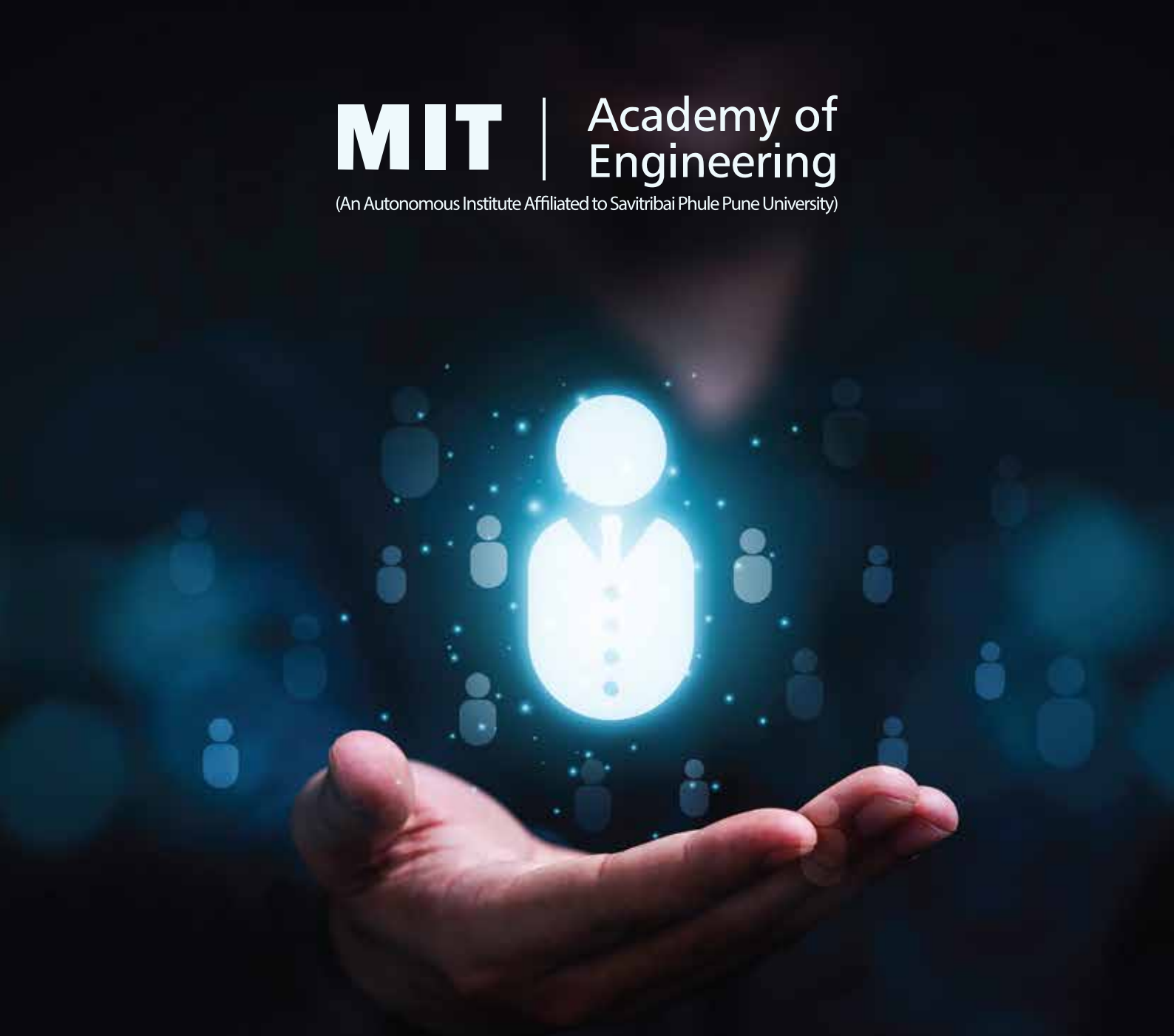
MIT | Academy of Engineering

(An Autonomous Institute Affiliated to Savitribai Phule Pune University)



MIT ACADEMY OF ENGINEERING

ALANDI(D)

HUMAN RESOURCE MANUAL

2025-2026

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INTRODUCTION



MIT Academy of Engineering [MIT AOE]

MIT Academy of Engineering (MIT AOE), Alandi, Pune, was established in 1999 under MAEER by the honourable 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 honoured 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 (Cycle - I) and the 2(F) & 12(B) status from the UGC, are 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 endeavours to impart holistic education to its students to contribute to their all-around development. Students at MITAOE get an opportunity to not only enhance their technical skills but also their communication and soft skills. We are committed to the bright future of the students and hence facilitate them to realize their dreams.



UNDER-GRADUATE COURSES WITH ANNUAL INTAKE

B.TECH

Chemical Engineering	60
Civil Engineering	60
Computer Engineering	360
Computer Engineering (Software Engineering)	180
Computer Science And Engineering (AIML)	180
Computer Science And Engineering (Data Science)	120
Electronics &Telecommunications Engineering	180
Information Technology	180
Mechanical Engineering	120
Design	150

POST-GRADUATE COURSES

MECHANICAL ENGINEERING	18
COMPUTER ENGINEERING	9

DOCTORAL PROGRAM

Ph.D in Computer 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.

MIT AOE 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

- **NAAC Accreditation:**
  The institute is assessed and accredited with "A" grade by the National Assessment and Accreditation Council (NAAC) in cycle 2 from 23 November 2023 to 22 November 2028.

- **ISO Certified:**
  MITAOE has now implemented the Educational Organizations Management System (EOMS) in accordance with ISO 21001:2018

- **NBA Accreditation:**
  Electronics & Telecommunication Engineering, Chemical Engineering, Computer Engineering and Mechanical Engineering, Civil Engineering accredited by National Board of Accreditation in Tier-I mode

- **Affiliated to SPPU:**
  MIT Academy of Engineering Affiliated to Savitribai Phule Pune University(SPPU).

