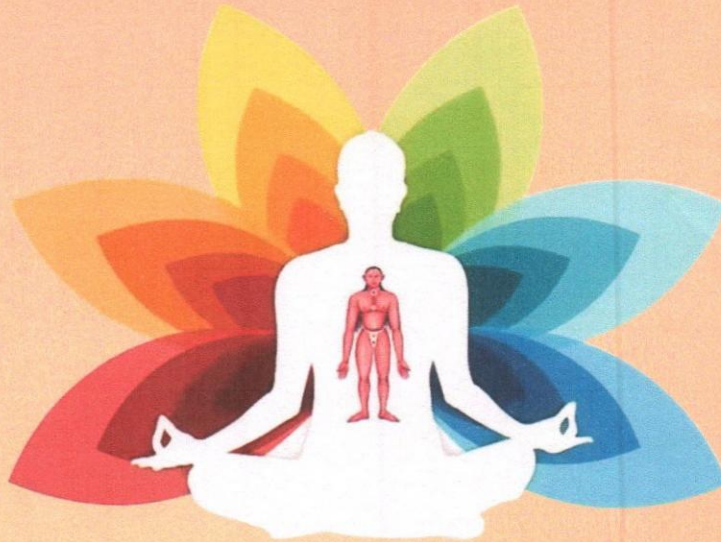


!! Sabka Malik Atma !!

VISHWATMAK JANGLI MAHARAJ ASHRAM TRUST'S

Mohili-Aghai, Shahpur. Address: At - Mohili, Post. Aghar, Taluka Shahapur Dist Thane
Pincode- 421301 Maharastra



POLICY MANUAL



HUMAN CAPITAL RESOURCES MANUAL

INTRODUCTION

This manual is published and maintained as a guide for the employees of Trust- Higher Education (Vishwatmak Jangli Maharaj Ashram Trust), so that human resources matters can be handled more consistently and equitably throughout the campuses of Higher Education. This handbook has been developed to provide basic information and resolve common questions and concerns. However, the contents of this handbook are not intended to create a contract or agreement between Trust and employees of Trust. The policies stated in this handbook are subject to change at any point of time at the sole discretion of the management of the trust. The updated policy/ies will be conveyed to concerned from time to time.

For any clarification/questions or concerns about the policies outlined here, the employees of Trust - Higher Education can write to the Human Resources Department of the trust.

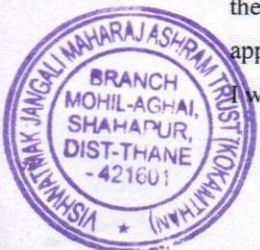
About Trust

Vishwatmak Jangli Maharaj Ashram Trust (VJMAT), located at Kokamthan near Shirdi, is a very powerful place for Meditation. Ashram has been founded by SADGURU ATMA MALIK. Anyone from all over the world is heartily invited and welcomed here! VJMAT has started Educational Institutions since 1995 and year by year it is crossing new mile stones. We have about 11,000 students in 14 schools and colleges with 500 plus faculty. These schools and colleges are located in Maharashtra, Gujrat and Karnataka.

Message from the Honourable President

The objective of Vishwatmak Jangli Maharaj Trust governed VOGCE, is the creation of superior human resources for excellence in the respective spheres of work. Deeply inspired by the philosophy of Holy Sadguru, Shri Jangli Das Maharaj, to contribute towards the progress and prosperity of the new generations, VOGCE has been established to nurture the young minds in the pursuit of Knowledge. The VOGCE owes its genesis to the evolving need for providing a steadfast flow of professionals to the development of industries in Maharashtra, India and the Globe at large. To make higher education accessible to middle class and economically backward, the trust has set up Engineering college in the rural and reserved forest area of Thane district, Maharashtra and initiated novel schemes of blending academics with spirituality. We mold our students to be educated, leading a dignified, proactive and innovative life. Our motto is to train our students according to the need of Global Community, capable of establishing themselves in any part of the world to lead a happy & prosperous life and be able to apply the Technology for benefit of mankind. Being unique in model, approach and motto, the college is strongly committed to the ideals of knowledge sharing techniques that maintains the fine balance between knowledge and its application and zeal to promote the creation of an ideal society.

I wish VOGCE a grand success in all their present and future endeavors.



A handwritten signature in blue ink, appearing to be 'J. H. H.' with a stylized flourish.

Message from the Honourable Executive President

VOGCE will mentor the young minds with Atmadhyaan in addition to Knowledge. Good education is definitely a key to a comfortable and secured life. The purpose of higher education is to prepare the students to be responsible citizens in a society where emotional balance, goodwill and responsibility are envisioned.

In the rapidly modernizing world, it is certain that conventional educational system will not be able to meet the needs of the current society and even more so, the need of tomorrow. There is a need for fresh approach to the issues of college education. The role of colleges in student's life in current society are the most important but never have been so in human history. VOGCE has been established in 2011 with a vision to promote learning, leadership, creativity, innovation and to provide the state-of-the-art facility for education and research in Engineering and Technology education. Our mission is not merely imparting theoretical information in a particular discipline or subject but inculcating practical approach in the student community. It is our belief that value based education leads to the holistic development of individuals. We cherish our contribution to last long for the overall growth of society and nation. The success of any education model depends upon the active involvement of the students, faculty, management and the society. The trust looks forward to a wonderful interaction with faculty, staff, and students of the VOGCE with industries and institutions around to improve the quality of education and research, so that VOGCE can reach greater heights in its mission toward excellence.

OUR PHILOSOPHY

The only truth in the universe is 'Atma' (the Divine Soul, the Self, Universal Energy, Consciousness or God). That's the only reality; everything else is transitory and perishable. Innumerable changes happen within nature, but Atma always remains constant, it neither has a beginning, nor an end. It is immortal.

Atma existed before any concept of God, so it is important to love and worship it. Contemplation and meditation on Atma even for a moment, can take us toward the experience that we and Atma are One (Self-realization). Worshiping Atma is Worshiping all Gods.

Atma is present in all of us, residing in our heart, the easiest and most effective way to attain Atma is to meditate in the Self. Do not look for the Self outside but meditate within to realize God. Atma is formless and without any physical properties. It is easier to see Atma with a form. This manifestation in a form is One, who is always absorbed in Atma. Constant meditation on this form in our heart will lead to Self-realization.

