



Maharshi Karve Stree Shikshan Samstha's
Cummins College of Engineering for Women Karvenagar, Pune
(An Autonomous Institute Affiliated to Savitribai Phule Pune University)



Service Rules for Teaching Faculty & Non-Teaching Staff

*Cummins College is Premier Institute in Technical Education for
Women Professional ethics*

Vision

To be globally renowned engineering institute for imparting holistic education and developing professional women leaders in engineering and technology.

Mission

1. To impart quality engineering education with a multidisciplinary approach.
2. To promote creativity, innovation and entrepreneurial attitude.
3. To inculcate values, lifelong learning skills and sense of contribution towards industry and society.
4. To provide opportunities for holistic development.

About Maharshi Karve Stree Shikshan Samstha

Maharshi Dhondo Keshav Karve founded an institution called 'Hingane Stree Shikshan Samstha' in 1896 whose objectives were the upliftment, emancipation and education of women, who formed a major section of the socially downtrodden. Maharshi Karve dedicated his life to the humanitarian cause with determination, courage & conviction of a visionary. His sacrifice and dedicated work of the unique occasion of reinstating the due social status of women was acknowledged through highest national award. He was awarded on his 100th Birth Anniversary '**BHARAT RATNA**' on October 29, 1958 by Hon'ble Dr Rajendra Prasad, President of India. As an expression of gratitude and respect to its founder, the General Body decided to rename the institution as 'Maharshi Karve Stree Shikshan Samstha' in 1993. MKSSS completed 126 years of pioneering work in Women Education in India.



Maharshi Dhondo Keshav Karve was awarded '**BHARAT RATNA**' on October 29, 1958 by Dr Rajendra Prasad, President of India



Maharshi Dhondo Keshav Karve stayed in the hut located in the campus from **1896 to 1962**

About Cummins College

Cummins College is the first all women engineering college in India established in the year 1991 with support from Cummins Diesel (India) Foundation. It is located in Pune, Maharashtra State which is known as 'Oxford of the East'. Pune is also Computer, IT, Mechanical, Automobile and Electronics industry hub. CCEW is recognized for its rigor in academics and dedicated faculty, successful alumnae being its outcome. CCEW has a strong association with the industry and is recognized for providing quality recruits for the industry.

The first undergraduate batch of CCEW passed out in July 1995, coinciding with the centenary of its parent institution.

In the year 2016-17, Cummins College became an Autonomous Institute.

Affiliations and Approvals

MKSSS's Cummins College of Engineering for Women, is approved by All India Council for Technical Education, New Delhi and Directorate of Technical Education, Maharashtra State, Mumbai. Cummins College is offering five undergraduate programmes, two post graduate programmes and one Ph.D. programme. All undergraduates, post graduates and PhD programmes are affiliated to Savitribai Phule Pune University.

Accreditations

The Programmes of Cummins College of Engineering for Women are accredited in 1998, 2002, 2006, 2012, 2016, 2018, 2019, 2021 and 2022 by National Board of Accreditation (NBA).

Cummins College is accredited by National Assessment and Accreditation council (NAAC) in 2002, 2012, 2017 & 2023 with "A" grade.

National Magazines

Outlook, India Today and The week magazines national level rankings for last three years

Year	Ranking by		
	OUTLOOK	INDIA TODAY	THE WEEK
2020	46	68	56
2021	42	54	47
2022	37	49	46
2023	37	39	48

Association of CCEW with Cummins India Foundation

Not limiting itself to financial assistance alone, Cummins has contributed to the development of the college in many ways. Cummins India Foundation has declared the Cummins College as its '**Signature Project**'. Under this Project, many initiatives are taken for the enhancement of infrastructure & Student development.

Cummins Fellowship program

- ✓ Cummins Fellowship Program at Purdue University (USA) since 2004.
- ✓ Complete tuition waiver and Scholarship to the selected students.
- ✓ Cummins Inc. and Purdue University offer Scholarship to the selected four students.
- ✓ Till date, 51 students are benefited.

Academic Programmes Offered

1. Under Graduate Degree: Bachelor of Technology (B. Tech.)

Four Years academic programs offered to award degree of B. Tech.

Name of the Programme	Intake
B. Tech. Electronics and Telecommunication Engineering	180
B. Tech. Computer Engineering	180
B. Tech. Information Technology	120
B. Tech. Instrumentation and Control Engineering	60
B. Tech. Mechanical Engineering	60

2. Post Graduate Degree: Master of Technology (M. Tech.)

Full Time Two Years academic programs offered to award degree of M. Tech.

