

# HR

2016-2017  
Human Resource Manual



**MIT** | Arts, Commerce  
& Science College



MIT PUNE'S  
**VISHWASHANTI  
GURUKUL**



**MITSOT**



**MIT INSTITUTE OF DESIGN**

**MITSkills**  
Building Skills, Building Careers

**MIT**

Academy of  
Engineering





**Dr. Sunil Karad**

Trustee & Executive Director  
MIT Group of Institutions,  
Pune, India

## A FOREWORD.....

To make sure that society progresses on sustainable basis we not only require knowledge of facts, but right education, nurtured by ability and humility together. As Mahatma Gandhi interpreted “Persistent questioning and healthy inquisitiveness are the first requisite for acquiring learning of any kind”. Therefore education must nurture the ability to interpret, to make critical judgments, dare to ask the biggest questions, and it must stimulate the appetite for curiosity.

My Engineering and Research knowledge taught me that when you’re intellectually, physically, and (most importantly) emotionally capable of producing desired results, it’s then that your idea hits a wall and falls flat in a dozen pieces on the floor. So it’s all about how you pick up the pieces and redesign; surely it will constitute into your valuable experiences. True education must correspond to the surrounding circumstances or it is not a healthy growth.

Universities produce knowledge. But they must also produce doubt. The pursuit of truth is restless. A superlative knowledge and education can take you deep into the building blocks of matter, from the tiniest organisms on the planet to the stardust of the outermost cosmos, it can help unearth the past, ground you in the present, and prepare you for the future you will help shape.

Education must help aspirers in seeking solutions to problems that may have seemed unsolvable, endeavoring to answer questions that threaten to elude us. The scientific research undertaken today at MIT Arts Commerce & Science College and tomorrow by the students we educate, has a capacity to improve human lives in ways virtually unimaginable even a generation ago.

Today we pledge to send number of MIT Arts Commerce & Science College graduates into the world ready to take on everything from water scarcity to virtual currency to community policing, to be teachers and lawyers, scientists and physicians, poets and planners and public servants, and to be revolutionaries in their own ways.



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# Introduction



## About MIT ACSC:

The Maharashtra Academy of Engineering & Education Research (MAEER), Pune established in 1983 is a well-known educational trust having registered office in Pune. It has 63 Institutions imparting quality education up to PhD in different fields. The MAEER is a multi-campus and multi-disciplinary organization conducting AICTE / MCI / University approved academic programs in Engineering, Management, Pharmacy and Medicine.

The MIT Arts Commerce & Science College (MIT ACSC) was established in the year 2007. It is affiliated to the Savitribai Phule Pune University. The MIT Arts Commerce & Science College offers University approved UG and PG Programmes in Arts, Commerce & Science fields.

The aim of establishing MIT ACSC is to meet the educational needs of the society in the vicinity of the college and also to fulfill the needs of the ever-growing population of the country. The objective of MIT ACSC is to infuse dynamism and an all-round development of the students with clear vision for the future and to achieve high standards of excellence.

The college has modern, state-of-the-art infrastructure appropriate to conduct the education. The college offers well-qualified teaching staff, innovative teaching methods, quality centered approach and student friendly interactive environment. College laboratories have modern equipment and experimental setups. The laboratories are well equipped and duly staffed.

Besides conventional teaching, MIT ACSC puts special emphasis on subject-oriented advanced inputs, experimental and industry oriented project work. The College has an established system of feedback from the students, parents and industry.



**Courses Details:**

**a) UG Courses:**

- Bachelor of Arts (B. A.)
- Bachelor of Commerce (B.Com.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Business Administration (International Business) (B.B.A.(IB))
- Bachelor of Business Administration (Computer Application) (B.B.A. (CA))
- Bachelor of Computer Science (B.Sc. (CS))

**b) PG Courses:**

- Master of Computer Application (Commerce) (M.C.A. (Commerce))
- Master of Computer Science (M.Sc.(CS))

**Affiliations:**

MIT ACSC is affiliated to Savitribai Phule Pune University & recognized by Government of Maharashtra.



## **VISION**

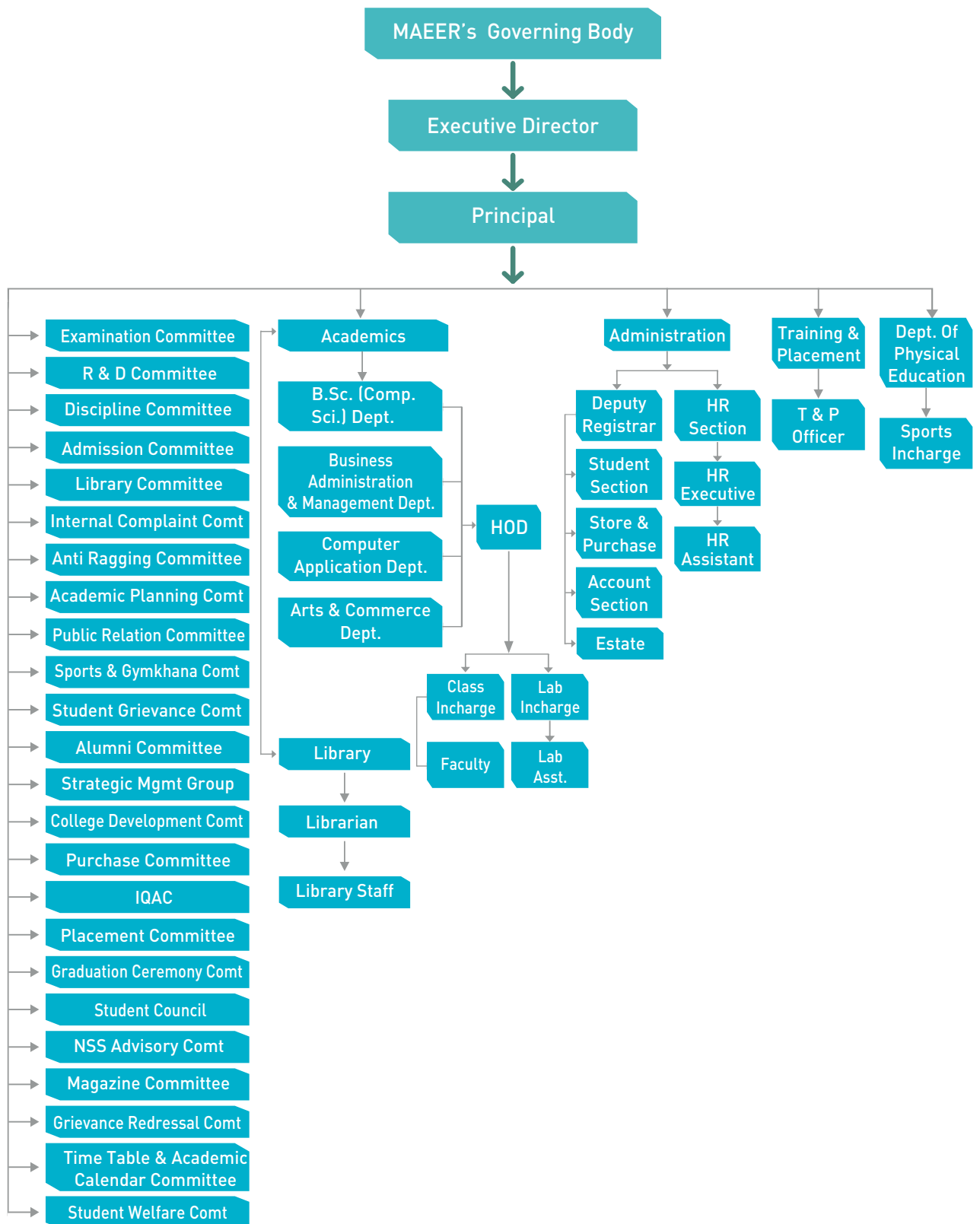
To develop the Institute into a world-class learning centre with an excellent ambience for academics and research conjugated with a vibrant environment for honing the extra and co-curricular skills of all its stakeholders to enable them to meet the challenges of the fiercely competitive world.

## **MISSION**

To aspire and strive for excellence in education and research, by developing and sharpening the intellectual and potential of learners for the welfare and prosperity of society and stakeholders.



# Organization Structure



# Classification of Employees



**Employees are broadly classified as:**

- a) **Faculty Member**
- b) **Staff**
  - i) Technical Staff
  - ii) Administrative Staff
  - iii) Supporting Staff

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

**a) Faculty Member :**

It comprises those who are involved in teaching / instruction at the Institution on a full time basis.

**b) Staff :**

- i) Technical staff -  
It comprises the staff at the Institution's library, workshop and laboratories.
- ii) Administrative staff -  
It comprises the medical officer, various assistants, and staff in the student section, stores, purchase, Human Resource Department, accounts, placement, estate management, hostel and canteen.
- iii) Supporting staff  
It comprises Class IV staff involved in the transport, security and housekeeping.

# Human Resource Policy Manual

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

This manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, NBA, UGC, ISO 9001: 2008 QMS, MAEER, Savitribai Phule Pune University or those of any other. It is aimed at ensuring that MIT ACSC adheres to those, so that MIT ACSC becomes an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

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

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

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

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

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



Proposed by  
**Dr. B. B. Waphare**  
The Principal  
MIT Arts Commerce & Science College,  
Alandi (D), Pune



Approved by  
**Dr. Sunil Karad**  
Trustee & Executive Director  
MIT Group of Institutions

# Guiding Principles

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## 1. Leadership

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

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



## 2. Quality of Employment

The Institution is committed to creating and sustaining a workforce of highly qualified faculty 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

The Institution values and supports 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, the Institution creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institution. During times when downsizing or change in the nature of the workforce is required, the Institution may not rely on attrition, to the extent possible.

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

# Code of Conduct

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**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 required to stay still and calm during the prayer. Please note that this applies to the visitors and guests as well.

Campus	Time ( Everyday)
Kothrud Campus	10.45 a.m.
Alandi Campus	8.25 a.m.
Loni VGS Campus	8.05 a.m.
Loni ID Campus	9.10 a.m.

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

**2. DRESS CODE**

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

**UNIFORMS**

All teaching & non-teaching staff must wear uniform every Monday. Class IV Staff must wear uniforms every day. Two sets of uniform will be provided by the Institution to Class IV staff every year.

