

**MIT AOE
HUMAN RESOURCE MANUAL
2019 -2020**

INDEX

Sr. No.	Contents	Page No.
	Institution :	
1	Introduction / Course Details / Accreditations & Affiliations	04
2	Vision & Mission	07
3	Organization Structure	08
4	Classification of Employees	09
5	Human Resource Policy Manual	10
6	Guiding Principles	11
P01	Code of Conduct	12
P02	Recruitment & Selection Policy	16
P03	Joining & Induction Policy	24
P04	Probation & Confirmation Policy	27
P05	Performance Appraisal Policy	29
P06	Promotions & Increment Policy	30
P07	Transfer & Relocation Policy	34
P08	Attendance & Payroll Policy	35
P09	Leave Management Policy	38
P010	Employee Mobile Expense Policy	45
P011	Employee Travel Expense Policy	46
P012	Accommodation & Housing Policy	47
P013	Concession in Tuition Fees	50
P014	Policy on Advance against Salary	51
P015	Employee Death Benefit Policy	53
P016	Employee Benefits	54
P017	Training and Development	56
P018	Grievance and Appeals Procedure	59
P019	Exit Policy	61
7	Feedback	

INTRODUCTION



MIT Academy of Engineering [MITAOE]

MIT Academy of Engineering (MITAOE), Alandi, Pune, was established in 1999 under MAEER by the honorable Prof. Dr. Vishwanath D. Karad, Founder and Executive President of MIT Group. The institute offers seven UG programs (B.Tech) and three PG programs (M.Tech). Recently, UGC has honored the institute with 'Academic Autonomy' in the institute considering the quality of pedagogical practices, research, faculty and the state-of-the-art infrastructure that meets global standards.

Savitribai Phule Pune University (SPPU) has honored the institute with the 'Best Engineering College (Professional Courses) award. Institute has made its mark by excelling in academics and research and it continues to grow as a 'Centre of Excellence' in engineering education and research. NBA Accreditation to all branches, 'A' Grade by NAAC and the 2(F) & 12(B) status from the UGC, are the testimony to our pursuit of excellence.

Learner-centric approach, personal attention to all the students and effective implementation of their valuable suggestions received through the continual feedback mechanism and 'Student Teacher Interaction pedagogy', make the teaching & learning process more effective. Selection and retention of the most efficient and talented staff members to enhance the quality of education and administration, is our key to success. A special emphasis is laid on student's quality improvement by sponsoring the staff members for pursuing research and higher studies. Another significant feature is the 'Tutor System for Counseling'.

The institute endeavors to impart holistic education to its students in order to contribute to their all round development. Students at MITAOE get opportunity to not only enhance their technical skills but also their communication and soft skills. We are committed for the bright future of the students and hence facilitate them to realize their dreams.

Under-graduate courses with annual intake:

- Chemical Engineering [60]
- Civil Engineering [60]
- Computer Engineering [120]
- E&TC Engineering [120]
- Electronics Engineering [60]
- Information Technology [60]
- Mechanical Engineering [120+60]

Post-graduate courses

- M. Tech. [VLSI and Embedded system]
- M. Tech. [Computer Engineering]
- M. Tech. [Heat Power Engineering]



Doctoral Program

- **PhD in Electronics Engineering**

Learner – centric approach, personal attention to all students and effective implementation of their valuable suggestions received through the continual feedback mechanism and “Student Teacher Interaction Scheme”, make the teaching / learning process even more effective. Selection and retention of the most efficient and talented staff members to enhance the quality of Education and Administration, is our key to success. A special emphasis is laid on student’s quality improvement by sponsoring the staff members for pursuing research and higher studies.

Another significant feature is the “Tutor System for Counseling”. Each guardian faculty member takes personal care of a group of 20 students and resolves their difficulties regarding academics as well as day to day life.

MITAOE aims at imparting quality education and hence stands for sheer ‘Excellence’. It focuses on providing a solid academic experience to its students which keeps on contributing to their personal and professional growth.

Accreditations and Affiliations:

- Accredited by NAAC with ‘A’ grade for fulfilling the academic standards and providing holistic education.
- UG programs of MITAOE are accredited by the National Board of Accreditation, AICTE, New Delhi for imparting quality education and providing congenial ambience with modern infrastructure, well-equipped labs, separate hostels for boys and girls and many other facilities.
- Approved by the All India Council for Technical Education [AICTE], Government of India.
- Affiliated to the Savitribai Phule Pune University, India.
- An ISO 9001:2015 certified Institute.



VISION:

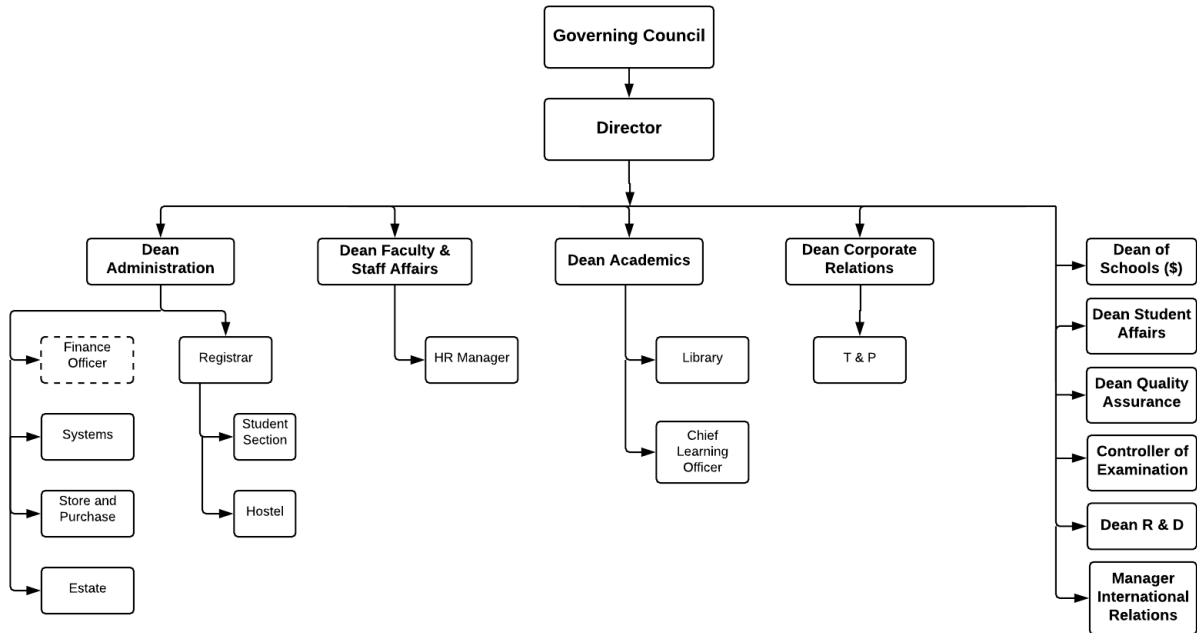
To develop the Institute into a world-class learning centre with an excellent ambience for academics and research conjugated with a vibrant environment for honing the extra and co-curricular skills of all its stakeholders to enable them to meet the challenges of the fiercely competitive world .

MISSION:

To leave no stone unturned in our endeavour to ensure that every alumnus looks back at us and says 'MITAOE has not merely taught us, it has educated us'.



ORGANIZATION STRUCTURE



- (#)
Committees**
- Internal Complaints
 - Anti-Ragging & Disciplinary
 - Caste Grievance

- (\$)
Dean of Schools**
- School of Chemical Engineering
 - School of Computer Engineering & Technology
 - School of Electrical Engineering
 - School of Engineering Science & Humanities
 - School of Mechanical & Civil Engineering

CLASSIFICATION OF EMPLOYEES

Employees are broadly classified as

a) Faculty

b) Staff

i) Technical Staff

ii) Administrative Staff

iii) Supporting Staff

Employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level.

a) Faculty

It comprises of those who are involved in teaching / instruction and research at the Institute on a full time basis.

b) Staff

i) Technical staff

It comprises of staff at the Institute's library, workshop, laboratories and internet centre.

ii) Administrative staff

It comprises of the Registrar, Librarian, Director T&P, HR, Section Heads, Physical Education Director, Medical officer and various assistants and staff in the Academic departments, Examination Section, Student section, Stores & Purchase, Human Resource Department, Accounts, placement, estate management, hostel and sports.

iii) Supporting staff

It comprises of Class IV staff involved in the academic departments, administrative departments, transport and security.

HUMAN RESOURCE POLICY MANUAL

The Management and the Head of Institution (i.e. Director) understand that various Deans and Departmental Heads need guidelines in order to effectively recruit, hire, manage and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and Deans and Departmental Heads are kept abreast of them.

This manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, NBA, UGC, ISO 9001: 2015 QMS, MAEER, Savitribai Phule Pune University or those of any other. It is aimed at ensuring that MIT AOE adheres to those, so that MIT AOE becomes an employer of choice while spearheading its goal of value based quality education while meeting global aspirations.


This Human Resource Manual is an effort to begin to develop consistent policies and procedures complying with the norms of various regulatory bodies like AICTE, UGC, SPPU and the legal employment framework of the state government. Hopefully this guide will prove to be a useful tool to Deans and Departmental Heads to establish uniform policies and procedures for our personnel.

The Human Resource Team is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy Manual during each term/joining in order to know the policy updates made from time to time. Updates will also be informed to employees by emails. Any update can be made as and when required with the permission of the Management of the Institution and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

Any ambiguity / clarifications / doubts that arise out of the interpretation any of the text of this Manual shall be ironed out through the laid down rules and regulations. In case off any conflict of rules laid down by UGC, AICTE, DTE, and SPPU a proper decision 'on a specific matter is left to the sole discretion of the Head of Institution and Executive Director.

This Manual shall not remain a sacred book and may be subject to periodic amendments depending on the needs that arise from time to time.



Proposed by
Dr. Yogesh Jayant Bhalerao
Director,
MIT Academy of Engineering
Alandi (D), Pune

GUIDING PRINCIPLES

1. Leadership

The Institution's leadership at all sites and in all capacities, communicate the Institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change.

In doing so, the Institution's leadership encourages each employee to take active responsibility for the mission and vision of the Institution and foster the development and use of each employee's capability.

2. Quality of Employment

The Institution is committed increasing and sustaining a workforce of highly qualified faculty members and staff, to provide a positive environment of work for all its employees and one that encourages them to balance work and personal commitments.

3. Compensation, Reward and Recognition

Institution's compensation program is administered fairly and equitably to strengthen the tie between pay, performance and organizational success.

4. Continuous Learning and Development

Values of the Institution values support continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

5. Response to Change

The Institution must constantly prepare itself for the challenges of the future. In doing so, during periods of changing needs, Institute creates an opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute. During times when reduction or change in the nature of the workforce is required, Institute may not rely on attrition, to the extent possible.

In support of these principles, Institution commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

CODE OF CONDUCT

Eligibility:

All employees across all levels & all locations

Objective:

To establish statutory compliance and a guiding document for 'Code of Conduct'

1. PRAYER

All are requested to stay still and calm during the prayer. Please note that this applies to the visitors and guests as well. The time of prayer is 8.20 am

Further, needless to mention if found loitering or talking in the campus during the prayer, strict action will be taken against the concerned.