Name of the Programme	Specialization	Intake
M. Tech. Electronics and Telecommunication Engineering	Artificial Intelligence	18
M. Tech. Mechanical Engineering	Mechanical Engineering Design	18
M. Tech. Computer Engineering	Computer Engineering	12

3. Doctoral Programme: Doctor of Philosophy (Ph. D.)

Name of the Programme
Ph.D. in Electronics and Telecommunication Engineering

Infrastructure

- ✓ Institute is spread over in 4 acres of land with green and beautiful campus.
- ✓ All Classrooms are as per AICTE norms with Multimedia facilities.
- ✓ Every department has laboratories as per the AICTE norms with state of the art equipment.
- ✓ The seminar rooms and tutorial rooms are available as per the AICTE norms.
- ✓ Institute has 1558 computers connected through LAN and internet facility of 1054 Mbps.
- ✓ A carefully selected, voluminous collection of text books, reference books, periodicals, CD's, videos, enrich the library.
- ✓ Facility of digital library, reading room and reference section for the students.
- ✓ The library has subscription to various national and international journals of repute.

Facilities

- ✓ Institute has canteen facility.
- ✓ Resident Doctor on campus.
- ✓ Institute has hostels which can accommodate 950 student. All the hostels are located at a walkable distance.

Sports Facilities

- ✓ College has playground of 2.5 acres. The ground has many sports facilities like basketball, volleyball, Football, Handball, Kabaddi, Kho Kho, Box Cricket, Netball and Athletic track, table tennis, badminton.
- ✓ Institute has a well-equipped gymnasium of 5000sq. Ft.
- ✓ Full time sports director and coaches are available in the campus.

CCEW students are benefited by Scholarships offered by following industry

- ✓ Mercedes Benz
- ✓ Boeing
- ✓ Cummins India Ltd.
- ✓ Goldman Sachs
- ✓ Persistent System
- ✓ Tata Technologies.
- ✓ Eaton

Training and Placement Cell

- ✓ The Institute has a dedicated Training and Placement Cell since 1995. Training and Placement Officer and supporting staff coordinates activities of Training and Placement Cell. Cell has required infrastructure facilities and budget.
- ✓ Training and Placement Center invites public and private sector organizations for campus recruitment of final year students.
- ✓ Value addition programs are offered to the second and third year students to enhance employability.
- ✓ On an average 90% students are placed through placements cell.
- ✓ In Academic Year 2022-23, Max Package was Rs. 55 Lakhs and Average Package of Rs. 14 Lakhs.

Anti-ragging Committee

Ragging is strictly prohibited in Cummins Institute of Engineering for Women, Pune. Due to Healthy and friendly environment in the Institute and hostel campus, no ragging cases are reported.

Anti-ragging committee is formed as per "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009".

Grievance Redressal Committee

GRC is constituted as per the AICTE regulation 2012 of Notification F.No. 37-3 /Legal/2012, dated 25th May, 2012 in Article 3(2). As per the directives given by Supreme Court Institute Level "Women's Grievance Cell against Sexual Harassment" is formed.



Visit of Leaders from New Haven University & Confederation of Indian Industry (CII)



Team Toront-z of Cummins College won the first prize of Rs. 1 Lac in Smart India Hackathon- 2023



Inauguration of DanFoss Centre of Excellence Boakye, Fiona Jeanniton



Visit of Leaders from Cummins Inc. Marvin Devan, Anupama Kaul, Linda Omoruyi, Schuylla

