

Criterion 6 – Governance, Leadership and Management

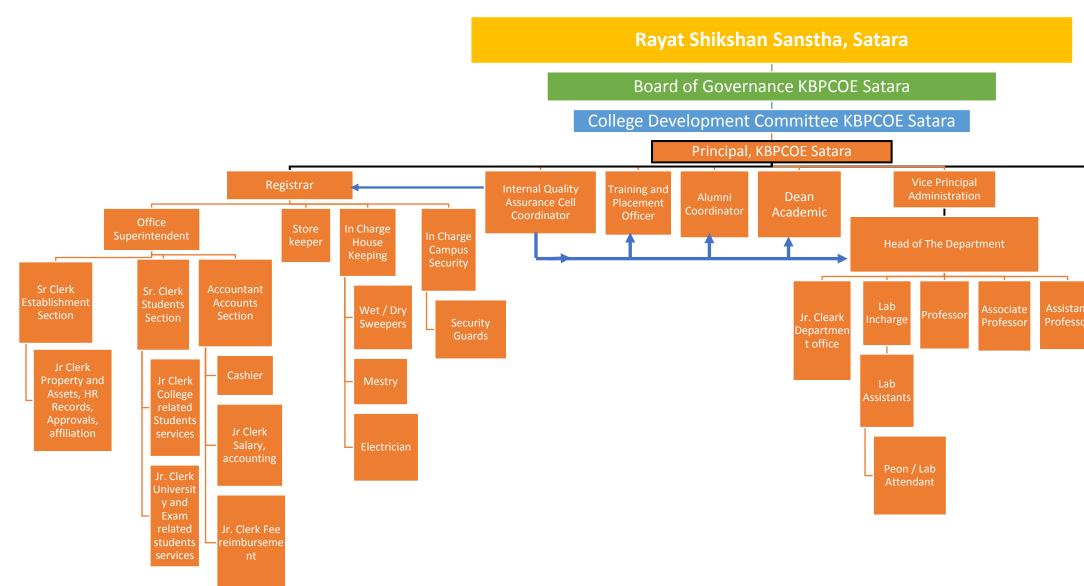
Key Indicator – 6.2 Strategy Development and Deployment

6.2.2: Organizational Structure of the institution including governing body, administrative set up, and functions of various bodies, service rules, procedures, recruitment ,promotional policies as well as grievance Redressal mechanism

| Sr. No. | Documentary Evidences / Sample Documents | Page No. |
|---------|--|----------|
| 1 | Organizational Chart | 1-1 |
| 2 | CDC | 2-3 |
| 3 | BOG | 4-6 |
| 4 | Flow Graph of Recruitment Procedure | 7-7 |
| 5 | Recruitment Procedure and Promotion Policy | 8-8 |
| 6 | Employee Grievance Redressal Mechanism | 9-11 |
| 7 | Screen shot of Grievances Redressal Link | 12-12 |

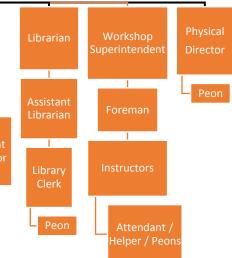


Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil College of Engineering, Satara **Organization** Chart













The 'Rayat Shikshan Sanstha' is a democratic organization and so is the institute Karmaveer Bhaurao Patil College of Engineering, Satara. The Institute is managed through Board of Governance (BoG) and College Development Committee (CDC). The BoG and CDC are the policy makers and leaders for the institute. The Policy decisions are further implemented through Principal of the Institute. The Principal puts the development proposals and planning of implementation strategies to CDC for approval. The meeting of CDC is called twice a year and through agenda of CDC the proposals are put for sanction. The CDC through resolutions gives the directives to principal for implementation of development proposals.

Principal, using designated powers, implements the administrative and academic progression plans through following sections in the institute.

- 1. Administrative office controlled through Registrar
- 2. Academic departments controlled through Dean Academic and Heads of the Departments
- 3. Internal Quality Assurance Cell
- 4. Workshop
- 5. Library
- 6. Training and Placement Office
- 7. Alumni coordination
- 8. Sports activities through Physical Director

The Administrative office is divided in following sections for the purpose of organized control over student centric, Human resource (Faculty and Staff) related activities. The Posts like registrar, Office superintendent and Accountant are shouldering the responsibilities with the help of clerks and supporting staff.