2. DRESS CODE

Employees should be aware that working for an educational institution carries a lot of responsibility; one of them is being dressed appropriately to suit the environment. Taking this into consideration, employees are instructed to abide by formal dress code on all working days including official visits outside the campus.

UNIFORMS

All teaching & non-teaching staff must wear uniform on special occasions as and when instructed by the Management. Class IV Staff must wear uniforms every day. Two sets of uniform will be provided by the Institution to Class IV staff every year.

3. DISABILITIES POLICY

Discrimination is prohibited against any applicant or employee while hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of person's disability, if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

4. DRUG & ALCOHOL FREE WORKPLACE POLICY

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the Institution is prohibited by the Institution's policy. All employees must, as a condition of employment, (a) abide by the Institution's policy on controlled substances; and (b) inform the Institution of any conviction of a criminal drug statute which occurs, within 5 days after such conviction. An employee convicted for felony and / or misdemeanor drug violation will be subject to strong disciplinary action up to and including termination of employment, or at the discretion of the Institution, may be required to participate satisfactorily in a rehabilitation program. When reasonable cause exists to believe an employee is under the influence and impaired by drugs or alcohol on the job, the employee may be required to submit to a test.

5. EQUAL EMPLOYMENT OPPORTUNITY

It is a policy of the Institution to give equal opportunity to all the employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability and age. The policy applies to initial employment, promotion, compensation, and termination.

Employees / students shall not be denied benefits, or otherwise be subjected to discrimination under any program or activity of the Institute.

6. SEXUAL HARASSMENT

Sexual harassment of employees or students at the Institute is prohibited and shall subject the offender to dismissal or other disciplinary actions. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- b. Submission to or rejection to such conduct is used as a basis for employment affecting an individual;
- c. Such conduct interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

7. SOLICITING / CANVASSING

Canvassing, placing signs and posters for solicitation purposes, chain letters, and collections of any kind, and sales of tickets or merchandise are prohibited in the college premises. All the employees are prohibited from indulging in any personal activity utilizing the Institute's resources and facilities. Any faculty member found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

8. EMPLOYMENT OF RELATIVES

No individual shall be employed in a school or unit, which will result in the existence of a subordinate-superior relationship between such individual and any relative through any line of authority. "Line of authority" shall mean authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy, relatives are defined as husbands, wives, parents, children, brothers, sisters, and any in-law of any of the foregoing.

9. CONFLICTS OF INTEREST

An employee of the Institute should avoid actual or apparent conflicts of interest between his / her Institute's obligations and responsibilities and outside activities.

10. PERSONAL CONDUCT

The Institute expects all employees to follow rules and regulations, and standards of courtesy, conduct, and cooperation. The following are examples of actions, which are unacceptable to the Institute and may result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying records, reports, or information
- Discourteous behavior
- Any other misconduct interfering with the performance of job /tasks
- Unauthorized absence from assigned work area
- Sleeping while on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee

- Favoritism
- Wasting materials
- Willful damage to equipment or property
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

11. SAFETY

Safety on the job and care of property and equipments are the responsibilities of all employees. Every effort should be made to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the concern Dean / Section Head immediately. The Human Resources Office also is to be notified immediately of the injury. A qualified doctor is available on the campus along with a fully equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are also provided to all the employees and students free of charge.

12. CONFIDENTIAL INFORMATION

Some employees handle confidential information while performing their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information will have suitable action taken against him / her depending on the severity of the matter.

Whether by word of mouth or otherwise the employee shall not, during his/her period of service or subsequently, disclose to any unauthorized person any information of any nature whatsoever, which may be his/her privilege to know by virtue of being / having been the institute's employee. Such information shall include but not be limited to:

- any particulars of the institute's organization
- any particulars of the institute's security arrangements
- any information about any student, parent or employee of the institute.

13. GRATUITIES

Employees of the Institute shall not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

14. POLITICAL ACTIVITIES

As an individual, each employee of the Institute retains all rights and obligations of citizenship provided in the Constitution of India. However, no employee of the Institute shall hold or be a candidate for political party seeking votes while in the employment of the Institute, or take part in a political employment campaign while on duty.

15. DISRUPTIVE BEHAVIOUR

While supporting freedom of expression and peaceful dissent, the Institute, in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The Institute stipulates that any employee, acting individually or in consultation with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity that is authorized to be discharged or held on the campus of the Institute, is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of employment or admission.

16. OUTSIDE EMPLOYMENT

Employment outside the Institute is not permitted.

17. MALPRACTICES

No employee shall indulge in or encourage any form of malpractice connected with examinations or other activities of the Institute.

18. GRIEVANCE REDRESSAL

Every employee shall represent his / her grievance for redressal, only through proper channel.

19. PUBLICATIONS / PRESS

No employee shall, without prior sanction from the Management give a talk on media or publishes any statement either by name or anonymously related to Institutional matters. Employees and superiors should contact the Appointed Institutional HR Personnel (HR) immediately if assistance is needed related to these policies.

Recruitment & Selection Policy

Scope:

Applicable to all vacant positions approved as per the manpower budget.

Objective:

To establish statutory compliance and a guiding document for 'Recruitment & Selection'

Procedure:

The organizational structure, Job Description, Role and Responsibilities for every role that has been defined will be maintained by the Head of Institute and the HR.

Annexure I: Job Description Format

Manpower Planning Process (MPP)

MPP is the first step in recruitment; it is to be carried out at the start / end of each academic semester of the Institute. Sanctioned Manpower budget will be adhered to for any given academic year.

Recruitment for all positions at the institute shall be part of Manpower Plan. The Manpower Requisition shall be obtained from the School Dean in case of faculty positions and from Registrar/Section Heads for all other administrative positions. The Manpower Requisition form shall include justification for all the additional positions along with the financial impact of it. The HR Section will forward this for the approval from Director and further for the approval of Executive Director.

Annexure II: Manpower Requisition Form

Faculty & Staff employment:

Faculty and Staff employment during the semester will be avoided as far as possible.

The Dean Faculty & Staff Affairs and the Director will then determine if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible Dean Faculty & Staff Affairs will ensure that all existing employees are given the opportunity to apply for any new vacancy if they so desire.

All internal applicants must be treated in the same manner as external applicants. It is inappropriate to conduct 'courtesy' interviews simply because an applicant is already on campus.

Filling in of temporary vacancy

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. 6 months) the Director on the recommendation of the Dean Faculty & Staff Affairs shall make an appointment.

Creating a New Position

Manpower Requisition Form must be completed by School Dean and submitted to the HR, who will review and assign the most appropriate title according to the job specifications in consultation with the Dean, Faculty & Staff Affairs (FSA) and put up to the Director. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. This manpower

requisition requires the approval from the Executive Director (or the competent authority appointed on his behalf) to initiate the hiring process.

Job Announcement

All positions must be advertised externally for ten working days. Exceptions may be approved only in the rarest of circumstances by the Director. **Our website too will be listing new openings available at the Institute from time to time.**

On approval, the positions may be filled by:

- a) News Paper Advertisement:** Once the job advertisement is ready, the advertisement will be posted on the website and / or in the Newspaper on approval from Executive Director (or the competent authority appointed on his behalf). When placing an external advertisement, the advertisement will specify that all resumes or applications be sent to HR and all correspondence refers to the appropriate job number.
- b) Portal:** HR would require approval from Executive Director (or the competent authority appointed on his behalf) to purchase portal IDs.
- c) Third party Vendors:** The HR may also approach leading institutions and outsourcing firms so as to fulfill the organization's manpower and research requirements. HR would require approval from Executive Director (or the competent authority appointed on his behalf) on the rate terms that need to be paid to the vendor for each position shared with them. We should try to avoid third party vendors as far as possible, especially for faculty positions.
- d) Employee Referral:** If an applicant contacts any of the schools or if any employee wishes to refer a candidate for the said position, he/she should be referred immediately to HR.

FACULTY SELECTION PROCESS

STEP I: ADVERTISEMENT

The HR Section shall release advertisements for approved positions through the short-listed agencies. All posts of the faculties shall be widely advertised in reputed National and Local News papers with particulars of minimum qualifications and emoluments. Reasonable time should be given to the applicants to submit their applications. Applications can be accepted by Email or hard copy. Reservation norms should be followed strictly as per the government rules. Advertisements need to be approved by the Director prior to publishing and should be further approved by University Reservation cell as per the UGC rules as the case may be.

It is also recommended that a standing advertisement for the faculty recruitment should be put on the Institute web portal throughout the year and the applications for various posts (especially senior posts) can be accepted and processed throughout the year.

It is recommended that recruitment of faculties should be avoided through any consultant by paying charges. However, existing faculty referral is to be encouraged.

STEP II: Following documents are mandatory while applying for the faculty positions.

1. SSC Certificate & Mark sheet
2. HSC certificate & Mark sheet
3. Graduation Certificate and Mark sheet
4. Post graduation Certificate and Mark sheet
5. PhD Certificate
6. Previous Employment Experience Letter and Appointment letter
7. Salary Slip – Proof of last salary drawn
8. List of 03 professional references
9. Covering Letter for the post applied
10. One page statement on Role of Teacher
11. One page statement on Research and future plans
12. Cast Certificate & Cast Validity
13. Portfolio and resume whatever is applicable.

Mere application does not guarantee a call for interview as the method of screening will be applied for the posts of Assistant Professor, Associate Professor and Professor as per the Selection Criteria of the university or decided by the Institute from time to time.

STEP III: SCRUTINY OF APPLICATIONS

All the applications shall be collected by the HR Section and preliminary scrutiny of applications shall be done by the respective School Dean's in case of faculty members and in case of staff by HR Section and Registrar, which will be further scrutinized by the Dean, FSA and Director if necessary. The shortlisted candidates would be called for an interview.

Candidates applying for the faculty positions must also fulfill the minimum Academic Performance Indicator (API) scores / performance as per UGC norms or should fulfill the experience /eligibility norms in case of autonomous institutes.

Screening Criteria:

a) Assistant Professor

A Screening Committee will short-list top 30 applicants or 10 times the number of advertised posts for each category (General, SC, ST, OBC etc.), whichever is higher, from amongst the eligible candidates as per UGC/AICTE/NCTE /CAI/PCI regulations (whichever is relevant for the post advertised) or based on API score. Where the number of applicants is less than 30, all shall be called for interview / discussion and demo lecture. Provision of conducting interview through Skype may also be done in case of outstation candidates.

b) Associate Professor

A candidate having minimum qualifications as per UGC/AICTE/NCTE/ CAI/PCI regulations (whichever is relevant for post advertised), shall be eligible for the post of Associate Professor. If the number of applicants having minimum qualifications exceed 30 or 10 times the number of advertised posts for each category (General, SC, ST, OBC etc.), whichever is higher, a Screening Committee will short-list top 30 applicants or 10 times the number of advertised posts for each category (General, SC, ST, OBC etc.), whichever is higher, from amongst these applicants in the merit list prepared on the basis of the API scores or other criteria decided by the screening committee. Where the number of applicants having minimum qualifications is less than 30, all applicants shall be called for interview / discussion and demo lecture.

c) Professor

There shall be no short listing of applicants for the post(s) of Professor.

All candidates having minimum qualifications as per UGC/AICTE/NCTE /CAI/PCI regulations (whichever is relevant for post advertised), shall be eligible and shall be called for the interview/discussion-cum-seminar-presentation for the post of Professor.