- **NIRF Institute Ranking:**
  Ranking - To check the position of institute amongst others and to test quality; every year we participate in various ranking systems and surveys like NIRF, India Today Ranking, Swacch Campus Ranking, AICTE-CII Survey of Industry Linked Technical Institutes, and Atal Ranking of Institutions on Innovation achievements.

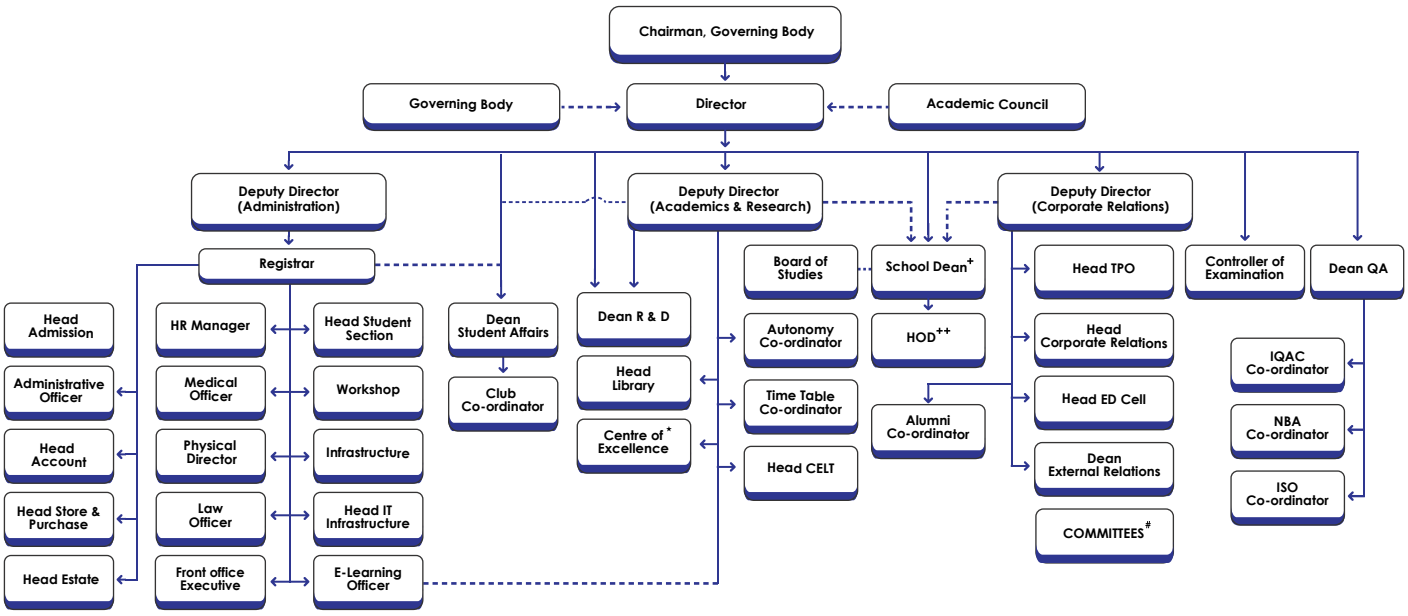
- **University Grants Commission (UGC)**



VISION & MISSION

- To be a new age learning center for holistic development of students into professional engineers, to cater to the changing needs of techno-society.

- Providing new age infrastructural facilities blended with skill-based curriculum and activity based pedagogical approaches to develop competitive engineering professionals to solve real world problems.
- Preparing students for lifelong learning by transforming educational practices.
- Promoting an ethical and moral values by involving students into community services.
- Inculcating an entrepreneurship and managerial skills by strengthening industry institute interaction.



COMMITTEES#	SCHOOL+ DEANS	HsOD++	CENTER OF* EXCELLENCES
• College Development Committee • Institute Development Committee • Finance Committee • Internal Complaint Committee (Against Sexual Harassment) • Examination Committee • Anti Ragging Committee • Disciplinary Committee • Internal Quality Assurance Cell • Grievance Redressal Committee (For students) • Grievance Redressal Committee (Faculty and Staff) • Caste Grievance Committee	• School of Chemical Engineering Technology (Computer & IT) • School of Computer and Engg • School of Electronics & Telecommunication • School of Mechanical Engineering • School of Civil Engineering • School of Design • School of Humanities and Engineering Sciences	• Chemical • Civil • Computer • Electronics • E & TC • IT • Mechanical • Software • Product • Communication • User Experience • Head - Center for Excellence in Learning and Teaching (CELT)	• Mathematics • Entrepreneurship • Languages • Automotive Engg • Robotics

CLASSIFICATION OF EMPLOYEES

Employees are broadly classified as:

A:-**Faculty**

B :-**Staff**

- Technical Staff
- Administrative Staff
- 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 those who are involved in teaching/instruction and research at the Institute on a full-time basis.

B:- **Staff**

- **Technical Staff**

  It comprises the staff associated with the workshop, laboratories, and various services like internet facility, infrastructure facility, electricians, plumbers etc.

- **Administrative Staff**

  It comprises of the staff associated with the office of Registrar, Training & Placement, Medical officer, Academic departments, Examination Section, Student section, Stores & Purchase, Human Resource Department, Accounts, estate, library, and sports.

- **Supporting Staff**

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

HUMAN RESOURCE POLICY MANUAL

The Management and the Head of the Institution understand that various Deans and Departmental Heads need guidelines 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 UGC, AICTE, NAAC, NBA, ISO 9001: 2015 QMS, MAEER, Savitribai Phule Pune University or those of any other. It is aimed at ensuring that MITAoE adheres to those so that it 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 UGC, AICTE, 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 helping in the interpretation of any policy. All employees are expected to read the Human Resource Policy Manual available on the institute website at the time of joining and every calendar year to know the policy updates made from time to time. Updates will also be informed to employees by email. Any update can be made as and when required with the permission of the Management/Governing Council 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 of any of the text of this Manual shall be ironed out through the laid down rules and regulations. In case of any conflict of rules laid down by UGC, AICTE, 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.

