



# VIDARBHA INSTITUTE OF TECHNOLOGY , NAGPUR

Managed by K D M Education Society  
Uti, Umrer Road, Nagpur (M.S.) 441 209

Approved by AICTE, New Delhi, Govt. of Maharashtra & Affiliated to RTM Nagpur University, Nagpur) & Dr. Babasaheb Ambedkar  
Technological University, Lonere. (DBATU, Lonere)

**"NAAC ACCREDITED COLLEGE"**

E-mail : [kdmsociety@gmail.com](mailto:kdmsociety@gmail.com), [www.vitnagpur.in](http://www.vitnagpur.in), [www.vitnagpur.edu.in](http://www.vitnagpur.edu.in) Phone: 9665492314, 9370054748

Ref : VIT/ GB/ 2009-2010/

Dated : 17/03/2010

STANDING ORDER- 2.0

## RECRUITMENT POLICY & PROMOTION POLICY

### I. OBJECTIVE

To recruit potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the VIT.

### II. SCOPE AND APPLICATION

These rules shall apply to all the regular employees of VIT.

These rules are subject to such changes from time to time as may be decided by the Governing Body of the VIT.

### III. CENTRAL RECRUITMENT COMMITTEE

The Central Recruitment Committee is composed of the following members:

1. Management representative
2. Head of the Institution
3. Concerned Heads of Departments
4. Subject Expert

### IV. STRATEGY

**Identify Vacancy:** The identification of vacancies depend on:

1. Existing changes arising due to termination, resignation, superannuation, leave and/or
2. New workload requirements such as creation of new position or temporary additional workload

Prepare job description and person specification:

- a) Job description:
  - i. Role responsible to
  - ii. Role responsible for
  - iii. Main purpose of the job
  - iv. Principal duties and responsibilities
- b) Person specification: Person specification needs to be neither too narrow nor too broad.

Essential and desirable

- i. Skills and abilities
- ii. Knowledge
- iii. Experience



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- iv. Training
- v. Other requirements

## V. ADVERTISING THE VACANCY

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

Title of the Position:  
Faculty / Department  
No. of positions to be advertised  
Job summary  
Advertisement Text  
Closing Period  
Proposed Interview Date (if known)

## VI. RESPONSE MANAGEMENT

The applicants can apply for the posts advertised in both electronic mode and by mail. They shall be received and a database must be created by the Central Recruitment Committee. These applications based on the discipline / Department will be separated and sent to the respective institutions / departments for short listing.

**Short-listing:** In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

- If an applicant doesn't meet an essential criterion they should be discounted from the short list. The criteria for rejection must be demonstrated on the application form.
- Two or more people should shortlist applications, preferably from diverse backgrounds.
- Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
- If an applicant has written anything on the application that discloses a specific request or recommendation, that must not be used in the decision-making process.
- The candidates can request to see any notes made about them during the short listing stage.
- If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

## VII. ARRANGING INTERVIEWS

- For eligible applicants, Institution/ Department in-charge shall send email and also call them over phone to inviting them for interview.
- For unsuccessful applicants, Institution/Department in-charge shall send email and also call them over phone informing them that they have been unsuccessful.
- Applicant Feedback - If an unsuccessful applicant requests feedback constructive feedback as to why they were not short listed on this occasion shall be provided.



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**Conducting Interview:** Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. It is also an opportunity for the candidate to learn more about the job and institution.

