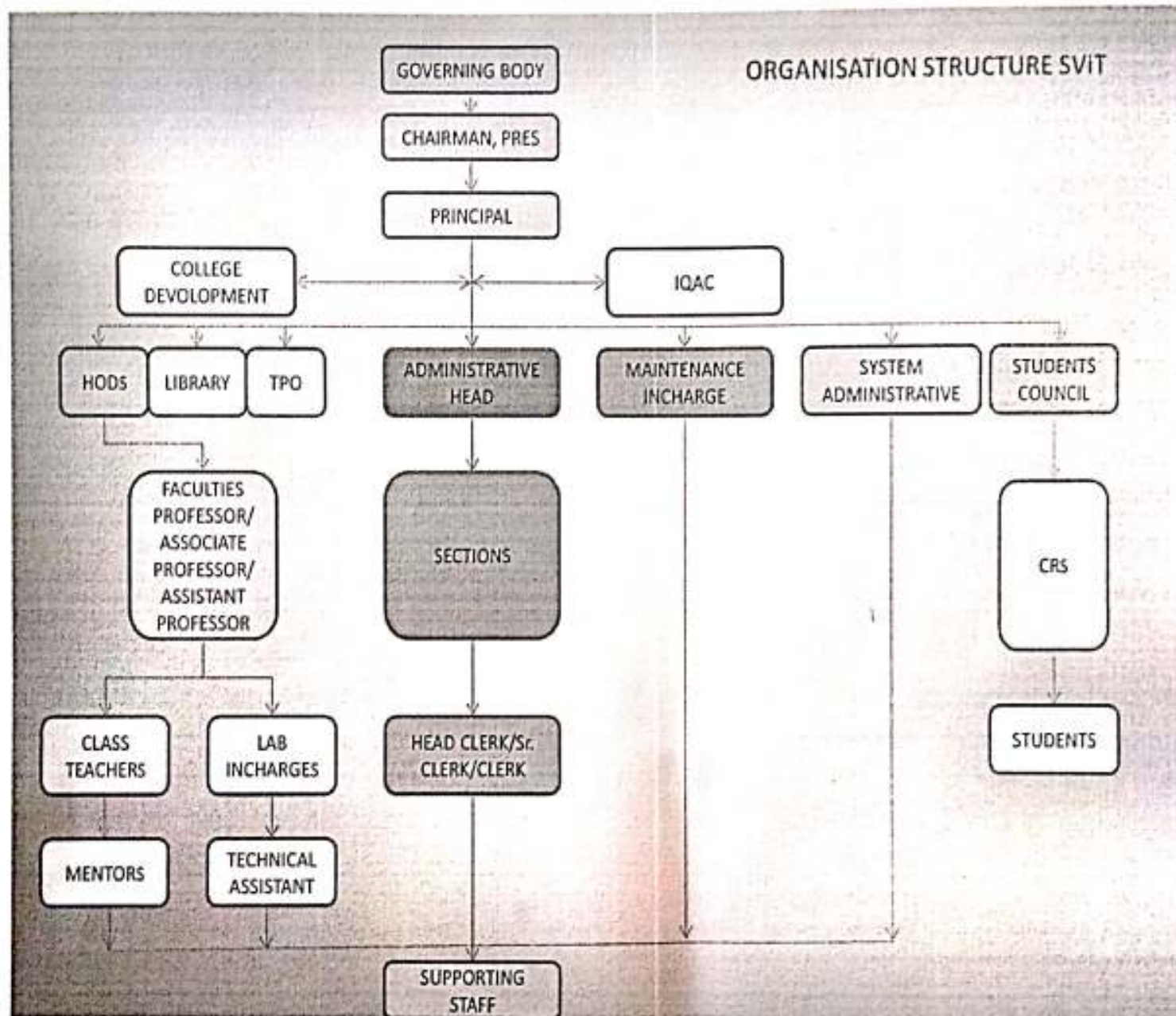


## Organisational Structure of Institute:-



### Governing body

Sir Visvesvaraya institute of technology is one of the reputed parts of Pravara rural education society. Governing body is the apex body of the institute, which is constituted by Pravara rural education society. The GB provides strategic direction and guideline for aligning the program policies and processes of the institute. College development cell is responsible for deliberations and decision making at the institute level. Principal is the active member in deciding the policy and action plan. Principal gives the instruction given by top management to staffs.

Organizational structure of the institute includes Governing Body and Administrative set up. Governing body comprises Chairman, Principal, trustee Members and College Development Committee. Administrative set up includes Principal and various bodies for smooth functioning of an Institute.

### **Functions of various bodies**

Various committees are formed in the institute for the smooth and efficient management of activities. Following is the list of few bodies and their functions:

1. Governing Body
2. College Development Committee (Local Managing Committee)
3. Grievances redressal and Discipline Committee (Staff and Students)
4. Internal Complaint Committee
5. Woman Health care and personality development cell
6. Student welfare cell.
7. Academic monitoring committee.
8. Anti- ragging committee.

**1. Grievances redressal and Discipline Committee (Staff and Students):-** To enquire about the act of grievance and indiscipline by students and staff. To suggest appropriate action.

**2 Internal Complaint Committee:-** To enquire about the complaints received from girls students/ woman's working in institute and submit confidential report to principal.

**3. Woman Health care and personality development cell:-**

To organize the activities as per guidelines by Savitribai Phule Pune University ,Pune.

**4. Student welfare cell: -** To scrutinize and recommended the proposal for sanction of fund to students. Scholarship for students, send students for technical events.

**5. Academic monitoring committee: -** Record checking - attendance sheet, continuous assessment sheet, lesson plan, lab utilization register, class test time table, departmental academic record and students feedback.

### **Service rules and procedures:**

The institution strictly follows the service rules according to the SPPU AICTE, and UGC norms. The institution runs more than 8 hours. All faculties have the benefits of EPF/GIS/Gratuity and Casual/Earned/Medical/Maternity/Compensatory Leaves.

Recruitment for various posts is taken place according to the norms.

### **Recruitment Policies:**



The institute strictly follows AICTE/SPPU norms for staff recruitment. The HODs gives requirements as per Teaching Load and submit the staff requirement to Principal through office superintendent and conduct the recruitment as per the norms.

**Promotional Policies:**

A promotion is the shifting of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on performance and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.

**Grievance redressal mechanism:**

Committee members meet and discuss, resolve the grievances, if any received in writing from the concerned students/staff. The committee also maintains the minutes of the meetings and submit the copy of the same to the Principal. The committee conveys the decision to the aggrieved students/staff in writing from the institution.



  
**Principal**  
Sir Visvesvaraya Institute of Technology  
Chincholi Nasik-422102