Pune. Approval is given in Management Committee meeting and following resolution was passed for Teaching staff for Paper Presentation or seminar.</p> <ol style="list-style-type: none">1% provision of total budget is to be made for paper presentation expenses in all unaided college of SamsthaIf seminar is on Local level, Institute will pay 100% Registration fee, other expenses will be borne by faculty.If seminar is on National Level, Institute will pay 100% Registration fee + Railway Ticket (Three Tier AC) only, other expenses will be borne by faculty.If seminar or paper presentation is on International level. Institute will pay maximum Rs. 50,000/- or 50% on total expenses whichever is lower.Institute will scrutinize papers through subject expert from outside with their proposed expenditure then they will recommend it to Central HRD for approval.DA is not applicable at the time of Paper presentation & Seminar.



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S.No.	Particulars																				
Head office circular no. 752 Dated 19.07.2010	<p style="text-align: center;"><u>Transport Allowance</u></p> <p>Approval is given vide Management Committee meeting dated 17.07.2010. Transport Allowance is increased from April 2010 by Maharashtra Government. Applicable to all those eligible employees who get TA in their salary. Details are as follows:</p> <table border="1"><thead><tr><th>S.No.</th><th>Grade Pay</th><th colspan="2">Transport Allowance rate in rupees in every month</th></tr></thead><tbody><tr><td></td><td></td><td>A-1 and A Class Cities (Pune & Nagpur)</td><td>For other cities (Satara, Wai&Ratnagiri)</td></tr><tr><td>1</td><td>Rs. 5400 or Above</td><td>Rs. 1600/-</td><td>Rs. 800/-</td></tr><tr><td>2</td><td>Rs. 4400 or above but lower than Rs. 5400</td><td>Rs. 800/-</td><td>Rs. 400/-</td></tr><tr><td>3</td><td>Rs. 4400 or lower</td><td>Rs. 200/-</td><td>Rs. 150/-</td></tr></tbody></table>	S.No.	Grade Pay	Transport Allowance rate in rupees in every month				A-1 and A Class Cities (Pune & Nagpur)	For other cities (Satara, Wai&Ratnagiri)	1	Rs. 5400 or Above	Rs. 1600/-	Rs. 800/-	2	Rs. 4400 or above but lower than Rs. 5400	Rs. 800/-	Rs. 400/-	3	Rs. 4400 or lower	Rs. 200/-	Rs. 150/-
S.No.	Grade Pay	Transport Allowance rate in rupees in every month																			
		A-1 and A Class Cities (Pune & Nagpur)	For other cities (Satara, Wai&Ratnagiri)																		
1	Rs. 5400 or Above	Rs. 1600/-	Rs. 800/-																		
2	Rs. 4400 or above but lower than Rs. 5400	Rs. 800/-	Rs. 400/-																		
3	Rs. 4400 or lower	Rs. 200/-	Rs. 150/-																		

S.No.	Particulars
Head Office Circular dated 31.01.2011	<p style="text-align: center;">Petrol Allowance</p> <p>Some faculty are using their vehicle for office purpose. Currently samstha has given Rs. 2.00 /- per km for two wheeler vehicle &Rs. 4.00/- per km for four wheeler vehicle. As per samstha's management committee decision dated 21.01.2011, due to increase of petrol rates samstha has decided that to increase petrol allowances to Rs. 2.50/- per km for two wheeler vehicle & Rs.5.00/- per km for Four wheeler vehicle from 24.01.2011. Cycle allowance for the year 2010-11 is also increase from Rs. 500/- to Rs. 750/-</p>



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S.No.	Particulars
Head Office Circular dated 31.05.2011	Powers to Principals for Purchases As per the Management meeting dated 21.05.2011, approval is given for purchases of up to Rs. 5000/- is increase to Rs. 10000/- under the Principal authority for purchases.

S.No.	Particulars
Head Office Circular dated 18.07.2011	Dearness Allowance As per the approval of Management Committee dated 16.07.2011, DA allowances is increase 10% i.e. 35% to 45% as per the Maharashtra State Government from July 2011.

S.No.	Particulars
Head Office Circular dated 13.10.2011	Salary for the month of October 2010 (Diwali) As per Accounts Committee meeting dated 11.10.2011. Approval is given for transfer salary of all employees to their bank account for the month of October 2011 on 21.10.2011 due to Diwali Festival.



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S.No.	Particulars
Head Office Circular dated 19.06.2012	<p style="text-align: center;">Petrol Allowance</p> <p>Some faculty are using their vehicle for office purpose. Currently samstha has given Rs. 2.50 /- per km for two wheeler vehicle &Rs. 5/- per km for four wheeler vehicle. As per samstha's management committee decision dated 16.06.2012, due to increase of petrol rates samstha has decided that to increase petrol allowances to Rs. 3/- per km for two wheeler vehicle & Rs.6/- per km for Four wheeler vehicle from 01.07.2012.</p>

S.No.	Particulars																
Head Office Circular dated 20.10.2012	<p style="text-align: center;">Diwali Advance</p> <p>Approval is given by Management Committee meeting dated 19.10.2012. Samstha has decided to give Diwali advance to Permanent employees as per following table. This advance will be recover from employees from their salary in 10 months.</p> <table border="1"><thead><tr><th>Scale</th><th>Advance amount</th></tr></thead><tbody><tr><td>5200-20200</td><td>13000/-</td></tr><tr><td>9300-34800</td><td>13000/-</td></tr><tr><td>4440-7440</td><td>6500/-</td></tr><tr><td>2220-10100</td><td>4000/-</td></tr><tr><td>1300-5050</td><td>3500/-</td></tr><tr><td>2600-10100</td><td>4000/-</td></tr><tr><td>2220-10000</td><td>3000/-</td></tr></tbody></table>	Scale	Advance amount	5200-20200	13000/-	9300-34800	13000/-	4440-7440	6500/-	2220-10100	4000/-	1300-5050	3500/-	2600-10100	4000/-	2220-10000	3000/-
Scale	Advance amount																
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9300-34800	13000/-																
4440-7440	6500/-																
2220-10100	4000/-																
1300-5050	3500/-																
2600-10100	4000/-																
2220-10000	3000/-																



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S.No.	Particulars
Head Office Circular dated 02.07.2012	Dearness Allowance As per the approval of Management Committee dated 16.06.2012, DA allowances rate is increase 20% i.e. 45% to 65% as per the Maharashtra State Government from July 2012.

S.No.	Particulars
Head Office Circular dated 8.07.2013	Dearness Allowance As per the approval of Management Committee dated 21.06.2013, DA allowances rate is increase 15% i.e. 65% to 80% as per the Maharashtra State Government from July 2013.