Signature



Dr. Yogesh J. 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; 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 to creating 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:

The 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 opportunity 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 classificatio

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 on 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 a formal dress code on all working days including official visits outside the campus and during online meetings.

3. UNIFORMS:

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

4. DISABILITIES POLICY:

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

5. DRUG & ALCOHOL-FREE WORK PLACE 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 misdemeanour 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 attestation.

6. 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, colour, 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.

7. SEXUAL HARASSMENT:

Sexual harassment of employees or students at the Institute is prohibited and shall subject the offender to dismissal or other disciplinary actions after recommendations from the Internal Complaints Committee along with necessary approval of the Head of Institution. Unwelcome sexual advancements, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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8. SOLICITING /CANVASSING:

Canvassing, placing signs and posters for solicitation purposes, chain letters/emails and collections of any kind, and sales of tickets or merchandise are prohibited in the college premises. All the employees are prohibited from ndulging in any personal activity utilizing the Institute's resources and facilities. Any employee found indulging in conducting tuition classes or

coaching classes and involved in any remunerative business or otherwise would be suspended with immediate effect.

9. 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 this policy, relatives are defined as husbands, wives, parents, children, brothers, sisters, and any in-law of any of the foregoing.

10. 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.

11. 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, suspension or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying records, reports, or information
- Discourteous behaviour
- Any other misconduct interfering with the performance of job/tasks
- Unauthorized absence from the assigned work area

- Sleeping while on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee.
- Favouritism
- Wasting materials & Resources.
- Willful damage to equipment or property.
- Entering an unauthorized work area.
- Continued failure to perform assigned duties.
- Failure to report an absence.
- Habitual absence or tardiness.
- Job abandonment.
- Unethical cyber activities.

12. SAFETY:

Safety on the job and care of property and equipment 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 concerned 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 and is also available on call for emergencies. First aid facilities are also available for all the employees and students.

13. 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.
- any information related to the examination

14. 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 favourable comment or consideration on any commercial commodity, process or undertaking.

15. 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 a political party seeking votes while in the employment of the Institute, or take part in a political employment campaign while on duty. Employees must take NOC from the institute before involving in any political affairs.

16. DISRUPTIVE BEHAVIOUR:

While supporting freedom of expression and peaceful dissent, the Institute, in the best interests of orderly operation and preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behaviour on the part of any student, faculty or staff member. The Institute stipulates that any employee, acting individually or in consultation with others, who 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.

17. OUTSIDE EMPLOYMENT:

Employment outside the Institute is not permitted.

18. MALPRACTICES:

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

19. GRIEVANCE REDRESSAL:

Employees can represent his / her grievance for redressal to Grievance Redressal Committee through the proper channel.

20. 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 HR Personnel immediately if assistance is needed related to these policies.

RECRUITMENT & SELECTION POLICY

SCOPE:

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

OBJECTIVE:

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

PROCEDURE:

The approved organizational structure, Job Description, Role and Responsibilities for every role that has been maintained by HR.

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 the 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.

FACULTY & STAFF EMPLOYMENT:

The recruitment process is open throughout the year for good quality faculties however the faculty and Staff employment during the semester will be avoided as far as possible.

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 it will be ensured that all existing employees are allowed 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 Registrar/Deputy Director (Administration) 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 Registrar/Deputy Director (Administration) 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 approval from the 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:

- **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.

- **PORTAL:**

  HR would require approval from Director or the competent authority appointed on his behalf to purchase portal IDs.

- **THIRD-PARTY VENDORS:**

HR may also approach leading institutions and outsourcing firms to fulfil the organization's manpower and research requirements. HR would require approval from 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.

- **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 Newspapers and 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 Director before publishing and should be further approved by the 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/third party by paying charges. However, existing faculty referral is to be encouraged.

STEP-II: FOLLOWING DOCUMENTS ARE MANDATORY WHILE APPLYING FOR THE FACULTY POSITIONS.

- SSC Certificate & Mark sheet
- HSC certificate & Mark sheet
- Graduation Certificate and Mark sheet
- Post-graduation Certificate and Mark sheet
- PhD Certificate
- Previous Employment Experience Letter and Appointment letter
- Salary Slip – Proof of the last salary drawn
- List of 03 professional references
- Covering Letter for the post applied
- Portfolio and resume whatever is applicable.
- Research portfolio if any
- Cast Certificate & Cast Validity if required.
- Medical History If any

A mere application does not guarantee a call for an interview as the

method of screening/scrutiny 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 fulfil the minimum Academic Performance Indicator (API) scores/performance as per UGC norms or should fulfil the experience /eligibility norms in the case of autonomous institutes.

• SCREENING CRITERIA

1. ASSISTANT PROFESSOR:

A Screening Committee will shortlist the top 30 applicants or 10 times the number of advertised posts for the said published categories whichever is higher, from amongst the eligible candidates as per UGC/AICTE/NCTE /CAI/PCI/SPPU 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 interviewing Skype 1st round may also be done in case of outstation candidates.

2. ASSOCIATE PROFESSOR:

A candidate having minimum qualifications as per UGC/AICTE/NCTE/ CAI/PCI/SPPU regulations (whichever is relevant for the post advertised), shall be eligible for the post of Associate Professor. If the number of applicants having minimum qualifications exceeds 30 or 10 times the number of advertised posts for the said published categories whichever is higher, then a Screening

Committee will shortlist the top 30 applicants or 10 times the number of advertised posts. Amongst these applicants, the merit list will be prepared based on the API scores or other criterions 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.

3. 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/SPPU regulations (whichever is relevant for the 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. The following criteria should be considered during the selection process.

- Domain knowledge,
- Teaching/industrial experiences,
- Participation in outreach activities
- Research activities carried out by applicants such as consultancy, M.Phil or PhD supervisors, research publications in reputed journals etc.
- Funds fetched from apex bodies, industries
- Patents published and granted
- Demo lecture / presentation skills
- Personal appearance
- Leadership qualities
- Portfolio/Resume
- Personal interview
- Any other relevant criterion decided by the selection committee Weights 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 the interview would lie with the Dean FSA/Concerned School Dean/section head.