## VIII. PROCEDURE FOR INTERVIEW

### 1. Opening the interview

- Welcoming the candidate
- Introducing the panel members (name & role)
- Providing an outline agenda (including length of interview and when the candidate can ask questions)
- Informing that the panel will be taking notes for effective questioning and listening:
- Prudent questioning & more of listening.
- Begin the interview with less demanding questions to put the candidate at ease
- Follow the sequence of questions planned but be prepared to deviate if required

### 2. Taking notes:

- All members of the panel must take their own individual notes for each candidate
- Notes should be recorded using Interview Record Sheet
- Notes should be factual and accurate for recruiting the most suitable candidate
- The Interview Record Sheets will be kept on record for verification and audit

### 3. Closing the interview:

- Ensure all of the candidate's questions have been answered
- Tell them how and when they will be informed of the outcome
- Thank the candidate for their time and interest

### 4. Decision making:

- Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individual's performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision. The members of the panel should take some time to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order.
- The panel should then come together to discuss each candidate's performance in relation to the person's specification criteria, job description and interview record forms to compare performance.
- This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria
- Place all candidates of a relevant discipline in a ranked order
- All panel members must agree for the ranked order.
- Once you have decided on your first choice candidate, consider other candidates that are eligible



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for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer.

- If there are any doubts over the ability of any of the candidates to carry out the role - you should not appoint. It is better to re advertise the vacancy and appoint the right person.

## 5. Avoiding bias

In decision making process the members of panel are all potentially susceptible to unconscious bias, stereotyping and distortion. To avoid unwittingly making any potentially discriminatory decisions wide consultations unilateral decision has to be arrived.

## IX. MAKING THE APPOINTMENT

- The chairman or the appointing member of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job.

The chairman of the panel should congratulate the candidate and confirm that they have been successful candidates to the standard pre-employment checks (e.g. qualifications, experience etc) which will be undertaken by establishment section of the institution.

- Positive and enthusiastic feedback on how well they performed needs to be given.
- Discuss on potential start/joining dates.
- Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- Explain that establishment section of the institution will be in touch with them shortly to confirm the offer of employment.

## X. COMMUNICATING THE OUTCOME TO UNSUCCESSFUL CANDIDATES

Unsuccessful candidates should be contacted by telephone so that accurate feedback about performance can be provided using the information recorded on the Interview Record Forms within 1-2 days of the interview to confirm that they have not been successful.

**Formal offer:** Establishment section of the Institution will then liaise with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc.

**Induction:** The Departmental/Faculty Induction should consist of pre arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).

- A personalized Induction timetable.
- Information about the Faculty / Department structure, etc.
- Any relevant departmental policies and procedures.
- Any other information appropriate to the Faculty/ Department and staff member's role.

Depending on what is most appropriate, this could be a hard copy pack or references to key documents



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## XI. RECOMMENDATIONS FOR FIXING THE SALARY FOR APPOINTING FACULTY POSITION

1. **Assistant Professor:** M .Tech / M. Sc / MA / MBA / Other Relevant PG (Fresher) from any recognized institute.
2. **Associate Professor:** Ph. D from any recognized university with overall experience of 8 years.
3. **Professor:** 5 years experience after Ph. D and should have overall experience 10 years. Ph.D. from any recognized university.

## PROMOTION POLICY

1. **Assistant Professor:** Assistant Professor shall be moved to the next higher grade within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.
2. **Assistant Professor:** Assistant Professor shall be moved to the next higher grade within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non -PhD holders.

**Associate Professor:** Assistant Professor with three years of service shall be promoted as Associate Professor (the candidate should possess PhD degree).

3. **Professor:** Associate Professor with five years of service shall be promoted as Professor with higher pay band

Note: The candidate need to satisfy minimum API score in Performance Based Appraisal System of the College

- Copy to
1. KDM office
  2. Principal
  3. Registrar
  4. All HODs

*(Handwritten Signature)*

Chairman  
KDM Education Society

**PRESIDENT**  
**K.D.M. EDUCATION SOCIETY**  
**NAGPUR**

\*Standing order number 1.0 dictates that its Section 1 of policy document original version without any updated versions, for 1.1 its first policy with 1<sup>st</sup> version or first amendment



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## Performance Appraisal for Assistant Professor

Session: .....

Name of Institute : .....

Department : .....

Name of the Faculty : .....

Designation : .....

Date of joining on the present post : .....