- 1. Establishment section
- 2. Students section
- 3. Accounts section
- 4. Stores
- 5. Campus security

The Academic activities are controlled through Dean Academic and Heads of respective departments. The teaching faculty are appointed as per posts sanctioned by affiliating university. The Laboratories with the departments are functioning with the help of Faculty as laboratory in charge and laboratory assistants and supporting staff.

The Dean Academic is controlling the academic activities in departments to follow Academic Calendar with the help of Heads of Departments.



IQAC monitors academic activities in coordination with Dean Academic and the reports from heads of departments. Analysis of monitored activities is reported by IQAC to the Principal and The CDC.

The Training and Placement Officer (TPO) is majorly concerned about the good placement of students passing out from this institute. To achieve good placements and to make the students industry ready TPO organize skill development programs for students identifies the organizations and companies who can absorb the students of this institute. TPO maintains good liaison with potential employers. TPO also focus on Organization of entrepreneurship development programs for identified prospective students to be entrepreneurs.

The physical Director is responsible for sports and related activities for students of institute.

The roles and responsibilities of various sections of organization, recruitment and promotional policies, procedures etc. are made available on institute's web site www.kbpcoes.edu.in

The institute is abiding by the service rules and conditions laid by apex bodies AICTE, Affiliating University, Dr. Babasaheb Ambedkar Technological University, and the State Government.

The institute has setup the online Grievance Redressal mechanism through its website <u>www.kbpcoes.edu.in</u>. The Grievances can also be put through regular channel by writing a prescribed application addressing to the principal. The Grievance Redressal Committee addresses to the grievance.



K. B. P. College of Engineering SATARA

L.m.C.



श्री.प्राचार्य,

कर्मवीर भाऊराव पाटील कॉलेज ऑफ इंजि.सातारा. ता.सातारा.जि.सातारा.

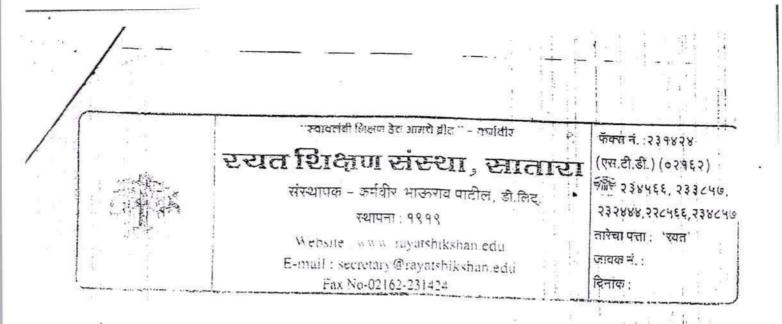
यांना. . . .

विषय - महाविद्यालय विकास समितीबाबत.

संस्थेच्या मॅनेजिंग कौन्सिलच्या दि.२२/०७/२०१७ रोजी भरलेल्या बैठकीतील ठराव नं.७(१५) ने आपल्या महाविद्यालयासाठी, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम,२०१६ या कायद्यातील कलम ९७(१) मधील तरतूदीनुसार 'महाविद्यालय विकास समिती' स्थापन करण्यात आलेली आहे.

महाविद्यालय विकास समिती (सन २०१७-२०१८ ते २०२१-२०२२)