**3. DISABILITIES POLICY**

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

**4. DRUG & ALCOHOL FREE WORKPLACE POLICY**

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

**5. EQUAL EMPLOYMENT OPPORTUNITY**

It is a policy of the Institution to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students shall not be denied benefits, or otherwise be subjected to discrimination under any program or activity of the Institution.

**6. SEXUAL HARASSMENT**

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

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

**7. SOLICITING / CANVASSING**

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

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**8. EMPLOYMENT OF RELATIVES**

No individual shall be employed in a department 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 on or more organizational levels of supervision of management. For the purpose of this policy, relatives are defined as husbands, wives, parents, children, brothers, sisters, and any in-law of any of the Foregoing.

**9. CONFLICTS OF INTEREST**

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

**10. PERSONAL CONDUCT**

The Institution 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 Institution and may result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institution
- Falsifying records, reports, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping while on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

**11. SAFETY**

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

**12. CONFIDENTIAL INFORMATION**

Some employees handle confidential information as they perform 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 it may be his/her privilege to know by virtue of being / having been the Institution's employee. Such information shall include but not be limited to:

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

**13. GRATUITIES**

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

**14. POLITICAL ACTIVITIES**

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

**15. DISRUPTIVE BEHAVIOUR**

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

**16. OUTSIDE EMPLOYMENT**

Employment outside the Institution is not permitted.

**17. MALPRACTICES**

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

**18. GRIEVANCE REDRESSAL**

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

**19. PUBLICATIONS**

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



# Recruitment & Selection Policy

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**Scope :**

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

**Objective :**

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

**Procedure :**

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

**Annexure I: Job Description Format**

**Manpower Planning Process (MPP)**

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

Recruitment for all positions at the Institution shall be part of Manpower Plan. The Manpower Requisition shall be obtained from the Head of the Departments 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 will forward this for the approval from the Head of Institution (Dean / Director / Principal) and further for the approval of Executive Director.

**Annexure II: Manpower Requisition Form**

### **Faculty & Staff employment:**

Faculty and Staff employment during the semester will be avoided as far as possible. The HR & the Head of Institution then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible HR will ensure that all existing employees are given the opportunity to apply for any new vacancy if they so desire.

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

### **Filling in of temporary vacancy**

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. 6 months) the HR on the recommendation of the Head of Institution shall make an appointment.

### **Creating a New Position**

Manpower Requisition Form must be completed by HODs and submitted to the HR, who will review and assign the most appropriate title according to the job specifications in consultation with the Head of Institution. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. This manpower requisition requires the approval from the Executive Director (or the competent authority appointed on his behalf) to initiate the hiring process.

### **Job Announcement**

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

On approval the positions may be filled by:

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

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## **FACULTY MEMBER SELECTION PROCESS**

### **STEP I : Advertisement**

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

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

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

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

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

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

### **STEP III : SCRUTINY OF APPLICATIONS**

All the applications shall be collected by the HR Department and preliminary scrutiny of applications shall be done by the respective H.O.D's in case of faculty members and in case of staff by HR Department and Registrar, which will be further scrutinized by the Head of Institution (Dean /Director /Principal) if necessary. The shortlisted candidates would be called for an interview.

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

### **Screening Criteria:**

#### **a) Assistant Professor**

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

#### **b) Associate Professor**

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

#### **c) Professor**

There shall be no short listing of applicants for the post(s) of Professor. All candidates having minimum qualifications as per UGC/AICTE/NCTE /CAI/PCI regulations (whichever is relevant for post advertised), shall be eligible and shall be called for the interview/discussion-cum-seminar-presentation for the post of Professor.

### **STEP IV : SELECTION CRITERIA**

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

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

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

#### **Appointment of Selection Committee:**

For Faculty positions, the Head of Institution will appoint a Selection Committee to conduct the interviews.

**Selection Committee for faculty member Interviews:**

Selection committee shall consists of

1. Executive Director or his nominee
2. The Head of Institution
3. Head of the concerned Department
4. 02 internal Subject Experts nominated by the HOD
5. 02 external Subject Experts nominated – To be called randomly by the HR from the predefined panel of the experts prepared & as per availability.
6. Reservation nominee in case the candidate is from reserved category
7. 01 Senior faculty appointed by the Principal /Director /Dean
8. HR Executive – Only for giving clerical assistance.

The Selection Committee will conduct the interview of the candidate in 02 step. Where the first step will be the technical interview (for faculty) and second step will be an administrative interview. A joint Selection Committee report will be prepared and will be sign by all the members of the Selection Committee.

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

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

**STEP V : REFERENCE CHECKING**

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

**NON-TEACHING STAFF SELECTION PROCESS:****STEP I : ADVERTISEMENT**

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

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

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

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

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

**STEP III : SCRUTINY OF APPLICATIONS**

All the applications will be collected by the HR Department and preliminary scrutiny of applications will be done by in case of staff by HR Department, which will be further scrutinized by the Head of Institution (Dean /Director /Principal) if necessary. The shortlisted candidates would be called for an interview.

**Screening Criteria:**

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

**STEP IV : SELECTION CRITERIA**

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

- Domain knowledge,
- Relevant Experience,
- Decision Making & Problem Solving
- Presentation
- Personal appearance
- Leadership qualities
- Personal interview
- Any other relevant criteria/ Information / achievements decided by the Selection Committee

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

**Appointment of Selection Committee:**

For staff positions, the Head of Institution will appoint a Selection Committee to conduct the interviews.

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**Selection Committee for the Staff :**

1. Executive Director or his nominee
2. Director / Principal / Dean of the Institution
3. Head of the concern Department
4. 01 internal / external Subject Expert nominated by the HOD
5. 01 Senior staff appointed by the Principal /Director /Dean
6. Registrar
7. Reservation nominee in case the candidate is from reserve category
8. HR Executive.

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

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

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

**STEP V : REFERENCE CHECKING**

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

**Interview Guidelines**

Some court decisions indicate that regardless of the outcome of an employment decision, if discrimination occurs at any stage of the employment process, the employer may be found guilty of discrimination. Questions about any information can only be asked when these factors are bonafide occupational qualifications (BFOQ). It is imperative, therefore, that persons interviewing applicants or asking questions in other interview settings 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 in the position. This is to be accomplished by predetermining the questions that will be posed during the interview. Allow sufficient time for the interview. The more technical or complex the position, the more time is required to learn the best information about the candidate.

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

**Annexure III: Selection Committee Evaluation Report**

# Joining & Induction Policy

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## Eligibility:

Applicable to all new joinees.

## Objective:

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

## Procedure :

### **A) OFFER LETTER**

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

The offer letter would mention the following:

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

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

The Head of Institution is authorized to sign the offer letter, only if he/she has the approval on the manpower requisition form in the said budgeted year for the position from the Executive Director.

### **Annexure IV: Offer Letter Format**



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**B) LETTER OF APPOINTMENT**

On the day of joining, reference check to be done by HR and to prepare the Appointment letter, if everything is found satisfactory. Appointment letter should be issued within 15 working days of the employee joining date. It should be in the preapproved format jointly signed by the Executive Director and the Head of Institution (Dean/ Director/ Principal).

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

**Annexure V: Appointment Letter Format**

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

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

**PERSONAL FILES :**

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

1. Photocopy of Address Proof (License/light or telephone bill/ Ration Card/Adhaar Card/ Passport)
2. Photocopy of Date of Birth Proof (License/light or telephone bill/ Ration Card/ Adhaar Card/ Pan Card /Passport) (In case of any discrepancies a written and signed undertaking from employee to be taken)
3. Photocopy of PAN Card mandatory
4. Photocopy of Adhaar Card mandatory

5. Passport copies – Photocopies of first four and last two pages of the passport wherever applicable.
6. All academic certificates (photo copy)
7. Relieving letter from the last employer (photo copy) wherever applicable.
8. Experience certificates of last 3 employers wherever applicable (photo copy).
9. Salary certificate (mentioning the CTC of the immediate previous employer) with a complete breakup of the salary wherever applicable.
10. Name and Address of two references.
11. Marriage Certificate (photocopy), if married.
12. Personal Information Form ( Emergency Contact Number to be taken / Medically Fit undertaking form to be signed)
13. Joining report
14. Leave Card
15. Offer letter
16. Appointment letter
17. Confirmation Letter
18. Appraisal forms
19. Any communication related to the employment
20. Letters of appreciation, up-gradation, if any.
21. Memos, Warnings, if any.
22. Police Verification document.

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

#### **Annexure VI: Joining Report Format**

#### **C) EMPLOYEE INDUCTION & ORIENTATION**

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

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

# Probation & Confirmation Policy

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## **Eligibility**

Applicable to employees on probation.

## **Objective**

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

## **Probation and Temporary Appointment**

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

## **Evaluation in Probation Period**

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

## **Voluntary Resignation**

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

### **Continuance of Probation**

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

### **Procedure**

#### **A) PROBATION PERIOD :**

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

For all affiliated Institutions whether employee is temporary or permanent he should complete minimum two years of probation period. For all other Institutions/ Corporate Office employees should complete six months or above of probation period. After successful completion of probation s/he will be confirmed in service by giving a separate letter of confirmation or his/her probation period can be extended. If performance is not satisfactory, his/her appointment can be discontinued. Temporary faculties or staff can be put on probation if their performance is satisfactory on recommendation of the Head of Institution. Their temporary service period can be considered equivalent to probation service period.

#### **B) CONFIRMATION PROCESS : Teaching Staff**

Institution would follow the norms laid down by the various statutory bodies (i.e. UGC, AICTE, etc). The rest would access the faculty members on the defined API's before confirmation.

#### **C) CONFIRMATION PROCESS : Non Teaching Staff**

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

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

The Following Panel members shall conduct the confirmation assessment interview:

1. Executive Director or his nominee
2. Director / Principal / Dean of the Institution
3. Head of the concern Department
4. HR Executive – Only for giving clerical assistance.

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

The Confirmation Letter should be in the preapproved format jointly signed by the Executive Director and the Head of Institution (Dean/ Director/ Principal).The letter to be made in duplicates so that the candidate retains one copy and submits the other copy duly signed by him/her as token of acceptance. A photocopy of the same to be submitted to Account Section for their records.

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

**Annexure VII: Key Result Area Format**

**Annexure VIII: Confirmation Assessment Format**

**Annexure IX: Confirmation letter Format**

# Performance & Appraisal Policy

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

## ANNUAL PERFORMANCE APPRAISAL SCHEME TEACHING STAFF

Our annual performance appraisal scheme is based on the defined academic performance indicators (API's) applicable to the Teaching Staff.