Length of Service in VIT : ..... Years Duration:

### 1. Engaging Theory Lectures:

SN	Class & Course	Subjects taught	Univ. Target	Lectures Engaged	% Target Achieved	Average of Col.(6)	Multiplying factors	Max Wt.	Weight Achieved (8)x(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 - 100 % 1.0	60	
02							90 - 94.99 % 0.8		
03							60 - 89.99 % 0.5		
							<60 % 0.0		

### 2. Engaging Practical\*/Tutorial Classes:

SN	Class & Course	Subjects taught	Target Turns	Turns Actually Engaged	Target Achieved	Average of Col.(6)	Multiplying factors	Max Wt.	Weight Achieved (8)x(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 - 100 % 1.0	30	
02							90 - 94.99 % 0.8		
03							60 - 89.99 % 0.5		
04							<60 % 0.0		

\*If teacher is not required to conduct practical classes, Reproduce weight achieved in item No.1

### 3. Attendance in Theory Classes:

SN	Class & Course	Subjects taught	Sum of Present Students	Lectures Engaged	Students on Roll	Col(4)x100 (5)X(6)	Av.of Col(7)	Multiplying factors.	Max. Wt.	Weight Achieved(9)x(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01								95 - 100 % 1.0	60	
02								90 - 94.99 % 0.8		
03								60 - 89.99 % 0.5		
								<60 % 0.0		

**4. Attendance in Practical/Tutorial Classes:**

SN	Class & Course	Subjects taught	Sum of Students Present	Turns Actually Engaged	Students on Roll	Col(4)x100 (5)X(6)	Av.of Col(7)	Multiplying factors.	Max. Wt.	Weight Achieved (9)x(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01								95 - 100 % 1.0 90 – 94.99 % 0.8 75 -89.99% 0.5 <75 % 0.0	30	
02										
03										
04										

**5. Result Analysis of Theory subjects:**

SN	Class & Course	Subjects taught	No.of students appeared	Number of Students passed	% ge passing	Average of Col.(6)	Multiplying factors	Max Wt.	Weight Achieved (8)x(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 - 100 % 1.0 90 – 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99% 0.4 <60 % 0.0	50	
02									
03									

**6. Marks scored by students in Theory subjects:**

SN	Class & Course	Subjects taught	No.of students appeared	Total No. Of Marks scored by Students	Av. % Col.(5)x(4)	Average of Col.(6)	Multiplying factors	Max Wt.	Weight Achieved (8)x(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 - 100 % 1.0 90 - 94.99% 0.8 80 - 89.99 % 0.6 60 - 79.99% 0.4 <60 % 0.0	50	
02									
03									

**7. Students' Feedback:**

SN	Class & Course	Subjects taught	% feed back	Average FB	Multiplying factors	Max. Wt.	Weight Achieved (6)x(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01					81-100 1 71-80 0.8 61-70 0.5 51-60 0.3 0.0-50 0	100	
02							
03							
04							
					Total (1-7)	380	

**8. Professional Endeavour:**

SN	Particulars	No.	Wt/each	Max	W/A
8.01	Number of memberships of Professional Bodies such as ISTE, IE, IEEE, IETE etc.		25	50	
8.02	Number of subjects of which hard copy of Notes are submitted to HoD		25	50	
8.03	Books written / Memberships of Editorial Board of Tech.Journal		20	20	
8.04	Number of students guided for UG/Diploma		10	20	
8.05	Number of papers published in National Journals		10	10	
8.06	Number of papers published in Inter-national Journals		25	50	
8.07	Number of papers presented in inter-national Conference		25	50	
8.08	Number of sessions chaired /co-chaired at National Conference		10	10	
8.09	Number of activities in which actively involved out of Consultancy / Organizing Seminars / Examination / Committees at Institute Level / College Level Portfolio / Career Fair etc.		10	50	
8.10	Number of activities in which actively involved out of Cultural Programs / Sports / Blood Donation / Plantation Camps / NCC / NSS / Extra Curricular etc.		10	20	
8.11	Number of proposal submitted for R&D / MODROB etc.		10	10	
8.12	Number of proposal submitted for DST/CSIR/S&T/R/G. Cell etc.		10	10	
8.13	Number of Sponsored projects Received		30	30	
8.14	Number of Expert lectures delivered beyond syllabus-inside Institute		20	40	
8.15	Number of Expert lectures delivered beyond syllabus-Outside Institute		20	20	
8.16	Number of STTP/CEP/Seminar/Workshops attended		10	20	
8.17	Prizes /Awards won for projects guided at UG/PG Level		10	20	
	Total			480	