S.No.	Particulars
Head Office Circular dated 03.07.2014	Travelling Allowance in vacation period Vacation is given to teaching faculty as per the policy of institute. As per the decision of Central HRD meeting, it was decided that, Travelling Allowance is to be deducted from Vacation period as per Pro-rata basis from the Academic Year 2014-15

S.No.	Particulars								
Head Office Circular dated 21.07.2014	Profession Tax As per the rules of Profession Tax Department. Changes of Profession Tax deduction is as follows: <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">Salary</th> <th style="text-align: center;">Profession Tax amount</th> </tr> </thead> <tbody> <tr> <td>Up to Rs. 7500</td> <td>No Profession Tax Deduction</td> </tr> <tr> <td>Rs. 7501 to Rs. 10000</td> <td>Rs. 175 deduct in every month</td> </tr> <tr> <td>Rs. 10001 and above</td> <td>Rs. 200 deduct in every month & For the month of Feb Rs. 300 deduction</td> </tr> </tbody> </table>	Salary	Profession Tax amount	Up to Rs. 7500	No Profession Tax Deduction	Rs. 7501 to Rs. 10000	Rs. 175 deduct in every month	Rs. 10001 and above	Rs. 200 deduct in every month & For the month of Feb Rs. 300 deduction
Salary	Profession Tax amount								
Up to Rs. 7500	No Profession Tax Deduction								
Rs. 7501 to Rs. 10000	Rs. 175 deduct in every month								
Rs. 10001 and above	Rs. 200 deduct in every month & For the month of Feb Rs. 300 deduction								



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S.No.	Particulars
Head Office Circular dated 19.09.2014	Provident Fund As per the rules of Provident Fund Department Limit of Rs. 6500/- is increased to Rs. 15000/-. So approval is given for this PF limit from September 2014 is given in samstha's management committee meeting dated 12.09.2014.

S.No.	Particulars
Head Office Circular dated 18.07.2015	Dearness Allowance As per the approval of Management Committee dated 17.07.2015, DA allowances rate is increase 13% i.e. 100% to 113% as per the Maharashtra State Government from July 2015.

S.No.	Particulars
Head Office Circular dated 25.07.2016	Dearness Allowance As per the approval of Management Committee dated 22.07.2016, DA allowances rate is increase 7% i.e. 113% to 120% as per the Maharashtra State Government from July 2016.

S.No.	Particulars														
Head Office Circular dated 24.10.2016	Diwali Advance Approval is given by Management Committee meeting dated 21.10.2016. Samstha has decided to give Diwali advance to Permanent employees as per following table. This advance will be recovered from employees from their salary in 10 months. <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th>Scale</th><th>Advance amount</th></tr></thead><tbody><tr><td>5200-20200</td><td>15000/-</td></tr><tr><td>9300-34800</td><td>15000/-</td></tr><tr><td>4440-7440</td><td>8000/-</td></tr><tr><td>2220-10100</td><td>5000/-</td></tr><tr><td>1300-5050</td><td>5000/-</td></tr><tr><td>2600-10100</td><td>5500/-</td></tr></tbody></table>	Scale	Advance amount	5200-20200	15000/-	9300-34800	15000/-	4440-7440	8000/-	2220-10100	5000/-	1300-5050	5000/-	2600-10100	5500/-
Scale	Advance amount														
5200-20200	15000/-														
9300-34800	15000/-														
4440-7440	8000/-														
2220-10100	5000/-														
1300-5050	5000/-														
2600-10100	5500/-														



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S.No.	Particulars
Head Office Circular dated 25.09.2017	Dearness Allowance As per the approval of Management Committee dated 25.09.2017, DA allowances rate is increase 3% i.e. 120% to 123% as per the Maharashtra State Government from July 2017.

Head Office Circular dated 31.07.2018	Dearness Allowance As per the approval of Management Committee dated 31.07.2018, DA allowances rate is increase 7% i.e. 123% to 130%.
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Ref No.	Particulars
Head Office Letter Ref No. 528 Dated 30.05.2008	<p>Teaching staff, Attending Conferences and Seminar</p> <p>As per the recommendation from Central HRD Committee, Pune. Approval is given in Management Committee meeting and following resolution was passed for Teaching staff for Paper Presentation or seminar.</p> <ol style="list-style-type: none">1% provision of total budget is to be made for paper presentation expenses in all unaided college of SamsthaIf seminar is on Local level, Institute will pay 100% Registration fee, other expenses will be borne by faculty.If seminar is on National Level, Institute will pay 100% Registration fee + Railway Ticket (Three Tier AC) only, other expenses will be borne by faculty.If seminar or paper presentation is on International level. Institute will pay maximum Rs. 50,000/- or 50% on total expenses whichever is lower.Institute will scrutinize papers through subject expert from outside with their proposed expenditure then they will recommend it to Central HRD for approval.DA is not applicable at the time of Paper presentation & Seminar.



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Ref No.	Particulars																				
Head office circular no. 752 Dated 19.07.2010	<p style="text-align: center;"><u>Transport Allowance</u></p> <p>Approval is given vide Management Committee meeting dated 17.07.2010. Transport Allowance is increased from April 2010 by Maharashtra Government. Applicable to all those eligible employees who get TA in their salary.</p> <p>Details are as follows:</p> <table border="1"><thead><tr><th style="text-align: center;">S.No.</th><th style="text-align: center;">Grade Pay</th><th colspan="2" style="text-align: center;">Transport Allowance rate in rupees in every month</th></tr><tr><td></td><td></td><th style="text-align: center;">A-1 and A Class Cities (Pune & Nagpur)</th><th style="text-align: center;">For other cities (Satara, Wai & Ratnagiri)</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td style="text-align: center;">Rs. 5400 or Above</td><td style="text-align: center;">Rs. 1600/-</td><td style="text-align: center;">Rs. 800/-</td></tr><tr><td style="text-align: center;">2</td><td style="text-align: center;">Rs. 4400 or above but lower than Rs. 5400</td><td style="text-align: center;">Rs. 800/-</td><td style="text-align: center;">Rs. 400/-</td></tr><tr><td style="text-align: center;">3</td><td style="text-align: center;">Rs. 4400 or lower</td><td style="text-align: center;">Rs. 200/-</td><td style="text-align: center;">Rs. 150/-</td></tr></tbody></table>	S.No.	Grade Pay	Transport Allowance rate in rupees in every month				A-1 and A Class Cities (Pune & Nagpur)	For other cities (Satara, Wai & Ratnagiri)	1	Rs. 5400 or Above	Rs. 1600/-	Rs. 800/-	2	Rs. 4400 or above but lower than Rs. 5400	Rs. 800/-	Rs. 400/-	3	Rs. 4400 or lower	Rs. 200/-	Rs. 150/-
S.No.	Grade Pay	Transport Allowance rate in rupees in every month																			
		A-1 and A Class Cities (Pune & Nagpur)	For other cities (Satara, Wai & Ratnagiri)																		
1	Rs. 5400 or Above	Rs. 1600/-	Rs. 800/-																		
2	Rs. 4400 or above but lower than Rs. 5400	Rs. 800/-	Rs. 400/-																		
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.Ref No.	Particulars																
Head Office Circular dated 18.10.2011 Diwali Advance	Diwali Advance Approval is given from Management Committee meeting dated 15.10.2011. Samstha has decided to give Diwali advance to Permanent employees as per following table. This advance will be recovered from employees from their salary in 10 months. <table border="1"><thead><tr><th>Scale</th><th>Advance amount</th></tr></thead><tbody><tr><td>5200-20200</td><td>11000/-</td></tr><tr><td>9300-34800</td><td>11000/-</td></tr><tr><td>4440-7440</td><td>5500/-</td></tr><tr><td>2220-10100</td><td>3500/-</td></tr><tr><td>1300-5050</td><td>3000/-</td></tr><tr><td>2600-10100</td><td>3500/-</td></tr><tr><td>2220-10000</td><td>3000/-</td></tr></tbody></table>	Scale	Advance amount	5200-20200	11000/-	9300-34800	11000/-	4440-7440	5500/-	2220-10100	3500/-	1300-5050	3000/-	2600-10100	3500/-	2220-10000	3000/-
Scale	Advance amount																
5200-20200	11000/-																
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2220-10100	3500/-																
1300-5050	3000/-																
2600-10100	3500/-																
2220-10000	3000/-																



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Ref No	Particulars
4Head Office Circular No. 2242 Dated 09.02.2011	<u>Regarding Compensatory off -</u> Any non-teaching staff working for more than 3 hours extra beyond his/ her regular duties, shall be eligible for half day's comp off. Full day comp off will be granted for working extra hours beyond 3 hours. This compensatory off is to be given to non-teaching staff only.