### Objective

API's provides fair, effective and consistent teacher evaluation in every educational Institution.

### PURPOSE AND NEED

- To set goals and expectations
- To view performance snapshots, at various levels
- Trend the performance of the selected individual
- To set a benchmark against the goals
- Assess current situation and determine root causes of identified problem areas
- Assist new teachers to achieve their full potential
- To promote professional growth

### ELIGIBILITY

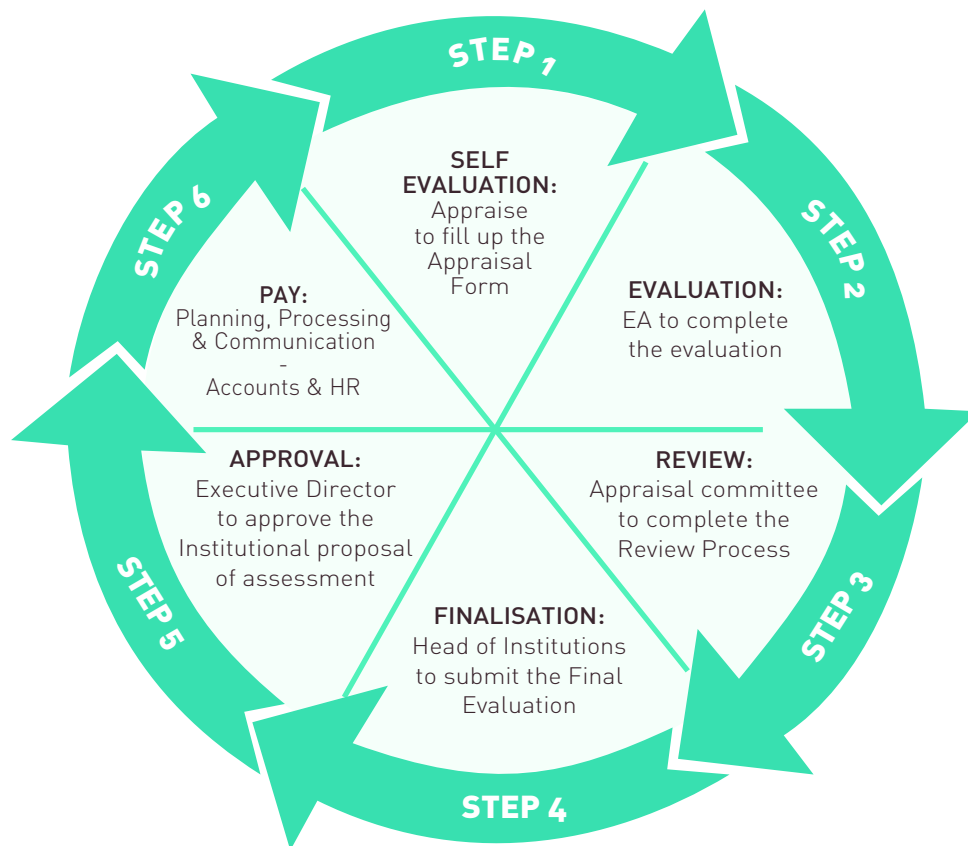
**Eligibility Criteria to be followed is as follows:**

- Employees completing 10 months and above of continuous service without any breaks as on May 31st.
- Employees completing 8 months of continuous service without any breaks would be paid on pro-rata basis as on May 31st with consideration to 12 months of service.
- The employee will be given the prorated increase till he/she completes the stipulated 12 months service once he/she complete the 12 months service the entire increment percentage will be applicable from the 13th month onwards.
- Resigned Employees and those serving notice periods as on 30th June would not be eligible for appraisals process or payment thereof.
- Employees with adverse remark in their confidential report should be marked in the appraisal note.

### Important Note :

Executive Director (or the competent authority appointed on his behalf) has the authority to make any changes in the above mentioned Eligibility Criteria at his sole discretion.

**PROCESS**



**ACADEMIC PERFORMANCE INDICATORS (APIs)**

Category	Max Score	Minimum Score Required			
I : Teaching, Learning & Evaluation	125	75			
II : Co-Curricular, Extension & Professional Development	50	15			
Total Annual Score Under Categories I and II	175	90			
III : Research and Development	—	(Asst. Prof-5K)	(Asst. Prof-5.5K)	(Asst. Prof-6K)	(Asst. Prof-7K)
		10	15	20	25

**MINIMUM POINT NORMS AND WEIGHTAGES FOR DIFFERENT CADRES**

APIs	Assistant Prof. (AGP - 5K)	Assistant Prof. (AGP - 5.5 K)	Assistant Prof. (AGP - 6K)	Assistant Prof. (AGP - 7K)
Category - I : Teaching, Learning & Evaluation	75	75	75	75
Category - II : Co-Curricular, Extension & Professional Development	15	15	15	15
Category - III : Research and Development	10	15	20	25
<b>Total</b>	<b>100</b>	<b>105</b>	<b>110</b>	<b>115</b>

**GUIDELINES:**

- The points for Category III will be accrued only at the minimum required level.
- Any additional points (after the minimum required for each cadre), shall be accrued towards the R&D Incentive Scheme.
- The Bonus would be to garner more points in Category I and Category II with some participation in R&D activities. This will help in improving the overall teaching-learning processes.

**CATEGORY – I**  
**TEACHING, LEARNING & EVALUATION**

Sr. No.	APIs	API Score Allotted
1	Lectures, Tutorials, Practicals Conducted <ul style="list-style-type: none"> <li>• A minimum of 80 % compliance is mandatory for the points to accrue.</li> <li>• The compliance in % shall be weighted with respect to maximum score of 50.</li> <li>• In case of multiple subjects, the average of compliance is to be considered.</li> </ul>	50
2	Extra Teaching Duties (subject to 100 % compliance in 1 above) <ul style="list-style-type: none"> <li>• Extra lectures over and above the allotted (in excess of the norms).</li> <li>• Extra practicals and tutorials over and above the allotted (in excess of the norms).</li> </ul>	1 / Extra Lecture (12 Max)
3	Curriculum Enrichment (subject to 100 % compliance in 1 above) <ul style="list-style-type: none"> <li>• Teaching content beyond syllabus.</li> <li>• Conducting additional practical/s not prescribed in the curriculum.</li> <li>• Providing resources in the form of course notes, handouts, paper solutions, question bank, solved assignments, etc.</li> </ul> Any 2 points mentioned above with 5 points for each.	10
4	Participatory and Innovative Teaching-Learning Methodologies <ul style="list-style-type: none"> <li>• Use of additional teaching tools like presentations, slides, models, simulations, case-studies, blogs, course website, etc.</li> <li>• Arranging field visits (not prescribed in regular curriculum).</li> <li>• Guiding innovative student projects (participation/winning prizes in reputed competition/s).</li> <li>• Developing in-house experimental setups, equipments, models, etc.</li> </ul> Any 2 points mentioned above with 10 points for each.	20
5	Examination Duties <ul style="list-style-type: none"> <li>• Invigilation, question paper setting, evaluation/assessment of answer scripts as per allotment.</li> <li>• A minimum of 80 % compliance is mandatory for the points to accrue.</li> <li>• The compliance in % to be converted on a pro-rata basis to a max. score of 10.</li> </ul>	10
6	Student Feedback <ul style="list-style-type: none"> <li>• The score shall be converted on a pro-rata basis to a maximum score of 18.</li> <li>• In case of multiple subjects, the average of feedback is to be considered.</li> </ul>	18
7	University duties except Examination duties like syllabus designing, BOS members, etc.	05

**MAXIMUM POINTS : 125****MINIMUM REQUIRED: 75**



**CATEGORY – II**  
**CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT**

Sr. No.	Nature of Activity	Details & Scale	API Score Allotted
1	Student Centric Activity (Co-curricular, extension and field based activities) (Max. 20 points)	I. Inter-College level activity/ event Convener / Coordinator Member	20 05
		II. College level activity/ event Convener/ Coordinator Member	10 02
		III. Certificate Course/ Add on Course Coordinator (with min. 50 % teaching) Coordinator (with no teaching)	15 05
		IV. Guest Lectures for students	2 / Lecture
<ul style="list-style-type: none"> <li>The points are for organizing any student related co-curricular and extra-curricular activity like workshop, seminar, conference, training program, add-on course, guest lecture, etc.</li> <li>The certificate course/ add on course shall be for a minimum duration of 40 hours and shall be conducted after college hours or weekly offs.</li> <li>Guidance to students for participation in major events like M-PULSE, Management Week, IT Week, Commerce Week, etc is included.</li> </ul>			
2	Academic and Administrative Committees & Responsibilities (Max. 15 points)	I. College Level Committee a. Incharge b. Member	10 02
		II. Department Level Committee a. Incharge b. Member	05 01
<ul style="list-style-type: none"> <li>No points for remunerative work in this category (eg. Sr. Supervisor/ Custodian, etc.).</li> <li>Role as Incharge or Member in any of the committees at the Institution as well as department level is included.</li> </ul>			
3	Professional Development Activities (Max. 15 points)	Participation in seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture, etc (duration less than 1 week)	3/ participation
		<ul style="list-style-type: none"> <li>The points are for attending seminars, workshops, conferences, etc of less than 1 week duration.</li> <li>The points can also be claimed for invited lecture or talk, keynote talk delivered in some program or event.</li> </ul>	

**MAXIMUM POINTS : 50**
**MINIMUM REQUIRED: 15**

**CATEGORY – III**  
**RESEARCH AND DEVELOPMENT**

Sr. No.	Type	Details & Scale	API Score Allotted
1	R&D and External Funded Projects (Max. 30)	I. Minor Projects	10
		II. Major Projects	20
<ul style="list-style-type: none"> <li>The points mentioned are for PI and Co-PI. In case of multiple Co-PIs, the points shall be divided equally amongst all Co-PIs.</li> <li>All such projects that receive funding and grants from apex bodies, government or non-government funding agency, R&amp;D organizations, industry, university, etc. are eligible to be considered.</li> <li>The points for external funded projects shall be based on the actual amount received, and not on the amount sanctioned. A proof of fund received is mandatory.</li> </ul>			

