



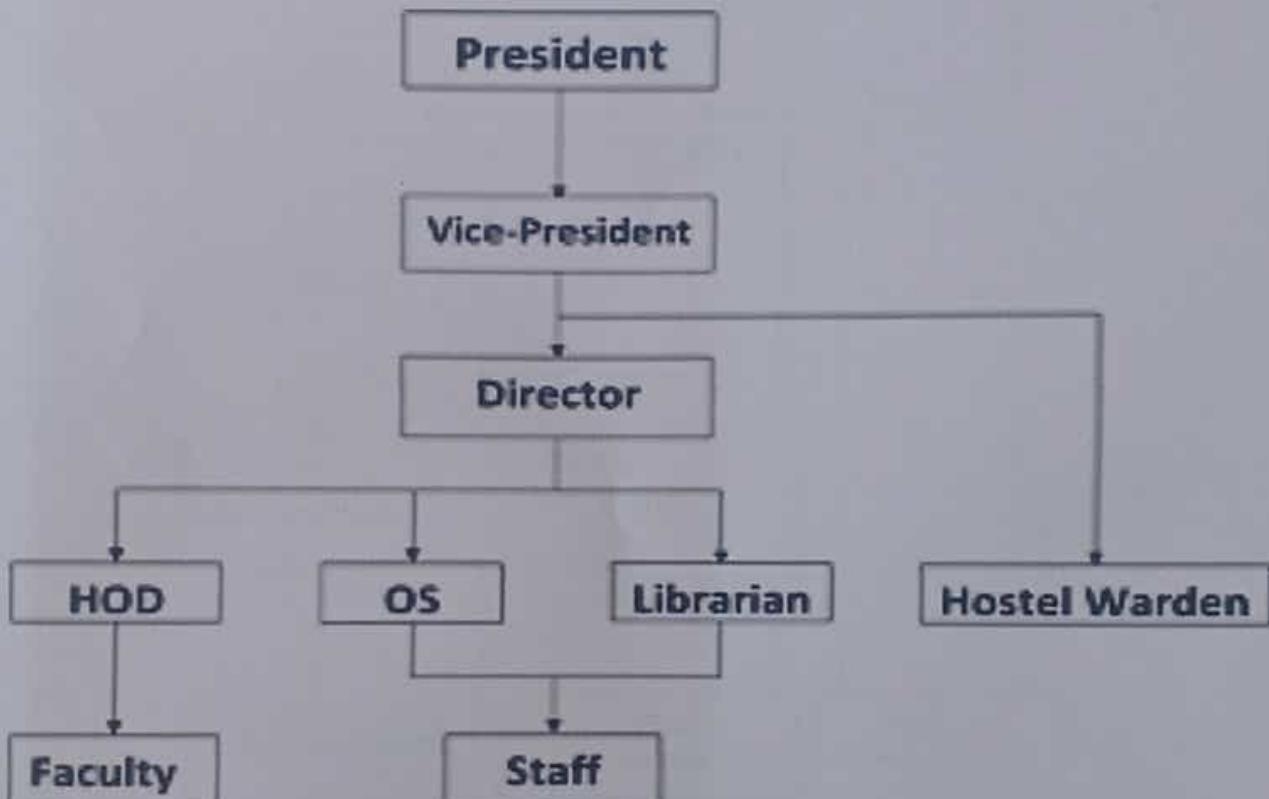
CAYM Education Trust's
SIDDHANT INSTITUTE OF COMPUTER APPLICATION

(Approved by AICTE New Delhi, Gov. of Maharashtra Recognised Savitribai Phule Pune University)