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Ref No.	Particulars
5Head Office Circular No. dated 01.10.2010	Regarding Duty hours of Non-Teaching Staff - As per the rules of Maharashtra Government, Samstha has decided that working hours for Non-Teaching staff is as follows: Class I to Class III: 42 hours per week, Total 168 hours in 4 weeks Class IV: 46 hours in per week, Total 184 hours in 4 weeks.



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Ref No.	Particulars
6Head Office circular dated 31.05.2011	<u>Regarding Responsibility of Laptop Computer of Institute –</u> Most of the employees are using Institute's laptop & computer for institute work. It was decided in the Management Committee meeting dated 21.05.2011 that, any of the employees using college laptop for college work should handle it with care and should not misplace or damage it. The complete responsibility lies with the employee receiving the laptop/ computer and full compensation may be recovered in case of loss or damage.



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Ref No.	Particulars
7 circular of Head Office dated 25.06.2012	<u>Regarding Scale & Permanent in service of Non-Teaching Staff -</u> As per the decision in Management Committee meeting dated 25.06.2012, It was decided that, Institute should send the recommendations of Non-Teaching staff for application of Scale or making Permanent in service to Central HRD Committee only after decision from respective LMC.



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Ref No.	Particulars
8 Circular No. 436 Dated 09.08.2012	<p><u>Regarding Exit Interview -</u></p> <p>Following policy was made in the management committee meeting dated 21.07.2012.</p> <p>If any employee resigns before retirement; It is necessary to take his Exit Interview by LMC Chairperson & Personal Officer to discuss the reason for resignation and know his/her opinion about work and/ or take suggestions from him.</p> <p>For our Institute, we will have following members for Exit Interview:</p> <ul style="list-style-type: none">a) For Teaching Staff: Chairman, Principal & Administrative Officerb) For Non-Teaching Staff: Principal & Administrative Officer.



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Ref No.	Particulars
9 Circular No. dated 18.08.2012	<u>Regarding Appointment of Junior Clerk & Peon -</u> It was decided in the management committee meeting dated 18.08.2012; that the further appointments of Junior Clerk & Peon will be through contractors only. This policy is implemented from 01.09.2012. Approval is given to currently working on the post of Junior Clerk & Peon is approved in staffing pattern of the Institute.



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Ref No.	Particulars
10 Circular no. 1114 dated 12.10.2012	<u>Regarding Performance Appraisal -</u> As per the Central HRD meeting dated 25.09.2012, following resolution was passed. Performance Appraisal form should be filled every year of each permanent & on contract employee of the Samstha.



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Ref No.	Particulars
11 Circular no. 3836 dated 07.03.2017	<u>Regarding Promotion -</u> As per Samstha's policy, those employee who are eligible for promotion as per seniority, will be Interviewed by management.



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Research & Development Policy



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R & D Code of Ethics & Incentive Policy



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R & D Code of Ethics and Incentive Policy

Preamble

Engineering is a key profession and the engineers are expected to possess high standards of morality, ethics and trustworthiness. Engineering has a vital role for the society and creates a great impact on the life of people. It also plays a major role in sustainable development and the protection of environment. Therefore it's imperative that Engineers must adopt the practices that follow the highest principles of ethical conduct. Similarly research is an essential part of academic activity within undergraduates and postgraduate courses. Research and development is a broad category covering the quality publications, patents, projects, skill developments programs etc. In the faculty of Engineering and Technology the prime focus is on the product development. The faculties of the institution play a major role in shift from teaching-learning activities to product based research and development activities. The institute Cummins College of Engineering for Women, Nagpur is committed to provide such equipped environment to the faculties to promote interdisciplinary research and collaborative projects with government and private sectors.

Objectives

- The objective of this policy document is to set the guidelines to follow the ethical practices in research and to prevent misconduct including plagiarism in R and D.
- To cultivate the academic and research culture amongst the faculties and undergraduate students of the institute.
- To prevent plagiarism in research publications in reputed national /international journals, book and book chapters publication by faculty and project thesis by undergraduate students.
- To promote the research publications in peer reviewed high quality national / international journals.
- To encourage the faculty to pursue and complete their Ph.D. from reputed organization so as to increase the number of doctorate degree holders in the college.
- To participate in various national and international conferences, seminars, symposium etc. and also to undertake the funded research projects.



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- To encourage the teaching and non-teaching faculty to update and enhance their potential through on-line or off-line courses / skill development programs etc.

Outcomes

With the above mentioned objectives, the faculty to achieve following substantial and measurable outcomes in the area of research and development.

1. Development of at least 2-3 products as a result of facilities created by the funding agencies.
2. Awards of at least 2 patents preferably at the international platform.
3. At least 1/3rd of faculty members to hold Ph.D. degree.
4. At least 60% of research publications to be made in SCI / Web of Science / UGC-Care indexed journals.
5. Ensuring at least 60% of faculty to complete certification courses through NPTEL, Swayam etc.
6. Ensuring at least 30% of non-teaching members to pursue skill development certification courses.
7. Ensuring at least 20% of faculty to process for funding research projects / consultancy etc.

Code of ethics-Plagiarism

Plagiarism is the practice of copy, paste or reproducing other person's work or ideas without acknowledging the source and taking credit as it one's own. Plagiarism is a serious academic misconduct and violation of code of conduct in educational environment. It affects the quality, integrity, respect and fairness. Authors committing plagiarism without acknowledgment of the source are actually doing theft of intellectual property and should be guilty and punished for such R and D misconduct. To avoid plagiarism the authors must cite or give credit to other's work whether published unpublished written or oral presentation.

The Cummins College of Engineering for Women, Nagpur is committed to maintain the standards and originality of research work which is reviewed through review committee at institute level. Every student pursuing degree course has to check her final project report using plagiarism detection software before submission.



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Mechanism for Plagiarism detection

The institution is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University and is following the plagiarism policy adopted by Nagpur University and UGC. To detect plagiarism some tools (Turnitin, Grammerly, Dupli checker, Plagiarisma, Plagiarism Checker etc.) can be used. The institute has adopted the procedure to check plagiarism in the thesis / dissertation/ research paper / book chapter/ book publications etc. The research papers of the students or faculty is run through the anti-plagiarism software Turnitin before sending it to the journal publications. The similarity index up to 10% in the research paper is acceptable and approval will be given for the further paper publication. While if it is greater than 30% then rejection and resubmission is recommended.

Action against research plagiarism

On the basis of nature and intensity of violation of code of ethics in research, the institute may recommend the following actions.

- Fine or warning
- Permanent or for limited time period debarred from the institute.
- Withdrawn of degree if one has been awarded on account of research malpractices.

Policies to encourage R & D activities

To encourage faculty as well as students for quality research, institute has many incentives / reimbursement schemes. Institute pays incentives to faculty authors / guides for Journal publications, funded research projects, Consultancy projects etc. Institute also reimburses conference registration fee up to 100%. In case of international conference, institute also reimburses travel charges.