2	Publications (Max. 40)	I. International Referred Journals	10
		ii. National Referred Journals	07
		iii. Conference Proceedings as full papers (Abstracts not be considered) With ISBN No.	05
		iv. Technical Articles	03
<ul style="list-style-type: none"> <li>• Publications in journals, with an ISSN No. shall only be considered.</li> <li>• The Institution's name "MITCSC Alandi" should appear in the affiliation of the author/s; for consideration of appraisal points.</li> <li>• Only one co-author shall be considered for credit to be given towards publication points.</li> <li>• The score for paper in refereed journal shall be augmented as follows;                             <ul style="list-style-type: none"> <li>□ Impact factor less than 1 : 10 and 05 points</li> <li>□ Impact factor between 1 and 2 : 15 and 10 points</li> <li>□ Impact factor between 2 and 5 : 20 and 15 points</li> <li>□ Impact factor between 5 and 10 : 25 and 20 points</li> </ul> </li> <li>• The impact factor calculated by std. bodies like Thomson, Scopus, etc shall only be considered.</li> <li>• Technical articles published in reputed magazines, periodicals, websites, newspapers shall only be considered.</li> </ul>			
3	Paper Presentation (Max. 15)	I. International Conference	05
		ii. National Conference	03
		iii. State Level Conference	02
<ul style="list-style-type: none"> <li>• The paper must be presented in person at the conference. The points shall be claimed by only one faculty who actually presents the paper in the conference.</li> <li>• A certificate of presentation with "MITACSC Alandi" as author's affiliation is mandatory.</li> </ul>			
4	Books and Chapters in Books (other than referred journal articles) (Max. 40 points)	I. International Publishers	25 per sole author & 10 per chapter
		ii. National level publishers	15 per sole author & 08 per chapter
		iii. State Level Publications	10 per sole author & 05 per chapter
		iv. Monographs	15 per sole author & 08 per chapter
<ul style="list-style-type: none"> <li>• In case of multiple authors, equal weightage to all the authors.</li> <li>• Publications with an ISBN No. shall only be considered.</li> <li>• The Institution's name "MITACSC Alandi" should appear in the affiliation of the author/s; for consideration of appraisal points.</li> </ul>			
5	Industrial Training (Max: 15 points)	I. More than 2 weeks duration	15
		ii. Min. Two weeks duration	10
<ul style="list-style-type: none"> <li>• The industrial training shall be undertaken for a minimum period of 2 weeks in the summer and winter vacation or non-instructional days.</li> <li>• The said training should be in an organization with minimum Pvt. Ltd. structure.</li> <li>• Under no circumstances, should the training be arranged in the regular academic schedule.</li> </ul>			
6	Courses/ Programs Attended (Max: 10 points)	I. International	10
		ii. National/ State/ University/ In-house	05
<ul style="list-style-type: none"> <li>• Technology Programs, STTPs, FDPs, Workshops, etc are included.</li> <li>• The course/ program attended should be for a minimum period of 1 week.</li> <li>• The same shall be attended only during summer and winter vacation or non-instructional days.</li> <li>• The courses attended during instructional days shall not be considered for appraisal points.</li> </ul>			

7	Courses/ Programs Organized for Faculty (Max: 15 points)	I. International	10
		ii. National/ State/ University/ In-house	05
<ul style="list-style-type: none"> <li>• Refresher and Training Courses, Conferences, Seminars, Workshops, STTPs, FDPs, etc is included.</li> <li>• The points for organizing courses/ programs shall be claimed by the Convener/ Coordinator of the event. Organizing Committee members shall accrue 2 points for each program.</li> <li>• For all such events that are funded by some agency, the points shall be increased to 20 and 10 respectively. The funding in this case has to cover minimum 70% of the total expenses.</li> </ul>			
8	Research Guidance (Max. 30)	I. Ph. D.	20
		ii. M. Phil.	10
		iii. Masters by Research	05
<ul style="list-style-type: none"> <li>• The points shall be awarded only on award of degree by the University.</li> <li>• The research student should contribute to the Institution in the form of lecture, seminar, etc.</li> </ul>			
9	Research Evaluation and Review (Max: 15 points)	I. Ph. D.	05
		ii. M. Phil.	03
		iii. Journal/ Conference	02
<ul style="list-style-type: none"> <li>• The points shall be awarded for evaluating/ reviewing external PhD Thesis and M. Phil Dissertation.</li> <li>• The points shall be awarded for reviewing papers in journals and/or conferences of repute.</li> </ul>			
10	Collaborative Research (Max. 20)	I. International	10
		ii. National	05
<ul style="list-style-type: none"> <li>• Collaborative work with research organizations, Institutions and Universities of repute is considered.</li> <li>• The research work shall be undertaken for a minimum period of 2 weeks in the summer and winter vacation or non-instructional days.</li> <li>• A formal letter from the concerned organization or Institution, clearly mentioning the effective period, and work to be done is required.</li> <li>• The benefit of said research; to the students in particular and Institution in general should be clearly demonstrated.</li> </ul>			
11	Faculty Up-gradation (Max. 10)	I. Ph. D.	10
		ii. M. Phil.	07
		iii. PG	05
12	UGC Approval/NET/SET		05
13	Consultancy/ Collaborations/ MoU/ Donations/ Lab Development (Max. 05)		05 Each
	<ul style="list-style-type: none"> <li>• Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and benefit to the Institution; both intellectually as well as financially.</li> <li>• Collaboration or MoU with industry must be specific and must clearly mention the effective period, deliverables from both sides, benefit to the students in particular and Institution in general.</li> <li>• Donations in the form of equipments, experimental set-ups, softwares, models, charts, etc. and having direct benefit to the students, are eligible for consideration. DSR entry is required.</li> </ul>		

**MINIMUM REQUIRED:**
**10 (Assistant Prof. with AGP of 5K)**
**15 (Assistant Prof. with AGP of 5.5K)**
**20 (Assistant Prof. with AGP of 6K)**
**25 (Assistant Prof. with AGP of 7K)**

## ANNUAL PERFORMANCE APPRAISAL SCHEME NON-TEACHING STAFF

Our annual performance appraisal scheme is based on the defined Key Performance Indicators (KPI's) applicable to the Non-Teaching Staff.

### Objective

KPI's provides fair, effective and consistent staff evaluation in every educational Institution.

### PURPOSE AND NEED

- To set goals and expectations
- To view performance snapshots, at various levels
- Trend the performance of the selected individual
- To set a benchmark against the goals
- Assess current situation and determine root causes of identified problem areas
- To promote professional growth

### ELIGIBILITY

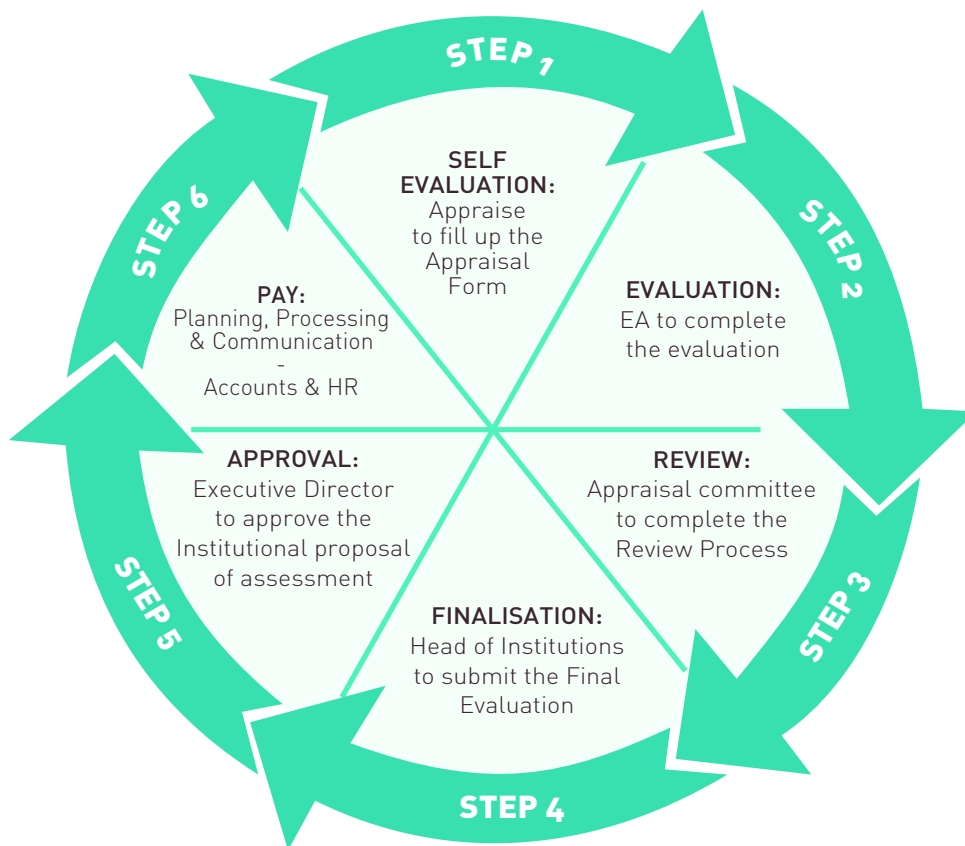
#### Eligibility Criteria to be followed is as follows:

- Employees completing 10 months and above of continuous service without any breaks as on May 31st.
- Employees completing 8 months of continuous service without any breaks would be paid on pro-rata basis as on May 31st with consideration to 12 months of service.
- The employee will be given the prorated increase till he/she completes the stipulated 12 months service once he/she complete the 12 months service the entire increment percentage will be applicable from the 13th month onwards.
- Resigned Employees and those serving notice periods as on 30th June would not be eligible for appraisals process or payment thereof.
- Employees with adverse remark in their confidential report should be marked in the appraisal note.

#### Important Note :

Executive Director (or the competent authority appointed on his behalf) has the authority to make any changes in the above mentioned Eligibility Criteria at his sole discretion.

**PROCESS**



**STEP I : PREPARATION**

Goal Setting: involves establishing specific, measurable, achievable, realistic and time-targeted (S.M.A.R.T) goals.

We would be accessing the three types of goals which are:

1. Organizational Goals
2. Institutional Goal
3. Departmental Goals

The Appraiser and Appraise collectively would be finalizing the Key Performance Indicators (KPI) for each of the above goals and finally setting the parameter for the various Institutional Objectives to be achieved at the beginning of the appraisal period.