Atma is omnipotent, omnipresent; omniscient. It Does not belong to any particular country, Worldview or religion. Any human being can attain Self-realization by meditating upon Atma. Jesus Christ, Buddha, Prophet Mohammed, Shri Krishna, Lord Mahavir, Guru Nanak, Prophet Zarathustra and other saints throughout history attained Self-realization as they meditated on Atma constantly and became One with Atma.



OUR INSPIRATION

Every child has unique abilities. At Atma Malik International School, we nurture these unique abilities. We believe that education is not limited to the theories of books; it is beyond the pages of books that there's immense knowledge. One must tap into the full self-potential to acquire this knowledge. And looking inwards is the best ways to do it.

At Atma Malik International School, we focus on student's holistic growth. Under the able guidance of our Guru, Atma Malik Gurudev. We provide our students, a stimulating environment, enabling their young minds to think in constructive manner, giving their curiosities, a positive direction.

We are inspired by the philosophy of creating generations that has stronger and calmer minds, are progressive and operate from the values of compassion, mutual respect and trust. In this pursuit, we adopt quite a disciplined and unique methodology to mould our students. Yoga, Meditation, Sports and Cultural Programs are the integral part of the syllabus at our school which provides our students with enough opportunities for holistic growth.

Strategy for Human Capital Development:

TRUST believes in the strategy of developing human capital as innovative thinkers to contribute in the organizational development (OD) through operations research.

Redefining the Cause of Excellence:

- Excellence asserts quality in all aspects, and the term represents "Customer Satisfaction" along with "Customer Delight".
- The term redefined affirms "Transformation, up gradation and Revision" taking into consideration the perpetual sustainability of the system in future as well.
- Excellence in Education defines **Quality learners, Quality Educators, Quality Officers/ Assistants, personals**, congenial environment and well-defined procedures for continual improvement.
- It incorporates everything that has a direct or indirect impact on excellence in Education.

In Pursuit of Excellence:

- Our collective endeavor in pursuit of excellence essentially necessitates creating a congenial environment in the organization by framing a set of rules in the form of HR Policy, which shall promote our work ethos and enable every **Quality Officers, Assistant Personals** to contribute wholeheartedly and optimally to achieve our desired objective.
- For sustainable growth institutional effectiveness and employee satisfaction, it is imperative to have personnel policies that are dynamic and accommodative to create a conducive working environment where employees can utilize their best in conformance to the objective of the foundation.



- The institution encourages its employees to think, express and share their views and concerns with the management to facilitate decision and operations through collective wisdom; and follow a prudent approach recognizing their contribution through appreciation.
- The HR policy encourages the institution's staff to be proud of 'who we are' and 'what we do' within the broad framework of institutional culture, where motivation, ownership, involvement and development are the keys.
- With focus on Human Capital Resource, the policy aims at
 1. Building competence of staff through repeated exposures in refining their technical skills.
 2. Opportunities for career development.
 3. Development of Group Dynamics and team spirit.
 4. Sharing personnel and professional problems.
 5. Inculcation of 3 Ds: Discipline, Dedication and Devotion.
- The policy stays committed to support the overall development of its human resources.

Nondisclosure Policy

- Broadly maintaining the "Open" culture, the Trust, in order to serve and behold its interest, restricts the disclosure of classified information related to-
 1. Personnel Compensation
 2. Research information
 3. Training material developed
 4. Personnel data
 5. Certain kind of financial information
 6. Developmental plans & accreditations/NCCA process, approvals in process
- All employees are required to sign a nondisclosure agreement as a precondition of employment. Employees who improperly use or disclose secrets or confidential institutional information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.
- Employee privacy/individual Confidentiality
- The Trust will not release employee information to third party unless the recipient has a business reason to know. The Trust will not be released to outside sources without the employee's approval, expected to verify employment sates and most recent job title, or as required by law. Only the Human Resources Department is authorized to disclose employee information
- In case monitoring of computer and internet usage within the Trust's network is needed, it can be done only on specific written approval of a respective Vertical head.
- Note- Timeline for Reviewing HR Policy: In the month of April & will be effective w.e.f 1st June. Also reviewed between the year at the discretion of management and if statute demand



Policy for Recruitment

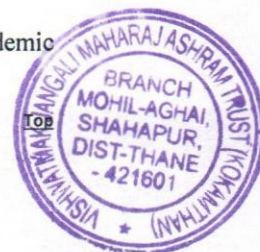
Introduction:

The recruitment and selection process is of paramount importance in order to recruit staff with the necessary skills and attributes to enable the trust to fulfil its quality objectives and aims. The Recruitment and Selection Policy and Procedures aim to provide clear guidance to recruiting authority in relation to both the selection and appointment of staff. This policy promotes and supports good practice for those with responsibility for recruitment.

Recruitment is an important function of an organization which is to be executed effectively and rationally by the HR Department. Procedure for the same is to be followed as described herein.

This policy and procedures are aimed at achieving the following objectives:

1. Recruit staff with the appropriate skills, both technical and personal, in order to meet the institutions current and future needs.
 2. To ensure that staff appointed to posts involving teaching responsibilities are qualified as per norms of appropriate statutory body rules and regulations and to carry out such duties or are working towards an appropriate qualification.
 3. Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the institution's equal opportunities policies and practices.
 4. Develop and enhance the public image of the institution, both as an employer and as a quality provider of education and research.
 5. Internal candidates or others personally known to the interview panel must be treated in exactly the same way as all other candidates.
 6. This policy and associated procedures applies to all members of staff other than senior post holders.
 7. Additional guidance on the procedures to be followed in the recruitment of a typical and casual staff is provided separately.
- **Manpower planning**
 1. Number of posts required for a unit as per statutory norms will be prepared by the concerned unit heads and duly approved by Director and / or CEO in the prescribed format and to be sent to the Governing Council for sanction.
 2. This activity will be done every year by the end of February month or as and when required.
 - **Vacancy Matrix:**
 1. It is mandatory for all Units Heads to submit the vacancy matrix duly approved by the HOD/Principal /Concerned Person to the Executive president office by 30th day of April of every year through the Concern department along with requisite qualifications and skills.
 2. Filling up of a vacancy arising due to the Resignation / Termination of an employee to be justified by the unit head and HR in the prescribed format.
 3. On receipt of the vacancy matrix; HR Officer will consolidate the Academic and Non-Academic vacancy/ies.