Institute also encourages faculty to attend Faculty Development programs and various training programs to enhance knowledge in their domain. Institute pays registration charges, travel charges and also DA.

Institute also encourages faculty and students for filing patents and other forms of IP. All the charges of filing and maintaining IP are born by the institute.

For all these, institute has well defined policies.



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1) Incentives for Journal Publications

To encourage faculty for quality publications, institute pay incentives for Journal paper publications. The incentives are based on the quality of the journal.

Publication in Quality Journal		
Category	Incentive	Remark
WoS, SCI, SCIE,	10,000/-	No TA/DA applicable
Scopus, ESCI	5,000/-	No TA/DA applicable

2) Incentive for Authorship

- 1) If the first author is from Cummins College and has used Cummins Affiliations, then 100% incentive amount will be given to the first author.
- 2) If the first author is not from Cummins College OR from Cummins College but have not used Cummins Affiliations, then the second author (faculty) will be given 40% of the incentive amount. (However, if there are third or further authors, only the second author will get the incentive).
- 3) If the first and second author, both are not from Cummins College OR have not used Cummins Affiliations, then a 25% incentive amount will be given to the third faculty author. No further authors will get any incentive on journal publications.
- 4) If the journal is published on a student's work, where the student is from Cummins College, then being a student paper, no incentives will be given to the faculty.

3) Incentives for Funded Research Projects

Faculties also get incentives after successfully completing research funding by Government / non-government funding agencies.

- i) In case of 'Major projects' (Amount > 3 Lakhs), the Principal Investigator (PI) gets Rs. 25,000 as incentive. However, in case there are PI and CO-PI, this 25,000 will be distributed as Rs. 15,000 to PI and Rs. 10,000 to CO-PI
- ii) In case of 'Minor project (Amount <= 3 Lakhs), the Principal investigator (PI) gets 5% of fund amount (actual received) as incentive. However, in case there are PI and CO-PI, this 5% will be distributed as 3% to PI and 2% to CO-PI



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4) Incentives for Consultancy Projects by faculty

The consultancy charges (after deduction of all material and other expenses) are distributed as per the following norms

- i) Faculty involved in consultancy work will get 70% of total charges received in college account
- ii) Accounts department will get 3%
- iii) Supporting staff (non-teaching) recommended by the PI will get 2%, and
- iv) The remaining 25% will be deposited in the account of Center of Excellence to further support R & D activities by students and faculty.

5) Incentives to attend conferences and seminars

As per the recommendation from central HRD committee, Pune approval is given in management committee meeting and following resolutions was passed for teaching staff for paper presentation in conferences or seminars.

- i) 1% provision of total budget to be made for paper presentation expenses in all unaided college of Samstha.
- ii) If conference / seminar are on local level, institute will pay 100% registration fees. Other expenses will be done by faculty.
- iii) If conference / seminar are on national level, institute will pay 100% registration fee + Railway ticket (Three Tier AC) only. Other expenses will be borne by faculty.
- iv) If conference / seminar or paper presentation is on international level, institute will pay maximum Rs. 50,000 or 50% of total expenses whichever is lower.
- v) DA is not applicable at the time of paper presentation and seminar.

Steps to apply for reimbursement

- i) Write an application addressing to "Principal, Cummins College of Engineering for Women, Nagpur". Write the details of conference, paper title and authors etc. ii) Attach complete paper (Published), registration charges payment receipt, certificate of presentation, SCOPUS proof if any, conference flyer most indicating registration charges and importantly, plagiarism check report using Turnitin. (Plagiarism should be no more than 10%)
- iii) Get signature of department head on your application



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iv) Submit it to the principal office

v) After verification of all the documents and approval from HRD Committee, faculty may get reimbursement of either 50% or 100% of registration charges, based on the quality of the conference.

6) Attending Faculty Development Program (FDP)

Institute pays TA & DA to the faculty members for attending outstation Faculty Development Program (FDP) and various training programs in their domain. A DA of Rs. 750 per day is offered for boarding and other expenses. And the registration charges (at actual), travel (3-tier AC to and fro train journey, at actual) is reimbursed on providing necessary documents.

7) Patent/ Copyright Filing

Institute encourages faculty and students for filing patents and other forms of IP. If the patent / copyright application is filed as per the IPR policy of the institute, all the charges of filing and maintaining IP are borne by the institute.

8) Higher Education

Faculties are also encouraged for higher education such as M.Tech. Or Ph. D. Institute offers full paid Study leave to permanent faculty for a maximum of 2-years.

9) Attending SWAYAM / NPTEL Courses

Institute supports faculty in self-learning by attending SWAYAM courses. The registration and exam charges are completely borne by the institute, for as many courses as they want.

Faculty needs to produce a passing certificate of the exam.

10) Reimbursement policies for students

Institute encourages students to present papers in good quality conferences. Institute reimburses 50% of the registration charges for the conference papers of students.



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Here are the steps to apply for reimbursement

- i) Write an application addressing to Principal, Cummins College of Engineering for Women, Nagpur". Write the details of conference, paper title and authors etc.
- ii) Attach complete paper, registration charges, payment receipt, certificate of presentation, conference flyer indicating registration charges and most importantly, plagiarism check report using Turnitin.
- iii) Get signature of department head on your application
- iv) Submit it to the principal office
- v) After verification of all the documents and approval from HRD Committee, students get reimbursement of 50% of the registration charges.

However, few important points to note

- i) Cummins College affiliation must have been used.
- ii) Add faculty name, if relevant (If student's work, student's names will appear first and teacher's name can be added at the end.)
- iii) And there should be no plagiarism (Max 10% similarity is acceptable).

Conclusion

- This policy document is an effort to confirm the quality of research publications in peer reviewed national/ international journals and also to provide ethical guidelines to the authors.
- It will provide the cognizance about the consequences that author can face during research malpractices.
- It will improve the quality in terms of novelty and innovative aspect in the research work.
- It will prevent any form of misleading, forged and incorrect academic reporting.
- It will develop an environment of originality in research work.
- It encourages the faculty and student to excel in research and development work and transfer the product based technology for the welfare of society.



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Internal Quality Assurance Cell (IQAC) Policy



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Internal Quality Assurance Cell (IQAC)Policy

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The Internal Quality Assurance Cell (IQAS) policy document is prepared to make all the stake holders including student /faculty/ Industry / Management/parents and society along with members working at Cummins College of Engineering for Women aware of the Rules and Regulations of the college. It is expected that all the staff members working in the college and students of the college will adhere to the rules and regulations with affiliating and regulating university and regulatory authority.

The stake holders after going through IQQAC policy document will get an idea of vision and mission of the Institute, quality standards acquired by the Institute through assurance mechanisms such as Standard Operating Procedure (SOPs) etc along with constituents of IQAC committee and its time-to-time amendments.

Index

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2	Mission of the Institute	3
3	Vision of the IQAC	3
4	Mission of the IQAC	3
5	IQAC Quality Policy	4
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7	Mechanism of Quality Assurance	5
8	Amendments/ Review	5



Vision of the College

“Empowered women play important role in building of society and nation.”

Empowerment and enrichment of women professionals through education; innovative training of life skills and job skills; for pioneering the entry of women in the latest technological areas and job domains; encouraging self-employment and sensitizing awareness for women’s issue in the society.

Mission of the College

To develop technically and academically sound women professionals, having strong work-ethics and good human-being characteristics.

Vision of the IQAC

To ensure and enhance the quality culture in teaching-learning, research , innovation and outreach activities through various initiatives taken with internal and external experts.