STEP IV: SELECTION CRITERIA

Maximum marks to be awarded to each applicant for the performance in the interview/discussion and seminar presentation / demo lecture totalling 100. Following criteria should be considered during selection process.

- Domain knowledge,
- Teaching/industrial experiences,
- Participation in outreach activities
- Research activities carried out by applicants such as consultancy, supervision of M.Phil and Ph.D. thesis, research publications etc.
- Patents / funds fetched from apex bodies, industries
- Demo lecture / presentation skills
- Personal appearance
- Leadership qualities
- Resume
- Personal interview
- Any other relevant criterion decided by the selection committee

Weightages for the above mentioned criteria can be decided by the Selection committee and can be different for various positions.

Appointment of Selection Committee:

For Faculty positions, the Director shall appoint a selection committee to conduct the interviews. The responsibility for conducting interview would lie with the Dean, FSA.

Selection Committee for Faculty Interviews:

Selection Committee shall consists of

1. Executive Director or his nominee
2. 02 internal Subject Expert nominated by the School Dean
3. 02 external Subject Expert nominated – To be called randomly by the HR from the predefined panel of the experts prepared & as per availability.
4. Director of the Institute
 - a. Dean Faculty & Staff Affairs
5. School Dean
6. Reservation nominee in case the candidate is from reserve category
7. 01 Senior faculty appointed by the Director
8. HR Executive – Only for giving clerical assistance.

The selection committee can take the interviews of the candidate in 02 steps where in first step the technical interview (for faculty) can be taken and in second step administrative interview can be taken. A joint selection committee report will be prepared and will be signed by all the members of the selection committee.

The date of the meeting of the selection committee shall be so fixed as to allow the notice of 07 days to each members and candidates. Information to all concern should be sent by interview call letter / Email and SMS on the individual's mobile number.

The quorum to constitute the Selection Committee meeting shall be 05 members of whom, one being an external subject expert. The Selection committee should take the personal interview, technical interview and seminar /demo lecture demonstration of the short listed candidates.

STEP V: REFERENCE CHECKING

Some employers do not release information about the performance of current or past employees. They may limit information to dates of employment and position held. This is not a reflection of the quality of the performance of the candidate; rather it may be a company policy. It is not appropriate to contact friends, acquaintances, or co-workers for the 'unofficial' information about the applicant without the applicant's knowledge or 'unofficial' permission. Reference checking is a prerequisite to employment and is done with prior intimation.

A form has already been made by the HR for the same, which must be used.

NON-TEACHING STAFF SELECTION PROCESS:

STEP I: ADVERTISEMENT

The HR Section shall release advertisements for approved positions through the short-listed agencies. All posts of the non-teaching staff shall be widely advertised in reputed News papers/ Recruitment Portals with particulars of minimum qualifications and emoluments. Reasonable time should be given to the applicants to submit their applications. Applications can be accepted by Email or hard copy. Reservation norms should be followed strictly as per the government rules. Advertisements need to be approved by the Dean / Director prior to publishing.

It is recommended that recruitment of non-teaching staff should be avoided through any consultant by paying charges. However, existing employee referral is to be encouraged.

STEP II: Following Documents are mandatory while applying for the positions.

1. SSC Certificate / Mark sheet
2. HSC certificate / Mark sheet
3. Graduation Certificate and Mark sheet
4. Post graduation Certificate and Mark sheet (if applicable)
5. Previous Employment Experience Letter and Appointment letter
6. Salary Slip – Proof of last salary drawn
7. Covering Letter for the post applied
8. Cast Certificate & Cast Validity
9. Portfolio and resume whatever is applicable.

Mere application does not guarantee a call for interview as the method of screening will be applied for the posts as per the Selection Criteria decided by the institute from time to time.

STEP III: SCRUTINY OF APPLICATIONS

All the applications shall be collected by the HR Section and preliminary scrutiny of applications shall be done by in case of staff by HR Section, which will be further scrutinized by the Dean, FSA and put up to the Director if necessary. The shortlisted candidates would be called for an interview.

Screening Criteria:

All candidates having minimum qualifications as per required post (whichever is relevant for post advertised), shall be eligible and suitable candidates shall be called for the interview.

STEP IV: SELECTION CRITERIA

Maximum marks to be awarded to each applicant for the performance in the interview/discussion and totaling 100. Following criterions should be considered during selection process.

- Domain knowledge,
- Relevant Experience,

- Decision Making & Problem Solving
- Presentation
- Personal appearance
- Leadership qualities
- Personal interview
- Any other relevant criteria/ Information / achievements decided by the selection committee

Weightages for the above mentioned criterions can be decided by the Selection committee and can be different for various positions and institutes.

Appointment of Selection Committee:

For staff positions, the Head of the Institute shall appoint a selection committee to conduct the interviews.

Selection committee for the staff:

1. Executive Director or his nominee
2. 01 internal / external Subject Expert nominated by the respective Dean
3. Director
4. Concerned Dean and Dean Faculty & Staff Affairs
5. School Dean
6. Reservation nominee in case the candidate is from reserve category
7. 01 Senior staff appointed by the Director /Dean
8. HR Executive

The selection committee can take the interviews of the candidate in 02 steps where in first step the technical interview can be taken and in second step administrative interview can be taken. A joint selection committee report will be prepared and will be signed by all the members of the selection committee.

The date of the meeting of the selection committee shall be fixed so as to allow the notice of 07 days to each members and candidates. Information to all concern should be send by letter, Email and SMS on the individual's mobile number.

The quorum to constitute the Selection Committee meeting shall be minimum 05 members. The Selection committee should take the personal interview, technical interview and case assignments of the short listed candidates.

STEP V: Reference Checking

Some employers do not release information about the performance of current or past employees. They may limit information to dates of employment and position held. This is not a reflection of the quality of the performance of the candidate; rather it may be a company policy. It is not appropriate to contact friends, acquaintances, or co-workers for the 'unofficial' information about the applicant

without the applicant's knowledge or 'unofficial' permission. Reference checking is a prerequisite to employment and is done with prior intimation.

A form has already been made by the HR for the same, which must be used.

Interview Guidelines

Some court decisions indicate that regardless of the outcome of an employment decision, if discrimination occurs at any stage of the employment process, the employer may be found guilty of discrimination. Questions about any information can only be asked when these factors are bonafide occupational qualifications (BFOQ). It is imperative, therefore, interviewers or should be aware of and follow the guidelines on information, which should not be sought, from applicants.

All questions posed to candidates must be related to the skills and knowledge necessary to successfully perform for the applied position. This is to be accomplished by predetermining the questions that will be posed during the interview. Allow sufficient time for the interview. The more technical or complex the position, the more time is required to learn the best information about the candidate.

After the interviews, the selection committee should prepare the Selection Committee Report and recommend the candidates for recruitment for the different posts based on the order of merit. HR Section should initiate the process of appointment once it receives the recommendations.

Annexure III: Selection Committee evaluation report

JOINING & INDUCTION POLICY

Eligibility:

Applicable to all new joinees

Objective:

To establish statutory compliance and a guiding document for 'Joining & Induction'

Procedure:

A) OFFER LETTER

Once the collection & verification of academic/ experience certificates have been done by the HR an offer letter is to be issued to the selected candidates

The offer letter would mention the following:

- Name of the candidate
- Name of the position to be offered
- Salary recommendation-Salary justifications if over minimum of pay plan
- Fixation of pay at the time of appointment (HR will review the hiring decision and contact the hiring official to ascertain whether or not an offer may be extended.)

An offer letter signed by the Director to be given to the candidates selected in the interview process. It is made in duplicate so that the candidate retains one copy and submits the other copy duly signed by him/ her as token of acceptance.

The Director is authorized to sign the offer letter.

Annexure IV: Offer Letter Format

B) LETTER OF APPOINTMENT

On the day of joining, reference check to be done by HR and to prepare the Appointment letter, if everything is found satisfactory. Appointment letter should be issued within 15 working days of the employee's joining date. It should be in the preapproved format jointly signed by the Dean, FSA and Director.

The appointment letter will be made in duplicate, so that the one copy to be given to the employee and the other copy to be signed by the employee as token of acceptance of all the terms and conditions / rules and regulations of service. HR is to retrieve the signed appointment letter and to prepare the employee file which would store all the official documents related to the employee. A photocopy of the same to be submitted to the accounts section for their records immediately as the same should reflect in the next pay cycle.

Annexure V: Appointment Letter Format

At the time of joining, attested copies of the following documents should be submitted to the HR Department:

1. **Educational Proofs:** SSC, HSC, Graduation, Post Graduation Certificates
2. Any other Educational Certificate (If applicable)
3. **Address Proof :** Copy of Passport (If a passport holder) / Driving License / Light & Telephone bill
4. **Date of Birth Proof :** Birth Certificate / Copy of Passport (If a passport holder) / Driving License
5. **Copy of Adhaar Card**
6. **Copy of your PAN Card**
7. Colour Passport Size Photographs-4
8. Marriage Certificate for female employee (If Married)
9. Two references with their name, address for communication, emails, phone no, mobile number, etc., (preferably from the last employment), for reference checking at our end.
10. **Employment Proofs :** Copy of Resignation and Acceptance from Current Employer
11. Relieving Letter or Service Certificates of all prior Employment(s)
12. Form 16 (last financial year)
13. Last 3 Months Salary Drawn Pay slips. (Mandatory).
14. Medical test report [Comprising of – Blood Group, Blood Sugar (Fasting, and PP), Blood Cholesterol / Serum Cholesterol, X-ray (chest), ECG, Urine, General physician's check-up]
15. A notarized letter stating that there is no police/legal case pending against you anywhere in the country. (Mandatory)
16. Scopus / Google Scholar / Research Gate registration

PERSONAL FILE:

A personal file shall be opened for every employee on the same day of his/her appointment. The personal files of all the employees shall be maintained by the HR Department. The file shall contain the following:

1. Photocopy of Address Proof (License/light or telephone bill/ Ration Card/Adhaar Card/ Passport)
2. Photocopy of Date of Birth Proof (License/light or telephone bill/ Ration Card/Adhaar Card/ Pan Card /Passport) (In case of any discrepancies a written and signed undertaking from employee to be taken)
3. Photocopy of PAN Card mandatory
4. Photocopy of Adhaar Card mandatory
5. Passport copies – Photocopies of first four and last two pages of the passport wherever applicable.
6. All academic certificates (photo copy)
7. Relieving letter from the last employer (photo copy) wherever applicable.
8. Experience certificates from last and previous employers if applicable (photo copy).
9. Salary certificate (mentioning the CTC of the immediate previous employer) with a complete breakup of the salary wherever applicable.
10. Name and Address of two references.
11. Photocopy of Marriage Certificate, if married.
12. Personal Information Form (Emergency Contact Number to be taken / Medically Fit undertaking form to be signed)
13. Appointment letter
14. Confirmation Letter
15. Any communication related to the employment

16. Letters of appreciation, up-gradation, if any.
17. Memos, Warnings, if any.

The file would remain in sole custody of HR Department and it is the HR department's responsibility to update the same on regular basis.

Annexure VI: Joining Report Format

C) EMPLOYEE INDUCTION & ORIENTATION

On the day of joining, employee name is to be added in the attendance muster. All new employees have to attend a formal orientation session as soon as possible after beginning their of employment with the Institute. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, benefits etc.

“Employee Induction to be completed within 15 working days of the employee hiring date”

PROBATION & CONFIRMATION POLICY

Eligibility:

Applicable to employees on probation.