● **Call for an application/s:**

1. There will be the following three major ways to call an application from a suitable candidate.
 - a. Internal Recruitment
 - i. Promotion or movement across Units / Departments
 - ii. Databank of applications maintained by the HR department.
 - b. External Recruitment
 - i. An advertisement with clear job description inviting job applications, will be prepared by the HR Officer / Admin Officer/ Office Superintendent for publishing in Newspapers in English and/or Marathi language as per statutory norms.
 - ii. The HR Officer will coordinate the activity for getting suitable profiles of job seekers from various online / offline platforms like job portals, placement agencies, relevant employment exchange/s etc within 30 days from the date of resignation of an employee or by 10th day of May every year.
 - iii. Campus recruitment from educational / professional institutes (mainly for entry level positions).
 - c. Employee Referral Recruitment: The employees would refer the candidates for recruitment as per following Employee Referral Scheme.
 - i. Existing staff members may refer individuals who fit the specifications required as per job descriptions for the vacancies.
 - ii. The staff members' involvement is limited only to the submission of the resume and will not in any way be influential in the interview or salary finalization of the candidate.
 - iii. The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if met with the requirements of the existing vacant position.
 - iv. There will be no specific canvassing in case of a referred candidate by both the employee who has referred him and the HR officer.

● **Receipt of Application:**

1. HR officer / Coordinator would do the first stage shortlisting of applications. First stage shortlisting usually is done mechanically by matching the specifications rigidly and rejecting all candidates who do not qualify. All applications short-listed at the first stage would be entered in the Candidates Database maintained by the HR department.
2. HR Head or the Unit Head would do the second stage short listing. At this stage applicant with most potential would be selected. The HR department may also select some applications for consideration to other posts currently vacant or likely to arise in future.
3. Every application should be strictly shortlisted on the basis of Academic Qualifications as per requisite academic qualifications.
4. After shortlisting the applications a summary prepared of all eligible and non-eligible candidates will be submitted to the Executive President Office by the HR department.



● **Conduction of an Interview/s:**

1. The HR Department will intimate the schedule of the interview to the shortlisted applicants.
2. On arrival for a physical interview every candidate will be asked to submit a prescribed application form.
3. Preliminary Interview will be conducted by the Unit Head / HOD / Admin Manager as applicable.
4. In case of an academic vacancy, a demo lecture to be conducted at unit level and to be reported for further decision making.
5. Final interview either virtually or physically with scrutinized candidates; may be conducted by the Principal / Director / Executive Director.
6. Psychometric / General Intelligence test should be run through a Psychometric / General Intelligence test and candidates qualifying this test, would be eligible for the next considerations.
7. Reference check is MUST for all recruitments; HR department should always ensure that Reference check is done before extending the offer to a selected candidate.

● **Offer Letter / LOI (Letter of Intent):**

1. The HR department will issue the Offer Letter / LOI to the selected candidate/s within 3 working days from the date of final selection in the prescribed format.

● **Appointment Letter:**

1. Duly signed appointment letter as per prescribed format is to be issued to selected candidates within two working days from the date of receipt of acceptance to the Offer Letter / LOI.

● **Joining Formalities:**

1. On receipt of acceptance to the appointment letter and confirmation of receipt of the requisite documents as per following the HR department will issue a joining form to the candidate and get it filled in duplicate.
2. A copy of the joining form is to be sent to the unit head for further process.

● **List of Documents:**

Sr. No.	Particulars
1	Passport Size photographs-(6 copy)
2	Copies of Educational Certificates (From SSC to Highest Qualification)
3	Any additional Qualification Certificates
4	Relieving certificate from the previous employer (can be submitted within 15 days from the date of joining)
5	Experience Certificate from the previous employer
6	Last pay slip received from the previous employer (three Months)
7	ID Proof – (3-Copies)(Pan Card & Aadhar Card both)
8	Address proof – (3-Copies)(Electricity Bill / Ration Card/ Passport/ Aadhar Card)
9	Age Proof (School LC / Birth Certificate / Certificate of Age & Domicile)
10	Medical Fitness Certificate by an MBBS Doctor.
11	Bank Pass Book Copy/Cancelled Cheque copy (Name of the Bank)
12	University Approval Copy- for Educators – (if applicable)
13	Marriage certificate / Gazette Copy -(if applicable)
14	Details of PF –No.& UAN No. of Previous employment
15	Police verification certificate (Only for Support Staff)



Note: Qualification, Experience, Pay-Scale and other rule and regulations are applicable as per AICTE, Concern University, DTE, Government of Maharashtra and any other regulating authority



Team Work

Our success begins and ends with teamwork. It is expected that each person will do his part to avoid situations that disrupt or promote others in their group to act in ill-will, to be insubordinate to a supervisor or to intentionally disable the efforts of other employee teams or departments.

The process is dictated by requirement which at times is need based, and follows a fair procedure through open advertisement, interaction on personal basis, putting the potentials on a scale and matching it with the job functions, and ends with negotiation before induction in the institute.

Training / Induction Policy

3. An induction of the staff is to be executed at the time of joining at unit level. Following things should be addressed.
 - a. Introduction of an organization and its subsidiaries.
 - b. Introduction of the policies of an organization.
 - c. Introduction of various practices followed at organization.
 - d. Introduction to process followed under QAG, ISO, NAAC, NBA to the academic and admin staff (excluding support staff & security guards etc.).

Objective: To lay down guidelines for employees Training or induction.