SELECTION COMMITTEE FOR FACULTY INTERVIEWS:

- Selection Committee shall consist of
- Executive Director or his nominee
- 02 internal Subject Expert nominated by the School Dean
- 02 external Subject Expert nominated – To be called randomly by the HR from the predefined panel of the experts prepared & as per the availability.
- Director of the Institute
- Deputy Director Academics & Dean R &D

- Dean Faculty & Staff Affairs
- School Dean
- Reservation nominee in case the candidate is from the reserved category
- 01 Senior faculty appointed by the Director
- HR Manager

The selection committee can take the interviews of the candidate in 02 steps where in the first step the technical interview (for faculty) can be taken and in the 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 member and candidate. Information to all concerns should be sent by interview call letter / Email and message 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 shortlisted 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 department 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 Newspapers/ 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 before 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.

- SSC Certificate / Mark sheet
- HSC certificate / Mark sheet
- Graduation Certificate and Mark sheet
- Post-graduation Certificate and Mark sheet (inapplicable)
- Previous Employment Experience Letter and Appointment letter
- Salary Slip – Proof of the last salary drawn
- Covering Letter for the post applied
- Cast Certificate & Cast Validity
- Portfolio and resume whatever is applicable.
- Medical History If any

A mere application does not guarantee a call for an 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 in case of staff by HR Section, which will be further scrutinized by the concerned School Dean/section head/Registrar/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 the required post (whichever is relevant for the 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 totalling 100. The following criteria should be considered during the 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

Weights for the above-mentioned criteria 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.

The selection committee for the staff:

- Executive Director or his nominee
- 01 internal/external Subject Expert nominated by the respective School Deans/Section heads/Deputy Director/Registrar
- Director
- Concerned Deputy director
- Dean Faculty & Staff Affairs & Registrar
- School Dean/Section head

- Reservation nominee in case the candidate is from the reserved category
- 01 Senior staff appointed by the Director/School Dean/Section heads
- HR Manager

The selection committee can take the interviews of the candidate in 02 steps where in the first step the technical interview can be taken and in the 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 to allow the notice of 07 days to each member and candidate. Information to all concerns should be sent by letter, Email and message on the individual's mobile number.

The quorum to constitute the Selection Committee meeting shall be a minimum of 05 members. The Selection Committee should take the personal interview, technical interview and case assignments of the shortlisted 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 department 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 posted 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 and approval from management/Governing Council.

JOINING & INDUCTION POLICY

ELIGIBILITY:

Applicable to all new joiners.

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 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 a minimum of the pay plan

Fixation of pay at the time of appointment if any.

An offer letter signed by the Director is 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 a 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 checks are to be done by HR and to prepare the Appointment letter, if everything is found satisfactory. An 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 Registrar 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 a 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 is to be submitted to the accounts section for their records immediately

as the same should reflect in the next pay cycle.

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

- Educational Proofs: SSC, HSC, Graduation, Post Graduation Certificates
  Any other Educational Certificate (If applicable)
- Address Proof : Copy of Passport (If a passport holder) / Driving License / Light & Telephone bill
- Date of Birth Proof: Birth Certificate / Copy of Passport (If a passport holder) / Driving License
- Copy of Adhaar Card
- Copy of your PAN Card
- Colour Passport Size Photographs- 4
- Marriage Certificate for a female employee (If Married)
- 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.
- Employment Proofs**:** Copy of Resignation and Acceptance from Current Employer
- Relieving Letter or Service Certificates of all prior Employment(s)
- Form 16 (last financial year)
- Last 3 Months Salary Drawn Pay slips. (Mandatory).
- 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]
- A notarized letter stating that no police/legal case is pending against you anywhere in the country. (Mandatory)
- 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:

- Photocopy of Address Proof (License/light or telephone bill/ Ration card/ Adhaar Card/Passport)

- 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 betaken)
- Photocopy of PAN Card mandatory
- Photocopy of Adhaar Card mandatory
- Passport copies – Photocopies of the first four and last two pages of the
- passport wherever applicable.
- All academic certificates (photocopy)
- Relieving letter from the last employer (photocopy) wherever applicable.
- Experience certificates from last and previous employers if applicable (photocopy).
- Salary certificate (mentioning the CTC of the immediate previous employer) with a complete breakup of the salary wherever applicable.
- Name and Address of two references.
- Photocopy of Marriage Certificate, if married.
- Personal Information Form (Emergency Contact Number to be taken / Medically
- Fit undertaking form to be signed)
- Appointment letter
- Confirmation Letter
- Any communication related to the employment
- Letters of appreciation, up-gradation, if any.
- Memos, Warnings, if any.

The file would remain in the sole custody of the HR Department and it is the HR department's responsibility to get it updated periodically from employees.

C. EMPLOYEE INDUCTION & ORIENTATION

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

can contact the HR section for HR processes.

PROBATION/CONTINUATION/ 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 an eventual sustained appointment to the post. A temporary appointment means an appointment made on a 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. Before 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 the 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 HR Section. In all such instances, the employee must be counselled and notified in writing regarding the extension of the probation period

PROCEDURE:

- **PROBATION PERIOD :**

  The probation period would vary from employee to employee depending on the experience, scale, post & qualifications. After successful completion of probation, he/she will be confirmed/continued in service by giving a separate letter of confirmation/continuation 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 there is a vacancy and their performance is satisfactory, on the recommendation of the reporting authority and approval from the Director.

CONTINUATION/CONFIRMATION PROCESS:

- **TEACHING STAFF**

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

- **NON-TEACHING STAFF**

  On completion of the probation period, a Continuation/confirmation order will be given based on performance during the API which will be subject to the condition of vacancy and requirements.