(वेअरमन प्रतिनिधी) मा.दिलीप वळसे-पाटील चेअरमन .90 ०२. मा.सचिव,रयत शिक्षण संस्था,सातारा समासद (प्राचार्य नियुक्त) ०३. प्रा.श्रीमती मिनाक्षी युवराज शिंदे समासद (प्राप्यापक प्रतिनिधी) ०४. प्रा.डॉ.आनंद बजरंग तपासे समासद (प्राध्यापक प्रतिनिधी) ०५. प्रा.डॉ.दिलीप संपत्ती आलदर समासद (प्राप्यापक प्रतिनिधी) ०६. प्रा.श्रीमती दिपाली दयानंद घाटगे समासद (रिष्ठकेत्तर प्रतिनिधी) ०७. श्री.चंद्रकांत विष्णु हत्ते समासद स्थानिक प्रतिनिधी (रिक्षण विमाग) ०८. मा.डॉ.एस.एच.सावंत समासद स्थानिक प्रतिनिधी (उद्योजक विमाग) ०९. मा.धैर्यशिल मोसले समासद स्थानिक प्रतिनिधी (संठोधन विमाग) समासद १०. मा.डॉ.एन.बी.पासलकर स्थानिक प्रतिनिधी (समाजसेवा विमाग) समासद ११. मा.प्रतापराव पवार (समन्वयक, आय.क्यू. ए. सी. विभाग) समासद प्रा.एस.डी.बोंडे 92. अध्यक्ष,महाविद्यालय विद्यार्थी परिषद समासद 93. सचिव, महाविद्यालय विद्यार्थी परिषद समासद 98. प्राचार्य,कर्मवीर भाऊराव पाटील कॉलेज ऑफ इंजि.सातारा. समासद सचिव (प्रि.डॉ.भे South इसाहेब कराळे) . B. P. College of Engineering yutle त्तचिव. SATÁRA र्युत शिक्षण संस्था,सातारा. 29 प्रत माहितीसाठी रवाना 136 श्री.सहसचिव (उ.शि.), रयतं शिक्षणं संस्था, सातारण्डिक of Engrenved e-mail on ct.2418117 time. 2.16 e-mail Printed and 2419113 time 3 32 on Committee Letter 2"



रयत शिक्षण संस्थेच्या मॅनेजिंग कौन्सिलच्या दि.24/02/2015 रोजी भरलेल्या बैठकीतील ठराव नं.17 (अ)ची खरी नक्कल

ठराव नं. 17 (अ)-

विषय- ए.आय.सी.टी.ई.च्या मानांकनानुसार बोर्ड ऑफ गव्हर्नन्सची स्थापना करण्यासाठी काही महाविद्यालयांकडून आलेल्या पत्रांवर विचार करणे.

(संस्थेच्या कर्मवीर भाऊराव पाटील अभियांत्रिकी महाविद्यालय, सातारा व कर्मवीर भाऊराव पाटील तंत्रनिकेतन, सातारा वर्ये,पानमळेवाडी, सातारा योंचेकडून यासंदर्भात आलेली पत्रे या बैठकीपुढे विचारार्थ ठेवण्यात येत आहेत.

ठराव-

अ) या कर्मवीर भाऊराव पाटील अभियांत्रिकी महाविद्यालय, सातारा या महाविद्यालयासाठी बोर्ड ऑफ गव्हर्नन्स खालीलप्रमाणे नियुक्त करण्यात येत आहे. -

| 01. | मा.शंकरराव गेणूजी कोल्हे |
|-----|--------------------------|
| 02 | मा.प्रा.डॉ.एन.डी.पाटील |

- 03. मा. संजीव जयकुमार पाटील
- 04. मा. अजित भिकुगोंडा पाटील

05. मा.सचिव, रयत शिक्षण संस्था,सातारा 06. मा. ॲड. राम जनार्दन कंाडगे

07. मा.प्रिं.डॉ.एन.एसं. गायकवाड (शिक्षण तज्ज्ञ)

26 MAR :

. adar 8.

H16.

08. रिष्मल ऑफिसर(एआयसीटीई प्रतिनिधी) 09. कारखोनदार/शिक्षणतज्ज्ञ/तंत्रज्ञ(एायसीटीई प्रतिनिधी)

K. B. P. College of Engineering सभासद

चेअरमन

सभासद

सभासद

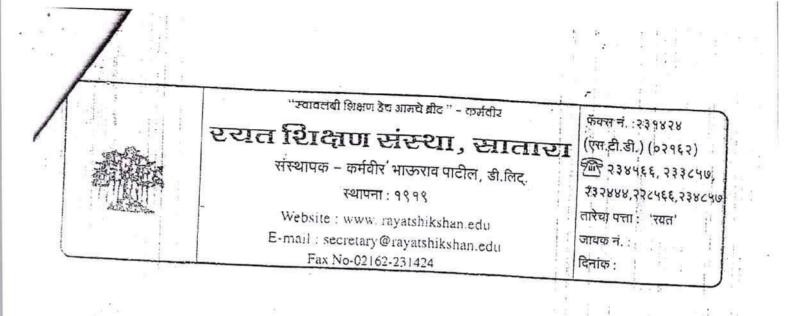
सभासद

संभासद

संभासद

सभासद

10 कारखानवार/शिक्षणतज्ज्ञ/तंत्रज्ञ(एायसीटीई प्रतिनिक्षी) 🕫 🕯 11 मा डॉ.ए.टी.पिसे (विद्यापीठ प्रतिनिधी)