Mission of the IQAC

- To develop a systems for quality improvement in academic and administrative performance to accomplish vision & mission of the college.
- To ensure learner centric atmosphere in the college
- Promoting innovative teaching -learning process



IQAC Quality Policy

College is committed to take proactive steps to ensure quality teaching, learning, research, innovation, opportunities for placements, internships, entrepreneurship, and outreach services as per the need of society.

IQAC Committee

Every year the committee is restructured as per the availability of stakeholders. The college follows the directions of the NAAC to constitute the IQAC committee. The committee is comprised of the Management Members, Senior Faculty members, Deans, Heads of the Departments, Representatives from all the stakeholders such as Society, Industry, Parents, Alumni, Students, Library and Admin.

Mechanism of Quality Assurance

- Ensure timely, progressive performance of academic and administrative tasks and skill development, rigorous aptitude training for students and entrepreneurship development.
- Encourage students and faculties for participation in conferences/workshops/STTPs and FDPs to update their knowledge and skills.
- Organize Conference, workshops, STTPs and FDPs, seminars and center of excellence.
- Establishments of advanced laboratories and center of excellences in thrust areas in association with industry.
- Infrastructure development for modern teaching methods for faculties
- Applying for various research fundings, patents, copyrights etc
- Carryout internal and external audit
- Setting up benchmarks for course outcome attainments for internal and end semester examinations
- Timely submission of AQAR. (Annual Quality Assurance Report)
- Review feedback from stake holders

4



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- Encourage the students and faculties for MOOCs / SWAYAM/ NPTEL/ Coursera and likewise other national and international learning platforms
- Encourage students for innovations and entrepreneurship development.
- Encourage students and faculties to make use of books, Journal, and e-books from college central library.
- Take initiative for implementation of NEP 2020.

Amendments /Reviews

As per the requirement and need the amendments are made after a proper review process and based upon the inputs from members during IQAC meetings.





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Administrative setup



milind

Dr. Milind Khanapurkar
Principal

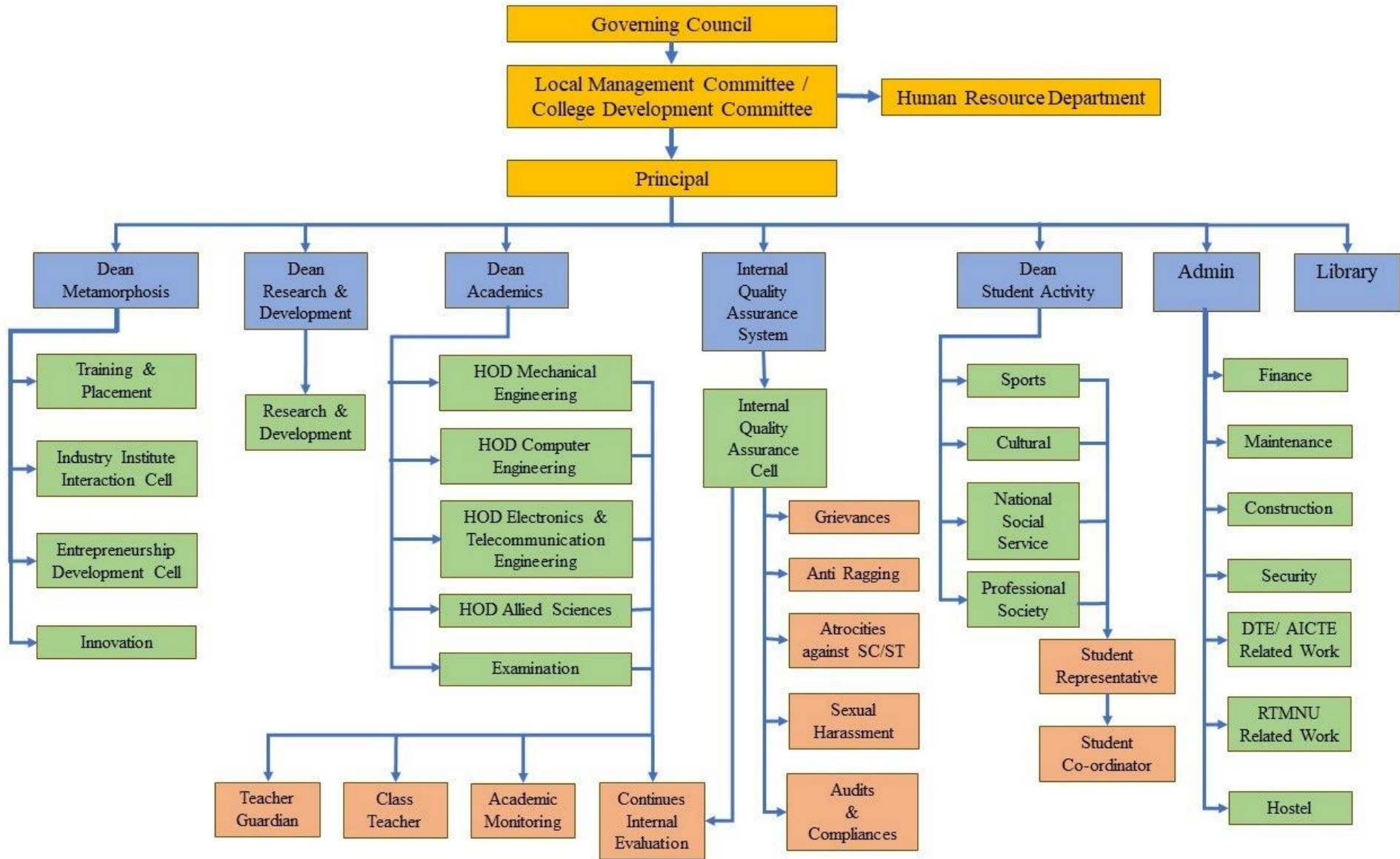
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MKSSS's Cummins College of Engineering For Women, Nagpur
ORGANOGRAM



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MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA

(Registered under Societies Registration Act XXI of 1860 on
8th October 1898 and under Bombay Public Trusts Act XXIX of
1950 on 4th November 1952-No. F. 51 Pune)

RULES


Secretary

Maharshi Karve Stree Shikshan Samstha,
Karvenagar, Pune-411 052.



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The original Memorandum of Association and Rules and Regulations of the Hindu Widows' Home Association were passed by the General Meeting on 24th July and 6th August, 1898. The rules were amended from time to time by the General Meetings as follows :

Rule No. 1 (Change in name of Institution) Rule No. 29	{ 14th April 1946
Rule No. 3	{ 28th April 1946
	{ 16th July 1953
	{ 23rd August 1953
All Rules except Rule No. 3	{ 11th September 1960
Rule No. 25 (d) to (n)	{ 2nd October 1960
	{ 10th September and 1st October 1961
Rule No. 3 (d)	{ 10th September and 15th October 1961
Revised Rule No. 25	{ 9th September and 30th September 1962
Rule No. 40	{ 8th September and 29th September 1963
Addition and Revision of Rule No. 27	{ 6th September and 27th September 1964
Revised of Rule No. 5 (c)	{ 13th October and 27th October 1968
Additions to Rule No. 5 (b), (c) and Rule No. (19) (e)	{ 24th October and 15th November 1970
Rule Nos. 4, 5, 17, 19	{ 29th September 1973
Rule Nos. 13, 25, 32	{ 14th October 1973
Addition in Rule No. 3	{ 1st January 1984
Also additions, deletions and revision of many rules	{ 31st January 1984
Rule No. 5 & 19 (f)	25th January 1986
Rule No. 19 (f)	11th October 1987
Rule 8 (e) (f), 19 (a) (b) (e) (f) (g),	10th July 2005
20 (c) (d) (e) (f), 22, 24, (b) (k) (2) 28, 29, 30	31st August 2005
28, 29, 30, 32	
(Printed previously in 1911, 1915, 1935, 1953, 1960, 1972, 1984 & 1988)	

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Secretary

Maharshi Karve Stree Shikshan Samst
Karvenagar, Pune-411 052.