- 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:

- Executive Director or his nominee
- Director of the Institute
- Concerned Deputy Directors
- Dean Faculty & Staff Affairs/Registrar
- Concerned School Dean/Section Head
- HR Manager

Depending on the feedback a confirmation/continuation letter along with the assessment form will be submitted to Director for further approval or an extension of the probation period letter may be issued in lieu of poor performance during the probation period.

The Confirmation/continuation letter will be issued in the preapproved format jointly signed by the Registrar 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 a token of acceptance. A photocopy of the same is to be submitted to accounts for their records.

- **Employee confirmation/continuation process to be initiated before the due date.**

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 to forming a proper job matrix of jobs in the Institute 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 members,
- 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. The degree to which the position has certain undesirable working conditions present.

4. Performance Appraisal from will be provided by HR for the same to the School Deans and Section Heads. Each employee of the Institue is evaluated systematically on annual basis. The immediate reporting authority will process performance apprasals with HR assisting in the same. Areas to be evaluated will include adjustment to the position, attitude, cooperation, attendance, and punctuality, the potential for future development, productivity, capability, goals and efficiency. the potential for future development, productivity, capability, goals and efficiency.

<table>
<tr><th colspan="5">Performance Evaluation and Pay
Process Timelines</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>1st May - 15th May</td><td>16th May - 31st May</td><td>1st June - 15th June</td><td>16th June - 30th June</td><td>1st July - 31st July</td></tr>
<tr><td>Self Evaluation</td><td rowspan="2">EA Evaluation</td><td rowspan="2">Appraisal Committee's Evaluation</td><td rowspan="2">Final Evaluation Head of Institutions</td><td>Finalization & Approval– Executive Director</td></tr>
<tr><td>Records of Absence</td><td>Pay Planning- Accounts</td></tr>
<tr><td colspan="3"></td><td>Pay Processing & Communication Accounts & HR
(w.e.f 01st October)</td></tr>
</table>

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, the annual increment is recommended by the respective Dean.

  After the completion of the Appraisal procedure, the employee is eligible for the 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. 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 increments 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 a token of acceptance. A photocopy of the same is 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 the 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 the decision will be taken by the interview committee regarding the interview regarding granting of internal promotion.

A 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 fulfil the minimum Academic Qualification Criteria as prescribed by AICTE/UGC/Other Affiliating Body from time to time.

PROCESS:

SCRUTINY 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 fulfil the minimum Academic Performance Indicator (API) scores/performance as per UGC norms and/or should fulfil the experience /eligibility norms.

SELECTION

Maximum marks to be awarded to each applicant for the performance in the interview/discussion totalling 100. The following criteria should be considered during the selection process

- Domain knowledge,
- Teaching/industrial experiences,
- Participation in outreach activities
- Research activities carried out by applicants such as consultancy, M.Phil or PhD supervisors, research publications in reputed journals etc.
- Funds fetched from apex bodies, industries
- Patents published and granted
- Demo lecture / presentation skills
- Personal appearance
- Leadership qualities
- Portfolio/Resume
- 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 the 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.

The committee shall consist of:

- Executive Director or his nominee -Chairperson
- Director
- Deputy Director Academics, Dean FSA and Dean R&D
- 02 external Subject Experts nominated – To be called randomly by the HR from the predefined panel of the experts prepared & as per availability
- Respective school Dean
- 02 internal Subject Experts nominated by school Dean
- Reservation nominee in case the candidate is from the reserved category
- 01 Senior faculty appointed by the Director
- HR Manager

The Selection Committee will interview 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 member and candidate. Information to all concerns should be sent by letter, email and SMS on the individual's mobile number.

The quorum to constitute the Selection Committee meeting shall be a minimum of 05 members of whom; compulsorily chairperson would be the Director. The Selection Committee should take the personal interview and technical interview of the shortlisted 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. The 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 11 months only. The promotion letter should mention the Key Result Areas on which at the end of 11 months during the annual performance appraisal, the performance of the candidate will be evaluated. On satisfactory performance during the Annual Appraisal internal promotion can be continued. After a 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 a permanent position as per vacancy and requirement or as per rules. If such confirmation is not done then continuation can be given for the next 11 months. If the 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 the next 11 months. After that again if performance is not improved then Interview Committee can roll back the internal promotion of such candidates and can recommend putting such candidates on the original pay scale and post. In case of any disputes or clarification decision of the management /Governing Council will be final and mandatory

TRANSFER & RELOCATION POLICY

- **ELIGIBILITY:**

  All employees across all levels.

- **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 section for specific information.

  The Director can decide to internally transfer or relocate any employee as per the respective institution's requirement on recommendations of the Deputy Director/ Registrar. 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 a token of acceptance. A photocopy of the same is to be submitted to the accounts section for their records.

ATTENDANCE POLICY

- **ELIGIBILITY:**

  All employees across all levels.

- **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 to the individual's accounts 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, the 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, 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 25th.

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 at 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 February and March.

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.

7. Time Record:

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

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

The employee must be at the Institute on time. The employee has 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 based on 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 reporting authority in writing. An employee, who knows he/she will be absent from work, should report such absence to one's reporting authority before 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 adapted to meet different needs. The standard workweek is as under:

Units	Standard Work Time	Standard Workweek	Breaks
MIT AoE	8.30 a.m. to 4.50 p.m. & staggered timing as applicable.	5 days a week with a minimum of 40 hours.	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:

The workweek may be made different for the faculty/staff by the reporting authority to facilitate the students' access to additional lectures, training, and library, and Internet centre, 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 recommendations of Reporting authority and approval from the Director. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to HR.

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

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

LEAVE MANAGEMENT POLICY

RIGHT TO LEAVE:

- Leave cannot be claimed as a matter of right and it may be refused or revoked by the leave sanctioning authority or the management.
- Leave will not be granted to an employee under suspension.

