



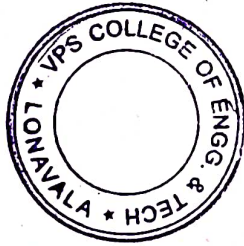
COLLEGE OF ENGINEERING & TECHNOLOGY  
NAAC Accredited

## 6.2.2 Policies of appointment rules procedure and Sop

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\*\*\* As the pages are more, authentication by higher authority is made at the end.



**Address:** Gat No. 685, Mauje,  
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Approved by AICTE Delhi  
Recognized by DTE (6815)  
Affiliated to SPPU Pune (CEGP02002)



COLLEGE OF ENGINEERING & TECHNOLOGY  
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Ref: VPSCET/2023-24/

Date:

To

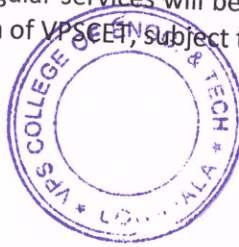
.....

Subject: - Order of Appointment for **Academic Year 2023-24.**

Sir

Following your application and subsequent interview for the post of .....**Department** before the Local Staff Selection Committee, I am pleased to inform you that the Management has appointed you as.....**Department** at VPS College of Engineering & Technology, the terms & conditions of the appointment are as follows.

- 1) Your services are governed by the statutes, ordinances and rules and regulations of the Government of Maharashtra, AICTE, S. P. Pune University and rules of VPSCET, as amended from time to time.
- 2) Your appointment is on Purely Temporary Basis for a period of Academic Year 2023-24 from the date of joining till 31-MAY-2024.
- 3) You will be paid basic salary of Rs. .... and other allowances as prescribed by the Trust from time to time. The salary payments will be subject to deduction of statutory taxes as applicable.
- 4) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post.
- 5) Your appointment is on purely temporary basis and will automatically come to an end on the expiration of tenure and in any such event, you shall not claim any right to be continued in the services. You shall not claim to be a regular/permanent employee of the College. At any time during the tenure of your services or after termination thereof, in any manner what so ever, and shall not claim automatic re-appointment to the said post after expiration of the tenure of your services and you will not be eligible for any retrial benefits.
- 6) You shall submit the certified true copies of relevant documents such as birth date certificate, mark sheets, experience certificate, reliving certificate before joining the duties.
- 7) You will produce 2 passport size photographs.
- 8) You are required to give the correct mailing address as soon as you join your duties. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) or Speed Post on the address given, shall be deemed to have been acknowledged duly signed by you.
- 9) You are entitled Casual Leave per year as per Rules & Regulation of VPSCET, subject to changes from time to time.
- 10) a) You are entitled for Medical Leave only after completion of one-year regular services and as per Rules & Regulation of Vidya Prasari Sabha, subject to changes from time to time.  
b) Earned Leave after completion of one-year regular services will be granted provided your appointment is non-vocational one and as per Rules & Regulation of VPSCET, subject to changes from time to time.



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**Order of Appointment .....continue**

- 11) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 12) You will submit to the office the medical fitness certificate from the Registered Medical panel appointed by the VPSCOP before joining your duties.
- 13) You will not conduct or engage yourself in private tuitions or private coaching classes.
- 14) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this College.
- 15) You will not appear for any examinations without prior permission of the management in service.
- 16) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 17) Your services are transferable within the trust organization only.
- 18) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the college or the management.
- 19) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 20) You will not form any union or organization amongst yourself and colleagues.
- 21) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal. Also you will not approach to any authorities connected to the College without prior permission of the Principal.
- 22) You will put your grievances to the Management through Principal / Registrar only. Also you will not approach the Management without prior permission of the Principal / Registrar.
- 23) You will have to carry out the duties / work assigned to you by the Principal / Registrar and the Management besides your teaching work / routine work.
- 24) If you found absent continuously for more than 15 days without prior permission, your services will stand terminated automatically.
- 25) If any information given in the applications form if found incorrect contradictory at any time after the appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 26) Progress Report: You will submit your academic progress report and other activities, seminars, presentation of papers, workshop etc. twice every year in the months of May and November.
- 27) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 28) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the Management/ Principal /Registrar as provided in the Rules & Regulations.
- 29) You will have to communicate your acceptance to the Management/ Principal /Registrar within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.

**Copy To:**

1. Accounts Department.
2. Master File VPSCET.

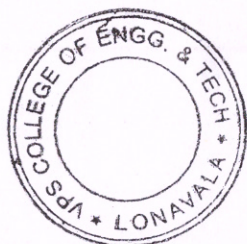


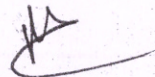


## SOP FOR CEO

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance. It will the role of the CEO to ensure smooth conduct of exam for all classes and subjects in the college.