Service Rules for Teachers

1	Rules of Appointment & Qualification	<ul style="list-style-type: none"> The College is an unaided Autonomous institute, Approved by AICTE, Recognized by DTE & Government of Maharashtra, and affiliated to Savitribai Phule Pune University. Service Conditions of the Teacher are as per the University Statutes of Savitribai Phule Pune University, AICTE, UGC and also all rules of MKSSS's are applicable to all the Teachers. University Statute rules and Maharashtra University Act 1994 and amendment of 2016 is applicable to all the Teachers. The Teacher is selected through University Selection Committee (As per UGC guidelines) / Local Selection Committee and should be approved by the Savitribai Phule Pune University. All the appointments are as per the rule 415(a) of the University Statute. Qualifications are applicable as declared by AICTE & University from time to time.
2	Recruitment Procedure	<ul style="list-style-type: none"> Workload is to be approved from Savitribai Phule Pune University Verification of Roster for Reserved posts etc. Advertisement to be given Interviews conduction through statutory selection committee of SPPU. University Approval of the Teachers
3	Probation and Confirmation	<ul style="list-style-type: none"> The Teacher selected through University selection procedure is appointed on one years' Probation. This period can be extended subject to the performance of the Teacher. The teacher will be confirmed in the services of the College after the completion of his/her probation period subject to the satisfactory performance of the teacher.
4	Pay Scales for Teachers	<p>Pay scale is as per the G.R. 11th September, 2019 as per 7th Pay Commission. The Pay Scale may be revised from time to time as per the AICTE & Samstha's rules & regulations.</p> <p>Pay Band is as follows.</p> <ul style="list-style-type: none"> Assistant Professor - Level – 10 Entry Pay – Rs. 57,700/- Associate Professor - Level – 13A Entry Pay – Rs. 1,31,400/- Professor - Level – 14 Entry Pay – Rs. 1,44,200/-
5	Increment	As per AICTE rules an increment shall be drawn on 1 st of July as a matter of course unless it is withheld.
6	Exit Policy	<ul style="list-style-type: none"> Teacher appointed on probation shall not leave the service without giving one month's notice or in lieu thereof pay to the College an amount equivalent. Confirmed teacher shall not leave the service without giving three months' notice or in lieu thereof pay to the College an amount equivalent.
7	Retirement Age	60 Years & as per the conditions laid down by AICTE & Samstha from time to time.

8	Provident Fund & Pension Scheme	<p>a) As per the existing rules of Government 12% of the Basic Pay + Grade Pay + DA of the Salary or Rs. 1800/- whichever is less is credited to the Employee's Provident Fund Account and the equal amount is contributed by MKSSS.</p> <p>b) 8.33% out of 12% MKSSS's contribution goes to Provident Fund Pension Scheme and 3.67% to employees Provident Fund. (8.33% + 3.67% = 12%)</p> <p>c) After the retirement the pension is given from this 8.33% amount to the retired employee subject to the conditions laid down for this scheme.</p> <p>d) Family Pension scheme is also applicable.</p> <p>e) The remaining 3.67% and the P.F. share of the employee are given to the employee.</p> <p>f) MKSSS also contributes 0.5% of the (Basic Pay + Grade Pay + DA) for Employees Deposit Linked Insurance scheme. This EDLI scheme is applicable in case of unfortunate death during the service and for Provident Fund scheme holders only.</p>
9	Gratuity	As per the present MKSSS policy after 5 years of Permanent service Gratuity is payable to the employee.
10	Insurance Scheme	Maharshi Karve Stree Shikshan Samstha has adopted the Mediclaim Cashless Policy. The maximum limit is Rs.100000/- (Additional Rs. 100000/- facility is also provided)
11	Study Leave	The confirmed Teacher can avail the 2 years full pay Study Leave facility to complete their Ph.D.
12	Leave applicable	<p>a) Special Leave (Duty Leave) – The Teacher attending the Meeting, Conference, Seminar, any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty. The Teacher attending the examination work of the University shall be treated to be on special leave.</p> <p>b) Casual Leave – 15 days (1stJuly to 30thJune) every year admissible to every Teacher. and not transferable to next year</p> <p>c) Earned Leave – Admissible to confirmed employees only and those employees who are detained during vacation.</p> <p>d) Medical Leave – The Confirmed Teacher shall be entitled to avail leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The Medical Certificate is mandatory. The Teacher shall produce the Fitness Certificate at the time of joining.</p> <p>e) Maternity Leave - The Confirmed Lady Teacher having not more than 2 alive children shall be entitled to Maternity Leave on full pay and allowances for a maximum period of 180 days. The Lady Teacher appointed on probation after 1 year's continuous service shall be entitled to Maternity Leave on half pay and allowances.</p>
Leave Sanctioning Authority		<p>Casual Leave – Head of the Department</p> <p>Duty Leave – Principal</p> <p>Earned Leave – Head of the Department</p> <p>Medical/Maternity Leave – HRD Committee</p> <p>Study Leave – HRD Committee</p> <p>Extra Ordinary Leave – HRD Committee</p>