**Signature of Teacher**



## 9. Functional Performance: Evaluation by HoD

SN	Particulars	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
9.01	Quality of Sessionals / Assignments given to the students				
9.02	Timely Assessment of Assignment/Unit Test/Sessionals etc.				
9.03	Timely display of notices about less attendance of students				
9.04	Documentation as per NBA/NAAC				
9.05	Innovations in Paper Setting / Evaluation				
9.06	Record keeping of Assignments, Sessional marks				
9.07	Maintaining overall Students' discipline				
9.08	Organising Industrial visits				
9.09	Organising Departmental Activities				
9.10	Participation in Departmental Seminars				
9.11	Preparing / Updating question banks				
9.12	Adding new experiments to lab				
9.13	Arranging lectures of outside faculty from Industry/NIT/IIT				
9.14	Regular checking of journals / Drawing sheets / Conducting special classes for low profiles students				
9.15	Punctuality / Sincerity				
9.16	Behaviour with parents / guardians of students				
Marks allotted to each grade		<b>05</b>	<b>03</b>	<b>01</b>	<b>0</b>
Total Weight Achieved out of 80					

### Final Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved in item 1 to 9 out of .....	
02	Special weight on nature of subject taught & results out of 20	
03	Special weight based participation in procurement process of equipment out of 10	
04	Special weight for participation in R&D activities out of 10	
Total performance out of .....		

**Remarks of Reporting Officer:**

Signature of Reporting Officer  
(Seal)

Place  
Date

**Remarks of Reviewing Officer:**

Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved as above out of .....	
02	Special weight for outstanding performance beyond department out of <b>20</b>	
03	Total weight achieved out of .....	
04	Conversion to out of <b>100</b>	
<b>Final score achieved out of 100</b>		

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer:

100-91% ->A+ Outstanding	90-81% ->A Very Good	80-71% -> B+ Positively Good	70-51->B Average	Below 50-> C Poor
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Comments:

Final Grade Awarded

Place .....

Date .....



Signature of Reviewing Officer

(Seal)

Managed by K.D.M. Education Society



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NAAC ACCREDITED

Date:02/03/2022

### NOTICE

All the students of Vidarbha Institute of Technology are hereby informed that, on every Friday (Second half ie 2:00 pm to 4:00pm) Dr.Vicky D. Ramteke, will be available at college premises.Those Students who want to check their health/health related problems or any kind of illness or those who are feeling sick they can visit to sick room (Main building ground floor) for regular check up during said timings.



*M. J. Patil*  
Principal  
PRINCIPAL

Vidarbha Institute of Technology  
Ul (Bhiwapur), Umrer Road, Nagpur

Copy to:  
All HODs.

Circulate among all students

## VIDARBHA INSTITUTE OF TECHNOLOGY

### MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is made and entered into as of 1<sup>st</sup> March 2022 by and between (Vidarbha Institute of Technology, Uti Bhiwapur, Umred Road Nagpur), and (Dr. Vicky D Ramteke, Sr Doctor (Lic No. 2011072367), Plot No 06, EWS Quarters, Sujata Nagar, Nagpur-17). This document creates a memorandum of understanding for the purpose of providing on-site (college) health services.

#### PURPOSE OF AGREEMENT

This document will serve as the operating agreement between Dr. Vicky D Ramteke for the purpose of delivering health care services to students attending college at Vidarbha Institute of Technology, Nagpur.