The goals distribution rating are define as below:

Sr.No.	Type of Goals	Weight-Ages
1	Management Goals	20%
2	Institutional Goal	20%
3	Departmental Goals	60%
	<b>Total</b>	<b>100%</b>

## STEP II: SELF EVALUATION

Self-Rating: After the finalization of the Goals, Appraiser would finalize the Weightages (Total should add to 100 %) per Goal. Appraiser to fill up the Appraisal form which would consist the above sections. The **Weightage Grid** is define as below:

Sr. No.	Nature of Activity	Weightages	Self Evaluation	Evaluation by EA	Evaluation by RA
1	SECTION – A: Key Performance Indicators	60%			
2	SECTION –B: Records of Absence	5%			
3	SECTION-C: Performance Assessment	20%			
4	SECTION-C: Skills Assessment	15%			
	<b>TOTAL</b>	<b>100%</b>			

## STEP III: REVIEW PROCESS

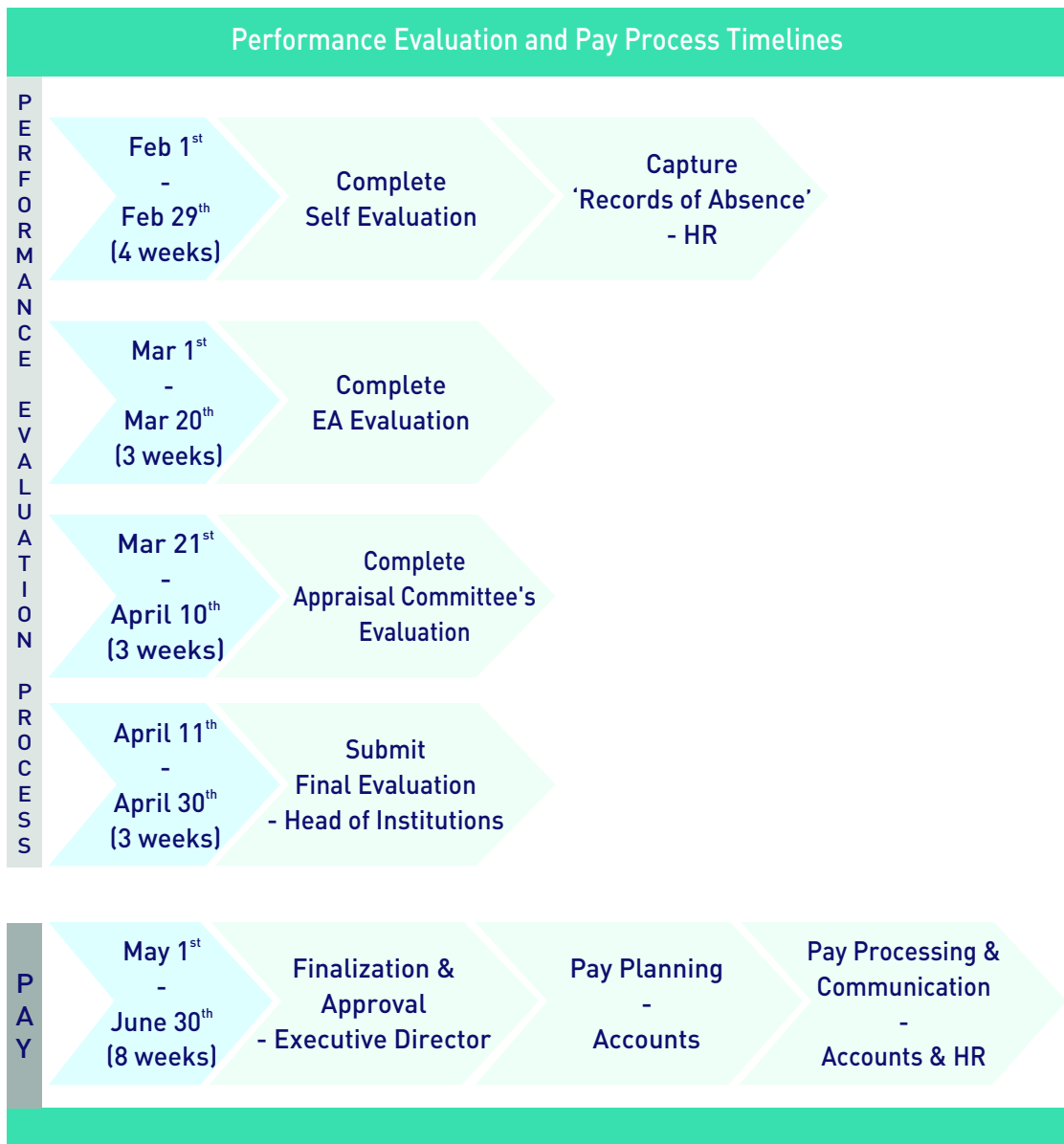
- Appraiser to review the draft and provide inputs.
- Appraiser would complete self-rating on the above sections and submit the duly signed final rating sheet.
- HR to collate the same, provide inputs on Records of Absence and present it to the EA.
- Appraisal Committee (EA & RA, External Assessor (if any)) would review the Appraiser and provide their rating on the above sections as per the below final rating grid.

## FINAL RATING GRID

4	3	2	1	0
Above 90 %	80 - 90 %	65 - 80 %	50 - 65 %	0 - 50 %
Outstanding	Very Good	Good	Average	Below Expectation

\* Evaluating Authority (EA), Reviewing Authority (RA)

## Annexure X : Appraisal Form



Approved by

**Dr. Sunil Karad**  
 Trustee & Executive Director  
 MIT Group of Institutions

# Promotion & Increment Policy

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## **Eligibility:**

Applicable to all confirmed employees.

## **Objective:**

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

## **Procedure :**

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

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

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

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

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

The ultimate decision regarding promotions rests with the management.

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

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

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



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# Internal Promotion Policy for Teaching Staff

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## 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:

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 Head of the Institution in consultation with Executive Director. If such criteria does not exist then decision will be taken by the interview committee during the interview regarding granting of internal promotion.

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

Candidates applying for the post of Associate Professor and Professor must also fulfill the minimum Academic Qualification Criteria as prescribe by AICTE/UGC/Other Affiliating Body from time to time. All employees across all levels & all locations as per their hiring scale.

## 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 H.O.D's. which will be further scrutinized by the Dean /Director / Principal if necessary. Only the shortlisted candidates to be called for an interview. Candidates applying for the faculty positions must also fulfill the minimum Academic Performance Indicator (API) scores / performance as per UGC norms and/or should fulfill the experience /eligibility norms.

### **Selection**

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

- Domain Knowledge,
- Teaching/Industrial experiences,
- Participation in outreach activities
- Research activities carried out by applicants such as consultancy, supervision of M.Phil And Ph.d. Thesis, Research Publications Etc.
- Patents / Funds fetched from Apex Bodies, Industries
- Presentation skills
- Teaching feedback
- Institution level work contribution and feedback
- Leadership qualities
- Portfolio (if applicable)
- Personal interview
- Any other relevant criteria decided by the Selection Committee

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

### **Selection Committee :**

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

Committee shall consists of

1. Executive Director or his nominee - Chairperson
2. Director / Principal / Dean of the Institution
3. 02 external Subject Experts nominated – to be called randomly by the HR from the predefined panel of the experts prepared & as per availability.
4. Head of the concern department
5. 02 internal subject experts nominated by the HOD
6. Reservation nominee in case the candidate is from reserve category
7. 01 Senior faculty appointed by the Principal /Director /Dean
8. HR Executive – Only for giving clerical assistance.

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

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

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

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

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

#### **Annexure XI: Promotion / Increment letter Format**

# Transfer & Relocation Policy

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## Eligibility:

All employees across all levels & all locations.

## Objective:

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

## Procedure :

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

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

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

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

## **Annexure XII: Transfer letter Format**

# Attendance & Payroll Policy

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**Eligibility:**

All employees across all levels & all locations.

**Objective:**

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

**Entitlement:**

**1. Salary Increases and Adjustments**

These are subject to statutory requirements like those of the government pay scales, Savitribai Phule Pune University norms and AICTE besides Merit Increases or 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, subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum and on management discretions.

**3. Debt Repayment and Fiscal Responsibility**

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

**4. Payroll Schedules**

Employees are paid for 30 / 31 (28 / 29) days. Payment is directly deposited in a bank located in the vicinity of the campus in the individual's account or given in cash to employees who are paid for visits or 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 Institution-sponsored health benefits, insurance, and employee's emergency fund. All other deductions will be notified to the employees.

### **Income Tax Deduction at Source (TDS):**

- According to the provisions of Section 192 of the Income Tax Act 1961, tax must be deducted at source by the employer from the salary of the employee after considering any other declared income.
- The employer is obliged to deduct such tax spread equally over the financial year.
- Deductions to the extent allowable under the law can be allowed by the employer only on submission of valid proof. (Any default by the employer in this respect can attract severe penalties under the Act.)
- The Finance Department will supply copies of the declaration form which every employee must submit at the time of joining and thereafter on or before 1st April of each financial year, in order to give details of other income and proposed investments so that monthly TDS deductions can be planned by the Accounts department.
- Employees are requested to make all their investments on or before 15th January of each financial year and submit copies of these investments along with the final declaration forms on or before January 20th.
- Every Employee is required to provide documentary evidence towards their investment and/or other payments towards their eligibility of allowable income tax deductions as per their submitted details in the beginning of the year. However, in the event of any unavoidable change, the adjustments in the tax shall be made in the salaries of January and February.

### **6. Attendance Muster**

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

### **Annexure XIII: On Duty Application Form**

#### **7. Time Record**

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

- ✓ Early going and late coming with prior permission is allowed to maximum one hour once a month. It needs to be approved by the HOD and HR.
- ✓ Buffer time: 10 minutes grace time is allowed from the reporting time of the employees.
- ✓ Every two late marks will be considered as half day. Late coming will not be appreciated.
- ✓ Employee reporting late by 30 min to their reporting time will be considered as half day leave.

Transportation if not provided to the employees of the Institution; it is the duty of the staff to be at the Institution on time irrespective of the mode of transport used.