1. **Introduction:** Training preliminary involves identifying the Need/Gap Analysis, Redesigning Training Plan, Implementation, Evaluation in the form of a Test and Feedback from Trainers and Trainees. It is therefore a continuous process and not perfunctory.
2. **Responsibility for Training:** Principal/Unit Head/ QAG will be responsible for Training Academic Stream and Senior Admin Officer/Admin Manager/QAG Head for Non-academic Stream. Head of Transport Cell will be Responsible for organizing training for Drivers under the guidance of Senior Admin Officer/Admin Manager/QAG Head. Detailed Training Schedule will be worked out by the Senior Admin Officer/Admin Manager/QAG Head/CEO/HR dept. including that for Induction of a New Employee.
3. **The Need/Gap Analysis:** The need for Training arises to meet the changes in curriculum as per the requirement of the Board as well as to motivate the Educator. Gap Analysis data must be kept constantly updated by the Department Heads/ Principal/ Senior Admin Officer/Admin Manager/QAG Head.
4. **Training Plan & Implementation:** The mode of Training can be determined whether in the form of a Seminar, Lectures etc, within the organization or by inviting experts to facilitate training. All available training aids must be made use of. Innovative training aids will enhance the quality of instruction. Training Calendar /Plan will be finalized under the guidance under the Department Heads/ Principal/ Senior Admin Officer/Admin Manager/QAG Head/ Director. It will be finalized for every year in the month of May (Last week) for new academic year.
5. **Evaluation:** Evaluation on culmination of training is to gauge the assimilation level of the trainees by mean of a Final Test. Results will be put up for the perusal of the Admin Manager/QAG Head/Principal/Executive Director.



6. **Feedback:** Feedback received from the Trainees & Trainers should be given due consideration to incorporate constructive suggestions in subsequent Training Programs. The Feedback will be put up for perusal of the Admin Manager/QAG Head/ Director.

7. **Documentation:**

Following items will be maintained

- a) Training Schedule/Training Calendar -For Academic & Non-Academic staff
- b) Training Schedule/Training Calendar -For Support staff
- c) Training Muster/ Attendance record Training Feedback Form.)
- d) Training need Analysis format & unit wise data / record
- e) Invitation details
- f) Martial of training
- g) Satisfaction Index
- h) Effectiveness report

Induction Program for New Entrants

The new recruits are welcomed and provided with accurate information relevant to his/her employment. New TRUST employees are required to attend an Induction Program designed to make new recruits: feel comfortable in their new work environment; learn about TRUST employment benefits.

Objectives of Induction Program

TRUST induction program is designed to help new hires feel welcome and inform them of what TRUST offers, and what performance and behavior standards it expects.

1. **Introduction to TRUST:** New recruits provided with information on TRUST history, values, Services, Customers and Other programs. Representatives from various departments will brief about how there are supports employees either in the performance of their job duties, or for the employee personally.
2. **Human Resources Policies, Procedures and Benefits:** Employees will receive their welcome kit with HR manual describe the different policies, Benefits, and different processes. The welcome kit will also include enrolment materials like Bank Account Opening Form, PF Account opening / Transfer form, mediclaims form, identity cards form developed for retention of the employees. If required, the necessary information and guidance will be given to employee.
3. **Tour of campus:** Employees may be given a tour of the TRUST campus. (Physical or online site visit)
4. To reduce the initial anxiety all new entrants, feel when they join a new job in a new organization.
5. To familiarize the new employees with the job, people, work-place, work environment and the organization.
6. To facilitate outsider – insider transition in an integrated manner.
7. To reduce exploitation by the unscrupulous co-workers.
8. To reduce the cultural shock faced in the new organization.



The new recruits joining a designated category, i.e. Teaching & Non-teaching.

Below are the main categories-

1) Teaching 2) Non-Teaching 3) Support Staff

The teaching category includes all types of educators. While non-teaching staff includes- Librarian, Lab assistant, all types of officials of admin category and support staff all types supportive workers of the foundation. Depending on the profile the staff members will be offered a proper work station computer with internet, lockers, Stationary, waste bin etc.

Following things will be provided in the welcome kit:

I. Teaching Staff:

- A. Welcome Note – by Executive Presiden
- B. TRUST Brochure
- C. Employee Handbook
- D. Mobile phone / Sim card (As per the post & requirement of post profile)
- E. Uniform (IF Required)
- F. I card
- G. HR Manual
- H. Stationary
 - Notepad / Diary
 - Pen, Pencil, Eraser, Sharpener
 - Stapler
 - Punch Machines
 - List of intercom Numbers
 - TRUST policy booklet, which will be available with concerned A. O.
- I. Micro Planning
 - Understanding of the Syllabus
 - SOP, Vision and Mission
 - Syllabus
- J. Interaction with the educators on micro planning, syllabus, overall development of the students by HOD/Principles / Executive Director of the respective stream.

II. Non - teaching Staff: following things will be provided in the welcome kit:

- A. Welcome Note – Executive President
- B. TRUST Brochure
- C. Stationary
 - Notepad / Diary
 - Pen, Pencil, Eraser, Sharpener
 - Stapler
 - Punch Machines
 - List of intercom Numbers
 - HR Manual
- D. Interaction with the team and formal handing over the charge of concerned post.



Administrative Procedure

Personnel Records:

Basic information of staff will be collected and maintained by the HR department in separate staff personal files.

Following documents are to be maintained in personal files & soft copy of all documents will be maintained in HR record each staff.

Note- All documents should be self-attested by employee.

No	Documents
1	Appointment Letter
2	Joining Report & Induction Form
3	Recommended Sheet & Evaluation Sheet
4	An updated Curriculum Vitae (Resume)
5	Job Application Form(filled)
6	Educational Certificates (From SSC to Highest Qualification)
7	Any additional Qualification Certificates
8	Relieving Certificate from the previous employer
9	Experience Certificate from the previous employer
10	Last Pay Slip from the previous employer
11	ID Proof (Pan Card & Aadhar Card both)
12	Passport Size Photographs- (6)
13	Address Proof – (Electricity Bill / Ration Card/ Passport)
14	Age Proof (School LC / Birth Certificate / Certificate of Age & Domicile)
15	Medical Fitness Certificate by an MBBS Doctor
16	Bank Pass Book Copy
17	Form No – 11, Form no - 2& Form - F
18	IT Request Form
19	FDR Form
20	ID Form
21	University Approval
22	Salary Structure Copy
23	Marriage Certificate/ Gazette Copy
24	Four Installment Application For Security Deposit (if any)
25	Increment letter/ Details
26	Transfer Order /Form

1. Copy of certificate: seminar, conference, workshop, FDP attended; paper presentation;
2. Copy of reports on training programs attended by the staff



3. Personal data update form (to be filled by concerned faculty/staff as and when changes occur in his/her person data).
4. Agreement/ contract letter provided by the HR department (If any)
5. Employee should inform to HR dept. immediately regarding the any personal information changes. According to it complete the all formalities.