ELIGIBILITY:

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

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. **Reporting authority must sign the leave application** before submitting the same to 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).
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 on recommendations of reporting authority and approved by the head of institutions when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.
6. **Combination of leaves** is not allowed

7. If more than 3 days **LWP** is availed in continuation then the following Saturday and Sunday will be treated as "**Leave without Pay**". More than 15 days Leave
8. 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.
9. Any regular employee may be granted a leave of absence without pay when approved by the proper authority to preserve the employee's employment rights and benefits. A leave of absence may be granted only if the employee has a bonafide intention to return to the Institution following the leave. Only in exceptional situations should leave of absence be granted to an employee having less than six (6) months of service.

10. **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. If a position is not to be available upon expiry of the leave of absence or return to work, the reporting authority may request an extension until a position for which the employee is qualified becomes available.

11. **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 reporting authority/HR.

12. **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 reporting authority.

13. **Unscheduled absences and** unplanned absences can be very detrimental to workplace efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her reporting authority immediately. If this is not possible, a family member should alert the reporting authority as soon as possible to explain the situation and indicate the expected date and time of return.

14. **Over-Staying:** Employees are not allowed to extend their leave excepting the reasons/situations which are beyond their control. If this attitude is repeated, HR may take up the matter with the higher authorities to take appropriate action against the employee.

15. **ABSENTING:** If an employee remains absent continuously for more than 5 working days, without any valid reasons and prior intimation to the reporting authority, the Institution may take suitable disciplinary action against the employee.

16. **Leave cannot be claimed in advance if a sufficient amount of leave is not available at the time of applying however it shall be recommended by the reporting authority and approved by the head of the institution.**

17. **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 except the casual leaves of the notice period.

18. **Teaching Associates:** Teaching Associates are entitled only to casual leaves.

- **HOLIDAYS:**

  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.

- **Vacation Employees:**

  Faculty members.

- **Non-Vacation Employees:**

  Director, Deputy Directors, Deans, School Deans, Section Heads, Non- Teaching staff, Institute level administrative posts, Librarian, Training & Placement Officer, Physical Director, Technical Assistants & Lab Assistants, all class IV employees.

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.**
- **Only 3 days Casual leave in a month can be availed subject to condition of having sufficient leave balance in leave account**
- **Any type of leaves cannot be availed in advance**
- 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 the 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 or it will be treated as Leave without Pay(LWP).
- More than 3 Casual leaves at a time can be availed **in a month** exceptional circumstances with recommendations from reporting authority and approval from the head of institutions.
- 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 recommendations from reporting authority and approval from the head of institutions.
- Mass casual leave shall not be treated as casual leave. It shall be treated as an 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 a
- 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 an earned leave of 24 days and Professional Development Leave (PDL) of 6 days in a calendar year.
- No ELs are allowed during the first year of service.
- For the second year, 1 EL shall be credited for every month of work
- From the 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 a minimum of three days and above at a time. PDL can be availed a minimum of 1 and a maximum of 6 at a time with proper documentary proof.
- **In case of more than 3 days Earned leaves, holidays and weekly off falling in between and either prefix or suffix 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/Administrative post during any time of the calendar year, the un-availed vacation will get converted to EL equal to one-third of the number 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 the 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 any employee cannot exceed 10 days in an academic year.
- If not availed, Medical leave can be carry forwarded with no upper limit.
- Medical Leave must not be prefixed or suffixed to vacation or other types of leave.
- Holidays and weekly off falling in between shall be treated as Medical leave.
- If an employee wants to avail of medical leaves for more than 3 days then the same needs to be supported with a medical certificate at the time of joining. It should be certified by the medical officer of the institute. 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 further it should be verified by the medical officer of the institute. (without any conflict of interest with the applicant) to HR section through reporting authority before resuming his/her duties. (After long medical leave employee should report to the HR section.)

4. MATERNITY LEAVE:

- A lady employee with a minimum of 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 & the remaining 18 weeks can be availed post-childbirth.
- 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.

5. VACATION:-

- Granting vacation to eligible employees is at the discretion of the Governing Council. In the case of academic work or other work related to the Institute, vacation can be curtailed or cancelled. In such cases, an equivalent number of EL (i.e. in the 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 to a vacation.**
- **Teaching faculty (vacation employees) are entitled to vacation as under:**

- The 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).
- No vacation will apply to employees with less than two years of continuous service at MIT AOE.
- If an employee is completing two years of service before the 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 the 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. PDLs can be availed also for PhD work .

  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 reporting authority 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 Deans 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 on recommendations from reporting authority and approval from the head of institutions only for official work assigned by the institute. 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 as per the EL policy of non-vocational employees.
- **Professional Development Leave**, (as per provisions mentioned in the Faculty Welfare Scheme) for attending Seminars/workshops/conferences, within India or abroad, would be adjusted from vacation in the ratio of 3:1.

6. ON DUTY LEAVE:

- The final approval of any applicants On Duty Leave is solely at the discretion of the Director on the recommendations of the reporting authority.
- On Duty Leave may be approved for the following reasons:
- Attending meetings, seminars and conferences at SPPU on behalf of the Institute.
- To attend committee meetings or invited lectures without remuneration could help the institute.
- Faculty or Non-teaching staff members deputed by the institute in connection with the institute affairs.

- No OD leave will be granted for career advancement courses and can be done by teachers during the vacation period.

7. COMPENSATORY OFF:

- An employee asked to work on Public Holidays by the competent authority 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.
- Compensatory off has to be availed immediately.
- **An employee working continuously for seven days can avail of weekly offs immediately**.

8. SABBATICAL LEAVE:

- Each sabbatical will be for a period of up to 6 months only. In exceptional cases, a one-time sabbatical may be allowed for 1 year subject to the approval of the Management.
- Applicant should have completed **5 years** of continuous service at MIT AOE.
- The 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.
- The applicant is required to submit an undertaking to remain engaged with the institute for at least 3 years following the sabbatical leave.
- Sabbatical leave will be **unpaid** leave.
- No allowance/ reimbursements will be paid during a sabbatical leave.