13	Vacation	<ul style="list-style-type: none"> The Teacher is entitled to avail vacation of 42 days during the period of 12 months commencing from the beginning of the academic year as per College Development Committee dt.07/10/24. The Teacher shall be expected to work in the college during the vacation relevant to his/her duties as a Teacher and as may be assigned to him by the Competent Authority. However he is expected to perform the duties if any assigned by the Competent Authority. 																		
14	Career Advancement Scheme is applicable (CAS)	<p>Career Advancement Scheme is applicable in the College as per AICTE guidelines.</p> <ul style="list-style-type: none"> Assistant Professors possessing Master's degree is eligible for the Next Level-11 after completion of 5 years' service as Assistant Professor subject to their satisfying other conditions as laid down by AICTE Assistant Professors with 5 years' service at the Level-11 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the Next Level-12 subject to their satisfying other conditions as laid down by AICTE. All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two TEQIP sponsored programs, each of one week duration. NPTEL courses /MOOCS are also considered. <p>1] Research contribution criteria for upward movement till 16/8/2021</p> <table border="1"> <thead> <tr> <th>S N</th><th>Grade pay up-gradation</th><th>Research Criteria</th></tr> </thead> <tbody> <tr> <td>1</td><td>Level - 10 to Level - 11</td><td>Two research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / Conference out of which one must be Journal publications.</td></tr> <tr> <td>2</td><td>Level - 11 to Level - 12</td><td>Four research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / Conference out of which two must be Journal publications.</td></tr> </tbody> </table> <p>(2) Research contribution criteria for upward movement in grade pay for those Faculty eligible after 16th August, 2021.</p> <table border="1"> <thead> <tr> <th>S N</th><th>Grade pay up-gradation</th><th>Research Criteria</th></tr> </thead> <tbody> <tr> <td>1</td><td>Level - 10 to Level - 11</td><td>Two research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / Conference out of which one must be Journal publications.</td></tr> <tr> <td>2</td><td>Level - 11 to Level - 12</td><td> a. Research grants more than Rs. 5 lacs / OR b. Four research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / OR c. Two patents. </td></tr> </tbody> </table> <ul style="list-style-type: none"> Applications are submitted by the Faculty members. Interviews are conducted before the Scrutiny Committee of Subject experts, Head of The Department & Principal. CAS benefits are given as per the recommendations received by the Committee members. 	S N	Grade pay up-gradation	Research Criteria	1	Level - 10 to Level - 11	Two research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / Conference out of which one must be Journal publications.	2	Level - 11 to Level - 12	Four research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / Conference out of which two must be Journal publications.	S N	Grade pay up-gradation	Research Criteria	1	Level - 10 to Level - 11	Two research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / Conference out of which one must be Journal publications.	2	Level - 11 to Level - 12	a. Research grants more than Rs. 5 lacs / OR b. Four research publications in Scopus/UGC CARE/SCIE/ESCI indexed Journals / OR c. Two patents.
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15	Incentives	Rs. 5000/- if paper is published in Scopus Indexed Journal Rs. 10000/- if paper is published in SCI Indexed Journal																		

16	Faculty Development Program	<ul style="list-style-type: none"> Registration fees Full reimbursement of- Scopus Indexed Conference Travel Expenses- 					
17	Patent	Entire expenditure for filing Patents by the College.					
18	Working hours	40 hours					
Category	Teaching Distribution		Preparation/ Paper setting/ Paper checking	Student Counselling	Administration	Project guidance	Total
	Clock hours	Periods					
Professor	8	10	8	3	16	5	40
Associate Professor	12	14/15	15	3	5	5	40
Assistant Professor	16	18/19	20	2	1	1	40
19	Attendance and Punctuality	<ul style="list-style-type: none"> Biometric attendance system is maintained Only three late allowed (Grace time of 10 minutes) Prior sanction of leave is mandatory. 					
20	Students feedback about faculty	<ul style="list-style-type: none"> Every semester Faculty feedback is taken from the students. Feedback is quantified and discussed with faculty Corrective measures are taken if needed. 					
21	Self-appraisal	performance based self-appraisal of faculty is maintained on a regular basis					
22	Grievance	<p>For smooth conduct and to maintain good relations between employees and management College has formed Human Resource Development Committee & College Development Committee. The grievances of employees if any are redressed by the Human Resource Development Committee or College development Committee.</p> <p>Grievances regarding Sexual harassment of women at workplace are addressed by Sexual harassment committee.</p>					

