



Swami Vivekanand College of Engineering

(Approved by: AICTE, New Delhi • Affiliated to RGPV, Bhopal and DAVV, Indore • Recognised by : DTE Govt. of MP)
Campus : Khandwa Road, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.svce.vivekanandgroup.com

Declaration

Metric 6.2.1


I declare that all the data, pictures, reports and other information enclosed in the criteria are authentic to the best of my knowledge.


Criteria In-charge

Er. Aarti Khare

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Leave Policy for

Teaching staff

Employees are entitled for following leaves during Academic year:

Casual Leaves: -12

1. For new joiner's there will be no leave for one month.
2. Candidates whose tenure with SVCE is more than 1 year will be getting one CL every month, until they have the balance of previous months, if the balance of CL is there will be added in next months.
3. Employees with tenure of more than 3 years can avail 3 days leave quarterly.
4. New Employees joining in the month of May or June will not be getting any leaves as the attendance year is from July to June.
5. If an employee is on casual leave and if there is any official holiday between his leaves, his salary from the official holiday will not be deducted.

Semester Breaks (Summer Break=7 Days, Winter Breaks =7 Days)

1. An Employee will be eligible for semester break after a year of joining.
2. If an employee has 15 days of continuous LWP OR 30 days of LWP in a year then he/she will not be eligible for sem break.
3. At the time of semester break, no suffix & prefix leaves will be sanctioned.
4. Semester break will include Saturday, Sunday & all official holidays.
5. If employees want to attend seminars, workshops, conferences, FDP or Ph.D work and want to develop his profile in terms of academics he/she can avail semester break.

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Academic Leave:

1. In every semester an employee can avail 5 AL, and if he/she wants more AL has to take prior permission from the Director.
2. AL can be availed for following reasons: -
 - For Taking External Exams
 - Evaluation in RGPV
 - For attending Workshops

On Duty: -

Maternity Leave: - 90 days with payment. (After rejoining)

Special Leave: -

Special leave will be sanctioned by Management, only if the reason is found valid by them.


Note: - If an employee takes leave without information will be considered absent/LWP.


Compensatory Off: -

When an institution calls employees on Sunday or on other official holidays to examination or any other work employees will be entitled for compensatory off.

Swami Vivekanand Takniki Sansthan


Director


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Leave Policy for

Non-Teaching Employees

(Store, Library, Purchase, Accounts, Scholarship, HR, T&P Cell, Admin Dept.)

An employee is entitled for following leaves during Academic year: - (July to June)

Casual Leave: -12

1. For new joiners there will be no leave for one month and after that they will be entitled for 12 leaves for one year.
2. After completion of his/her one-year tenure will be eligible for 12 CL.
3. Staff whose tenure with SVCE is less than 3 years will be getting two CL every month, until they have balance of previous months, if the balance of CL is there will be added in next months.
4. Employees with tenure of more than 3 years can avail 6 days leaves quarterly.
5. New Employees joining in the month of May or June will not be getting any leaves as the attendance year is from July to June.
6. If an employee is on casual leave and if there is any official holiday between his leaves, his salary of official holidays will not be deducted.
7. If an employee is on casual leave and if there is any official holiday between his leaves, his salary of official holidays will not be deducted.
8. If an employee is on casual leave and if there is any official holiday between his leaves, his salary of official holidays will not be deducted.
9. Sub Staff members (4th class employees) are eligible for 12 CL.

Special Leave: -

Special leave will be sanctioned by Management, only if the reason is found valid by them.

Note: If an employee takes leave without information will be considered absent/LWP.

Compensatory Off: -

When an institution calls employees on Sunday or on other official holidays, employees will

be entitled for compensatory off.

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Proforma of Staff Appointment Letter

Subject: Appointment letter for the post of _____ in the _____ Engineering Department of SVCE.

