



Shri Vile Parle Kelavani Mandal's

DWARKADAS J. SANGHVI COLLEGE OF ENGINEERING

(Empowered Autonomous) Affiliated to the University of Mumbai



Service Rules, Policies and Procedures of the Institution

- **Service Rules at SVKM's Dwarkadas J. Sanghvi College of Engineering**

Shri Vile Parle Kelavani Mandal (SVKM), the Parent Body, established in 1934, demonstrates strong administrative efficiency and adherence to regulatory standards.

1. The institution complies with the [Maharashtra Public Universities Act, 2016](#), [Maharashtra Civil Services Rules](#), [Uniform Statutes of University of Mumbai](#) and [Standard Code Rules](#) ensuring legal alignment and adaptability.
2. [CAS \(Career Advancement Scheme\)](#) set up by the institute as per the [Government Resolution of Maharashtra State \(UOM Circular No. 11 dated 11/01/2021\)](#) throws light on its promotional policy of the institute.
3. SVKM upholds transparency and fairness in its appointment processes, with rigorous procedures for candidate selection and adherence to service rules. The maintenance of accurate records through updated **Service Books and soft copies in Oracle reflects** the institution's commitment to governance standards and administrative excellence.

- **Retirement Benefits – SVKM Pension for retired staff**

“Shri Vile Parle Kelavani Mandal Employees Retirement Benefit Scheme” is effective from 1 April 2013. The object of the Scheme is to provide post-retirement benefit upto completion of 70 years of age or for ten years from the date of retirement, whichever is earlier, as a welfare measure to the eligible employees.

- **SVKM Insurance Policy for all the staff members**

1. **SVKM Group Personal Accident Policy** – All Employees are covered under Group Personal Accidental Policy by Bajaj Allianz General Insurance Company Ltd. (Maximum Limit Rs. 10/- lakhs)
2. **SVKM MEDICLAIM Policy** - All Employees are covered under Group Mediclaim Cover for employee himself, spouse and two dependent children by Bajaj Allianz General Insurance Company Ltd. (Maximum Limit Rs. 2/- lakhs)

- **Fee Concession grant to the wards of Employees of SVKM and its institutions**

SVKM is granting the fee concession to the wards of the SVKM employees. As per present policy 25 % concession of total fees for the professional courses at Dwarkadas J. Sanghvi College of Engineering.