Dr. Milind Khanapurkar
Principal

Maharshi Karve Stree Shikshan Sanatha's
Cummins College of Engineering for Women
Hingna, Nagpur-441110.



RULES OF THE MAHARSHI KARVE STREE-SHIKSHAN SAMSTHA

The Name :-

1. The Name of the Society is, 'Maharshi Karve Stree Shikshan Samstha' hereinafter referred to as the 'Samstha'.
2. The Head office of the Samstha shall be at Karvenagar, Pune 52.

Objects :-

3. The objects of the Samstha are :-
 - a) To establish and maintain homes, schools and other institutions for the education and moral, literary, scientific, technical and professional training of women and children.
 - b) To encourage or assist similar institutions and to strive to secure the establishment thereof.
 - c) To create and maintain a class of self-less and devoted social workers.
 - d) To strive to elevate and generally to ameliorate the condition of destitute women and children.
 - e) To maintain homes for destitute women and children.
 - f) To maintain homes for the aged women and couples (Husband & Wife).
 - g) To maintain hostels for girls and women.
 - h) To promote and establish branches of this Samstha and to promote the affiliation or amalgamation of other Societies or Associations with similar objects with this Samstha.
 - i) To run agricultural and production units and to render services to the members and well-wishers of the Samstha, not mainly for profit;
 - j) Generally to do such things as are incidental or conducive to the attainment of the above objects or any of them.





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CONSTITUTION

Members :-

4. The Samstha shall consist of (a) Patrons, (b) Benefactors, (c) Sympathisers, (d) Ordinary members and (e) Life-workers. All these shall be members of the Samstha and shall constitute the General body of the Samstha.
5. a) Patrons : persons donating to the Samstha a sum of Rs. 10,000 or more shall be the Patrons of the Samstha.
- b) Benefactors : persons donating to the Samstha a sum of Rs. 4,000/- or more shall be the Benefactors of the Samstha.
- c) Sympathisers : Persons donating a sum of Rs. 2,000/- or more shall be the Sympathisers of the Samstha. Life-workers of the Samstha shall, on retirement, be deemed to be Sympathisers of the Samstha without payment.
- d) Ordinary Members : Persons donating a sum of Rs. 500 or more shall be the Ordinary Members of the samstha.

Provided if ordinary members/sympathisers/Benefactors want to promote themselves to any other category, they should pay the difference of the amount for that category.

The above memberships shall be given on receipt of duly filled Membership Application Form, duly approved by the Managing Committee, after necessary scrutiny.

The managing Committee may reject the application without giving any reason. Membership will not be available for conditional or endowment donations.

Public charitable bodies, trusts, commercial or industrial concerns etc. donating sums mentioned above, shall be Patrons benefactors and Sympathisers respectively for a period of ten years.

Members who have donated life subscriptions and registered before amending the Rules shall continue to have their rights as before.

- e) Life-workers : A persons shall be a life workers (i) who promises to serve the Samstha for life according to the Rules and Bye-Laws of the Samstha in force from time to time and (ii) who is recommended by not less than three fourths of the total numbers of Life-workers and (iii) who thereupon is accepted as Life-worker, by the managing Committee.

Register of Members :-

6. A register of members of the Samstha shall be maintained, as required by its Rules and Acts applicable to the Samstha.



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PRESIDENT AND VICE-PRESIDENTS

Vice-President :-

7. Vice-President of the Samstha, may be elected at a meeting of the general Body from amongst Patrons. The number of Vice-Presidents at any time shall not be more than five. A Vice-President shall hold office for a period of five years.

President :

A President shall be elected from amongst the Vice-Presidents at a meeting of the General Body and he shall ordinarily hold office for a period of five years.

The outgoing President and Vice-Presidents shall be eligible for re-election on the expiry of their term.

In the event of a casual vacancy in the office of the President, the Vice-President longest in office shall officiate as President until the Next Meeting of the General Body.

MANAGEMENT

8. For the management of all matters connected with the Samstha there shall be following bodies :
- General Body
 - Managing Committee
 - Board of Trustees
 - Board of Life-workers
 - Co-ordination Committee and School Committees according to the Maharashtra Employees of Private Schools' Rules 1981 and other Committees appointed by the Managing Committee as required by Rules & Acts applicable to the Samstha & its branches.

GENERAL BODY

Meeting of the General Body :-

9. Meeting of the General Body shall be of two kinds : Ordinary and Extra-ordinary.

Ordinary Meetings of the General Body :-

An Ordinary Meeting of the General Body shall be held at least once in every year at such time and place as the Managing Committee may determine.

The year for the working of the Samstha shall be from 1st of April of the year till the expiry of 31st of March of the next year.



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Business at an Ordinary Meeting of the General Body :-

11. The following business shall be transacted at an Ordinary Meeting of the General Body.
 - (i) To consider and adopt the report of the managing Committee regarding the financial position of the Samstha and its working for the previous year, the annual statement of accounts, and balance sheet and the budget for the current year;
 - (ii) To elect the President and Vice-Presidents of the Samstha when necessary;
 - (iii) To appoint a qualified auditor for the year.
(In case of casual vacancy of the auditor appointed by the General Body, the Managing Committee is empowered to appoint another auditor in his place.)
 - (iv) To sanction on the recommendation of the Managing Committee, the establishment, affiliation, amalgamation or incorporation of a new institution.
 - (v) To appoint, remove or extend the period of a Trustee or Trustees from time to time.
 - (vi) To consider any other matter on the recommendation of the Managing Committee; and
 - (vii) To transact any other business with the permission of the Chairman of the meeting.

Extra-ordinary Meetings of the General Body :-

12. The Managing Committee, may whenever they think fit, or upon a requisition made in writing by not less than fifty members, shall convene an extra-ordinary meeting of the General Body. Any such requisition shall specify the object of the meeting and shall be lodged with the Secretary of the Samstha.

Time limit for calling an Extra-ordinary Meeting of the General Body upon requisition :-

13. An Extra-ordinary meeting of the General Body shall be called by the Managing Committee within six weeks from the date of the receipt of the requisition.

Notice of Meetings of the General Body :-

14. For all Meetings of the General Body at least seven days' notice specifying the business, place, day and hour of the Meeting shall be sent by post or otherwise, provided however, that no proceeding of any such meeting shall be rendered invalid on the ground that any member has not received such notice.


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Chairman of the Meeting of the General Body :-

15. The President and in his absence, the Vice-President, longest in office amongst those present, shall preside at a meeting of the General Body. But in their absence, the members present shall elect one of them to be Chairman of that meeting.

Quorum for Meeting of the General Body :-

16. The quorum for any meeting of the General Body shall be twenty-five members present in person.

Adjourned Meeting :-

17. In case of want of quorum the meeting shall stand adjourned but the adjourned meeting may be held after waiting for fifteen minutes and business as previously notified may be transacted irrespective of want of quorum.