मा.प्र.वि.सरोदे, प्र.सहसंचालक (डीटीई प्रतिनिधी) सभासद
 कारखानदार/शिक्षणतज्ज्ञ/तंत्रज्ञ(शासन नियुक्त प्रतिनिधी) सभासद
 कारखानदार/शिक्षणतज्ज्ञ/तंत्रज्ञ(शासन नियुक्त प्रतिनिधी) सभासद
 कारखानदार/शिक्षणतज्ज्ञ/तंत्रज्ञ(शासन नियुक्त प्रतिनिधी) सभासद
 प्रा.एस.आर.जाधव (शिक्षक सेवक प्रतिनिधी) सभासद
 प्रा. सौ.आर.ए.थोरात (शिक्षक सेवक प्रतिनिधी) सभासद
 मा.प्राचार्य, कर्मवीर भाऊराव पाटील अभियांत्रिकी महाविद्यालय, सातारा

सर्वानुमते मंजूर

खरी नक्कल, 7Litha सचिव.

, सांचव, रयत शिक्षण संस्था, सातारा.

Normal des Marge College of Essential & Polytechnic, St. --- 58(9/6 2 6 MAR 2015 nward No. 3720 K. B. P. College

Mc/Thraw/452

172

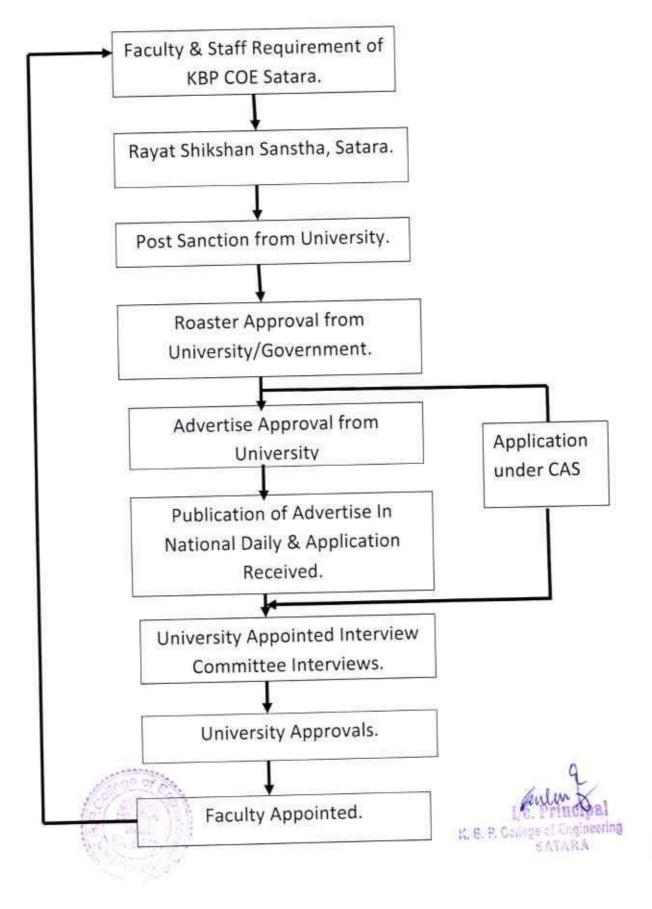
K. B. P. College of Engineering SATABA.

Engineering

6



Recruitment Procedure





Recruitment Procedure and Promotion Policy

Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil College of Engineering, Satara is established in 1983. Since establishment the institute is affiliated to Shivaji University Kolhapur.

The faculty and staff appointing authority for institute Karmaveer Bhaurao Patil College of Engineering Satara, is parent institution, Rayat Shikshan Sanstha, Satara.