Policy of Working Hours & days

Working Hours & days: (Working Hours will be change as per the management decision)

1. There will be six full working days in a week (i.e. Monday to Saturday)
The total working hours for the teaching staff will be of seven hrs and for non-teaching staff will be seven with half hour lunch break. And for support staff working hrs will be seven. However, it may be altered during the vacation or as per the change in management policy.
2. If the management approved five full day working, then working hours will be changes accordingly. (Teaching staff total working hrs-..... hrs & for Non-teaching staff working hrs-.....) if approval given by Management.
3. Working hours for TRUST employees are form am to pm or to with lunch break for half hour from pm topm. However the timing for the institutes will be as follows.
4. You are required to clock in for your schedules start time and clock out at the end of your scheduled shift. Your recorded time is legal evidence of the hours you are at work and check is based on the time recorded the biometric system/ attendance register.
5. Reporting for work regularly and on time is essential, since unpunctuality or absence interferes with the daily running of the Trust/College and places an extra workload on your fellow employees. Please use your personal days to schedule business, medical, dental and other appointments which conflict with your work schedule.
6. The Unit Head is to decide the shift of their staff as per the operational requirements of the particular unit. The Unit Head is to choose the shifts from the approved list of shifts
7. In case of any further deviation or different shifts, the Unit Head is to write to Principal/ Executive Director's Office & get the approval from Principal/ Executive Director's Office and inform to HR Dept.& shared the approval copy for the record purpose.
8. For all positions the working hours may vary to certain extent depending on the training programmes planned at any point and time. The nature of work may occasionally demand extra time.
9. Office will remain closed on Sunday if there is no scheduled activity in the institute
10. The employee who reports after FIVE minutes of reporting time will be marked late.
11. Only Half an hour lunch break is being provided.
12. The office duty timings will be strictly followed by all staff members.
13. It is mandatory for an employee to punch there In and Out timings properly. Strict action will be taken if the Punch time and time given in Muster do not match.
14. Above timings are subject to change.



Policy for Office Duty Timings

SR. NO	TRUST / Colleges	ACADEMIC STAFF		ADMIN STAFF	
		Reporting Timing	Closing Time	Reporting Timing	Closing Time

Attendance:

1. Attendance record is maintained in a manner that the record remains authenticated and unquestionable.
2. Attendance register should be maintained along with biometric (fingerprint) attendance system. The office duty timings are mandatory for all staff members.
3. Every staff member should report on duty before the prescribed time as per the working timings of the Institute. The register should be sent to the HOD/ Unit Head / Principal / HR Manager after 10.00am for verification purpose.
4. Employees reporting late than the reporting time, a concession for first three times shall be given.
5. Every forth late coming will amount for half day deduction (if leave balance is not available) from the salary for all the employees. If the employees have leave balance than half day CL will be deducted from his/her leave balance.
6. If the same observed repeatedly, HR Dept. of concern branch will send warning letter or strict action shall be taken against the employee.
7. Every staff member is expected to perform his / her duties at the scheduled time, unless s/he has previously obtained special permission for late attendance.
8. Similarly leaving the office early will be only with due permission of the HOD/ Unit Head/ Principal/Executive Director and will be allowed in exceptional cases of emergencies only.
2 Hrs late reporting or 2 Hrs. early leaving is allowed only twice in a month as per the short leave policy.
9. The register will be maintained under the personal supervision of the Admin officers / HOD/HR-Head who will see that entries are made correctly. Strict measures are taken for the enforcement of punctuality. Admin Officer/HR Officer should be very particular in scrutinizing the attendance register.
10. In case of staffs that leave office early without permission before the time for closing of office, he/she is treated as absent for that day.
11. In case the biometric machine does not read the impression of an employee the same should be brought to the notice of the HR dept/HOD immediately on the same day. A record to this effect will be maintained by respective HR department in a form of register. The employee whose punch-in or punch-out is not recorded for any particular day has to come to HR & fill the register & get the necessary approval & signature from their concerned Head.

12. Timings for Employee returning from Tour

In the event employees are on tour & if s/he returns late night, reporting time is relaxed as follows

Before 10.00 pm - Normal reporting timing



After 10:00 pm - before 00:00 hrs- 1 hr. late to reporting timings

After 00:00 hrs - next day Half Day leave will be given.

Employee should be produce/submit the timing details along with HOD/Principal approval for the same.

Hierarchy and reporting System:

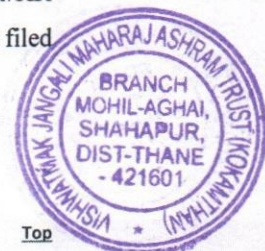
Category	Reporting To
Principal/Any higher authority	
Human Resources Manager, Auditor, Executive & officers of Budget Dept, Accountant & Finance Dept Manager, Purchase Officer/ Legal Consultant (Law Officer) , Kitchen Admin staff, Coordinators/ Senior Admin Officer, H/K Supervisor, Security guards In-Charge, Hostel – Rectors(Boys & Girls), HOD of Workshop & Transport Officers/Executive,	
Faculties/Office Superintendent /Admin Officer /Accountants/Account Officer/Cashier/Clears	
All Officials / Supportive Staff/Any other Staff/Librarian	
Purchase and Store Department	
HR Executive/Admin Executive/Staff of the Department	
Accounts staff not related with the Institutes/ Auditors	
Security Guards/ HK staff/ Maintains staff	
Electrician, Mechanics, Drivers, Attendant, Assist. Transport Officer	

Policy for Issuing Diff types of Letters & I-Card

Intent: To issue Offer/ Appointment/Confirmation/Promotion letter/ /Increment/ letter of appreciation / warning letter/ termination letter/ show cause notice/ any other memorandum as per the requirement or as per the instructions received from management.

i) Offer Letter: (Only on demand)

- The HR & Admin Officer/HR Executive will issue the Offer Letter to the newly recruited employee/after the final interview with the Admin Manager/Admin Officer (OS) /Principal//HOD/CEO /Director General. After confirming receipt of all the required documents.
- Personal File of the employees will be created by the HR & Admin Officer/HR Executive/ concerned person and a copy of the duly signed Offer Letter will be filed in it.(along with assessment sheet and demo sheet which is mandatory)



ii) Appointment Letter:

- HR will issue the Appointment Letter (after completion of joining process to the new employee) duly signed by the principal/unit head / Executive Director within 7 days.
- The Appointment Letter shall contain all the terms and conditions of the employment.

iii) A copy of signed Appointment Letter will be filing it in the personal file of the concerned employee by the HR official.

iv) Issue of Identity Card:

- Identity card will be provided to all employees by HR/Admin Department
- Identity card to be always borne by the employees and produced on the demand of HR department of authorities.
- Identity card will be exclusive property of institute's management.
- Identity card will be provided within 10 days after getting color photograph from employees. In case of promotion or change of designation new identify card with changes will be issued to employees
- In case of loss or damage of card, the employees will be issued new card within 15 days after depositing Rs. 100/- and color passport photograph to HR / Admin Department.

v) Confirmation/ Increment Letter:

- On completion of probation period mentioned in the appointment letter, the review of the performance of employee will be taken by the concerned HOD/ Co coordinator / Admin Manager/ Principal / Executive Director performance is found satisfactory then only confirmation procedure will be followed & It will be issued within 7 days. Otherwise the concern unit head or higher authority will be given the opportunity for improvement for specific period decided by the management by extent probation period.
- Probation period can be extended twice for a period of 3 months each time and extension of probation shall communicated timely to concern employee.
- On review of performance of the staff, increment is awarded during the next academic year as per policy i.e. April to March for Non-Teaching staff & June to May for teaching staff.

vi) Warning Letter/ Show cause Notice:

- If any Employees does an act of indiscipline, misbehavior, insubordinate or fails to perform his/her duties which are likely to have negative effects on the management control and profitability of the institutes, a warning letter will be issued to such employee/employees to this effect.
- Only Principal/ HOD/ CEO / Executive Director & Law Officer Admin Manager as per the protocol will decide for issuing warning letters and inform to HR & Legal Department to issue such letters.
- HR department shall file such letters in the personal file of concerned employee.
- Director General may alter the increment as per regular performance appraisal system on the basis of such letters.

Code of conduct would be issued every year duly signed by authority and the same copy would be signed and filed in the personal file.



vii) Appreciation Letter:

- If any employees perform any extraordinary job which has a positive effect on management control and profitability of the organization his/her efforts will be appreciated by issuing an Appreciation letter and inform department to issue such letter.
- HOD/Principal/Admin Manager and HR / Admin Officer will decide for issuing appreciation letter with the approval of Executive Director of TRUST and inform HR department to issue such letter.
- HR department shall file such letters in the personal file of concerned employee.
- Executive Director may alter the increment as per regular performance appraisal system on the basis of such letters.

viii) Termination Letter:

- In case any staff member remains absent from duty for more than 5 days without any intimation to the concerned authorities, is liable for the disciplinary action. The disciplinary action involves the memo to the concerned staff Management, may take appropriate step if the explanation given, not found suitable. Any staff receiving three memos in a period of a month will be terminated immediately.
- Principal/Admin Manager and HR / Admin Officer will decide for issuing termination letter and inform department to issue such letter.
- HR department shall file such letters in the personal file of concerned employee

ix) Promotion Letter:

- To promote or to fix the increment of the employees as per the requirement & as per the promotion policy of TRUST.
- The HR officer will issue the promotion letter to the employee & a copy of the duly signed of the promotion letter will be filed in personal file.

x) Experience & Reliving Letter

- Experience letters with regular to educators & Admin Staff will be issued by the principal/HOD/Executive Director in consultation with the concerned dept. However, the experience certificate will be proposed by HR dept.
- Experience letter & Reliving letter issue to employee on demand after completion of the Full & Final procedure properly.
- HR dept. filling the same photocopy of concerned employee's personal file.



Leave Policy

Any leave is not a matter of right

Objective: To provide for periods of absence for illness, intervals for rest, as well as time to take care of personal exigencies.

Note: -

- Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him / her.
- Leave exceeding the Limit should be informed to Management
- Unauthorized leave exceeding the Limit should also be informed to Management.
- Leave ordinarily begins from the date on which leave as such is actually availed of & ends on the day preceding the date on which duty is resumed.
- Admin Officer /HR / Admin Officers/concerned officials will maintain a leave register/ Leave card for all Employees. Or if the organization will be use the leave management system/software it will be maintaining properly as per the policy.

Leaves:

Leaves can be broadly classified as follows

- Casual Leave [CL]
- Medical Leave [ML]
- On-Duty Leave [OD]
- Maternity Leave[MA]/ Paternity Leave [PA]
- Compensatory Leave [CO]
- Study Leave [SL]
- Exam leave [EL]
- Special Leave [SP]
- Vacation Leave (VL)
- Diwali Holiday(DH)
- Term End Vacation(TV)
- Marriage leaves (MR Leaves)

Holiday & Leaves:

1. All leaves shall be calculated from date of joining of the employees as per the academic year.
2. Leaves structure for Teaching & non-teaching is as follows

Sr. No	Types of Leaves	Teaching staff(in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer-ship (in days)	
		Permanent	Probation	Permanent	Probation	Full Time	Part Time
A	Casual Leaves (CL)	15	12	20	12	12	00
B	Sick/Medical Leaves (ML)	07	3.5	00	00	00	00



C	Earned Leaves (EL)	00	00	00	00	00	00
D	Maternity Leaves (ML)	180	NA	180	NA	00	00
E	Parental Leave	03	00	03	00	01	00
F	Exam Leave	06	06	06	06	00	00
G	Study Leave	06	06	06	06	00	00
H	Short Leave (2 Hours only) 2 short leave per month	24	12	24	12	24	00
I	Marriage leaves	7	3.5	7	3.5	03	00
J	Special Leaves	05	05	05	05	05	03
K	Study Leaves	06	06	06	06	00	00