The overall goal of this agreement is to develop a comprehensive system of college-based health care services and referral for primary health care services for Students attending the college (Vidarbha Institute of Technology) by utilizing the combined resources and working for primary health care services. (Vidarbha Institute of Technology and Dr. Vicky D Ramteke) collaboration exist as a result of a partnership to promote and ensure physical and mental health care, as well as other support services to students of Vidarbha Institute of Technology. This partnership includes academic, social, emotional and physical health in an integrated approach toward helping students achieve optimal health status and maximizing their college performance. Student Health Services. Primary Care through Dr. Vicky D Ramteke is provided specifically. Continuing care for persons with any undiagnosed sign, symptom, or health concern (the undifferentiated patient) not limited by problem origin (biological, behavioral, or social), organ system or diagnosis. Primary care includes health promotion, disease prevention, health maintenance, counseling, patient education, diagnosis and treatment of acute and chronic illnesses.

#### TERMS

The initial term of the Contract shall commence (1<sup>st</sup> March 2022) and terminate (28<sup>th</sup> February 2023), with provision for extension.

Contract Extension. The parties shall meet annually in December 2022 to consider and negotiate the extension of the Contract after the initial term for an additional Contract Year. For purposes of the Contract, the term "Contract Year" shall mean each one-year period commencing March 1 and ending February 28.

#### **HEALTH CARE SERVICES ARE PROVIDED TO ALL STUDENTS AND INCLUDE:**

- Emergency care (first aid, care for ill students (if any)), parent notification etc
- Administration of medications and treatments as required
- Vision and hearing screening and reporting as required
- Mandated reporting of suspected Student abuse or neglect
- Communicable disease screening, care management and exclusion as required
- Disease prevention (e.g. immunizations, communicable diseases, etc)
- Preventive services and education such as nutritional education, mental health screening and high risk assessments and health maintenance.
- Health Maintenance (well care, immunizations)
- Chronic Disease Management
- Mental health screening and assessment
- Acute illness care
- Mental health counseling
- Drug and alcohol awareness
- Smoking cessation
- Nutritional counseling
- Health education
- Physical Activity and Exercise awareness
- Increase access to medical insurance
- Increase interaction and communication with parents
- Decrease communication barriers related to health issues
- Improve or maintain the health status of Students

#### **UNDERLYING PRINCIPLES**

Purpose, all activities undertaken through this memorandum are for the purposes of increasing the health of students those are attending the college (Vidarbha Institute of Technology)

Fundamental Goal. The provision of primary and preventative health services in college is a fundamental goal of the Memorandum of Understanding.

Minimum Hours of Operation. Dr.Vicky d ramteke will provide regular health services during college hours. Dr.Ramteke will provide primary health care services designed to meet the health and health related needs of the students of Vidarbha Institute of Technology for a minimum Two hours per week.

**MANAGEMENT RESPONSIBILITIES:**

Principals other college staff (college Social Worker, Counselor, Parent etc.) and teachers will work collaboratively in cases that require follow up of urgent issues.

Provide adequate and sufficient management/supervisory staff to fulfill the obligations under this Agreement.

Miscellaneous Cost and Expenses. Vidarbha Institute of Technology will provide other miscellaneous cost and expenses related to operate clinic.

Medical Supervision. Dr.Vicky Ramteke is licensed physician who supervises the medical services. The physician must be available to the provider at all times via direct in-person or telecommunication; must monitor and regularly review the practices.

The individual officer signing this agreement certifies by his signature that he is authorized to sign this agreement on behalf of the responsible official .

Dated: 01/03/22 For - Vidarbha Institute of Technology

Principal : *[Signature]*  
PRINCIPAL  
VIDARBHA INSTITUTE OF TECHNOLOGY  
Uti (Bilwapur), Umrer Road, Nagpu



Dated 01 March/22 Dr.Vicky D. Ramteke

*[Signature]*  
DR. VICKY. D. RAMTEKE  
M.B.B.S.  
Rg. No.-2011072367