The Faculty recruitment was done as per prevailing regulations of Shivaji University Kolhapur. In 1994 AICTE taken over the approvals to the institutes and since then AICTE guidelines are mandatory for faculty recruitment. The faculty to students' ratio is maintained to 1:15 as per guidelines of AICTE and the approval for recruitment is accorded by Shivaji University, Kolhapur.

The faculty in cadre ratio of 1:2:6 (Professor: Associate Professor: Assistant Professor) is recruited with the post sanction from Shivaji University.

Establishment section of the Institute receives the work load computation and accordingly faculty requirement from every department. Accordingly requirement of faculty is computed. If available approved faculty is less than required then post sanction is requested to the affiliating University. After posts are sanctioned from University, approval for advertising the posts is taken from University. Advertisement is published in national newspapers. Posts are filled by selection from University appointed selection committee. Further approval is granted by University.

Normally posts are vacant due to resignation or retirement of faculty. When university approval process is likely to take a long time, to avoid inconvenience faculty is appointed on ad-hoc basis.

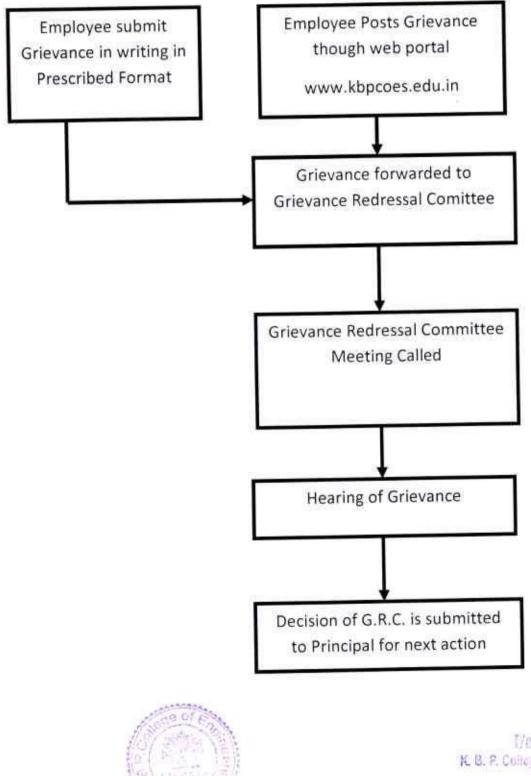
For faculty the promotion is by selection on higher posts. Some higher posts are filled by CAS (Career Advancement Scheme) as per AICTE guidelines.

Various posts in staff are filled as per requirements through advertisement and interviews by parent institution Rayat Shikshan Sanstha, Satara. Time to time additional requirements of staff are fulfilled by appointing the staff on ad-hoc basis.





Employee Grievance redressal Mechanism



I/c. Principal K. B. P. College o. Engineering SATARA

Rayat Shikshan Sanstha's KARMAVEER BHAURAO PATIL COLLEGE OF ENGINEERING SATARA

Star El

Ref.No/grievance redressal/20187-18/ ..

Dt.23.4.2018

MEETING NOTICE

A meeting of Grievance Redressal and Co-ordination committee will be held on Saturday - 28.4.2018 at 11.30 a.m. in the conference hall. All the members are requested to attend the meeting.

Agenda :-

- To discuss the grievance of Mr.D.B.Devi. 1.
- To discuss on the letter received from Mr.M.V.Kadam. 2.
- Any other point with the kind permission of Chair person. 3.

I/c Principal

Karmaveer Bhaurao Patil College of Engineering Satara

Copy to all the members

- 1. Adv.Kalidas R.Mane, "Tushar" Bungalow, 460/A, Plot No.8, Sadar Bazar, Satara
- Dovi Nalidas N. Mane, Tushar Bungalow, 450/A, Plot No.6, Sadar Bazar, Satara
 Dr.M.A.Shaikh, C/o Ganni Faras, " Dharti Bungalow" Near Lisha Hotel, Unique Park, Kolhapur-416 003
 Dr.P.N.Mane Parasnis Colony, Near Monark Hotel, Powai Naka, Satara
 Prin.Arun E.Barge, Behind Gramin Rugnalaya, Koregaon, Dist.Satara
 Prin.V.S.Lipare, Kamathipura, Godoli, Satara
 Prof. Set Theoret P.A.