9. LIEN LEAVE:

- The teacher shall be treated to be on deputation from the date he relinquishes his charge and till he resumes the charge on repatriation.
- Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other cases, this period shall be of two years, which may be extended by another two years.
- While applying for a lien the teacher shall give in writing to the appointing authority that he shall serve the institute at least for three years after his foreign assignment is over.
- The teacher shall retain a lien on his permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits if the public share of General/contributory
- Provident Fund of the teacher is paid to the Govt. by either the
- Foreign/ another Employer or the teacher.

LEAVE SANCTIONING AUTHORITY

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

EMPLOYEE MOBILE EXPENSE POLICY

- **ELIGIBILITY:**

  Beneficiary employees

- **OBJECTIVE:**

  To establish statutory compliance and a guiding document for 'Employee Mobile Expense Policy' and to provide a 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 other

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

	Travelling And Local Conveyance Expenses		Food And Lodging Expenses					
			A (Metro)		B (II Tier City)		C Other Cities	
Designation / Position	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 Departmen	Railway-ASCII Tier Hire CarAir 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-IITier, Luxury Bus Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi Auto Rickshaw	4,000	850	2,500	700	2,000	600

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)
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 AcIII 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 daily 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 a population of more than 100lakhs
- Type B cities: Non-metro like Nagpur, Jaipur, Indore, Bhopal, Aurangabad etc., cities having a population of more than 25lakhs
- Type C cities: Small cities like Satara Karad, Nanded Jalgaon etc., having a population of up to 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 traveling mode should be pre-booked in advance; TA bills are required to be submitted along with the tour report.
- In the case of seminars wherein food and lodging is provided, DA will not be reimbur
- In case of staff making their 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/bills 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 Traveling Allowance as per Designation - Foreign Travel

	Travelling and Local Conveyance			Food And Lodging Expenses			
				Other Countries		Nepal And Bhutan	
Designation/Position	Maximum Eligibility For Travel	Maximum Eligibility For Local Conveyance On Tour	Visa Charges	Lodging (per Day)	DA For Food (per Day)	Lodging (per Day)	DA For Food (per Day)
Dean/ Project Director / Principal	Air (Economy),	HireCar/Taxi	At actual	$100.00	$100.00	$100.00	$25.00
Head of Department	Air (Economy),	HireCar/Taxi	At actual	$100.00	$100.00	$100.00	$25.00
Registrar/ Professors/ Associates Professors	Air (Economy),	HireCar/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/ Coordinator/ International Relations.	Air (Economy)	HireCar/Taxi	At Actual	$100.00	$100.00	$100.00	$25.00

- **NOTE:**
- For international journey/travel, all rules and regulations 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 travailing.
- The DA will be reimbursed on daily basis as a fixed amount, irrespective of the actual expenditure incurred. The amount in the above chart is fixed that will be paid.

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

- The travelling mode should be booked in advance; TA bills are required to be submitted along with the tour report. Efforts should be made to attach all invoices/bills 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 enchasing with the authorized 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 levels 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).

FEE CONCESSION POLICY: TERMS AND CONDITIONS:

Concession in Tuition Fees policy for the children of employees of MIT Group

1. The faculty/staff is in continuous employment at the institute for 3 complete years of service by the time of admission.
2. If the faculty/staff leaves the organization due to termination/resignation or any other reason, the applicable fees for that year without scholarship shall be payable in full.
3. To claim this scholarship, the student must obtain a minimum of 60% marks in the qualifying examination.
4. The amount of the scholarship is based on the gross salary of the employee. The scholarship as per percentage of fees is given below:

Salary Range (in Rupee)	Entry level onward till pass out-**$
Up to 40000	50%
40001- 60000	40%
60001-100000	30%
100001-150000	10%
Above 150000	05%

5. The scholarship would be applicable for the entire duration of the program admitted in the MIT group.
6. The scholarship shall not be given in the form of cash, but the same amount will be adjusted against the amount of fees.
7. In the case of Cancellation of Admission, the scholarship shall be null and void
8. The application will not be considered for the Applicant under TFWS/J&K/PMSSS.
9. The decision of final approval of the granting fee concession will be taken at the discrttion of the Management authority by MIT AOE.

**** The student should get selected and admitted through the MH-CET admission scrutiny process.**

- ## Scholarship Policy for MIT Academy of Engineering

Terms and Conditions for the Scholarship Policy for MITAOE students:

1. Application for Scholarship is compulsory and should be done online from the official website of MITAOE (https://mitaoe.ac.in/)
2. Min. score of greater than or equal to 95% MH-CET or JEE Score for soft branches (Computer, Computer (software), E&TC, Electronics) And 90% for Hard branches (Mechanical, Civil andChemical).
3. Only 5% of students from every branch will be eligible for the scholarship.
4. The decision of final approval of the granting scholarship will be taken at the discretion of the Management authority by MIT AOE.
5. The scholarship would be applicable for the entire duration of the program admitted in the MIT group.
6. The scholarship shall not be given in the form of cash, but the same amount will be adjusted against the amount of fees.
7. In the case of Cancellation of Admission, the scholarship shall be null and void
8. The application will not be considered for the Applicant under TFWS/J&K/PMSSS.

TAX IMPLICATION FOR FREE / CONCESSIONAL EDUCATIONAL FACILITY

The value of the 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 because of his being in the 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 because of his being in the 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. 1,000p.m.

POLICY ON ADVANCE AGAINST SALARY TO EMPLOYEES

- **OBJECTIVE:**

  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 levels & all locations as per their hiring scale.

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

- **ENTITLEMENTS:**

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

- **Rule 1**

  The advance will be sanctioned for the 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/-: the 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 of 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 the completion of three years from the date of the previous sanction.

- **Rule 6**

  If a second advance is sanctioned before the completion of three years from the date of the previous advance, the 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**

  The advance of salary shall be recovered in 10 equal instalments commencing from the salary for the following month. If the competent authority has permitted an increase in the number of instalments (to a maximum of 15 only) such additional instalments (i.e. from 11th instalment) 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.

  For the MITAoE campus, a total number of 6 advance requests will be considered in a year.

Application form to be submitted with necessary supporting documents.