It is the duty of the employee to see that whether his attendance is marked or official tour/duty or leave against each day. Any discrepancy may be brought to the notice of HR immediately. Salary is calculated on the basis of attendance which is 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 department head in writing. An employee, who knows he / she will be absent from work, should report such absence to one's department head prior to that workday. A record of tardiness and unexcused absences may result in loss of pay or 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 Account Section to process the salary for the previous month.”**

### 8. The Standard Workweek

Since the requirements of the various operations of the Institution are diverse, different work schedules are adopted to meet different needs.

Units	Standard Work Time	Standard Work Week	Breaks
MIT AOE	8.30 a.m. to 4.45 p.m. Shift duties applicable to Library and Hostel	Monday to Friday	Lunch : 45 min
MIT ACSC	Teaching Staff works in two shifts i.e. 8.30 a.m. to 3.00 p.m. & 10.30 a.m. to 4.50 p.m. Non Teaching Staff 10.30a.m. to 5.00 p.m.	Teaching Staff & Non Teaching Staff : Monday to Saturday	Lunch : 30 min
MIT ID	9.00 a.m. to 4.30 p.m.	Monday to Friday	Lunch : 45 min
MIT VGS	8.00 a.m. to 4.00 p.m. Teaching: eve Prep Duty wherever applicable	For Faculty (Monday to Friday) For Staff (Monday to Friday) Saturday half day.	Lunch : 40 min
MIT SOT	9.30 a.m. to 5.30 p.m. Shift Duties for Security/ LAB and Library Staff	Monday to Friday (Alternate Saturday Half Days)	Lunch : 30 min 2 Tea breaks: 10 min each
MIT Skills	9.30 a.m. to 5.30 p.m. Shift Duties applicable to IT, Student /Center Coordinator and Support staff	Monday to Sunday In rotation six days a week	Lunch : 45 min 2 Tea breaks: 10 min
MIT Skills Development	9.30 a.m. to 5.30 p.m. Shift duties will be applicable as and when required	Monday to Sunday In rotation six days a week	Lunch : 45 min 2 Tea breaks: 10 min each
MIT SDE	9.30 a.m. to 5.30 p.m.	Monday to Friday and Alternate Saturday working	Lunch : 30 min 2 Tea breaks: 10 min each
EDUGILD	9.30 a.m. to 5.30 p.m.	Monday to Friday and half day on 1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> Saturday	Lunch : 45 min 2 Tea breaks: 10 min each
Corporate Staff & MIT University Ujjain Team (Kothrud)	9.30 a.m. to 5.30 p.m. Shift Duties applicable to Support Staff	Monday to Friday	Lunch : 45 min 2 Tea breaks: 10 min each

**9. Overtime**

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

**10. The Workweek**

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

**11. Change**

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

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

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

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

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



# Leave Management Policy

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## Eligibility:

Applicable to all confirmed employees.

## 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. **HODs must sign the leave application** before submitting the same to the Head of Institution or HR and must ensure that the work of the applicant is suitably delegated. All leaves must be notified to HR within 3 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 when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or Institutional reason if requested by the employee and recommended by the HOD or Administrative Head, and approved by the Head of Institution / Executive Director (or the competent authority appointed on his behalf).

6. If **LWP** is availed in continuation from Monday to Friday, then the following Saturday and Sunday, will be treated as "Leave without Pay". Leave of absence without pay shall by default reduce the CL/ML/EL/vacation etc. proportionately, since these leaves are credited as per the days worked by the employee. LWP may also affect the annual increment. LWP beyond a year shall only be sanctioned by the Executive Director (or the competent authority appointed on his behalf).
7. Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits. A leave of absence may be granted only if the employee has a bonafide intention to return to the Institution following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than six (6) months service.
8. **Return to Work** : Upon expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted. if a position not be available upon expiry of the leave of absence or return to work, the Department Head or Administrative Head may request an extension until such time as a position for which the employee is qualified becomes available.
9. **A physician's statement** 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 Department Head / HR.
10. **Scheduled Absences** : Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of Department / Section.
11. **Unscheduled Absences** : Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her superior immediately. If this is not possible, a family member should alert the Department Head as soon as possible to explain the situation and indicate the expected date and time of return.
12. **Over-Staying**: Employees are not allowed to extend their leave excepting the reasons/situations which are beyond their control. If this attitude is repeated, HR may take up the matter with the Director to take appropriate action against the erring employee.
13. **Absenteeism** : If an employee is absent continuously for more than 3 days, without any valid reason, the Institution may take suitable disciplinary action against them.

### PROCEDURE FOR APPLYING FOR LEAVE:

**Step 1:** Employee fills up new leave application form/ Leave Card with clear reasons and type of leave required. Except for unavoidable or emergency situations, all leaves must have prior sanction.

**Step 2:** HR to sign and approve the same mentioning the employee's current leave balance and is required to make the necessary alternate arrangement before the leave is recommended.

**Step 3:** The Head of Institution / HOD will sanction or reject the leave and in case of rejection, will give reasons. The Head of Institution has the authority for the final decision on sanctioning of leave.

**Step 4:** If leave is sanctioned, the application form/Leave Card will be collected by HR for updating the employee's leave records. If leave is not sanctioned, the employee concerned may be advise/counseled accordingly.

#### **Holidays:**

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

The list of holidays including National Holidays will be circulated among the employees as per the guidelines received from the Savitribai Phule Pune University and the rest of the Institutions, in the last week of December every year.

The Institutions affiliated to the Savitribai Phule Pune University will follow the University Academic Calendar and the rest of the Institutions to follow a common Holiday calendar authorised by the Executive Director (or the competent authority appointed on his behalf).

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

#### **MATERNITY LEAVE: (Maternity Benefits Act 1961)**

- A Lady employee with minimum 2 years of continuous service and having not more than 2 living children, shall be entitled to maternity leave on full pay and allowance for a maximum period of 90 days subject to the submission of a medical certificate and birth certificate. The pay for the leave period shall be credited after joining duties along with the next 3 months' salary in equal installments.
- 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 Head of Department. In case of recommendations, the Head of Institution reserves the right to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- In all other cases, the Head of Institution shall fix a period of leave to be granted as Maternity Leave without Pay.

**Vacation Employees:** Faculty members

**Non Vacation Employees:** - Heads of Institutions, Dean , Academic Heads , Non Teaching staff, Librarian, Training & Placement Officer, Physical Director, Rectors , Technical Assistants & Lab Assistants

Type of Leave	Non Vacation employee	Vacation Employee	Eligibility
EARNED LEAVE	30	Nil	<ul style="list-style-type: none"> <li>Non-vacation employees shall be eligible for 30 days EL in a calendar year.</li> <li>No ELs are allowed during the first year of service, however, thereafter for the second year 1.25 ELs shall be credited for every month of work. Third year onwards, 2.5 ELs shall be credited for every month of work</li> <li>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.</li> <li>EL can be availed for minimum three days and above of leave.</li> <li>The holidays and weekly offs falling in between shall be treated as earned leave.</li> <li>Prefixed /and suffixed weekly off and/ holiday shall be treated as earned leave.</li> </ul>
CASUAL LEAVE	15	15	<ul style="list-style-type: none"> <li>Casual Leave can be availed after three months of service.</li> <li>Unused Casual Leaves do not get carried over to the subsequent calendar year.</li> <li>The holidays and Weekly Off falling in between shall not be treated as Casual leave.</li> <li>More than 3 Casual leaves at a time can be availed in exceptional circumstances with permission of the Head of Institution.</li> <li>Casual Leave must not be prefixed or suffixed to vacation or other type of leave</li> <li>Application for the same, if not submitted beforehand must get sanctioned within 2 Days time from the date of availing the casual leave.</li> <li>Encashment is not allowed</li> </ul>
MEDICAL LEAVE:	10	10	<ul style="list-style-type: none"> <li>Medical Leave can be availed after three months of service</li> <li>If an employee wants to avail medical leave then the same needs to be supported with medical and fitness certificate at the time of joining. It should be certified by the resident medical officer. In case of hospitalization, admission card and discharge card along with the certificate to be submitted to HR on rejoining the duties.</li> <li>If not availed, can be carried forward with no upper limit.</li> <li>Encashment is not allowed.</li> <li>Medical Leave must not be prefixed or suffixed to vacation or other type of leave.</li> <li>The holidays and weekly off falling in between shall be treated as Medical leave.</li> </ul>

**APPLICABLE TO TEACHING STAFF**

VACATION LEAVE	Nil	70	Summer – 40, Winter (Including Diwali Break)– 30.
<b>Type of vacation</b>	<b>Criterion</b>		<b>Number of days</b>
<b>Winter (Including Diwali Break)</b>	Service period more than five years		30
	Service period more than three years but less than five years		20
	Service period more than one year but less than three years		10
<b>Summer</b>	Service period more than five years		40
	Service period more than three years but less than five years		30
	Service period more than one year but less than three years		20

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**Rules / Guidelines for availing vacation**

1. Vacation/holidays may be taken in one/two slots. Only the Head of Institution on the recommendations of the HRD/HOD will allow exceptions.
2. Supervisory duties/ examination duties/ Central Assessment Programme (CAP) duties will be treated as mandatory duties during vacation.
3. Vacation / holidays can be allotted by the Head of Department (HOD)/ The Head of Institution only.
4. Vacation/ holidays shall only be sanctioned if all the departmental work, University related work and other duties are completed.
5. The number of days should not exceed the vacation period, including prefixed or/and suffixed Saturdays and Sundays.
6. The day(s) prefixed or/and suffixed to the vacation should be a working day.
7. These are inclusive of the holidays declared by the Institution like Diwali / any other festival.
8. **Unused Vacation** : Any balance of unused accumulated vacation time is transferred with an employee transferring from one department to another. Vacations however cannot be carried forward, under any circumstances. But if not availed, can be converted into EL as per rules. One EL can be credited for three un-availed Vacation Leaves. However this EL cannot be carried forward and the same cannot be en-cashed.

**Examiner's Duty**

9. No extra payment or compensatory leave (in lieu of duty on weekly offs or holidays) is provided for doing examiner's duty. Examiner's duty will be considered as 'on duty' for record.
10. Wherever University pays the remuneration for examinations work it should be passed on to the employee.

**Annexure XV : Leave Application Format**

# Employee Visit Policy

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**Eligibility:**

SMT Members and Corporate Office Executive Staff.

**Objective:**

To establish a guiding document for monitoring and recording employee's visit including domestic and International.

