

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

**Maharashtra Academy of Engineering and Educational  
Research's**

**MIT Arts, Commerce and Science College, Alandi (D) –  
412 105.**

**Code of Conduct**

## Code of Conduct for Students

- ❖ Enrollment at MIT ACSC carries with it obligations and responsibilities in regard to proper conduct at all times and in all places.
- ❖ The student is expected to maintain the standards as expected by the college so long as he/she enjoys the privilege of being a student.
- ❖ Any regulation adapted and announced by the college administration during the year has the same force as those published in the prospectus.
- ❖ Any student who enjoys the privileges of the college campus but does not accept and discharge freely the responsibilities that go with the privileges, and who is not in harmony with the aims, objectives and standards of the college and is unwilling to observe its rules and regulations, will not be retained.
- ❖ Feeling of togetherness should be cherished irrespective of cast creed, religion, color, gender of an individual.
- ❖ The sense of safety, thoughtfulness, respect and courtesy towards each other should be developed and followed.
- ❖ Proper decorum, respect and honor should be observed when *Vishwashanti* prayer, National Anthem and *Pasaydan* played.
- ❖ Identity cards should be worn inside the campus daily.
- ❖ Prompt and regular attendance at all college appointments is mandatory.
- ❖ Academic responsibilities should be completed honestly.
- ❖ Bullying, violence, racism, sexual harassment, verbal abuse and any action which intrudes on others' individual rights will not be tolerated.
- ❖ Students are urged not to indulge in any activity within or outside the campus that may be construed as or amounts to ragging. Action will be taken if found involved in any such activity directly or indirectly.
- ❖ Possessing, using or making accessible any kind of harmful drugs, tobacco, pan, liquor etc. are strongly prohibited.
- ❖ Vandalism is a serious offence. Damage to the college & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- ❖ The green campus initiatives should be fostered to culture self-sustainability and clean campus.
- ❖ Outsiders are strictly prohibited in the campus without specific permission of the authorities.
- ❖ It is understood and taken for granted by the college authorities that the student has read the rules and regulation of the college and promises to abide by them.

  
Principal

# HR

2016-2017  
Human Resource Manual



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



MIT PUNE'S  
**VISHWASHANTI  
GURUKUL**



**MITSOT**



MADE BY  
**MIT INSTITUTE OF DESIGN**

**MITSkills**  
Building Skills, Building Careers

**MIT**

Academy of  
Engineering

# Human Resource Policy Manual

---

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.

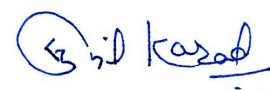
A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

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

# Code of Conduct

---

**Eligibility:**

All employees across all levels & all locations.

**Objective:**

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

**1. PRAYER**

All are 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.

---

**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.