Evidence of passing the Resolution :-

18. At any meeting of the General Body, unless a poll is demanded, a declaration by the Chairman of the meeting that a resolution has been carried or has failed and an entry to that effect in the book of proceedings of the Samstha shall be conclusive evidence of the fact.

MANAGING COMMITTEE

19. The managing Committee shall consist of the following :

Elected :-

- (a) Maximum of six Life-workers of the Samstha for the time being. If their number exceeds six, they shall elect six members from amongst themselves.
- (b) Eleven members elected by Patrons, Benefactors, Sympathiers and Ordinary Members.
- (c) Not more than 2 members co-opted by the Managing Committee.
- (d) Two representatives of the employees of the Samstha :
One from the permanent servants of all grantable sections and the other from all non-grantable sections of the Samstha, elected separately by them.
- (e) One representative of the heads of the various branches of the Samstha elected from among themselves.

The period of members mentioned in (a), (c), (d) and (e) shall be co-terminus with the elected members under (b). Any casual vacancy in respect of any member of MC shall be filled by the MC. The term for such members shall be for the remaining period only.


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Non Elected:-

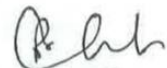
- (f) Secretary of the Samstha as Ex-officio member. He shall also be the Secretary of the managing Committee, but will not have a right of vote even if he happens to be a Life Worker.
- (g) The existing representative of donors shall continue to be the members of the Managing Committee for their remaining term. Trustees will be permanent invitees of the Managing Committee and will participate in the discussion. However, they will have a vote only when subjects regarding movable or immovable properties are considered.

Election of the managing Committee :-

20. (a) The managing Committee shall be elected at the end of every fifth year. The retiring members will be eligible for re-election.
- (b) Members eligible to contest the election of the Managing Committee, will be only those, who shall have completed minimum two years of membership, prior to the last date of receipt of nomination.
- (c) A Member will be eligible to vote, if his name is enrolled in the Register of the members of the Samstha on or before 30th September of the Calendar year, in which the election takes place.
- (d) The Life Workers, Heads of Branches and other Employees of the Samstha, will not be eligible to contest the election of the members of the managing Committee under 19 (b).
- (e) A member elected under rule 19 (a) & (b) as a member of the managing Committee, life workers consecutively for two terms shall not be eligible to contest the next election immediately thereafter.
- (f) Any Casual vacancy in the category a, b, d, e arising out of death, resignation or otherwise, shall be filled by the Managing Committee. However the vacancy of that category be filled as per procedure mentioned in the By-laws for respective categories, except 19b and such members shall hold office for a period for which, the member in who's place, he has been appointed.

Surviving members to exercise powers :-

21. The managing Committee shall continue to its powers, notwithstanding any vacancy arising as aforesaid until it is filled up.



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Election of Chairman and Vice-Chairman :-

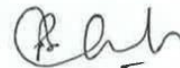
22. Within two days from the results of the election, the President, and there after the Vice-President senior in office shall direct the Secretary to convene the first meeting of the MC. This meeting shall elect one chairperson from among the elected members under rule 19(b). The President shall preside over the meeting to elect the chairperson. In case of equal votes the chairperson will be elected by drawing lots. The candidate whose name appears on the chit drawn, shall stand eliminated. The result of election will be declared by the President immediately. The newly elected Chairperson will then chair the meeting for the election of the Vice-Chairman and further deliberations of the meeting. The Chairman shall have a casting vote in all the matters.

Vacancy in the Post of Chairman or Vice-Chairman :-

23. In the event of a vacancy occurring in the office of the Chairman or Vice-Chairman either by death, resignation or otherwise, during the tenure of the Managing Committee, it shall be filled by the managing Committee from amongst the elected members, under Rule 19(b).

Functions, Powers and Duties of the managing Committee :-

24. The functions, powers and duties of the managing Committee shall be as under :
- To elect Chairman and Vice-Chairman.
 - To appoint Secretary & other officials of the Samstha.
 - To make, alter or cancel bye-laws of the Samstha from time to time, consistent with these Rules.
 - To sanction subject to confirmation by the General Body the budget and the annual report and to adopt and authenticate the accounts of the Samstha before they are submitted to the Auditor for their report.
 - To arrange for the custody, issue, investment, receipt and expenditure of the funds of the Samstha for its objects; To sanction opening of bank accounts and issue instructions for operating them.
 - To arrange for overdraft or cash credits, borrow money or raise loans by pledge or mortgage of the property of the Samstha or otherwise, for furtherance of any of the objects of the Samstha.
 - To arrange for collection of funds.



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- (h) To let out an immovable property or a part thereof and take on lease or rent an immovable property and to execute documents for the said purpose.
- (i) To Institute, prosecute, defend and compound suits or legal proceedings by or against the Samstha, through the Secretary or in his absence, illness or otherwise, by appointing amongst them a person or persons for the occasion.
- (j) To transfer to the Permanent Fund such sums as they deem proper out of the annual income and savings.
- (k) To establish, affiliate, incorporate or take over for management any institution or institutions with similar objects at any place, subject to confirmation by the General Body.
- (l) To discontinue the affiliation of any institution or dissociate a branch of the Samstha at any place if felt necessary, subject to confirmation by the General Body.
- (m) To convene a Meeting or Meetings of the General Body of the Samstha.
- (n) To sanction or order the appointment to a particular office or place or the transfer of all employees of the Samstha.
- (o) To sanction or order the dismissal of any life-worker or permanent employees of the Samstha, at a meeting, where at least one third of the non-life-worker members are present.
- (p) To grant extra-ordinary or special leave to life-workers and employees of the Samstha.
- (q) To approve life-workers and to appoint heads of all the branches of the Samstha.
- (r) To fix from time to time salaries, allowances, pensions, gratuity and other special emoluments payable to life-workers and employees of the Samstha.
- (s) To appoint Co-ordination Committee and School Committees according to the Maharashtra Employees of Private Schools' Rules 1981 ; and to appoint Executive Committee.
- (t) To appoint Committees and Sub-committees when necessary.
- (u) To sell, transfer or dispose off in any manner, of any immovable property of the Samstha with the concurrence of the majority of trustees, subject to the provisions of the Bombay Public Trusts Act 1950.
- (v) To cancel the membership of a member, with the concurrence of the President, if such member is acting against the interest of the Samstha.



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- (w) Generally to do, sanction and authorise all such matters and things as may be necessary for the management of the affairs of the Samstha.
 - (x) To implement the provisions made in the Maharashtra Employees' of Private Schools' Rules 1981, in connection with the approved School and Colleges of the Samstha.
 - (y) To recommend the names of the trustees to be appointed or to be removed or period to be extended to committee consisting of President & Vice President.

Meetings of the Managing Committee :-

- 25. (a) Meetings of the Managing Committee shall ordinarily be held at least once in two months. For all meetings of the Managing Committee at least three clear days' notice to the members, specifying the business, place, day and hour of the meeting shall be sent by post or otherwise.
- (b) A member who absents himself for any four meetings, held a calendar year and fails to obtain condonation for his absence from the Managing Committee, in writing, shall cease to be a member of the Managing Committee. The managing Committee shall pass a resolution accordingly. Such member shall be disqualified from being nominated for election as a member of the Managing Committee, during the immediately next following election of the Managing Committee.

