

Delegation of Administrative Power

(With effect from Academic Year 2012-2013)

Padm. Dr. V. B. Kolte College of Engineering, Malkapur

(Affiliated to MSBTE, Mumbai, approved by AICTE and DTE, Mumbai Govt. of Maharashtra)

Muktainagar Road, Malkapur, Tal- Malkapur, Dist- Buldana. Maharashtra State Pin 443101 (India)

Phone No (07267) 226700, Fax-(07267) 224943, Email- coemalkapur@rediffmail.com

Website – www.coemalkapur.ac.in

Institute Vision

To be an Organization providing quality Education to the masses to bring about a social change in the region by establishing and nurturing the technical and allied institutions to become center of excellence.

Institute Mission

M1. To nurture and maintain quality environment for academic excellence, research and development of entrepreneurship, through dedicated staff and transparent management for bringing about a social change, through affordable education.

M2. To impart holistic training to all students so that they develop right kind of attitude, knowledge & skills which will help them to serve the nation in a better way.

M3. To imbibe in the students, basic human values in order to help them, develop individually.

M4. To Provide education at reasonable expenditure, especially for middle class population.

M5. To provide up-to-date and trained professionals to industry who will serve as an entrepreneur and will lead their companies successfully.

Delegation of Administrative powers

A) Head of department issues appreciation letter to the faculty in following circumstances

- i. Faculty having subject result above 20% of the MSBTE average result of the concerned subject.
- ii. Faculty having student feedback of any subject above 85% or consistent feedback for last 3 consecutive years of concerned subject or different subject.
- iii. Faculty having excellent performance in the departmental events or duties assign at departmental level.

B. Head of department issues warning letter or memos to the faculty in following circumstances

- i. Faculty having subject result 20% of the MSBTE average result of the concerned subject.
- ii. Faculty having student feedback of any subject below 70% or consistent to poor feedbacks or concerned subject or different subjects.
- iii. Faculty having poor performance or negligence in the departmental event or duties assigns at departmental level.
- iv. Faculty who is irregular or taken leaves without permission.

C. Head of department recommends to the faculty for incentives in the following circumstance.

- i. Faculty can be recommended for additional increment if he/she has consistent performance in the department or institute as whole for last three years.
- ii. Faculty can be recommended for bonus or rewards if he / she have remarkable performance in department or institute as whole for those years.
- iii. Faculty can be recommended for honorarium for the consultancy work done at department or institute level.
- iv. Faculty can be recommended for institute level duties, workshops, conferences, external duties, seminars, training depending on the departmental suitability and smooth functioning o institute in which incentives may be applicable or not.


D. Head of the department recommends to the faculty for discontinuation of service in the following circumstances

- i. Faculty having consistent poor performance in a year or previous years.
- ii. Faculty who have breach the service condition laid by institute.
- iii. Faculty who is irregular or taken the leaves without permission for more than one month.
- iv. Faculty who has done misbehavior or not obeying the order from his higher authority.
- v. Faculty engaged in any malpractice or victim in financial frauds in the department or institute level.

E. Head of the department have all the authorities of sanctioning the leaves, vacations, organizing students related activities, formation of various committees, formation of students association and necessary policies in context of said can be implemented at department level for smooth functioning with prior permission of Principal.

- F. Librarian has all authorities of sectioning of books in library, library related activities and can make required policies for smooth functioning library work with prior permission of Principal.**
- G. Work in charge have all authorities of sectioning of workshop related material and can make required policies for smooth functioning workshop with prior permission of Principal.**
- H. Anti-Ragging committee members have all authorities of ragging related issue and can make required policies for smooth functioning institute with prior permission of Principal.**
- I. Principal have all administrative power in context of faculty and student development and can make required policies for smooth functioning of institute with prior permission of management.**




Principal,
Pdm. Dr. V. B. Kotte College of
Engineering, MALKAPUR.
Dist. Buldana. (M. S.)