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 levels as per their hiring scale

- **ENTITLEMENTS & PROCEDURE:**

1. This process is strictly under the discretion of the 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 No Dues 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 purposes.
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 the compassionate ground (only in case of a suitable opening with us). It is allowed ONLY in case the deceased employee completes a minimum of 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 the hostel facility till the 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 will be settled as per the normal procedure.
10. Gratuity (if applicable) will be paid as per the policy.

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 employees with employment proof, PAN copy and AADHAR copy should be given for enrolling employees to get PF benefits
- 12% of employee's basic + dearness allowance will be deducted from employee and same will be contributed by the organization. (Maximum contribution from the organization will be 1800/-INR.
- Form 2 and Form 11 should be filled up by HR for an 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, an 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:

Employees of MIT AOE are reimbursed with Rs.1000/- every year on submitting the receipt of Medical insurance policy premium as a contribution of the institute.

C. GROUP PERSONAL ACCIDENTAL POLICY DETAILS:

Drivers, electricians of MIT AOE are covered under Group Personal Accidental Policy.

D. 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.

E. TEMPORARY ACCOMMODATION

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

F. RESEARCH INCENTIVES

It is given as per the recommendations of Dean R&D & Deputy Director (Academic & Research) to faculty members for doing outstanding research.

G. FINANCIAL SUPPORT:

It is given for attending workshops, seminars, FDPs, Conferences to the faculties as per the Faculty welfare scheme.

H. GRATUITY:

It is paid to the staff as per the policy & norms.

TRAINING AND DEVELOPMENT POLICY

Training needs to be given to enable the employee to perform their professional functions more Effectively & efficiently. They are motivated to learn and to take initiative, personal responsibility, cooperate, ownership of the work & teamwork at all levels. It is a human resource development process, resulting in the change of behaviour 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 reporting authority. As per the requirements, the concern will arrange training programmes. Suggestions from the employee may also be invited regarding the areas in which they feel training is required.

All newly joined faculty members will have to undergo a faculty induction programme to understand the philosophy and functioning of the institution. Also, training will be provided on E-Learning platforms like LMS, ERP etc. 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 training sponsored by ISTE, SPPU, DTE, UGC, AICTE, IIT etc.

However, the Institution encourages its entire employees to undergo QIPs and to attend other training & seminars as part of the 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.

Reporting authorities shall ensure that every employee gets an even opportunity to undergo faculty/Staff development programmes.

A record of training 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:

- For attending seminars and workshops, approval from the Head of the Institution is required.
- For tours, prior approval from the Head of Institution is required.
- For tours within the country, the registration fee can be paid by the Institution and TA/DA rules remain the same.
- 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 a PhD.
3. PhD 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 PhD student has to spend only one semester at the place of research.
4. Candidates selected through the Quality Improvement Program (QIP) may be relieved for a period of 3 years during which they may be entitled to half pay. PhD 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 PhD 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.)

PROCESS:

The Institution may compensate half the 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 the 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) with the institution for a period of a minimum of 6 years or more.

If the faculty member fails to abide by the agreement he/she will have to repay the compensated amount with a 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 a penalty amount.)

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

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 based on 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 the 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 REDRESSED OF GRIEVANCES:

- The aggrieved member/ complainant shall submit a written & signed petition/ complaint to the Secretary of the Grievance Committee with a copy to the Chairman within 7 days after the commitment of grievance.
- The chairman through Secretary shall call the complainant for a meeting of the 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 the petition.
- In case of any difficulties, the Grievance Committee shall discuss 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.

THE PROCEDURE, PERIODICITY AND ATTENDANCE AT MEETINGS

- The Grievance Committee meet at the instance of the Convener or at the request of the other members to discuss the various issues received.
- At least the forum of the Grievance Committee shall be available at the time of 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 apply for review, in writing, to the Head of Institution through the chairman of the Grievance Committee within 7 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 the 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 Committee
- Cast Grievance Committee
- Grievance Redressal Committee

EXIT POLICY

- **ELIGIBILITY:**

  All employees across all levels.

- **OBJECTIVE:**

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

- **PROCEDURE:**
- **RETIREMENT:**

  The age of retirement for teaching staff will be 60 years as per the 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 five more years' i.e. up to 65 years of age on yearly basis as per rules.

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

  Retirement age for registrar, librarian and Physical education director is 60 years

- **EXTENSION OF RETIREMENT:**

1. The employee has to put his application for an 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. The doctor and then should verify it with the medical officer of the institute. They should then submit the certificate to the HR Dept.
3. The order of extension will be temporary in nature and pay will be consolidated, i.e. it will be for 6 months only and will be renewed as per the policy, 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 Reporting Authority 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 faculties 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 relief, the Head of Institution can decide on a recommendation from the staff selection committee.
7. The 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 the Accounts department for their records 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, an exit interview by the other institution is expected.
10. **Exit interview Feedback** to be recorded in the specified format 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 equipment such as keys, cards (ID travel & purchasing), tools etc. are returned on or before the last day of work.

• SUSPENSIONS:

1. Notice in advance is not required when termination is the result of incidents that 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 reporting authority 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, before 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 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 employees 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 counselling where the staff member is made aware of any shortcomings in standards or behavior, and these shortcomings have been discussed among the individual employee, Reporting Authority and the Head of Institution.
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 competent authority will outline the cause of concern and the staff member will be allowed to state his/her case. Director and competent authority 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 competent authority 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.

Feedback-

- This manual contains policy and procedures relating to overall aspects of Human resources in the institution. Except for 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 the Reporting authority/Head of Institution & HR with alternative suggestions. These will be duly considered and appropriate decisions will be conveyed.

- The institute will continuously monitor the implementation of this manual and will seek feedback for progressive development on any provision.

- Deviation will neither be expected nor permitted.

- Institute 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.

MIT | Academy of Engineering

(An Autonomous Institute Affiliated to Savitribai Phule Pune University)



MIT ACADEMY OF ENGINEERING

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HUMAN RESOURCE MANUAL

2025-2026