Objective:

To establish statutory compliance and a guiding document for 'Probation & Confirmation'

Probation and Temporary Appointment

Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for eventual sustained appointment to the post. Temporary appointment means appointment made on purely temporary basis either in a permanent post or tenure post or against a temporary post.

Evaluation in Probation Period

This probation period allows the concerned Dean(s) to evaluate the ability, suitability, and potential of the employee. It also allows time for the employee to decide whether the job is satisfying or not. Prior to the completion of the probation period, the Dean(s) / Section Heads will evaluate the job performance, and the employee will be notified in writing and may be terminated at that time without right of appeal while on probation.

Voluntary Resignation

It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

Continuance of Probation

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remains in a probation status should be forwarded by the concerned Dean to Dean Faculty & Staff Affairs. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probation period.

Procedure:

A) PROBATION PERIOD :

Probation period would vary from employee to employee depending on the scale they are hired.

After successful completion of probation he/she will be confirmed in service by giving a separate letter of confirmation or his/her probation period can be extended. If performance is not satisfactory, his/her appointment can be discontinued. Temporary faculties or staff can be put on probation if their performance is satisfactory on recommendation of the Director. Their temporary service period can be considered equivalent to probation service period.

B) CONFIRMATION PROCESS : Teaching Staff

Institute would follow the norms and guidelines laid down by the various statutory bodies (i.e. UGC, AICTE, etc) for Autonomous Institute. The rest would assess the faculties on the defined API's before confirmation.

C) CONFIRMATION PROCESS: Non Teaching Staff

On completion of probation period, HR collects the Key Result Area form duly filled and signed by the employee.

Productivity is the keyword while evaluating any employee. Areas to be evaluated will include attitude, cooperation, attendance, punctuality, productivity, capability, targets achieved and efficiency.

The following panel members will conduct the confirmation assessment interview:

1. Executive Director or his nominee
2. Director of the Institute
3. Dean Faculty & Staff Affairs
4. Concerned Dean and Section Head if applicable
5. HR Executive – Only for giving clerical assistance.

Depending on the feedback a confirmation letter along with Confirmation Assessment form will be submitted to ED Office for further approval or an extension of probation period letter may be issued in lieu of poor performance during the probation period.

The Confirmation Letter will be in the preapproved format jointly signed by the Dean, FSA and Director. The letter is to be made in duplicate so that the candidate retains one copy and submits the other copy duly signed by him/her as token of acceptance. A photocopy of the same to be submitted to accounts for their records.

'Employee confirmation process to be initiated one month before the due date of Confirmation'.

Annexure VII: Key Result Area Format

Annexure VIII: Confirmation Assessment Format

Annexure IX: Confirmation Letter Format

PERFORMANCE APPRAISAL POLICY

Eligibility:

Applicable to all employees and as per the eligibility criteria approved every academic year.

Objective:

To establish statutory compliance and a guiding document for ‘Performance Appraisal’.

Procedure:

1. Job evaluation is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work assigned.
2. For performance appraisals, job evaluation is a prerequisite in order to form a proper job matrix of jobs in the Institute so as to meet authority with corresponding responsibility head.
3. Appraisal factors used to appraise an individual’s performance in a job/position are measured collating the following:
 - Depth of knowledge normally acquired through education - specialized formal training; -depth and breadth of knowledge or -JOB SCOPE skill in terms of related work experience and on-the-job training;
 - Decision-making requirements including job complexity, independence of action,
 - INSIDE RELATIONSHIPS analytical and creative job requirements; - responsibility for contacting and dealing with administrative staff, faculty member,
 - OUTSIDE RELATIONSHIPS students and others within the Institute;
 - MANAGERIAL responsibility for representing the Institute
 - RESPONSIBILITY- influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue
 - POSITION CONDITIONS - control, planning, policy and strategy development. Degree to which the position has certain undesirable working conditions present.
4. Performance Appraisal form will be provided by HR for the same to the School Deans and Section Heads. Each employee of the Institute is evaluated in a systematic manner on annual basis. The immediate reporting authority will process performance appraisals with HR assisting in the same. Areas to be evaluated will include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

Performance Evaluation and Pay Process Timelines				
1st April – 15th April	16th April – 30th April	1st May – 15th May	16th May -31st May	1st June – 30th June
Self Evaluation	EA Evaluation	Appraisal Committee’s Evaluation	Final Evaluation – Head of Institutions	Finalization & Approval – Executive Director
Records of Absence				Pay Planning - Accounts
				Pay Processing & Communication- Accounts & HR

Annexure X: Appraisal Form and Guidelines

PROMOTION & INCREMENT POLICY

Eligibility:

Applicable to all confirmed employees.

Objective:

To establish statutory compliance and a guiding document for 'Promotion & Increment'

Procedure:

Based on the performance appraisal score of an individual, annual increment is recommended by the respective Dean.

After the completion of Appraisal procedure, the employee is eligible for promotion. Thus, the promotion recommendations are done by the Head of Institution and then approved by the Executive Director (or the competent authority appointed on his behalf).

Good past performance enhances the eligibility for promotion. A promotion is the upward shift of an employee from one position to another having more responsible duties and involving more skills. Promotions are based on merit and an employee must meet the qualifications required for the higher position. A pay rise is expected but may not be compulsory to provide.

When an employee is promoted, they may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

The ultimate decision regarding promotion rests with the management.

Annual increment will be marked in the service book for all employees. Promotion letters to be made in duplicate so that the candidate retains one copy and submits the other copy duly signed by him/her as token of acceptance. A photocopy of the same to be submitted to accounts for their records immediately as the same should reflect in the next pay cycle.

In exceptional cases where an employee is demoted, the salary may reduce and cannot exceed the maximum of the pay plan for the new position.

After annual increment, if anyone has any grievance, the same has to be put in front of the grievance committee within 15 Days through the Head of Institution. No claim after that will be entertained on any basis.

INTERNAL PROMOTION POLICY FOR TEACHING STAFF (CAS)

Objective:

Well – designed internal promotion scheme for faculties can have powerful effects on the performance and productivity of the educational organization. Faculty internal promotions are designed to motivate faculties to achieve high performance levels, change behaviors and/or change attitudes. Internal promotions are considered as a reward for achieving certain targets, seniority by experience, getting recognitions or gaining higher educational qualifications.

Eligibility:

All employees across all levels as per their hiring scale.

Applications are called twice a year in the month of October and in the month of April for granting internal promotion to the faculties based on various criteria decided by the Director in consultation with Executive Director and Governing Council. If such criteria do not exist then decision will be taken by the interview committee during the interview regarding granting of internal promotion.

Mere application does not guarantee a call for an interview as the method of screening will be applied.

Candidates applying for the post of Associate Professor and Professor must also fulfill the minimum Academic Qualification Criteria as prescribe by AICTE/UGC/Other Affiliating Body from time to time.

Process:

SCRUITINY OF APPLICATIONS

All the applications shall be collected by the HR Department and preliminary scrutiny of applications shall be done by the respective Deans, which will be further scrutinized by the Director if necessary. Only the shortlisted candidates are to be called for an interview. Candidates applying for the faculty positions must also fulfill the minimum Academic Performance Indicator (API) scores / performance as per UGC norms and/or should fulfill the experience /eligibility norms.

Selection

Maximum marks to be awarded to each applicant for the performance in the interview/discussion totaling 100. Following criterions should be considered during selection process.

- Domain knowledge,
- Teaching/industrial experiences,
- Participation in outreach activities
- Research activities carried out by applicants such as consultancy, supervision of M.Phil and Ph.D. thesis, research publications etc.

- Patents / funds fetched from apex bodies, industries
- Presentation skills
- Teaching feedback
- Institute level work contribution and feedback
- leadership qualities
- Portfolio (if applicable)
- Personal interview
- Any other relevant criterion decided by the Selection Committee

Weightage for the above mentioned criteria can be decided by the Selection Committee and can be different for various positions and Institutions. However it is strongly recommended that minimum score for promotion of Associate Professor can be 60 and for Professor it can be 70.

Selection Committee:

For faculty internal promotions, the Head of Institution will appoint a committee to conduct the interviews.

Committee shall consists of

1. Executive Director or his nominee - Chairperson
2. Director
3. Deans of Academics, Faculty & Staff Affairs and Dean, R&D
4. 02 external Subject Experts nominated – To be called randomly by the HR from the predefined panel of the experts prepared & as per availability
5. Respective school Dean
6. 02 internal Subject Experts nominated by school Dean
7. Reservation nominee in case the candidate is from reserve category
8. 01 Senior faculty appointed by the Director
9. HR Executive – Only for giving clerical assistance

The Selection Committee will conduct an interview of the candidate in 02 steps where the first step will be the technical interview and the second step will be an administrative interview. A joint Selection Committee report will be prepared and signed by all the members of the Selection Committee.

The date of the Selection Committee meeting shall be fixed to allow the notice of 07 days to each members and candidates. Information to all concern should be sent by letter, Email and SMS on the individual's mobile number.

The quorum to constitute the Selection Committee meeting shall be minimum 05 members of whom; compulsorily chairperson would be the Director. The Selection Committee should take the personal interview and technical interview of the short listed candidates.

After the interviews, the Interview Committee should prepare a report and recommend the candidates for promotion for the different posts based on the order of merit. HR department should initiate the process of promotion letters once it receives the recommendations.

It is recommended that internal promotion should be initially given for 01 / 1.5 year only. The promotion letter should mention the Key Result Areas on which at the end of 01 / 1.5 year during Annual performance appraisal, performance of the candidate will be evaluated. On satisfactory performance during the Annual Appraisal internal promotion can be continued with annual increment. After satisfactory performance for continuous 05 years on the post of internal promotion in 06th year interview committee on application of the candidate can confirm the internal promotion of the candidate for permanent position as per requirement or as per rules. If such confirmation is not done then continuation can be considered on yearly basis. If performance of the candidate is not found satisfactory in view of given Key Result Areas then internal promotion can be continued without giving Annual Increment with new Key Result Area for one more year. After that again if performance is not improved then Interview Committee can roll back the internal promotion of such candidate and can recommend putting such candidates on original pay scale and post. In case of any disputes or clarification decision of the Executive Director (as a Chairperson) will be final and mandatory.

Annexure XI: Internal Promotion letter Format

TRANSFER & RELOCATION POLICY

Eligibility:

All employees across all levels & all locations

Objective:

To establish statutory compliance and a guiding document for 'Transfer & Relocation'

Procedure:

A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range.

Employees are encouraged to apply for any position for which they are qualified and should contact the Human Resources for specific information.

The Director can decide to internally transfer or relocate any employee as per the respective institution's requirement. Authorization from Executive Director (or the competent authority appointed on his behalf) would be required for inter-institutional transfer. All employees are bound to follow the decision.

A Transfer letter should be made in duplicate so that the candidate retains one copy and submits the other copy duly signed by him/her as token of acceptance. A photocopy of the same to be submitted to accounts section for their records.

Annexure XII: Transfer letter Format

ATTENDANCE POLICY

Eligibility:

All employees across all levels & all locations

Objective:

To establish statutory compliance and a guiding document for 'Attendance and Punctuality'.

Entitlement:

1. Salary Increases and Adjustments

These are subject to statutory requirements like those of the government pay scales, Savitribai Phule Pune University norms and AICTE besides merit that would increase at management discretion, Market Adjustments, Promotions, Demotions / Lateral Transfers etc.