Dear _____,

This has reference to your application for the post of _____ in _____ Engineering Department and the subsequent interview held on _____. The management is happy to offer you the post of _____ in _____ Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the _____.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain a high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards to your salary 10% of your salary will be deducted every month till the amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement on the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely _____

Swami Vivekanand Takniki Sansthan

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KHANDWA ROAD, INDORE**

Above Terms & Conditions accepted

Director

**PRINCIPAL
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Swami Vivekanand Technical Sansthan
Director

CC: Principal, Swami Vivekanand College of Engineering
Account section
Personal File



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FORMAT FOR SELF APPRAISAL

● Name of the Faculty..... ● Branch.....

1. Attendance:

Total Working Days(Last 2 Semesters)	Total Attendance(Last 2 Semesters)

2. Result:

Subject Code	No. of Students Appeared	No. of Students Passed

3. Training/Seminar/Workshop Attended during the academic year _____:

Programme Attended	Duration	Sponsored by/Organized by

4. Training/Seminar/Workshop Organized:

Title	Duration	Sponsoring Agency

5. Particulars of Research Publication:

Research Paper Published		
Title of Paper	Journal	Date Published/In Process

6 Any Project Work Initiated:

Particulars of Project-


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.....
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7. Any Assignment relating to Committees Constituted in the Institute:

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8. Member of Professional Body (if any) give details:

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9. Any Other Achievement (give brief report):

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.....

Signature of Faculty/Staff

10. Comments:

Comments by HOD:

.....

.....

Signature of HOD

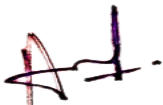
Comments by Principal:

.....

.....

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Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

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III: PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the

best of my knowledge.Place:-


Date:-

Name and Signature of the non teaching staff

Countersigned by the Head of the Institution

Swami Vivekanand Takaiki Sansthan


Director


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Welfare Policy

WELFARE MEASURES: -

The Institution has effective welfare measures for teaching and non-teaching staff and other beneficiaries. SVCE constituent divisions provide welfare benefits to its teaching, non-teaching, and support staff. The welfare programmers are available to everyone without distinction based on any factor. Among the welfare measures are:

PROVIDENT FUND: - This fund is for retirement and post-retirement lifestyle. It doesn't require a lump sum one-time investment. A monthly deduction from the salary is enough to build a bigger corpus all through you. Employment years - It allows you to adore tax concessions.

ESIC: Full medical care is provided to an Insured person and his family members from the day he enters insurable employment. There is no ceiling on expenditure on the treatment of an Insured Person or his family member.

TRANSPORT FACILITY: -Free transportation is provided to teaching and non- teaching staff members traveling from Indore and the surrounding areas. Every vehicle is inspected by the transport in charge every day, and skilled drivers stick to the schedule. For every vehicle, the pollution control certificates have been acquired.

COMMUNICATION FACILITY: -To maintain the quality of services and handle emergency circumstances, communication facilities are offered to improve better and timely communication. Every institution, including hospitals, has access to landlines. Patients can use the landline phone service, and the IT department handles phone service maintenance.

LEAVES: -Various types of leaves are offered based on the needs of the employees. These consist of paid time off for qualifying events, maternity leave, and special leave for attending conferences and training, casual leave, academic leave, health checkup and semester break.