Add: At post-Sudumbare, Tal-Maval, Dist-Pune-412109, Ph: 02114-661992

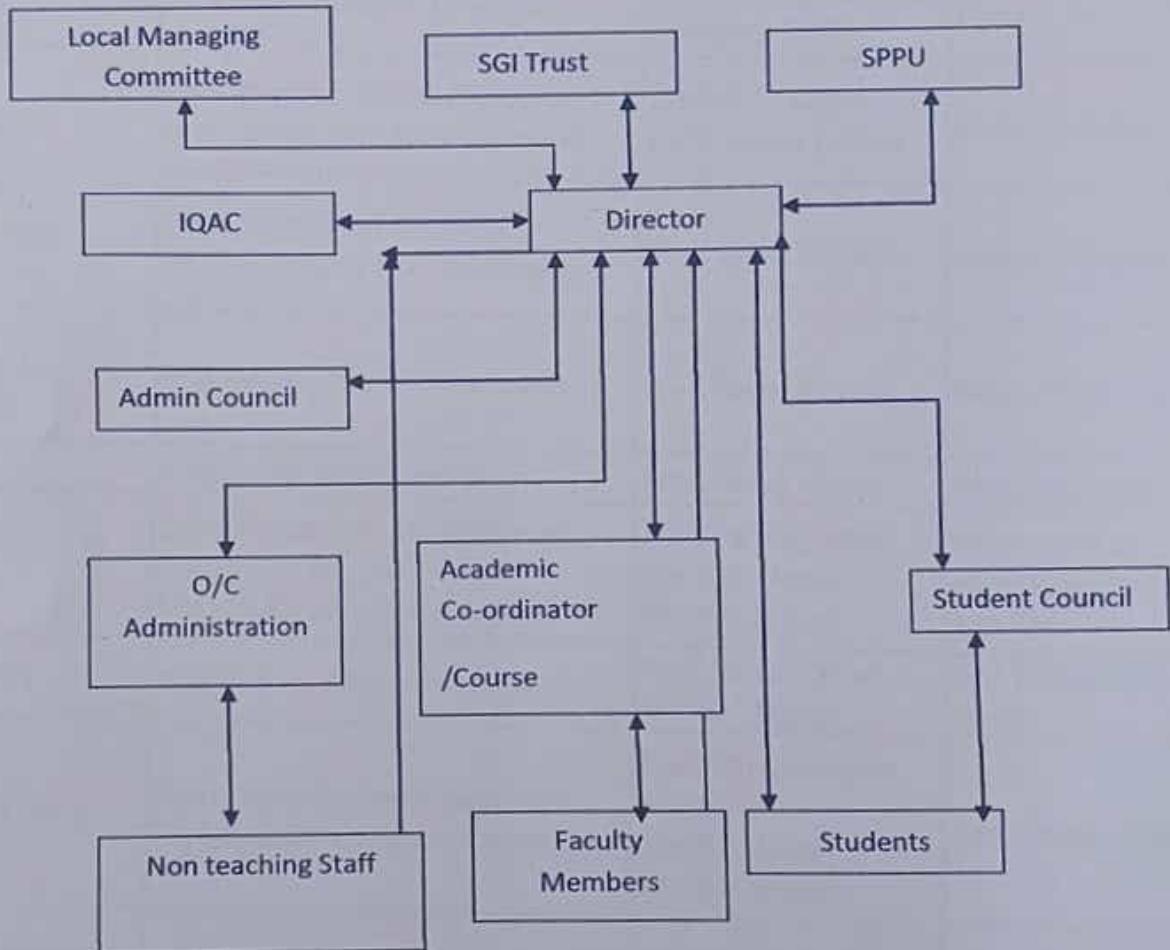
Email: siddhantical@gmail.com Website: www.siddhantica.in