2. A Time Scale of Pay

"Time scale of pay," means a scale in which this is made for each job classification. Pay rises are subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum and on management discretions.

3. Debt Repayment and Fiscal Responsibility

The Institution is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institution or under the legal compliances and statutory obligations.

4. Payroll Schedules

Employees are paid for 30 / 31 (28 / 29) days. Payment is directly deposited in a bank located in the vicinity of the campus in the individual's account or given in cash to employees whose job is menial in nature of employment.

5. Payroll Deductions

Income tax, professional tax and provident fund are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and employee's emergency fund. All other deductions will be notified to the employees.

Income Tax Deduction at Source (TDS):

- According to the provisions of Section 192 of the Income Tax Act 1961, tax must be deducted at source by the employer from the salary of the employee after considering any other declared income.
- The employer is obliged to deduct such tax spread equally over the financial year.
- Deductions to the extent allowable under the law can be allowed by the employer only on submission of valid proof. (Any default by the employer in this respect can attract severe penalties under the Act.)
- The Finance Department will supply copies of the declaration form which every employee must submit at the time of joining and thereafter on or before 1st April of each financial year, in order to give details of other income and proposed investments so that monthly TDS deductions can be planned by the Accounts department.

- Employees are requested to make all their investments on or before 15th January of each financial year and submit copies of these investments along with the final declaration forms on or before January 20th.
- Every Employee is required to provide documentary evidence towards their investment and/or other payments towards their eligibility of allowable income tax deductions as per their submitted details in the beginning of the year. However, in the event of any unavoidable change, the adjustments in the tax shall be made in the salaries of January and February.

6. Attendance Muster

The employees must sign the muster against time- in and time-out, the record of the same is being maintained. The employee should also check-in and out with the biometric device. Those going out for official work need to fill an on-duty form/movement register or else they will be marked absent for the day. This applies to all employees. No official intimation will be deemed as 'un-authorized absence' and thus suitable disciplinary action will be taken against the erring employee.

Annexure XIII: On Duty Application Form

7. Time Record

All employees shall check-in & out from duty through the biometric device near HR Office. Late incoming beyond a standard accepted buffer shall be treated as half/full C.L /L.W.P/ M.L by the respective Dean depending on the severity of each case.

- ✓ Late coming with prior permission is allowed to maximum 15 minutes twice in a month.
- ✓ After two late coming every late mark will be considered as half day. Late coming will not be appreciated.

For employees not availing the Institute's transport, it would be the duty of the staff to be at the Institute on time irrespective of the mode of transport used.

It is the duty of the employee to see that his / her attendance is marked or shown as official tour/duty or leave against each day. Any discrepancy may be brought to the notice of HR immediately. Salary is calculated on the basis of attendance which should be complete in all respects.

Employees are expected to be prompt in reporting to work after lunch. It is expected that employees will remain on the job until the end of the workday unless excused by the Dean /section head in writing. An employee, who knows he / she will be absent from work, should report such absence to one's School Dean /section head prior to that workday. A record of tardiness and unexcused absences may result in loss of pay or call for other disciplinary action.

"Attendance record for all employees is maintained and updated for every pay cycle by HR. Attendance sheet is prepared and submitted to accounts to process the salary for the previous month."

8. The standard workweek

Since the requirements of the various operations of the Institutes are diverse, different work schedules are adopted to meet different needs. Standard workweek is as under:

Units	Standard Work Time	Standard Workweek	Breaks
MIT AOE	8.30a.m. to 4.50 p.m. Shift duties applicable to Library and Hostel	Monday through Friday	Lunch : 30 min

9. Overtime

No overtime charges are provided to any employee. No Compensatory offs shall be given for postponing regular work to holidays or weekends.

10. The workweek

Workweek may be made different for the faculty/staff by the various Deans in-order to facilitate the students' access to additional lectures, trainings, and library, and Internet center, workshop or admission procedures. Care should however be taken to ensure that the employees do not exceed a fifty hours workweek under any circumstances.

11. Change

Any change of workweek / breaks / work timings etc. should be informed to HR with the prior approval of Dean, FSA and Director. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the HR.

The Dean, FSA may intervene when a deviation that is not suitable to the HR policies of the Institution is noticed.

Deans / Section Heads and employees will be informed from time to time of any changes made by the HR. In this matter however it is the responsibility of each employee to ensure that the HR is made aware of the change in work week or timings etc. that he / she have been assigned.

The institution is also authorized for paying remuneration on a case-to-case basis depending on the merit of the case. When offering a candidate more than the minimum, HR will review the salaries of similar positions in order to avoid creating any disparity among similar staff.

Annexure XIV: Attendance Summary Sheet to be submitted to Accounts.

LEAVE MANAGEMENT POLICY

Right to leave:

- Leave cannot be claimed as a matter of right and the leave sanctioning authority i.e. the management may refuse or revoke leave of any kind.
- Leave will not be granted to staff under suspension.

Eligibility:

Applicable to all confirmed employees. For the first three months of service, employee is not eligible for availing any kind of leave.

Objective:

To establish statutory compliance and a guiding document for 'Leave Management'

Leave Calendar Year:

For all leave calculations, the calendar year will be **1st January- 31st December**.

Entitlements:

1. **Continuous service** means a service rendered by an employee without any break under the same competent authority.
2. **Break in service:** Leave of any kind granted to an employee while in service does not constitute a break under the above definition.
3. **Deans/Section Heads must sign the leave application** before submitting the same to the Director or HR and must ensure that the work of the applicant is suitably delegated. All leaves must be notified to HR within 2 working days or it will be treated as Leave without Pay (LWP). **It is also mandatory that the school / section assistant dealing with the upkeep of leave records at the school / section level should countersign the leave application as having checked the leave application with regards to date of submission and availability of leaves for the applicant, before putting up to the Deans / Section Head.** It is therefore essential that the leave applications should not be submitted directly to Deans /Section head before getting it vetted by the school / section assistant.
4. **Record of Leaves** HR maintains a permanent record of leaves granted and used for each employee.
5. **Leaves of Absence without Pay:** A leave of absence without pay may be granted when the requirements of the school / section permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason if requested by the employee and recommended by the Dean or administrative head, and approved by the Head of Institution / Executive Director (or the competent authority appointed on his behalf).
6. If **LWP** is availed in continuation from Monday to Friday, then the following Saturday and Sunday, will be treated as "**Leave without Pay**". Leave of absence without pay shall by default reduce the CL/ML/EL/vacation etc. proportionately, since these leaves are credited as per the days worked by the employee. LWP may also affect the annual increment. LWP

beyond a year shall only be sanctioned by the Executive Director (or the competent authority appointed on his behalf).

7. Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits. A leave of absence may be granted only if the employee has a bona-fide intention to return to the Institution following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than six (6) months service.
8. **Return to Work** Upon expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same school or section from which the leave was granted. Should a position not be available upon expiry of the leave of absence or return to work, the school chairperson or administrative head may request an extension until such time as a position for which the employee is qualified becomes available.
9. **A registered medical practitioner's (RMP) statement not having any conflict of interest with the applicant** will be required for each request for leave of absence for more than 2 days due to illness or injury. Request for extension of leave of absence due to illness or injury will be considered by the respective Dean / HR.
10. **Scheduled Absences** Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the respective Dean / section head.
11. **Unscheduled Absences** Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her superior immediately. If this is not possible, a family member should alert the Dean / section head as soon as possible to explain the situation and indicate the expected date and time of return.
12. **OVER-STAYING:** Employees are not allowed to extend their leave excepting the reasons/situations which are beyond the control. If this attitude is repeated, HR may take up the matter with the Director to take appropriate action against the erring employee.
13. **ABSENTING:** If an employee is absenting continuously for more than 3 days, without any valid reasons, the Institution may take suitable disciplinary action against them.
14. **Leave cannot be claimed in advance if sufficient amount of leave is not available at the time of applying.**
15. **FREEZING OF ALL TYPES OF LEAVE:** In case of an employee tenders his/ her resignation from service at MIT AOE, all provisions of leave would cease to exist from the date of submission of resignation.
16. **Teaching Associates:** Teaching Associates are entitled only for casual leaves.

Holidays:

Holiday: A day which the Institution will observe as a paid non-working day.

The list of holidays including National Holidays will be circulated among the employees as per the guidelines received from the Savitribai Phule Pune University.

Imp Note: *The Director / Executive Director (or the competent authority appointed on his behalf) has the authority to make any changes in the above mentioned list of holidays at their sole discretion.*

Vacation Employees	: Faculty members
Non Vacation Employees	: Director, Deans, School Deans, Section Heads, Non-Teaching staff, Librarian, Training & Placement Officer, Physical Instructor, Rectors , Technical Assistants & Lab Assistants

Types of leaves

1. Casual leave

- Total casual leave granted to a teaching faculty or non-teaching staff cannot exceed **15** days in an academic year.
- Casual leave of half day can be granted to an employee.
- Permission for casual leave shall ordinarily be obtained at **least two days before the day** on which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee. Casual leaves must be notified to HR within 2 working days through the HRMS or it will be treated as Leave without Pay (LWP).
- More than 3 Casual leaves at a time can be availed in exceptional circumstances with permission of the Director.
- Casual leave may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 7 days at a time. Any number of Sundays and / or Public holidays are permitted to be prefixed / or suffixed so also a holiday or a series of holidays are permitted to fall between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, except under exceptional circumstances with the prior permission of the management where it may be extended up to nine days.
- The casual leave cannot be combined with any other kind of leave or vacation, except under exceptional circumstances with the prior permission from the management.
- Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct and indiscipline.
- Unused Casual Leaves do not get carried over to the subsequent calendar year.
- While applying for Casual Leave at any time of the year, it should be taken care that sufficient number remains available with the individual for the rest of the year.

2. Earned Leave

- An employee who is not entitled to vacation, i.e. any non-vacation employee, shall be entitled to earned leave of 24 days and Professional Development Leave (PDL) of 6 days in a calendar year.
- (i) No ELs are allowed during the first year of service.
(ii) For the second year 1 EL shall be credited for every month of work.
(iii) From third year onwards, 2 ELs shall be credited for every month of work.

- The unused ELs shall be carried forward at the end of the calendar year and can be accumulated up to a maximum of 300 days in the service period. PDLs shall not be carried forward.
- EL can be availed for minimum three days and above at a time. PDL can be availed minimum 1 and maximum 6 at a time with proper documentary proof.
- The holidays and weekly offs falling in between shall be treated as earned leave.
- Prefixed /and suffixed weekly off and/ holiday shall be treated as earned leave.
- Vacation staff required to do any work during vacations will get Earned leave equal to one-third of the number of days on which he works on vacation subject to a maximum of 24 days in a year. The EL so accumulated for the vacation staff can be utilized at later date.
- For any faculty getting entrusted with the post of School Dean / Dean during any time of the calendar year, the un-availed vacation will get converted to EL equal to one-third the numbers of left-over vacation days. The vice-versa is to be followed accordingly.
- The employee who retires on superannuation, or who dies while in service, or resign from service, **shall not** be entitled to the benefit of cash equivalent of unutilized earned leave standing to his / her credit, on the date of such retirement, death or resignation.