**PROCESS:**

1. Employees should Plan and schedule every visit.
2. The Agenda to be submitted for every visit / tour and obtain written approval from ED.
3. Employee travel Expense policy needs to be followed.
4. The Visit Report in the require format (attached herewith) to be submitted to ED's Office within seven (7) working days after reporting to Office along with the required supporting documents, if any.
5. The Follow up visits should have reference to the earlier visit.

**Annexure XVI: Visit Report Format**

# Employee Landline & Mobile Expense Policy

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**Eligibility:**

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

**Objective:**

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

**Entitlements & Eligibility:**

1. The Institution will bear all expenses towards the deposit, installation and the monthly usage charges as approved by the Head of Institution on cases to case basis.
2. If a landline facility is provided to the staff the monthly usage would be limited to Rs.1000 for postpaid.  
(Registrar/Marketing/Placement/Recruitment)
3. However, during the Marketing /Admission activities the Telephone Usages Limit will be reviewed by the Head of Institution.
4. The employees are expected to use the mobile phone prudently and ensure that they operate within the given limits. They will also take due care to avoid misuse of the phone by others.

# Employee Travel Expense Policy

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

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

Designation / Position	Travelling And Local Conveyance Expenses		Food And Lodging Expenses					
	Maximum Eligibility For Intercity Travel	Maximum Eligibility For Local Conveyance On Tour	A (Metro)		B (II Tier City)		C Other Cities	
			Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)
<b>Dean / Project Director / Principal</b>	Air (Economy), Railway - AC 1 Tier, Chair Car Hired Cara	Hire Car / Taxi	6,000	1,000	4,000	750	2,000	550
<b>Head of Department</b>	Railway - AC II Tier Hire Car Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi Auto Rickshaw	5,000	800	3,000	600	2,000	500
<b>Registrar / Professors / Associates Professors</b>	Railway AC-II Tier, Luxury Bus Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi Auto Rickshaw	4,000	700	2500	600	2,000	500



Designation / Position	Travelling And Local Conveyance Expenses		Food And Lodging Expenses					
	Maximum Eligibility For Intercity Travel	Maximum Eligibility For Local Conveyance On Tour	A (Metro)		B (II Tier City)		C Other Cities	
			Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)	Lodging (Per Day)	DA for Food (Per Day)
Asst. Professors / Sr. Lecturer Lecturer / Marketing Manager/ Office Suptd. / Admin Officer/ Workshop Suptd/ Section Head/ Librarian/ Placement Officer/ Medical Officer/ Chief Rector/ Phy Edu. Director/ Hr/ Coordinator/ International Relations.	Railway Ac-III Tier, Luxury Bus Air Travel : Economy Class With Prior Permission Only	Hire Car / Taxi, Auto Rickshaw	3,000	600	2,000	600	1,500	500
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	500	1,500	450	1,000	450

**Note:**

The above amounts are indicative of the upper limit which can be spent while travelling.

The DA will be reimbursed on day basis as a fixed amount, irrespective of the actual expenditure incurred. The DA amount in the above chart is fixed that will be paid.

Type A cities: Mumbai, Delhi, Chennai, Bangalore, Calcutta etc., having population of more than 100 lakhs

Type B cities: Non metro like Nagpur, Jaipur, Indore, Bhopal, Aurangabad etc., cities having population of more than 25 lakhs

Type C cities: Small cities like Satara, Karad, Nanded, Jalgaon etc., having population of upto 25 lakhs

Lodging bills should be submitted and actual expenses will be reimbursed based on the above chart. Any excess expenses will have to be borne by the staff immediately after reporting.

The travelling mode should be pre-booked in advance; TA bills are required to be submitted along with tour report. In case of seminars wherein food and lodging is provided, DA will not be reimbursed.

In case of staffs making their own arrangement for lodging then 25% of the specified limit will be paid to the staff.

If the staff cancels the tours without prior approval of his HOD the cost of cancellations will be borne by the staff.

Efforts should be made to attach all invoices/bill along with the claim settlement statement/ form except for the amount of DA paid.

The above are subject to change as per the discretion of the Executive Director

### Local Travel

Two Wheeler Rs 4 per km

Four Wheeler Rs 9 per km

### Details of Travelling Allowance as per Designation - Foreign Travel

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

**Note:**

For international journey/travel all rules and regulation as per MAEER's circular dated 28th November, 2011 are applicable. (Circular attached)

The above amounts are indicative of the upper limit which can be spent by the person travelling. The DA will be reimbursed on day basis as a fixed amount, irrespective of the actual expenditure incurred. The amount in the above chart is fixed that will be paid.

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

The travelling mode should be pre-booked in advance, TA bills are required to be submitted along with tour report. Efforts should be made to attach all invoices/bill along with the claim settlement statement/form.

Forex should be purchased from authorised forex dealers only.

For international journey any forex not spent should be returned back to the unit for encashing with the authorised forex dealers only.

In case of staffs making their own arrangement for lodging then 25% of the specified limit will be paid to the staff travelling.

If the staff cancels the tours 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.

# Accommodation & Housing Policy

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## Eligibility:

On Campus Accommodation is applicable to MIT VGS Teaching Faculty only.

## Objective:

To establish statutory compliance and a guiding document for accommodation and housing policy to reasonably accommodate qualified faculty, staff, appointees and job applicants.

## ENTITLEMENTS:

- Policy agrees to provide on campus accommodation to the teaching faculty of MIT VGS only:
- No accommodation will be provided to the individuals from outside the MIT VGS campus or any other unit(s). Note: **(THIS POLICY IS NOT APPLICABLE TO THE EMPLOYEES (TEACHING, NON TEACHING, SUPPORT AND VISITING FACULTY) OF MIT AOE, MIT ACSC, MIT SOT, MIT SKILLS & MIT ID).**
- Accommodation will be allotted on first come first serve basis and the decision of the management will be final.
- Full occupancy of the flat will be given to the Faculty with family.
- For Single occupancy, flats will be allotted on sharing basis strictly.
- Flats allocated may or may not be semi-furnished. If semi-furnished, may have the following subject to availability (Sofa Set, Two chairs, coffee table, Dining Table, Wardrobe, Bed, TV Trolley (no TV), Hot Water Geyser, Ceiling Fans, Writing table.
- The management expenses of gas/electricity/water charges/Cable connections are the responsibilities of Employee.
- All the consumables (e.g. tube lights, bulbs, refill or replacement related to water purifiers /geysers etc.) will not be provided by the Institution and is the responsibilities of the employee.

- 
- Employee is not allowed to engage himself in any other trade, profession or vocation, directly or indirectly, whether for gainful purpose or otherwise and without taking the permission from the management of the Institution.
  - Employee is expected to maintain the accommodation and furniture and fixture provided in a good condition. In case of any damages to the property, the concerned staff member will have to compensate for it. Any expenses incurred in rectifying the defect will have to be borne by the staff member using the accommodation facility.
  - No replacement of furniture or any other material provided in the staff quarters will be done.
  - No extra set of any kind of furniture or any other items will be provided by the management.
  - The material provided in the staff quarters should not be moved to any other location or any other staff quarter without a written permission from the Institution's office.

### **TAX IMPLICATION**

All staff members who have been provided with the accommodation by the unit will have to bear the tax perquisite and resultant tax liability arising out of such addition of perquisite to their salary.

#### **Residential accommodation provided by the employer**

**Non Government Employees** - The value of perquisite is an amount equal to

- (i) 15% of salary in cities having population exceeding 25 lakhs as per 2001 census;
- (ii) 10% of salary in cities having population exceeding 10 lakhs but not exceeding 25 lakhs as per 2001 census ; and
- (iii) 7.5% of salary in any other place.

In case the accommodation provided is not owned by the employer, but is taken on lease or rent, then the value of the perquisite would be the actual amount of lease rent paid/payable by the employer or 15% of the salary, whichever is lower.

In both of above cases, the value of the perquisite would be reduced by the rent, if any, actually paid by / recovered from the employee.

**Furnished Accommodation:** The value would be the value of unfurnished accommodation as computed above, increased by 10% per annum of the cost of furniture. In case such furniture is hired from a third party, the value of unfurnished accommodation would be increased by the hiring charges paid/payable by the employer. However, any payment recovered from the employee towards the above would be reduced from this amount.

# Concession in Tuition Fees

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## Eligibility:

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

## Objective:

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

## ENTITLEMENTS:

1. Employee claiming concession in the tuition fees must have completed at least 3 years full time continuous service with any school or college of MAEER Pune.
2. Concession may be granted up to 50% of the tuition fees only for admissions in Junior College, under graduate level programs in MIT group of Institutions.
3. Any staff drawing salary above Rs. 60000 (Rs. Sixty Thousand only) per month will not be eligible to claim for concession.
4. The Executive Director will have the final discretion for point number 3,
5. Concessions in fees are not granted to the courses having academic fees for more than Rs.100, 000/- (Rs. One lakh only) per annum.
6. The teaching staff of VGS staying in the campus can enroll their ward in VGS only. The Tuition fees will be waived off for the ward (maximum two wards). The interest and other charges (including mess, transportation etc) will have to be paid for each ward enrolled with the school.

**TAX IMPLICATION for Free / Concessional Educational Facility**

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

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

# Policy on Advance against Salary to employees

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## Objective:

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

## Eligibility:

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

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

## **Entitlements :**

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

**Rule 1.** Advance will be sanctioned for following reasons:

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

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

**Rule 3.** Amount of advances :

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



- Rule 4.** In special cases where the competent authority has sanctioned advance in excess of the limits stipulated above interest @ 12 % p.a. will be charged for the amount of advance which is in excess of the limit.
- Rule 5.** A second advance will be considered on merits only after completion of three years from the date of previous sanction.
- Rule 6.** If a second advance is sanctioned before completion of three years from the date of previous advance, full amount of such a second advance will carry interest @ 12% p.a.
- Rule 7.** Sanctioning of advance is at the sole discretion of the management.
- Rule 8.** Advance of salary shall be recovered in 10 equal installments commencing from the salary for the following month. If the competent authority has permitted increase in the number of installments (to a maximum of 15 only) such additional Installments (i.e. from 11th installment) will be charged interest @ of 12% p.a.
- Rule 9.** Application for salary advance should be in the enclosed format only. Such applications should be routed through respective Account Section 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 Account Section the concerned staff are liable for a minimum fine of Rs 100/ (Rs One hundred only) with further disciplinary action as may be considered necessary.