Organizational Chart of SICA





Communication Channels for Decision Making



Siddhant Institute of Computer Application

Sudumbare, Pune-412109

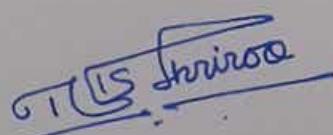
Committee list 2023-24

| Sr. No. | Committee Name | Committee Head | Committee Members | Reporting |
|---------|--|---|--|--|
| 1 | AICTE,DTE,LIC,LMC | Prof. Nitin Shirrao(convener) Mr.J.S. Kambale(co- convener) | Prof. Reshma Mavkar Mr. S.S. Botre Mr. S.S.Jagtap | Every Monday and as on required |
| 2 | NAAC | Prof. Sujata Albhar (convener) | All teaching and Non-Teaching Staff | Daily |
| 3 | ACADEMIC MONITORING | Prof. Reshma Mavkar(convener) Prof. Sarita Patil (co-convener) | Prof. D. S.Jadhav Prof. Sujata Albhar | Every Tuesday |
| 4 | PLACEMENT CELL,INDUSTRY VISIT, ALUMNI | Prof. Sarita Patil (convener) Prof. D. Jadhav (co- convener) | Prof. Aarti Bhujbal | Every Thursday |
| 5 | STUDENT WELFARE /PROFESSIONAL MEMBERSHIP | Prof. Sujata Albhar (convener) | Prof. Sonal Pawar | Every Wednesday |
| 6 | LIBRARY | Mrs. Anita Balke(convener) | Prof. Sonal Pawar | Every Tuesday |
| 7 | ADMISSION | Prof. Reshma Mavkar(convener) Prof. Aarti Bhujbal Mr.J.S. Kamble(co-convener) | All Teaching staff Mr. S.S. Botre Mr. S.S.Jagtap | At the time of admission Every day at 5 PM |
| 8 | EXAMINATION | Prof. Sujata Albhar (convener) | Prof. Sonal Pawar Mr. S.S.Jagtap | 2nd Tuesday of every month |
| 9 | EVENTS & SPORTS | Prof. Aarti Bhujbal (convener) Prof. Sonal Pawar(co- convener) | Prof. Dnyaneshwar Jadhav Mr. S.S. Botre Mr. S.S.Jagtap | At the time of events |
| 10 | SEMINAR/PROJECT | Prof. Reshma Mavkar(convener) | All Teaching staff | 2nd and 4th Saturday |
| 11 | TIMETABLE/ ACADEMIC CALENDER | Prof. Aarti Bhujbal (convener) | Prof. Sujata Albhar | 15th of every month |
| 12 | SOFTWARE DEVELOPMENT/ R&D | Prof. Reshma Mavkar(convener) Prof. D.Jadhav(co-convener) | Prof. Sonal Pawar | 2nd and 4th Friday |
| 13 | WEBSITE UPDATION/CYBER AWARENESS | Prof. D. S. Jadhav (convener) Prof. Sarita Patil(co-convener) | Mr. K.S. Mane | 2nd Friday |
| 14 | I-CARD/UNIFORM | Prof. Dnyaneshwar Jadhav (convener) | Mr. S. S. Jagtap | whenever required |



| Sr. No. | Committee Name | Committee Head | Committee Members | Reporting |
|---------|--|--|--|---------------------------|
| 15 | RESEARCH JOURNAL | Prof. Nitin Shrirao (convener) | Prof. Reshma Mavkar Prof. Sujata Albhar | 4th Friday of every month |
| 16 | LAB MAINTANENCE | Prof. Dnyaneshwar Jadhav | Mr. K.S. Mane | Every Day |
| 17 | RESEARCH PROJECT SCHEME-UOP | Prof. Nitin Shrirao | | |
| 18 | Internal Quality Assurance Cell (IQAC) | Prof. Sarita Patil | Mr J S Kamble Mr Sudam Botre | |
| 19 | WOMEN GRIEVANCE CELL | Prof. Reshma Mavkar(convener) | Prof. Sarita Patil | 1st of every month |
| 20 | WOMENS ANTI-SEXUAL HARASSMENT CELL | Prof. Nitin Shrirao Prof. Sarita Patil | Mr J S Kamble | whenever required |
| 21 | ANTI RAGGING | Prof. Nitin Shrirao(convener) Mr.J.S. Kamble(co-convener) | Prof. Reshma Mavkar Prof. Aarti Bhujbal Mr. S.S. Botre | 3rd of every month |
| 22 | STUDENT COUNSELLER COMMITTEE | Prof. Nitin Shrirao Prof. Reshma Mavkar Prof. Dnyaneshwar Jadhav | Mr J S Kamble | whenever required |
| 23 | STUDENTS GRIEVANCE REDRESSAL COMMITTEE | Prof. Nitin Shrirao | Mr J S Kamble | whenever required |
| 24 | INTERNAL COMPLAINT COMMITTEE | Prof. Nitin Shrirao Prof. Reshma Mavkar Prof. Dnyaneshwar Jadhav | Mr J S Kamble | whenever required |
| 25 | COMMITTEE for SC/ST | Prof. Aarti Bhujbal | Mr J S Kamble | whenever required |
| 26 | DIYANG CELL | Prof. Nitin Shrirao | Prof. Reshma Mavkar Prof. D. Jadhav | whenever required |
| 27 | EQUAL OPPORTUNITY CELL | Prof. Nitin Shrirao(convener) Prof. Reshma Mavkar | | whenever required |




 Prof. Nitin Shrirao
 Director
 Siddhant Institute of Computer Application
 Sudumbare, Maval, Pune - 412109.