3. Medical Leave

- Medical leave granted to a teaching faculty or non-teaching staff cannot exceed 10 days in an academic year.
- If not availed, Medical leave can be **carry forward** with no upper limit.
- Medical Leave must not be prefixed or suffixed to vacation or other type of leave.
- Holidays and weekly off falling in between shall be treated as Medical leave.
- If an employee wants to avail medical leave then the same needs to be supported with medical and fitness certificate at the time of joining. It should be certified by the resident medical officer. In case of hospitalization, admission card and discharge card along with the certificate to be submitted to HR on rejoining the duties.
- Any individual availing ML beyond 10 days will be required to submit a certificate of "Fitness to work" by a certified medical practitioner (without any conflict of interest with the applicant) to the School Dean / Section head before resuming his/ her duties.(After long medical leave one should come & met HR first)

4. Maternity Leave

- A lady employee with minimum 2 years of continuous service and having not more than 2 living children, shall be entitled to maternity leave on full pay and allowance for a maximum period of 26 weeks subject to the submission of a medical certificate in a prescribed format.
- This benefit could be availed by the women for a period extending up to 8 weeks before the expected delivery date & remaining 18 weeks can be availed post child birth.
- The pay & allowances for the leave period shall be credited every month provided on submission of an undertaking in a prescribed format.

- A lady employee availing the above leave, who doesn't join the service within the prescribed period, will have to defend her case before the school Head. In case of recommendations, the Head of Institution reserves the right to consider the continuity of service. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- In case the individual is not joining on time after the stipulated period without proper permission from the higher authorities, disciplinary action will be initiated against the individual.
- In all the cases, the Head of Institution shall fix a period of leave to be granted as Maternity Leave.

4. Vacation

- Granting vacation to eligible employees is at the discretion of the Governing Council. In case of academic work or other work related to the Institute, vacation can be curtailed or cancelled. In such cases, equivalent number of EL (i.e. in ratio of 3:1) will be credited to the account of vacation employees if approved by the Governing Council.
 - Teaching Associates / JRFs / SRFs are not entitled for vacation.
 - Teaching faculty (vacation employees) are entitled to vacation as under:
 - i. Total number of vacation days that may be granted is 70 of which 40 days may be granted during summer and 30 days in winter (which includes Diwali holidays).
 - ii. No vacation will be applicable to employees with less than two years of continuous service at MITAOE.
 - iii. If an employee is completing two years of service before Diwali holidays or before summer vacation, he / she will still not be eligible for vacation during that year as for all leave calculations, the calendar year will be 1st January- 31st December. Other such combinatorial situations that may arise for eligibility of vacations will be at the discretion of the Management.
- The objective of granting vacation is to encourage faculty towards professional development by attending FDPs, attending workshops / conferences or undertaking industrial training as well as taking a break from duties.
- **Vacation to attend FDP/Workshops/ Seminar/Conferences etc.** Out of 70 days (or the number of days as decided by GC) of vacation, 25%, i.e. 18 days of vacation can be availed by the faculty during any time of the year for attending FDP / workshop/ Seminar/ conferences etc. Such absence will be treated as **Professional Development Leave (PDL)** and would be applied through the Career Enhancement Form through School Dean and Dean R&D for final approval of the Director. A certificate of attendance in original would be required to be submitted to the HR within a week after completion of such vacation failing which an equivalent number of CL and /or ML would be deducted from the individual's leave account. **No separate FDL/PDL other than vacation days will be eligible.**
- Vacation/holidays may be taken in one/two slots. Only the Director on the recommendations of the Dean, FSA / School Dean will allow exceptions.
- Supervisory duties/ examination duties/ central assessment programme (CAP) duties will be treated as mandatory duties during vacation.

- Vacation / holidays can be allotted by the School Dean/ Dean, FSA only with Director's final approval.
- Vacation/ holidays shall only be sanctioned if all the departmental work, University related work and other duties are completed. The number of days should not exceed the vacation period, including prefixed or/and suffixed Saturdays and Sundays. The day(s) prefixed or/and suffixed to the vacation should be a working day.
- These are inclusive of the holidays declared by the Institute like Diwali / any other festival.
- **Unused Vacation** Any balance of unused accumulated vacation time is transferred with an employee transferring from one department to another. Vacations however cannot be carried forward, under any circumstances. But if not availed, can be converted into EL as per rules. One EL can be credited for three un-availed Vacation Leaves.
- The EL credited in the leave account of the vacation employees will not get accumulated and carried forward.
- The EL credited in the leave account of the vacation employees has to be availed within the next six months.
- The EL credited in the leave account of the vacation employees can be availed on days that is prefixed and suffixed with a working day.
- **Professional Development Leave**, (as per provisions mentioned in the Faculty Welfare Scheme) for attending Seminar / workshops /conferences, within India or abroad, would be adjusted from vacation in the ratio of 3:1.

5. On Duty Leave

- The final approval of any applicants On Duty Leave is solely at the discretion of the Director.
- On Duty Leave may be approved for the following reasons:
 - i. Attending meetings, seminars and conferences at SPPU on behalf of the Institute.
 - ii. To attend committee meetings or invited lectures without remuneration which could help the institute.
 - iii. Faculty or Non-teaching staff members deputed by the institute in connection with the institute affairs.
 - iv. No OD leave will be granted for career advancement courses and can be done by teachers during vacation period.

6. Compensatory Off

- Employee asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory off for the same.
- The entitlement of Compensatory off for the duties being performed on the aforesaid occasions is entirely on the discretion of the Management.
- Compensatory off can be prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave.
- At a time compensatory off cannot be accumulated for more than 3 days.
- Compensatory off has to be availed within the same calendar year (exception granted to staff who are required to work on Saturdays during the month of December and

cannot avail leave immediately due to extensive workload can avail compensatory off by the end of June of the next year with prior approval).

7. Sabbatical Leave

- Each sabbatical will be for a period of up to 6 months only. In exceptional cases one time sabbatical may be allowed for 1 year subject to approval of the Management.
- Applicant should have completed **5 years** of continuous service at MITAOE.
- Applicant may undertake a maximum of 2 sabbaticals in his tenure with the institute with a gap of at least one year in each sabbatical leave.
- Eligible leave will not be adjusted against Sabbatical leave.
- Applicant is required to submit undertaking to remain engaged with institute for at least 3 years following the sabbatical leave.
- Sabbatical leave will be **unpaid** leave.
- No allowance/ reimbursements will be paid during sabbatical leave.

Leave Sanctioning Authority

Sl	Employee	Type of leave	Recommended by	Approved by
1	Deans	All types applicable	N/A	Director
2	School Dean	All types applicable	N/A	Director
3	Faculty	CL, ML, EL, Vacation, Maternity	School Dean	Dean FSA
		PDL, OD, C/Off	School Dean & Dean FSA	Director
4	Section Heads	CL, ML, EL, Maternity	Respective Dean	Dean FSA
		OD, C/Off	Respective Dean, Dean FSA	Director
5	Non-Teaching	CL, ML, EL	Section Head	Dean FSA
		OD, C/Off	Section Head, Dean FSA	Director

Annexure XV: Leave Application Format

EMPLOYEE MOBILE EXPENSE POLICY

Eligibility:

All employees across all level as per their hiring scale.

Objective:

To establish statutory compliance and a guiding document for 'Employee Mobile Expense Policy' and to provide mobile phone to those employees whom the Head of Institution feels appropriate to be given, for official purposes to improve the Institute's Communication.

Entitlements & Eligibility:

1. The Institution will bear all expenses towards the deposit, installation and the monthly usage charges as approved by the Director on case to case basis.
2. However, during the Marketing /Admission activities the telephone usages limit will be reviewed by the Director.
3. The employees are expected to use the mobile phone prudently and ensure that they operate within the given limits. They will also take due care to avoid misuse of the phone by others.

Employee Travel Expense Policy

Policy Title	Employee Travel Expense Policy	Policy No:	MIT /HR/P011
Effective Date	October , 01 , 2014	Expiry Date	Till Further Amendments
History	Since Inception	Issued By	Finance Controller
Approved By :			
Dr.Sunil Karad	– Executive Director	MIT Group of Institutes	
Controlled By	Human Resource	Version	1.0

Details of Travelling Allowance as per Designation - Travel within the Country

Designation / Position	Travelling And Local Conveyance Expenses		Food And Lodging Expenses					
			A (Metro)		B (II Tier City)		C Other Cities	
	Maximum Eligibility For Intercity Travel	Maximum Eligibility For Local Conveyance On Tour	Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)
Dean / Project Director / Principal	Air (Economy), Railway - AC 1 Tier, Chair Car Hired Cara	Hire Car / Taxi	6,000	1250	4,000	1000	2,000	800
Head of Department	Railway - AC II Tier Hire Car Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi Auto Rickshaw	5,000	1000	3,000	800	2000	700
Registrar / Professors / Associates Professors	Railway AC-II Tier, Luxury Bus Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi Auto Rickshaw	4,000	850	2,500	700	2,000	600

HUMAN RESOURCE MANUAL

Designation / Position	Travelling And Local Conveyance Expenses		Food And Lodging Expenses					
	Maximum Eligibility For Intercity Travel	Maximum Eligibility For Local Conveyance On Tour	A (Metro)		B (II Tier City)		C Other Cities	
			Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)
Asst Professors/ Sr. Lecturer Lecturer / Marketing Manager/ Office Suptd. / Admin Officer/ Workshop Suptd/ Section Head/ Librarian/ Placement Officer/ Medical Officer/ Chief Rector/ Phy Edu. Director/ Hr/ Coordinator/ International Relations.	Railway Ac-III Tier, Luxury Bus Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi, Auto Rickshaw	3,000	700	2000	700	1500	600
Others	Railway 3 Tier Sleeper Class, State Transport Bus, Luxury Bus with Prior Approval	City Bus / Local Train, Auto Rickshaw on Non Availability of City Bus or Train	2,000	600	1,500	550	1000	550

Note:

- The above amounts are indicative of the upper limit which can be spent while travelling.
- The DA will be reimbursed on day basis as a fixed amount, irrespective of the actual expenditure incurred. The DA amount in the above chart is fixed that will be paid.
- Type A cities: Mumbai, Delhi, Chennai, Bangalore, Kolkata etc., having population of more than 100 lakhs
- Type B cities: Non metro like Nagpur, Jaipur, Indore, Bhopal, Aurangabad etc., cities having population of more than 25 lakhs
- Type C cities: Small cities like Satara Karad, Nanded Jalgaon etc., having population of upto 25 lakhs
- Lodging bills are to be submitted and actual expenses will be reimbursed based on the above chart. Any excess expenses will have to be borne by the staff.
- DA amount should be for breakfast/Lunch/Dinner,tea,coffee and soft drinks.
- The travelling mode should be pre-booked in advance; TA bills are required to be submitted along with tour report.
- In case of seminars wherein food and lodging is provided, DA will not be reimbursed.