3. Vacation structure for teaching and non-teaching:

Sr . No.	Types of leaves	Teaching staff (in days)		Non- teaching, HR and admin (In days)		Consultant / Retainer ship	
		Permane nt	Probation (Minimum 6 months completed)	Permane nt	Probation (minimum 6 months completed)	Comple t ed 6 months of services	Less than 6 months of services
1	Diwali Vacation	07	07	07	07	00	00
2	Term End Vacation	15	07	NA	NA	NA	NA
3	Summer Vacation Leaves	1 month (28 Days)	On Prorate Basis	15	On Prorate Basis	00	00



4. Casual leave (CL) -

Casual Leaves structure for Teaching & non-teaching & Consultant / Retainer ship / Visiting Faculty is as follows-

Sr. No.	Types of Leaves	Teaching staff (in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer ship (in days)		Visiting Faculty
		Permanent	Probation	Permanent	Probation	Full Time	Part Time	Part Time
A	Casual Leaves (CL)	15	12	20	12	12	00	00

- Casual leave may be prefixed &/or suffixed Public holiday and Weekly off.
 - CL should not be granted for more than 5 days at a time, except under special circumstances.
 - The employee on probation period shall be entitled to one-day leave per month only.
 - Not more than two holidays can be enjoyed in conjunction with CL whether by prefixing or suffixing, therefore the total period of CL will not exceed 7 days.
 - CL can be taken for half a day also.
 - Prior sanction is required while availing leave, telephonic /E-mail sanction is required to be regularized by written sanction in case of emergency only.
 - Casual Leave cannot be availed in notice period.
5. The quantum of unavailing leave at the end of the year deems to be lapsed. As per the management approval it will be Carry forwarded for 6 months of academic year.
 6. Sunday and holiday falling during a period of casual leave will be treated as a part of casual leave.
 7. The leave of concern staff will have written approval through email or as per the procedure of leave application form.
 8. The concerned staff will give prior information to his/her superior/HOD/Seniors even in case of availing casual leave. Telephonically/ E-mail / through system of leave software is to be regularized by written sanction in case of emergency only. And it is totally responsibility of employee to loop in HR Dept's officials also.
 9. If sick/Medical leaves is more than 3 days, employee have to submit Medical certificate within 2 days by any kind to media (by email or by hard copy submitted along with the approved leave application form)
 10. Any leave over and above the casual leave will be treated as leave without pay (LWP).
 11. Executive Director/ Unit head / Principal will be the competent authority for sanctioning/approving leave without pay for any institute/ college staff.
 12. Only permanent employees can avail maternity leave & parental leave. Maternity leave & parental leave can be availed only twice in a service period. The written application shall be submitted to the HR dept. no one is allowed to take a maternity leave & parental leave for third child or thereafter. (2 leaving children)



13. Compensatory off can be availed during that academic year only, (June – May) which the employees has worked Compensatory off has to be availed by permanent as well as employees in probation.
14. A record of all the leaves and leave without pay availed by the concerned staff member will be maintained in the personnel records (leave card as well as in system of Leave management software) of the staff.
15. In case any staff member remains absent from duty for more than 5 days without any intimation to the concerned authorities, is liable for the disciplinary action. The disciplinary action involves the memo to the concerned staff Management, may take appropriate step if the explanation given, not found suitable. Any staff receiving three memos in a period of a month will be terminated immediately.
16. All Casual and sick leaves will be credited to the concerned staff's account at the beginning of each year, and the leaves remaining at the end of the year will automatically lapse. There is no provision of carrying forward leave to next year or of leave encashment to any TRUST staff.

All Casual and sick leaves will be credited to the concerned staff's account at the beginning of each year, and the leaves remaining at the end of the year will automatically carry forward for 6 months (till November month dually approval received from management in any special case only) of next academic year & it will be lapse after 6 months.

Record of Carry forwarding the leaves it should be properly maintain in the leave card and also in the software system of the leave management.

Competent Authority to sanction leave and vacations:

1. Principal, Unit head, seniors or Executive of concerned dept. are competent to sanction leave and vacation to staff working under them.
2. Leaves and vacation of staff will be sectioned by Executive Director.

Policy for Special Duty Leave

Duty Leave (SDL):

In and additional to leave policy, special DUTY LEAVE (DL) may be granted to TRUST staff for academic pursuit and administrative pursuit including attending workshops, conferences, Administrative work at University, DTE, and AICTE or any statutory office/ respective local statutory office. It's Mandatory for all approved staff of the college to attend the University related work without fail as per the orders issued by the Executive Director/ HOD/ Principals/concerned authority.

- 1) OD is granted to an employee when the University / Principal /Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute/ unit, University or State
 - a. On Duty Leave for University Examination Work: 24/ Year/ Person.
 - b. On Duty Leave for outside University work: 10/Year/ Person.
- 2) A record of all the leaves and duty leave availed by the concerned staff member will be maintained in the personnel records (leave card) of the staff.

For Educators for paper setting or checking or other work.

Vacation Leave Policy

Employees in the organization are of two types;

- (i) Teaching employees are eligible for summer Diwali and winter/ Term End vacations and



(ii) Non-Teaching employees (administrative and supporting staff) are eligible for only summer, Diwali / Vacation.

Sr. No.	Types of leaves	Teaching staff (in days)		Nonteaching, HR and admin (In days)		Consultant / Retainer ship/ Visiting on regular basis & drawing fix amount as pay	
		Permanent	Probation (minimum 6 months completed)	Permanent	Probation (minimum 6 months completed)	Completed 6 months of services	Less than 6 months of services
1	Diwali Vacation	07	07	07	07	00	00
2	Term End Vacation	15	07	NA	NA	NA	NA
3	Summer Vacation Leaves	1 month(28 Days)	On Prorate Basis	15	On Prorate Basis	00	00

The details of Diwali / Term End/Summer Vacation structure for teaching and non-teaching as follows-

Conditions for Diwali / Term End/Summer Vacation Leaves –

Summer Vacation Leave for Academic Year can be availed between toJune of the particular academic year (It may get varied if the academic calendar has variations than the normal structure with prior approval).

However, extension is permitted from the desk of Executive Director to carry forward and utilize VL's up till 31th August of that particular year with proper communication and recommendation by concerned heads.

Policy for Summer Vacation Leave

Conditions for Summer Vacation Leave

Employees who have completed **One Year Probation** as on **1st May** will be entitled to get vacation leaves as entitled to permanent staff.