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SERVICE RULES

I. Preamble:

1. These rules shall be called as Service Rules'.
2. They shall be deemed to have come into effect from 16th June, 2022.

II. 1. Appointments:

The Management/ Director is the competent authority to appoint any employee based on the recommendations of the University/ Local selection Committee. The appointment orders shall be issued by the Management / Director.

2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ State Government / University / Management norms in respect of Non-Teaching Staff.

3. Selection:

- a) The rules prescribed for selection of employees from time to time by AICTE / University / State Government / Local selection Committee shall be followed.
- b) A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates by a selection committee as directed by the Management.
- c) The Management / Director may in special circumstances appoint qualified persons by invitation / deputation / contract basis year after year.

III. Pay, Allowance, Increments and Promotions:

1. **Pay:** AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non-teaching staff.
2. **Allowances:** Dearness, House Rent and other allowances as per AICTE norms for teaching staff and State Govt. norms for non-teaching staff are extended by Management from time to time to all regular employees of the Institute.

3. Sanction of Increments:

- a) Director/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization / Research contributions / previous salary drawn and experience at the





time of appointment.

- b) **Regular Increments:** The regular increments shall be sanctioned by the Director / Management on the satisfactory performance of the employee.

IV. General Service Conditions:

1. All the employees of the Institute shall abide by the general rules of conduct as specified by the Institute.
 2. All the employees of the Institute are required to be present in the Institute throughout the working hours of the Institute on all working days.
 3. An employee of the Institute shall devote his/her whole time to the service of the Institute and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Director.
 4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Director is empowered to suspend any employee in the interest of the Institute and report his action to the Management and the university as the case may be.
 5. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months' notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination.
 6. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Director or the date of relieve, whichever is earlier.
 7. For all employees in the Institute, an individual personal file and Service Book shall be maintained with regular updates as per State Government / affiliating university norms.





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Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / shewill be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly,or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.





7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract disciplinary punishment.





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15. All the teachers shall handover their original certificates to the Director at the time of joining duty.
16. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
17. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
18. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. Be on time for your lectures and practical. Be punctual.
20. Respect the organization goals and help to achieve them.
21. Staff members shall follow the directions and instructions properly given Director and HODs.
22. Lunch break only one hour.
23. Establish a politeness policy for basic manners.
24. Teach students the importance of thinking of others; write thank-you notes.
25. Respect your fellow workers.
26. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
27. Learn to own your mistakes
28. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
29. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
30. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.





PERFORMANCE APPRAISAL SYSTEM

Institution has Performance Appraisal System for teaching and non-teaching staff.

The teaching staff appraisal is carried out in two ways

- a) **Students' feedback:** students evaluate faculty member's performance on content delivery (knowledge) skills and interpersonal skills.
- b) **Self-appraisal:** Besides students' evaluation, teaching staff also fill the self appraisal form by noting their achievements and skill set up gradation during the appraised academic year. These forms are confidential. Later, the Director assesses the student's feedback and self appraisal form and adds remark based on the overall interaction and contribution of teaching staff member during the assessment year.

The non-teaching staff appraisal is carried out by taking self appraisal. The staff member has to fill-up the self appraisal form, which is then assessed by the Director and accordingly put his/her overall review/remark based on the overall interaction and contribution of staff during the assessment year.

These confidential performance appraisal reports of teaching and non-teaching staff members are then to be forwarded to management authority i.e. Siddhant Group of Institutions for further evaluation, discussion and further decision if any to be taken on the basis.

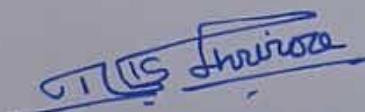




DISCIPLINARY ACTION

- a) All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / Negligence of duties.
 - i) Censure (strong expression of disapproval)
 - ii) Withholding increments / promotion
 - iii) Recovery from his/her salary whole or part of any financial loss caused to the Institute due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of 3-5 members consists of Director, HoD, senior faculty and senior non-teaching staff member.
An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management.




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