- In case of staff making their own arrangement for lodging then 25% of the specified limit will be paid to the staff.
- If the staff cancels the tours without prior approval of his HOD the cost of cancellations will be borne by the staff.
- Efforts should be made to attach all invoices/bill along with the claim settlement statement/form except for the amount of DA paid.
- The above are subject to change as per the discretion of the Executive Director.
- Local Travel-
Two Wheeler Rs 6 per km
Four Wheeler Rs 11 per km

Details of Travelling Allowance as per Designation - Foreign Travel

Designation/Position	Travelling and Local Conveyance		Visa Charges	Food And Lodging Expenses			
	Maximum Eligibility For Travel	Maximum Eligibility For Local Conveyance On Tour		Other Countries		Nepal And Bhutan	
				Lodging (per Day)	Da For Food (per Day)	Lodging (per Day)	Da For Food (per Day)
Dean/ Project Director / Principal	Air (Economy),	Hire Car/ Taxi	At actual	\$100.00	\$100.00	\$100.00	\$25.00
Head of Department	Air (Economy),	Hire Car/ Taxi	At actual	\$100.00	\$100.00	\$100.00	\$25.00
Registrar/ Professors/ Associates Professors	Air (Economy),	Hire Car/ Taxi	At actual	\$100.00	\$100.00	\$100.00	\$25.00
Asst Professors/sr Lecturer. Lecturer/ Marketing Manager/ Office Suptd/. Admin Officer/ Workshop Suptd/ Section Head/ Librarian/ Placement Officer/ Medical Officer/ Chief Rector/ Phy Edu. Director/ Hr/ Coordinators/ International Relations.	Air (Economy)	Hire Car/ Taxi	At Actual	\$100.00	\$100.00	\$100.00	\$25.00

Note:

- For international journey/travel all rules and regulation as per MAEER's circular dated 28th November, 2011 are applicable. (Circular attached)
- The above amounts are indicative of the upper limit which can be spent by the person travelling.
- The DA will be reimbursed on day basis as a fixed amount, irrespective of the actual expenditure incurred. The amount in the above chart is fixed that will be paid.

HUMAN RESOURCE MANUAL

Particulars of DA reimbursement in case of sponsors	DA (USD)
Lodging(stay) and Boarding(meals) both	15
Only Lodging	50

- The travelling mode should be booked in advance; TA bills are required to be submitted along with tour report. Efforts should be made to attach all invoices/bill along with the claim settlement statement/form.
- Forex should be purchased from authorized forex dealers only.
- For international journey, any forex not spend should be returned to the unit for encashing with the authorised forex dealers only.
- In case of staff making their own arrangement for lodging then 25% of the specified limit will be paid to the staff travelling.
- If the staff cancels the tour without prior approval of his HOD the cost of cancellations will be borne by the staff.
- The above are subject to change as per the discretion of the Executive Director.

CONCESSION IN TUITION FEES

ELIGIBILITY:

All employees across all level as per their hiring scale

OBJECTIVE:

To establish statutory compliance and a guiding document for Concession in tuition fees may be granted to the existing employees or their wards (restricted to two wards only).

ENTITLEMENTS:

1. Employee claiming concession in the tuition fees must have completed at least 3 years full time continuous service with any school or college of MAEER Pune.
2. Concession may be granted up to 50% of the tuition fees only for admissions in School, Junior College, under graduate level programs in MIT group of Institutions on approval of Executive Director / Trust.
3. Any staff drawing salary above Rs. 60000 (Rs. Sixty Thousand only) per month will not be eligible to claim for concession.
4. The Executive Director will have the final discretion for point number 3.
5. Concession in fees is not granted for the courses having academic fees for more than Rs.100,000/- (Rs. One lakh only) per annum.

TAX IMPLICATION for Free / Concessional Educational Facility

The value of benefit to the employee resulting from the provision of free or concessional educational facilities for any member of his household shall be the amount of expenditure incurred by the employer or where the educational institution is itself maintained and owned by the employer or where free educational facilities for such member of employees' household are allowed in any other educational institution by reason of his being in employment of that employer, **the value of the perquisite to the employee shall be the cost of such education** in a similar institution in or near the locality. Where any amount is paid or recovered from the employee on that account, the value of benefit shall be reduced by the amount so paid or recovered.

Provided that where the educational institution itself is maintained and owned by the employer and free educational facilities are provided to the children of the employee or where such free educational facilities are provided in any institution by reason of his being in employment of that employer, nothing contained in this sub-rule shall apply if the cost of such education or the value of such benefit per child does not exceed Rs. 1,000 p.m.

POLICY ON ADVANCE AGAINST SALARY TO EMPLOYEES

Objective:

In order to regulate the uniform procedure in payment of advance against salary and recoveries and to establish statutory compliance and a guiding document for Advance against Salary to employees.

Eligibility:

All employees across all level & all locations as per their hiring scale.

Minimum three years of service in our Institutions is required for availing the advance.

Entitlements:

In order to regulate the payment of salary advances and recovery thereto, following revised rules are stipulated:

Rule 1. Advance will be sanctioned for following reasons:

1. For medical treatment – self, parents, spouse or children (up to two children only).
2. For Payment of fees - self, parents, or children (up to two children only).
3. For marriage – self, or children (up to two children only).

Rule 2. Minimum three years of service in our Institutions is required for availing the advance.

Rule 3. Amount of advances:

- a. For teaching and non-teaching staff drawing salary above Rs 50,000/- : maximum advance of Rs 1, 00,000/- (Rs One lakh only) OR the amount of advance requested – whichever is less.
- b. For teaching and non-teaching staff drawing salary up to Rs 50,000/- : maximum advance of Rs 50, 000/- (Rs Fifty thousand only) OR the amount of advance requested – whichever is less.
- c. For teaching and non-teaching staff who has less than three years service the amount of advance will be one month net salary OR Rs 25,000/- OR the amount of advance requested for - whichever is less.

Rule 4. In special cases where the competent authority has sanctioned advance in excess of the limits stipulated above, interest @ 12 % p.a. will be charged for the amount of advance which is in excess of the limit.

Rule 5. A second advance will be considered on merits only after completion of three years from the date of previous sanction.

Rule 6. If a second advance is sanctioned before completion of three years from the date of previous advance, full amount of such a second advance will carry interest @ 12% p.a.

Rule 7. Sanctioning of advance is at the sole discretion of the management.

Rule 8. Advance of salary shall be recovered in 10 equal installments commencing from the salary for the following month. If the competent authority has permitted increase in the number of installments (to a maximum of 15 only) such additional installments (i.e. from 11th installment) will be charged with interest @ 12% p.a.

Rule 9. Application for salary advance should be in the enclosed format only. Such applications should be routed through respective Accounts sections who should certify the entitlements as above.

Rule 10. For any default in recovery caused either by the staff availing the advance or by the Accounts section the concerned staff are liable for a minimum fine of Rs 100/ (Rs One hundred only) with further disciplinary action as may be considered necessary.

Only one advance request against salary will be considered per unit, per month.

Kindly refer the following table for total number of advance requests which will be considered in a year.

Sr. No.	Unit	No. of requests in a year
1	MIT ID	5
2	MIT AOE	6
3	MIT ACSC	2
4	MIT SOT , MIT Skills , MIT SDE & EDUGILD	2
5	MIT VGS	5
6	Corporate Office	1

Application form to be submitted with necessary supporting documents.

Annexure XVII: Application Form for Advance against Salary

EMPLOYEE DEATH BENEFIT POLICY

Objective:

To establish a procedure for the payment of benefits in the event of the death of a regular Institute / College / School employee who dies while in active pay status.

Eligibility:

All employees across all level as per their hiring scale

Entitlements & Procedure:

1. This process is strictly under the discretion of Executive Director.
2. The deceased employee's school / section notify Human Resources (HR) of the date of the employee's death and send an obituary to the next of kin, (if known and available). The school / section will also process the exit form, indicating "death" as the reason for termination.
3. HR notifies administrative offices of the employee's death. HR also sends a letter to the surviving family offering them the institution's condolences, as well as a Student Fee Discount for Spouse / Dependent (as per the norms defined). This form will be given back to HR, for record purpose.
4. If the deceased employee has a Designation of Beneficiary form in his/her personnel file, his/her institute's benefits will be paid according to this form. If no form is on file, the institution's benefits will be paid to the legal heir.
5. The institution will appoint the eligible dependent of the deceased employee on compassionate ground (only in case of suitable opening with us). It is allowed ONLY in case the deceased employee completes minimum 05 years of continuous service with us.
6. The wards of the deceased employee, studying in our Units can continue for the said academic year / one more academic year.
7. The wards of the deceased employee, studying in our Units can continue to use hostel facility till completion of the academic year / one more academic year.
8. Advance to meet funeral expenses: Onetime payment of last drawn TA & DA would be paid to the family of the deceased employee who completes three years and above service with us.
9. The legal dues if any (PF etc.) will be settled as per the normal procedure.

EMPLOYEE BENEFIT POLICY

Eligibility:

All employees across all levels & all locations as per their hiring scale

Objective:

To establish statutory compliance and a guiding document for 'Employee Benefit'

SCHEMES:

A) PF: We follow the Provident Fund and Miscellaneous Provisions Act, 1952 .

- Notification of newly joined employee with employment proof, PAN copy and AADHAR copy should be given for enrolling employee to get PF benefits
- 12% of employee's basic + dearness allowance will be deducted from employee and same will be contributed by organization.(Maximum contribution from organization will be 1800/- INR.
- Form 2 and Form 11 should be filled up by HR for employee at the time of joining.
- UAN number of every employee is handed over and timely activation of UAN number needs to be completed by HR. HR should assist every employee to access their PF account and update the details (KYC, Nomination, personal details, etc.)
- For withdrawal or transfer, employee should fill up the withdrawal or transfer form and form 15 G with necessary details and documental proof should be submitted to HR to initiate the process.

B) MEDICAL INSURANCE:

Volunteer employees of MIT AOE are covered under Group Medical Insurance Policy with with Rs. 1000/- contribution of institute in the premium. Details are:

Name of the Insurance Company: ICICI Lombard Third Party

Policy Period : one year w.e.f. 8th February, 2019

Sum Insured : 3,00,000/-

No. Of Employees : 123

Coverage: Self, Spouse & dependent Children

C) Group Personal Accidental Policy Details:

Currently drivers of MIT AOE are covered under Group Personal Accidental Policy.

On the event of Accidental death the rightful legal heir would receive the death claim.

D) TRANSPORT FACILITY (Wherever applicable) is provided by the institution to all the faculty and staff members at nominal cost.

HUMAN RESOURCE MANUAL

E) MEDICAL BENEFITS: All employees can avail the medical facilities provided on the campus.
A doctor is present during the working days and is also available on call during emergencies.

F) TEMPORARY ACCOMODATION – MIT guest house may be provided to the faculty member coming from outside Pune. (@MIT Kothrud)

G) RESEARCH INCENTIVES – It is given as per the R&D Dean/ Coordinator's recommendation to faculty members for doing outstanding research.

TRAINING AND DEVELOPMENT POLICY

Training needs to be given to enable the staff to perform their professional functions more effectively. They are motivated to learn and to take initiative, personal responsibility, cooperate and work as a team at all levels. It is a human resource development process, resulting in change of behavior and developing or refining institutional systems and procedures that will support an individual's efforts while working.

Identification of training areas will be done by the immediate superior Dean / Section head and as per the requirements, the Dean / section Head will arrange training programmes with the help of HR Department. Suggestions from the staff may also be invited regarding the areas in which they feel training is required.

All newly joined faculty members will have to undergo faculty orientation programme to understand the philosophy and functioning of the institution. The duration of the programme may vary as per needs.

As far as possible, the basic training sessions will be organized in-house, like ISO 9001:2015 awareness, health awareness etc. Employees will also be encouraged to go for trainings sponsored by ISTE, SPPU, DTE, UGC, AICTE, IITs etc.