Quorum of the Managing Committee :-

- 26. The quorum for any meeting of the managing Committee shall be one-third of the total number of members.
In case of want of quorum the meeting shall stand adjourned but the adjourned meeting may be held after waiting for 15 minute and business, as previously notified may be transacted irrespective of want of quorum.

Duties and Functions of the Secretary :-

- The following shall be the duties and functions of the Secretary :-
 - (a) To arrange for the maintenance and custody of records, deed of title and shares and securities belonging to the Samstha.
 - (b) To attend the meetings of the General Body, Managing Committee, and Sub-committees and keep the minutes of their proceedings.

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- (c) To issue notices of the meetings of the General Body, Managing Committee and Sub-committees.
- (d) To carry on correspondence on behalf of the Samstha.
- (e) To represent the Samstha in all its transactions and to institute, conduct, defend, refer to arbitration or abandon any legal proceedings for or against the Samstha. To sign deeds and documents on behalf of the Samstha.
- (f) To maintain proper accounts of monetary transactions of the Samstha.

The Books of accounts shall be kept at the office of the Samstha or at such other place as the Managing Committee may think fit and shall be open to inspection by any member of the managing Committee during office hours.

- (g) To open and operate bank account or accounts in the name of the Samstha and to sign jointly cheques and other documents from time to time on behalf of the Samstha as directed by the managing Committee.
- (h) To pass receipts on behalf of the Samstha for payment, documents or property received.
- (i) To superwise and co-ordinate the activities in all the branches on all the Campuses of the Samstha.
- (j) To perform and to do all other acts and things as may be necessary for the discharge of any of the aforesaid duties and such other duties as the Managing Committee may require to be done.

BOARD OF TRUSTEES

- 28. There shall be 3 Trustees of the Samstha appointed by the General Body only on the Recommendation of the Committee consisting of President & Vice-Presidents of the Samstha, initially for 6 years. The appointment may be extended for period of 3 years at a time.

Filling up Trustees' Post :-

- 29. Any vacancy of a trustee caused by death, resignation, insanity, removal or otherwise shall be filled by the Committee consisting of President & Vice-Presidents of the Samstha.


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All Property to Vest Jointly in the Trustees :-

30. All properties of the Samstha, movable and immovable, shall be deemed to vest jointly in the names of the Trustees. The shares and securities belonging to the Samstha shall be negotiable by the signatures of any two of the Trustees. An account may also be kept at a Bank in the names of all the Trustees, which may be operated by any two of them.

BOARD OF LIFE-WORKERS

The Board of Life-workers shall consist of all the Life-workers in the service of the Samstha. The number of life workers at a time shall not exceed 24.

Powers and Functions of the Board of Life-Workers :-

32. All powers not expressly otherwise provided for in these rules concerning the management of the internal affairs of the Samstha and its institutions shall vest in the Board of Life-workers and they may make bye-laws pertaining to the same subject to sanction of the managing Committee.

In particular the following shall also be the duties and functions of the Board of Life-workers :

- (a) To recommend to the Managing Committee persons who may be accepted as Life-workers and
(b) Arrange for collection of funds for the Samstha.

FUNDS

Funds of the Samstha :-

33. All moneys belonging to the Samstha shall be held in the following funds :

- (a) Pension Fund (पेन्शन निधी) - This Fund shall be constituted by the Samstha from the contributions made by each institution in which life-workers and permanent employees may be working, to provide for the gratuity and pension payable to them according to the Bye-laws.



(Handwritten Signature)

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The proceeds of insurance policies shall belong to the Samstha and shall be added to the fund.

- (b) Foundation Fund (अक्षय निधी) - All donations which are intended by the donors to be kept permanently with the Samstha shall constitute the Fund. Only the income of the Fund by way of interest shall be used for current expenditure.
- (c) Endowment Fund (दान निधी) - This Fund shall consist of all donations the income alone of which is to be used according to the intension of the donor for some specific purpose such as scholarships and prizes but the corpus of which is to remain permanent.
- (d) Permanent Fund (नित्य निधी) - All donations of Rs. 500 or more given in lump sum without any condition attached thereto will be put in this Fund. No expenditure shall be incurred from this fund except with the sanction of the General Body by an extraordinary resolution, passed as hereinafter mentioned, for expenditure on immovable property. But the income of the fund by way of interest shall be used for current expenditure.
- (e) Reserve Fund (राखीव निधी) - All donations of Rs. 100 and above but below Rs. 500 given in lump sum without any condition attached and other income will be held in this Fund, to cover the deficit in the current expenditure, when necessary. But the income of the fund by way of interest shall be used for current expenditure.
- (f) The Managing Committee may constitute and utilize special funds such as Building Funds, Depreciation Fund etc. for a specific purpose.

The Board of Life-workers may establish Life-workers' Fund (आजन्मसेवक निधी) for their mutual benefit according to the ByeLaws made by them from time to time. The Board of Life-workers shall exercise full and exclusive control over this fund.

Annual Audit :-

34. At least once in every year the accounts of the samstha and its branches shall be audited by the auditor, appointed under Rule 11(iii).


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MEETING AND RESOLUTIONS

Decision by majority of votes :-

35. All questions before a meeting of the General Body or Managing Committee shall be decided by a majority of votes and in case of an equality of votes, the Chairman of the meeting shall have a second or casting vote. The decision of the Chairman regarding the voting shall be final and conclusive.

Extra-ordinary Resolution :-

36. A resolution shall be deemed to be 'extra-ordinary' when it is passed at a meeting of the General Body, by a majority of not less than two thirds of the members, who are present in person provided due notice of the intention to propose such a resolution at the meeting has been given.

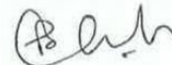
Power to change Rules :-

37. The Samstha may, in a General Meeting or meetings, from time to time, by passing an extra-ordinary resolution as hereinbefore mentioned, alter all or any of the rules herein contained or make new rules, to the exclusion of or in addition to all or any of the Rules of the Samstha except Rule No. 3 stating the objects of the Samstha.

Power to change Object :-

38. Whenever it shall appear to the Managing Committee of the Samstha that it is advisable to alter, extend, or abridge the objects of the Samstha mentioned in Rule 3, or to amalgamate the Samstha either wholly or partially with any other society, the managing Committee may submit the proposition to the members of the Samstha in a written or printed report and may convene a special meeting for the consideration thereof according to the regulation of the Samstha.

But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every members of the Samstha, ten days previous to the special meeting convened by the Managing Committee for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three fifths of the members present and voting, and confirmed by the votes of three-fifths of the members present and voting at a second special meeting, convened by the Managing Committee at an interval of at least one month after the former meeting.



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DISOLUTION OF THE SAMSTHA

Insurance and Penslom Funds' charge on the Property of the Samstha :-

39. In the event of the Samstha's being wound up and the amount of the Insurance and Pension Fund created under Rule 34 hereinbefore mentioned being found insufficient to discharge the liability undertaken by the Samstha, towards its life-workers and permanent servants by way of Life-Insurance and Pension Benefits, the deficiency to be determined by an actuarial valuation as on the date of winding up, shall be the first charge on all property and assets of the Samstha on the said date, subject however to the obligation attaching to endowments and conditional donations accepted by the Samstha.

Disposal of Property on Dissolution :-

40. On the winding up or dissolution of the Samstha, the property or surplus remaining after meeting all the outstanding liabilities shall be transferred to any other institution or institutions having objects similar to those of the Samstha or as may be determined by a Court of competent jurisdiction.



12/19.8.17
महाराष्ट्र उपजात, पुणे विभाग, पुणे





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