1. Overall coordination of
  - (a) Theory exam.
  - (b) Online Exam.
  - (c) Practical Exam.
2. CEO to liaison with University of Pune in cases of
  - (a) Change/Correction in names in mark sheets.
  - (b) Forwarding revaluation requests of students.
  - (c) Dealing with photocopying requests of answer sheets.
  - (d) Dealing with delay in arrival of result.
  - (e) Questions appearing in the exam that are out of the syllabus or wrong.
3. CEO to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior supervisor at least 20 mins before the commencement of the exam, maintaining absolute confidentiality.
4. CEO to ascertain that security setup including recording of proceedings in control room is in place and functional.
5. CEO to liaison with external senior supervisor and ensure his/her availability.
6. CEO to ensure the availability of PCs and related paraphernalia
  - (a) One PC with CEO with CCTV for the confidential purpose of downloading question papers.
  - (b) Second PC for the general purpose of conduct of exam.
  - (c) Printer.
  - (d) Telephone.
  - (e) Both the PCs must be provided with secured internet connection.
7. CEO should record and issue answer books, Holocraft and other exam related stationary.
8. CEO to provide any other support needed by the exam control room.



  
**PRINCIPAL**  
VPS College of Engineering & Technology  
Lonavla



Affiliated to Savitribai Phule Pune University, Pune

AICTE Permanent Id : 1-1510254684,

DTE Code : 6815

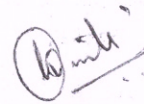
Gat No. 685, Waksai, Tal. Maval, Lonavla, Dist. Pune. 410405

Date : 04 / 11 / 2022

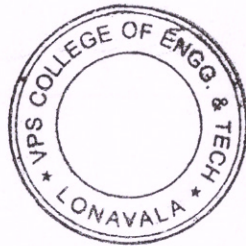
**Message from Training & Placement Office (General)**

The Training and Placement Cell is one of the integral part of our college. Training & Placement activities are organized throughout the year with a view to prepare the students to appear the campus recruitment process with confidence. The first year engineering students are encouraged to participate in various competitions such as debate, group discussion, power point presentation, essay writing etc. in order to enhance their confidence, reading, writing and communication skills. Students of second year engineering are trained on basic language skills in the well developed Language laboratories of the institute. To prepare and train aspiring learners to face campus recruitment, the third year engineering students are provided with exhaustive training with relevance to communication skills, aptitude test and overall development for personal & professional grooming. These training programs give the students tips on how to crack aptitude, group discussion, interview skills and resume preparation.

The cell also educates the students with various carrier opportunities in different areas such as Public Sector, Armed forces and Government Sector services by conducting guest lecture regularly. It is heartening to state that reputed industries across the country visit our college regularly for campus recruitment. It is observed that most of the reputed companies allow students with 60 % Engineering Aggregate to appear for the Campus Recruitment Process. Majority of students with first class and good communication skills receive offer letters of reputed companies before their Technical Degree Certificate. (Engineering). In order to give equal opportunity to all the students of our institute, we follow the policy of "ONE STUDENT ONE OFFER" i.e once a student is placed in a company, he / she is not permitted to appear for the successive recruitment process of other companies.



**Dr Harish Harsurkar**  
**TPO, VPSCET**

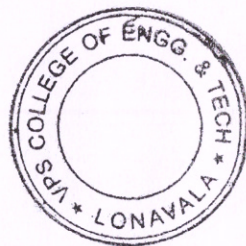


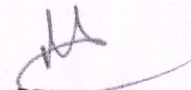


Date : 04 / 11 / 2022

TPO (SOPs)

1. The function of the TPO (General) is to facilitate the job placement of University Students.
2. The TPO invites registrations of the students through registration links who wish to apply and appear in recruitment drives organized by the TPO.
3. The TPO is approached by the recruiters for the placement of the students and the TPO also contact the prospective recruiters through different sources, like social media, direct mailing and calling, alumni and other references, past recruiters etc.
4. On the basis of the information and requirement provided by the recruiter like profile of the company, eligibility, job description, and other required details, the notification is circulated amongst the students.
5. The interested and eligible students register for the drive and the recruitment is conducted in the physical / online mode.
6. If the requirement is only for a single course, it is usually outsourced to the Department TPO and if it involves multiple courses, it is coordinated by TPO(General).



  
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