However, the Institution encourages its entire staff to undergo QIPs and to attend other trainings & seminars as part of faculty development program. Each School /section at the beginning of an academic year will be made aware of the budget allocated for that year to meet such expenses.

Deans / section heads shall ensure that every employee gets an even opportunity to undergo faculty development programmes.

A record of trainings will be kept by HR for all employees in their personal files. The Institution will encourage and support the training and development of all its staff members and is dedicated to promoting a vibrant team of employees.

SEMINARS AND WORKSHOPS:

- i. For attending seminars and workshops, approval from the Head of Institution is required.
- ii. For tours, prior approval from the Head of Institution is required.
- iii. For tours within the country, registration fee can be paid by the Institution and TA/DA rules remain the same.
- iv. For tours outside India, prior permission regarding the travel and travel expenses ought to be taken.

HIGHER STUDIES

1. Faculty members are also encouraged to take up higher education.
2. Every year one permanent faculty member from each program may be permitted to go on paid leave for a period of not more than one semester to pursue Ph.D.
3. Ph.D. has to be pursued only in the IISC or any of the IITs (or from any reputed institute or University). Various modes of admission to these Institutes are available, wherein a Ph.D. student has to spend only one semester at the place of research.

HUMAN RESOURCE MANUAL

4. Candidates selected through the Quality Improvement Program (QIP) may be relieved for a period of 3 years during which they may be entitled for half pay. Ph.D. has to be completed in the period of 3 years.
5. Candidates sponsored by the Institution will have to serve the Institution for a minimum period of 6 years after the completion of their Ph.D. and shall have to execute a bond supported by a bank guarantee accordingly.
6. Candidates desirous of pursuing post doctoral research (PDR) in India or abroad may be relieved of their duties for the duration of the project they are selected for. This duration however is subject to a maximum of 2 years. (Institution may adequately compensate for the loss of pay, if any, caused due to pursuing of PDR.)

APPLICATION PROCESS:

Objective:

Training needs to be given to enable the faculty/staff to perform their professional functions effectively as well as to achieve improved motivation, initiative, personal responsibility, cooperation and team work among the staff at all levels. It is a human development process, resulting in a change of behavior; and developing or refining institutional systems and procedures that will support individual efforts while working.

Eligibility:

Identification of training areas will be done by the immediate superior and as per the requirements the Dean / section head will arrange the training programs with the help of HR Department. Suggestions from the staff may also be invited regarding the areas in which they feel training is required. Faculty/staff members are also encouraged to take up higher education.

Every year one permanent faculty member who has completed minimum 2 years with the institution from each program may be permitted to go on study leave for a period of not more than three years to pursue higher studies in India or Abroad.

Process:

The Institution may compensate half gross pay of the faculty member for the approved period.

The faculty member will have to give an application to the management with the details of program attached for approval at least 2 months in advance. Whether or not to approve such leave is management's discretion.

If the study leave is sanctioned and the management is compensating half gross pay, the faculty member will have to sign an agreement (bond) – **Annexure XVIII** with the institution for a period of minimum 2 years or more.

If the faculty member fails to abide by the agreement he/she will have to repay the compensated amount with penalty as mentioned in the agreement. If he/she fails to complete the program in

stipulated time the institute will stop paying him/her the half salary for the extended period and whether to sanction the extended leave or not will be at the discretion of the management. (If he/she fails to complete the program still will have to pay penalty amount.)

The penalty amount would be calculated @ 18% interest p.a. on the total half salary paid to the faculty member.

Annexure XVIII : Agreement Bond

Grievance and Appeals Procedure:

1. The Institution recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institution and its employees.
2. In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, national origin, age, disability, and status to the concerned committee.
3. **Definition of Grievance:** Any complaint by an employee concerning any aspect of the employment relationship other than merit increases, performance evaluations and job reclassifications, unless such exceptions include an allegation of prohibited discrimination or other illegality.
4. Employees who are adversely affected by reorganization, program modification or financial exigency, as approved or determined by the Head of Institution or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this handbook.
5. Misunderstandings and difficulties sometimes occur in a work environment. While most of these situations can be handled in the department or unit, few require special attention. The procedures outlined apply to all employees of the Institution after the completion of one year of employment.

Procedure for Redressal of Grievances:

- The aggrieved member/ complainant shall submit a written & signed petition/ complaint to the Secretary of the Grievance Committee with copy to the Chairman within 7 days after the commitment of grievance.
- The chairman through Secretary shall call the complainant for a meeting of Grievance Committee within 10 working days.
- The Committee shall study the petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the Head of Institution as expeditiously as possible, but in any case within 45 working days after the receipt of petition.
- In case of any difficulties, the Grievance Committee shall have discussion with the Head of the Institution before a decision is being taken.
- The Head of the Institution, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institution.

Procedure, Periodicity and Attendance at Meetings:

- The Grievance Committee meets frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- At least four members of the Grievance Committee shall be present in the meeting.
- If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Grievance Committee, then they shall not participate in the deliberations as a member of the Committee when their representation is being considered.

The recommendation of the members shall be forwarded to the Head of Institution for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Head of Institution through Dean, FSA within 20 calendar days following the written decision of the Head of Institution.

This appeal shall state the decision complained of and the redress desired. The decision of the Head of the institution is final & mandatory to all in all such cases.

Co-operation in internal investigation: All employees of the Institute shall cooperate to the fullest extent possible in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate reporting authority or such other persons who have been given investigative authority by the Head of Institution. Failure to cooperate fully shall be grounds for adverse action, including possible termination of employment.

Following are the list of different committees:

- Internal Complaint Committee (Committee against Sexual Harassment)
- Anti-Ragging Committee
- Disciplinary and Grievance Redressal
- Cast Grievance Committee

EXIT POLICY

Eligibility:

All employees across all levels & all locations as per their hiring scale.

Objective:

To establish statutory compliance and a guiding document for 'Exit Policy'

Procedure:

RETIREMENT:

The age of retirement for a teaching staff will be 62 years as per the UGC norms. HR will prepare the list accordingly. However, based on the individual's performance and recommendations from the staff selection committee, the age of retirement can be extended by three more years' i.e. up to 65 years of age on yearly basis as per UGC rules.

For non-teaching staff, the retirement age will be 58 years.

EXTENSION OF RETIREMENT:

1. The employee has to put his application for extension of his service after retirement. The application will be sent to the management for final approval.
2. He has to submit the physical fitness certificate from a recognized M.D. Doctor and then should verify it from the resident doctor. They should then submit the certificate to the HR Dept.
3. The order of extension will be of temporary nature, i.e. it will be for 11 months only and will be renewed every year for 3 years according to the requirement and performance.
4. No other benefits such as PF, Regular Scale, and Vacation are applicable in this case; however, the decision of management is final in all such cases.

RESIGNATION PROCESS

1. Employees wishing to resign should inform their HOD/Section Head, and the Head of Institution thereafter tender their **resignation in writing** to the HR. They must state clearly the date from which they wish the resignation to become effective, bearing in mind the contractual notice period required.
2. No resignations will be entertained during the academic term.
3. The faculty members who have completed 2 years of service will have to either serve a notice period of 3 months or will have to pay 3 months' gross salary.
4. The faculty members who have served the institute for less than 2 years, have to either serve a notice period of 1 month or 1 month's gross salary.
5. This supersedes all terms & conditions laid down by the institution earlier or written in the individual's appointment letters.

6. In case of early relieving, the Head of Institution can take a decision on recommendation from the staff selection committee.
7. Employee has to fill the “**No Dues**” certificate and get clearances from all the concerned departments. Submit the original to HR and a photocopy to Accounts department for their records so as to include in the next payroll cycle.
8. **Exit interview form** to be filled by the employee. HR shall not clear the “No Dues” of any employee without an exit interview.
9. Other than the Exit Interview at the unit level for every exit of teaching staff and the Class I Non-Teaching Staff exit interview by any of the Dean/ Director/ Principal /CEO of other institution is must.
10. **Exit interview Feedback** to be recorded in the Annexure XXII as attached and to be forwarded to Director office.

HANDING OVER:

Before being relieved, all employees must hand over the charge and inform the same to the HR. All school / sections are responsible for initiating the necessary action to ensure that all Institution’s property and equipments such as keys, cards (ID travel & purchasing), tools etc. are returned on or before the last day of work.

SUSPENSIONS:

1. A notice in advance is not required when termination is the result of incidents which themselves are so serious as to justify immediate summary discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institution policy or when progressive discipline has not been followed, that results in termination. Terminated employees are entitled to pay for all salaries and wages earned till the effective date of termination (i.e. the last actual day of work). (This will not be applicable if the employee is involved in any criminal activity or in case of fraud or theft).
2. The employee’s immediate section head / Dean may affect the dismissal or suspension when he / she determines the employee’s performance of duty or personal conduct is unsatisfactory.
3. The employee shall be informed in writing of the reasons for the action taken, and would be granted an opportunity (not less than five working days) to respond to the next highest authority, prior to the effective date of the action. However, under emergent circumstances when immediate action is necessary, the employee may be immediately dismissed or suspended, with or without pay.
4. An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recovery of pay for the suspended duration at his/her regular rate, unless the Head of Institution determines otherwise.
5. Any employee dismissed or suspended shall report to the HR as soon as possible and HR would complete the further process as instructed.
6. The decision of the management is final in all such cases.

DISCIPLINARY ACTION AND PENALTIES:

1. All staff groups are included in this procedure. As an employer, an obligation to set and maintain satisfactory standards of conduct and performance at work is essential.
2. Employees need to be clear about what standards are expected from them and what will happen if the required standards are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action may involve sanctions against staff, the primary purpose is to maintain and improve standards.
3. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the Institution, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to engender due respect for and acceptance of agreed standards and reasonable instructions.
4. Normally, no formal disciplinary action will be taken without some informal counseling where the staff member is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the individual staff member and the Head of Institution/Dean (F&S)
5. It is hoped that most of the difficulties, which might arise, could be resolved at this stage. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
6. The Director and Dean (F&S) will outline the cause of concern and the staff member will be given an opportunity to state his/her case. Director and Dean (F&S) are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals will be kept.
7. If conduct or performance is not satisfactory, the staff member will be required to attend a formal disciplinary hearing held by the Director and Dean (F&S); should the superior consider any explanation offered is unsatisfactory, the superior may issue a verbal warning followed by a written warning notice.
8. An appeal against a verbal / written warning notice may be made in writing, within 7 days of the receipt of the warning letter. The appeal will normally be heard within 14 days. The decision at the appeal hearing will be final.

Annexure XIX: Resignation Acceptance Letter

Annexure XX: No Dues Clearance Certificate

Annexure XXI: Exit Interview Form

Annexure XXII: Exit interview Summary Sheet

Feedback

- This manual contains policy and procedures relating to overall aspects of Human Resource in the institution. Except the Executive Director/Governing body, no employee of whatever designation is authorized to make any changes in the same.
- If there appears any problem in implementing any condition of this manual, it will be brought to the knowledge of Head of Institution & HR with alternative suggestions. These will be duly considered and appropriate decision will be conveyed.
- Human Resource Department will continuously monitor implementation of this manual and will seek feedback for progressive development on any provision.
- Deviation will neither be expected nor permitted.
- HR Department is always open to feedback and your valuable suggestions.
- Soliciting cooperation from all employees to carry a demeanor that helps in maintaining discipline, determination and dedication.