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

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

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

Application form to be submitted with necessary supporting documents.

**AnnexureXVII : Application Form for Advance Against Salary**

# Employee Death Benefit Policy

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## Objective:

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

## Eligibility:

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

## Entitlements & Procedure :

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

# Employee Benefit Policy

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**Objective:**

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

**Eligibility:**

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

**SCHEMES:**

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

- i) Employee contributes 12% of his /her Basic Salary & the same amount is contributed by the Employer.
- ii) Employers contribution of 12% of basic salary is totally deposited in provident fund account , out of Employees contribution of 12% , 3.67% is contributed to Provident fund and 8.33% is deposited in Pension scheme.
- iii) Employee to become eligible for Pension fund, he has to complete membership of the Fund for 10 Years. It includes any numbers of companies, provided he/she not withdrawn but transferred his Employee pension fund, which can be availed after the age of 58 Years.

**B) MEDICAL INSURANCE :**

Currently all employees of MIT VGS, MIT ID , MIT SOT , MIT Skills , MIT SDE, EDUGILD are covered under Group Health Insurance Policy and its details are as follows

**Name of the Insurance Company:**

Bajaj Allianz General Insurance Company Limited Third Party **Administrator (TPA)** :  
In-house

**Policy Period :**

- a) MIT VGS : 2nd July 2015 to 1st July 2016
- b) MIT ID : 28th September 2015 to 27th September 2016
- c) MIT SOT, MIT Skills , MIT SDE, EDUGILD : 6th October 2015 to 5th October 2016

**Eligibility for Health Policy coverage is as below :-**

Level	Sum Insured (SI) per annum INR
HOI	5 Lacs
HOD	3 Lacs
Others	1 Lacs

Coverage: Self, Spouse & 2 dependent Children

**C) Group Personal Accidental Policy Details:**

Currently all employees of MIT VGS, MIT ID , MIT SOT , MIT Skills , MIT SDE, EDUGILD are covered under Group Personal Accidental Policy and its details are as follows

**Name of the Insurance Company:**

Bajaj Allianz General Insurance Company Limited Third Party **Administrator (TPA)** :  
In-house

**Policy Period :**

- a) MIT VGS : 2nd July 2015 to 1st July 2016
- b) MIT ID : 28th September 2015 to 27th September 2016
- c) MIT SOT, MIT Skills , MIT SDE, EDUGILD : 6th October 2015 to 5th October 2016

**Eligibility for Health Policy coverage is as below :-**

Level	Sum Insured (SI) per annum INR
HOI	5 Lacs
HOD	3 Lacs
Others	1 Lacs

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

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

**E) MEDICAL BENEFITS:** All employees can avail the medical facilities provided on the campus. A doctor is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical checkup and medical assistance.

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

**G) RESEARCH INCENTIVES** - are given as per the R&D Dean/ Coordinator’s recommendations to faculty members for doing outstanding research.

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# Training And Development Policy

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

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

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

As far as possible, the basic training sessions will be organized in-house like ISO 9001:2008 awareness, health awareness etc. Employees will also be encouraged to go for trainings sponsored by ISTE, SPPU, DTE, UGC, AICTE, IITs etc.

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

Heads of departments / sections shall ensure that every employee gets an even opportunity to undergo faculty development programmes.

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

### **SEMINARS AND WORKSHOPS:**

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

### **HIGHER STUDIES :**

1. Faculty members are also encouraged to take up higher education.
2. Every year one permanent faculty member from each program may be permitted to go on paid leave For a period of not more than one semester to pursue Ph.D.
3. Ph.D. has to be pursued only in the IISC or any of the IITs (or from any reputed Institution or University). Various modes of admission to these Institutions are available, wherein a Ph.D. 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 for half pay. Ph.D. has to be completed in the period of 3 years.
5. Candidates sponsored by the Institution will have to serve the Institution for a minimum period of 6 years after the completion of their Ph.D. and shall have to execute a bond supported by a bank guarantee accordingly.
6. Candidates desirous of pursuing post doctoral research (PDR) in India or abroad may be relieved of their duties for the duration of the project they are selected for. This duration however is subject to a maximum of 2 years. (Institution may adequately compensate for the loss of pay, if any, caused due to pursuing of PDR.)

## **Application Process**

### **Objective**

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

### **Eligibility**

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

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

**Process :**

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

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

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

If the faculty member fails to abide by the agreement he/she will have to repay the compensated amount with penalty as mentioned in the agreement. If he/she fails to complete the program in stipulated time the Institution will stop paying him/her the half salary for the extended period and whether to sanction the extended leave or not will be at the discretion of the management. (If he/she fails to complete the program still will have to pay penalty amount.)

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

**Annexure XVIII : Agreement Bond**

# Grievances & Appeals Procedure

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

## **Procedure for Redressal of Grievances:**

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



- The Head of Institution, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institution.

**Procedure, Periodicity and Attendance at Meetings:**

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

The recommendation of the members shall be forwarded to the Head of Institution for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Head of Institution through HR within 20 calendar days following the written decision of the Head of Institution. This appeal shall state the decision complained of and the redress desired. The decision of the Head of Institution is final & mandatory to all in all such cases.

**Co-operation in internal investigation:** All employees of the Institution 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 department head 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:

**As per MAEER Circular dt. 5th Jun 15 following committee have been formed / were in existence**

**1. Local Management Committee :**

S. No.	Designation	
1	Chairman	President or Chairman of the Management
2	Secretary	Secretary of Management or his nominee
3	Members	03 Local members from different fields nominated by management 03 Teachers 01 Non-teaching Employee
4	Member Secretary	Principal

**2. Anti Ragging Committee:**

S. No.	Designation	
1	Chairman	Principal
2	Nodal Officer	Faculty Member
3	Members	Faculty Members & Non- Teaching Staff

**3. Anti Ragging Squad :**

S. No.	Designation	
1	Chairman	Principal
2	Member Secretary	Faculty Member
3	Members	Faculty Members & Non- Teaching Staff

**4. Internal Complaint Committee (for Girl Students & Women Employee) :**

S. No.	Designation	
1	Chairman	Principal
2	Presiding Officer	Faculty Member
3	Members	Faculty Members & Non- Teaching Staff

**5. Grievance Redressed Committee :**

S. No.	Designation	
1	Chairman	Principal
2	Member Secretary	HR Executive
3	Members	Faculty Members & Non- Teaching Staff

# Exit Policy

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## Objective:

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

## Eligibility:

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

## Procedure :

### **RETIREMENT:**

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

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

### **EXTENSION OF RETIREMENT:**

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

### **RESIGNATION PROCESS :**

1. Employees wishing to resign should inform their HOD, and the Head of Institution thereafter tender their **resignation in writing** to the HR. They must state clearly the date from which they wish the resignation to become effective, bearing in mind the contractual notice period required.

2. No resignations will be entertained during the academic term.
3. The faculty members who have completed 2 years of service will have to either serve a notice period of 3 months or will have to pay 3 months' gross salary.
4. The faculty members who have served the Institution for less than 2 years, have to either serve a notice period of 1 month or 1 month's gross salary.
5. Employees willing to resign can avail their pending leaves till the date of relieving during the notice period.
6. This supersedes all terms & conditions laid down by the Institution earlier or written in the individual's appointment letters.
7. In case of early relieving, the Head of Institution can take a decision on recommendation from the Staff Selection Committee.
8. Employee has to fill the **"No Dues"** certificate and get clearances from all the concerned departments. Submit the original to HR Department and a photocopy to Account Section for their records so as to include in the next payroll cycle.
9. **Exit interview form** to be filled by the employee. HR shall not clear the "No Dues" of any employee without an exit interview.
10. Other than the Exit Interview at the unit level for every exit of teaching staff and the Class-I Non-Teaching Staff exit interview by any of the Dean/ Director/ Principal /CEO of other Institution is must.
11. Exit interview Feedback to be recorded in the Annexure XXII as attached and to be forwarded to ED Office.

### **HANDING OVER:**

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

### **SUSPENSIONS:**

1. A notice in advance is not required when termination is the result of incidents which themselves are so serious as to justify immediate summary discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institution policy or when progressive discipline has not been followed will result in termination. Terminated employees are entitled to, and only to, pay for all salaries and wages earned to 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 cases).
2. The employee's immediate Department Head may initiate the dismissal or suspension when the department head 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 granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of the action. However, under emergent circumstances when immediate action is necessary, the employee may be immediately dismissed or suspended, with or without pay.

4. An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover back pay at his/her regular rate, unless the Head of Institution determines otherwise.
5. Any employee dismissed or suspended shall report to the HR as soon as possible and HR to complete the further process as instructed
6. The decision of the management is final in all such cases.

**DISCIPLINARY ACTION AND PENALTIES:**

1. All staff groups are included in this procedure. As an employer, an obligation to set and maintain satisfactory standards of conduct and performance at work is essential.
2. Employees need to be clear about what standards are expected of them and what will happen if the required standards are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action may involve sanctions against staff, the primary purpose is to maintain and improve standards.
3. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the Institution, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to engender due respect for and acceptance of agreed standards and reasonable instructions.
4. Normally, no formal disciplinary action will be taken without some informal counseling where the staff member is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the individual staff member and the Head of Institution/HR.
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 HR will outline the cause of concern and the staff member will be given an opportunity to state his/her case. Director and HR 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 HR; should the superior consider any explanation offered unsatisfactory the superior may issue a verbal warning; followed by a written warning notice.
8. An appeal against a verbal / written warning notice may be made in writing, within 7 days of the receipt of the warning letter. The appeal will normally be heard within 14 days. The decision at the appeal hearing will be final.

**Annexure XIX: Resignation Acceptance Letter**

**Annexure XX: No Dues Clearance Certificate**

**Annexure XXI: Exit Interview Form**

**Annexure XXII: Exit interview Summary Sheet**

### **Feedback**

This manual contains policy and procedures relating to overall aspects of Human Resource in the Institution. Except the Executive Director/Governing body, no employee of whatever designation is authorized to make any changes in the same.

If there appears any problem in implementing any condition of this manual, it will be brought to the knowledge of The Head of Institution & HR with alternative suggestions. These will be duly considered and appropriate decision will be conveyed.

Human Resource Department will continuously monitor implementation of this manual and will seek feedback for progressive development on any provision.

Deviation will neither be expected nor permitted.

We are 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.



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