- 6. Prof.Smt.Thorat R.A.
- 7. Dr.S.M.Sangale, I/c Principal, (Member and Secretary)

Savie/grievance redressal/2018



I/c. Principal K. B. P. College of Engineering SATARA

Rayat Shikshan Sanastha's KARMAVEER BHAURAO PATIL COLLEGE OF ENGINEERING SATARA

Ref.No./various.mtgs.2016/22/224

Dt.23.12.2016

NOTICE

All the students are hereby informed that a Grievance Redressal committee as per Shivaji University Statutes of this institute for the Academic Year 2016-17 is formed as under. Students who have any grievances may submit their applications with document evidence to the undersigned so that their problems will be put up before the committee and will be solved accordingly. The college has also displayed committee members list on the flex board in the college campus.

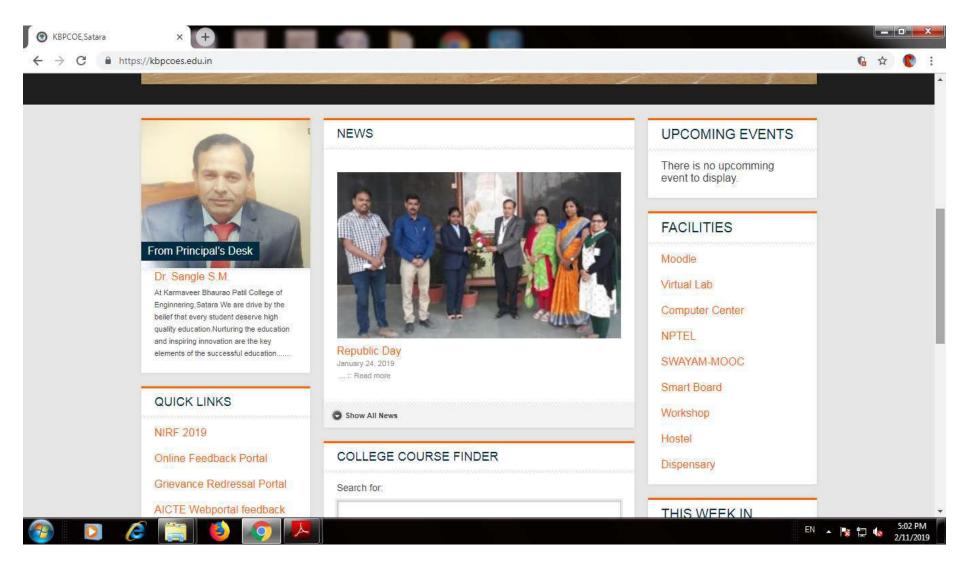
| De Ma | Name of the member | Designation | e-mail id | Mob.No. |
|--------------------|---|-------------------------|--------------------------|--|
| <u>Sr.No</u> 01 | Adv.Kalidas R.Mane * Tushar * Bungalow 460/A, Plot No.8 Sadar Bazar, Satara | Chairman | | 02162-230805 9822456549 9423862757 |
| 02 | Dr.M.A.Shaikh C/o Ganni Faras, "Dharti Bungalow" Near Lisha Hotel, Unique Park, Kolhapur – 416 003 | Member | smileshaikh@yahoo.com | 9850861018 |
| 03 | Dr.P.N.Mane Parasnis Colony, Near Monark Hotel Powai Naka,Satara | Member | | 9049970189 |
| 04 | Prin Arun E.Barge Behind Gramin Rugnalaya Koregaon, Dist Satara | Member | | 9011277147 |
| 05 | Prin.V.S.Lipare Kamathipura, Satara | Member | | 9881812950 |
| 06 | Dr. Vikram S. Patil Principal, Karmaveer Bhaurao Patil, College of Engineering, Satara | Secretary and Member | Principal@kbpcoes.edu.in | 8600106350 |

PRINCIPAL

KARMAVEER BHAURAO PATIL COLLEGE OF ENGINEERING SATARA

> I/o. Principal K. B. P. College of Engineering SATARA





Karmaveer Bhaurao Patil College of Engineering, Satara: Grievance Redressal Portal