Service Rules for Non-Teaching Staff

1	Recruitment Rules & Policies	<ul style="list-style-type: none"> • Maharashtra Civil Services Rules are applicable to Non-Teaching Staff. • Recruitment policies are decided by parent Institution • College identifies the need of Non-Teaching Staff posts as and when required. • Sanction is taken in College Human Resource Development Committee. • Parent Institution initiate the recruitment process
2	Promotion policies to Non-Teaching-Staff	<ul style="list-style-type: none"> • Parent Institute follows the promotion system for Non-Teaching Staff like, Senior Clerk, Head Clerk , Administrative officer etc. • Written test is conducted and according to personal interviews promotion is considered.
3	Time bond promotion to Non-Teaching-Staff	<ul style="list-style-type: none"> • After 12 years of service on the same post and same scale time bond promotions are given depending upon their satisfactory performance. This benefit can be given twice in the entire service.
4	Provident Fund & Pension Scheme to Non-Teaching-Staff	<ul style="list-style-type: none"> • As per the existing rules of Government 12% of the Basic Pay + Grade Pay + DA of the Salary or Rs. 1800/- whichever is less is credited to the Employee's Provident Fund Account and the equal amount is contributed by MKSSS. a) 8.33% out of 12% MKSSS's contribution goes to Provident Fund Pension Scheme and 3.67% to employees Provident Fund. (8.33% + 3.67% = 12%) b) After the retirement the pension is given from this 8.33% amount to the retired employee subject to the conditions laid down for this scheme. c) Family Pension scheme is also applicable. d) The remaining 3.67% and the P.F. share of the employee are given to the employee. e) MKSSS also contributes 0.5% of the (Basic Pay + Grade Pay + DA) for Employees Deposit Linked Insurance scheme. This EDLI scheme is applicable in case of unfortunate death during the service and for Provident Fund scheme holders only.
5	Increment	As per the rules an increment shall be drawn on 1 st of July as a matter of course unless it is withheld.
6	Gratuity	<ul style="list-style-type: none"> • As per the present MKSSS policy after 5 years of Permanent service Gratuity is payable to the employee.
7	Encashment of Leave to Non-Teaching-Staff	<ul style="list-style-type: none"> • After the Retirement of the Non-Teaching Staff, Encashment of Leave is payable maximum upto 300 days.
8	Exit Policy	<ul style="list-style-type: none"> • Non-Teaching Staff appointed on probation shall not leave the service without giving one month's notice or in lieu thereof pay to the College an amount equivalent. • Confirmed Non-Teaching Staff shall not leave the service without giving three months' notice or in lieu thereof pay to the College an amount equivalent.
9	Retirement Age to Non-Teaching-Staff	<ul style="list-style-type: none"> • 58 is the Retirement age for Class III Non-Teaching Staff • 60 is the Retirement age for Class IV Non-Teaching Staff
10	Mediclaim / Insurance Scheme	Maharshi Karve Stree Shikshan Samstha has adopted the Mediclaim Cashless Policy. The maximum limit is Rs.100000/- (Additional Rs. 100000/- facility is also provided)

11	Leave applicable to Non-Teaching-Staff	<p>a) Casual Leave – 8 days (1st January to 31st December) every year admissible to all Non-Teaching Staff and not transferable to next year</p> <p>b) Compensatory Off - Non-Teaching Staff can avail their accumulated Compensatory off.</p> <p>c) Earned Leave – 30 days Earned leaves are Admissible to confirmed employees only and those employees who are detained during vacation.</p> <p>d) Medical Leave – The Confirmed Teacher shall be entitled to avail leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The Medical Certificate is mandatory. The Teacher shall produce the Fitness Certificate at the time of joining.</p> <p>e) Maternity Leave - The Confirmed Lady Non-Teaching staff having not more than 2 alive children shall be entitled to Maternity Leave on full pay and allowances for a maximum period of 180 days. The Lady Non-Teaching staff appointed on probation after 1 year's continuous service shall be entitled to Maternity Leave on half pay and allowances.</p>
	Leave Sanctioning Authority	<p>Casual Leave – Head of the Department</p> <p>Duty Leave – Principal</p> <p>Earned Leave – Head of the Department</p> <p>Medical/Maternity Leave – HRD Committee</p>