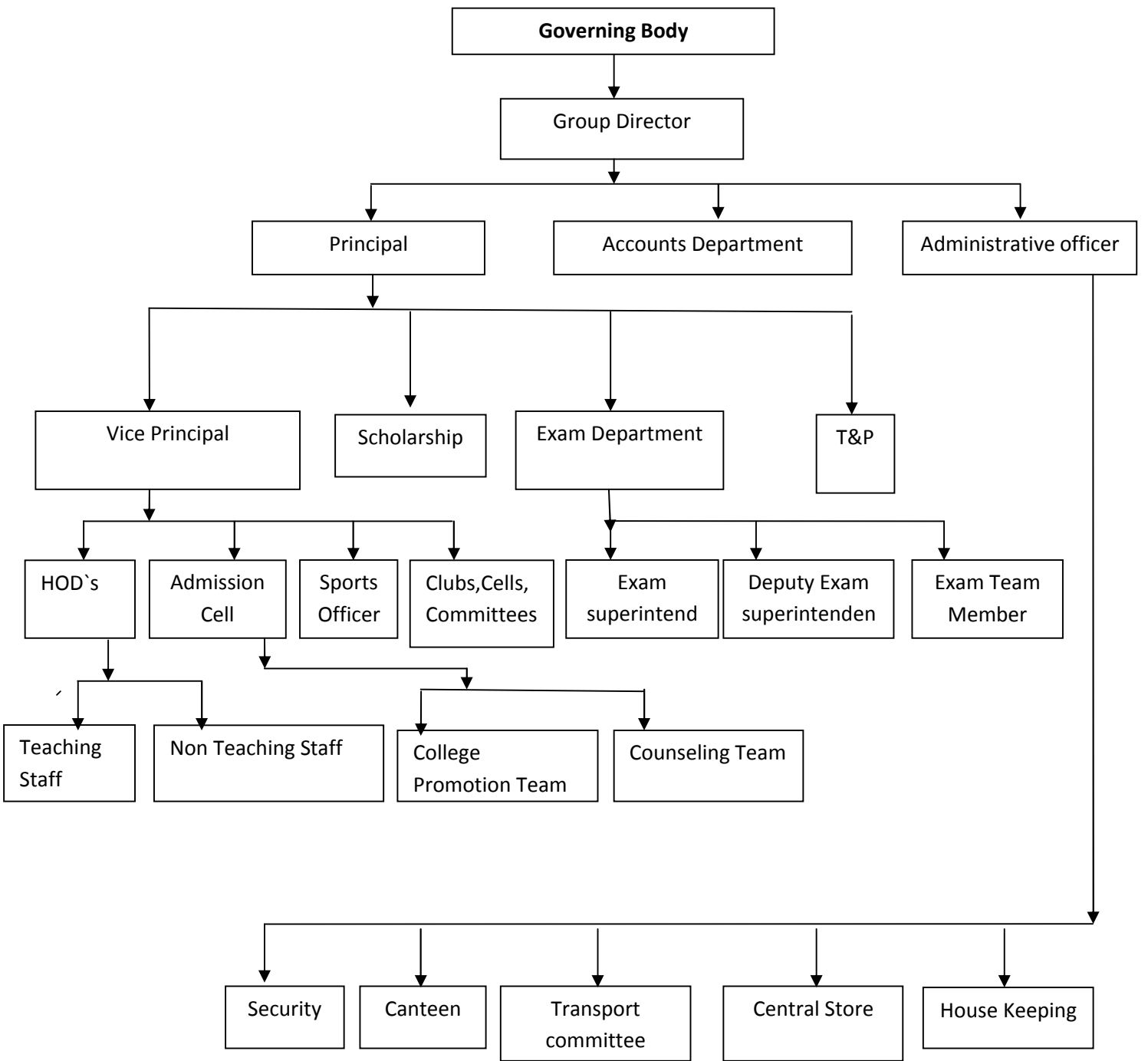
FINANCIAL SUPPORT: - Financial assistance is provided in the form of salary advances to staff members.


SAFF CONCESSION: - In Addition to the above benefits there is a concession in fees for the children of staff members.


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Future Plans

1. In our journey towards excellence, we envision a future where our college not only excels in the NIRF rankings but also evolves into a distinguished autonomous institution and ultimately achieves university status.
2. Our roadmap for the future is built on a foundation of innovation, academic rigor, and a relentless pursuit of excellence. We are committed to implementing strategic initiatives aimed at enhancing research capabilities, fostering interdisciplinary collaboration, and enriching the academic experience for our students.
3. Becoming autonomous will provide us with the flexibility and autonomy to tailor academic programs to the evolving needs of our students and industry partners. It will empower us to streamline administrative processes, enhance governance structures, and strengthen our academic autonomy.
4. As we embark on this transformative journey, our goal is to attain university status. By expanding our academic offerings, investing in cutting-edge infrastructure, and fostering a vibrant intellectual community, we aim to establish ourselves as a leading institution of higher learning on a global scale.
5. With a clear vision, unwavering determination, and the collective efforts of our faculty, staff, and students, we are confident that we will not only achieve NIRF ranking but also realize our vision of becoming an autonomous institution and eventually a distinguished university.

Swami Vivekanand Tatniki Sansthan


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