Pro- rata VL's will be calculated as mentioned below –

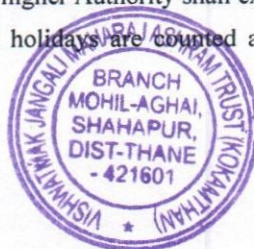
$$= \frac{\text{Number of service period (in month)} \times \text{Number of VL (As per Permanent Staff)}}{12 \text{ (Months in year)}}$$

Example	Teaching Staff (Probation)	Non- Teaching Staff (Probation)	Retainership



XYZ employee's joining date is 15 th June of academic year.	10.5×28	10.5×28	
His/her service period is 10.5 months till –1 st day of that academic year.	$\frac{12}{12} = 24.5 \text{ VL}$	$\frac{10.5 \times 15}{12} = 13 \text{ VL}$	$\frac{3 \times 7}{6} = 3.5 \text{ VL}$
----- --- For – Retainer ship staff XYZ employees complete his/her service period 3 months till – 1 st day of that academic year.			
Entitled VL (Round off)	25 VL	13 VL	04 VL

- 1) During vacation period every unit should be functioning with provision of enough teaching and non-teaching staff.
- 2) All VL's should be applied and approved through ERP/software System of Leave management and on Leave cards too.
- 3) Detailed sanctioned VL plan should reach to HR Dept. at least 1 week before vacation begins. Those who have joined Trust / society on or after 1st April for subsequent academic year will not be entitled for any summer vacation leaves.
- 4) Those who have joined Trust / society on or after 1st April for subsequent academic year will not be entitled for any summer vacation leaves.
- 5) Every employee of Academic & Admin is entitled for Diwali / Term End & summer vacation leave as mentioned above Table.
- 6) The employees who have joined in the middle of the academic year are eligible for summer vacation only as per the pro-rata basis for that academic year.
- 7) The Admin staff should avail this leave during the summer vacations only. However, if as an organizational requirement, she/he is required to work during the period, compensatory leave would be entitled.
- 8) All regular and probationary employees who have prior recommendation approval from the Head of the Department / Principal / Executive Director are eligible for availing vacation.
- 9) Unsanctioned Leave will be considered as leave without pay.
- 10) Summer Vacation may be taken in one/two / three slot as per the requirement of unit & only on the recommendations of the HOD/Principal/Executive Director.
- 11) Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another.
- 12) Vacations/Term End / Diwali Vacation. however, cannot be carried forward, under any circumstances only on the recommendations of higher Authority shall exceptions be allowed.
- 13) Prefixed / sandwiched/ suffixed Sundays and holidays are counted as a part of the summer vacation/ Term End / Diwali holidays.



- 14) All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.
- 15) Summer vacation/ Term End / Diwali Vacation can be recommended by the Head of the Department / principal only and sanctioned by the Executive Director if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on summer vacation/ Term End / Diwali vacation.
- 16) A permanent record of vacation /holidays and its use, is maintained for each employee annually.
- 17) Head of the Department shall ensure that the regular functioning of the department is not hampered and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation/ holidays.
- 18) Every employee of Academic & Admin is entitled for summer vacation leave as mentioned above. (Pro-rata criteria should be applied for concerned employees)
- 19) Admin staff is entitled for 15 days' summer vacation only.
- 20) The employees who have joined in the middle of the academic year are eligible for a proportionate vacation for that academic year.
- 21) The Admin staff should avail this leave/ Vacation leaves during the summer vacations as declared by the management only. However, if as an organizational requirement, she/he is required to work during the period, compensatory leave would be entitled with the approval of Unit Head / Principal

Please Note that-(for Educators) -

The educators, who did not attend the orientation program, after joining, will have to participate in the orientation program organized in the immediate subsequent academic year. Hence, Vacation leave may be arranged as per schedule of orientation program.

Term End Vacation-

- 1) Only teaching staff can be availed term end vacation.
- 2) Term end vacation may be taken in one/two / three slot as per the requirement of unit & only on the recommendations of the HOD/Principal/Executive Director.
- 3) All regular and probationary employees who have prior recommendation approval from the Head of the Department /Principal / Executive Director are eligible for availing Term end vacation as per above table.

Diwali Vacation –

- 1) Teaching & Non- Teaching staff can be availing Diwali vacation.
- 2) Management will be deciding the period to Diwali vacation for that academic year.
- 3) All regular and probationary employees who have prior recommendation approval from the Head of the Department /Principal / Executive Director are eligible for availing Diwali vacation.



Marriage Leaves

Conditions for Marriage Leave-

Permanent & on probationary employee of Academic and Nonacademic staff are entitled for marriage leaves. Marriage Leave structure for Teaching & Non-Teaching is as per following structure -

Sr. No.	Types of Leaves	Teaching staff(in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer-ship (in days)	
		Permanent	Probation	Permanent	Probation	Full Time	Part Time
I	Marriage leaves	7	3.5	7	3.5	03	00

- 1) Any leave over and above the marriage leave will be treated as leave without pay (LWP).
- 2) Marriage leaves should be approved before availing. Employee has to submit marriage card along with the approved leave application form submitted to Admin officer / HR dept before availing the leaves
- 3) The Marriage leave of concern staff will have written approval through email or as per the procedure of leave application form.
- 4) If the employee is female. She should submit the marriage certificate copy within 1-Month to Admin & HR dept. for record purpose & name changing procedure.
- 5) Marriage Leaves cannot be availed in notice period.

Policy for Short Leave

Conditions for short Leave-

- An employee can avail short leave of 2 Hrs for two times in a month. If Short leave availed more than 2 hrs it will be treated as half day leave. For getting short leave permission of concerned HOD/ Principal/ Executive Director D.H. or A.O is required.
- If an employee remains present on tour or on duty till 2400 Hrs, he will be given the concession for coming one hour late on following day.
- If he / she go back at home from duty or tour after 2400 Hrs, he/she will be given concession of reporting for second half on the following day.



Short leave policy as per below:

- The employee has to make entry of short leave in the leave card mentioning the time. For availing short leave permission of concerned department head is required. This is to be taken in extreme emergency. Regular practice of short leave will be reflected in the appraisal.

Leaves	Academic staff		HR & Admin/Support staff	
	Permanent	Probation	Permanent	Probation
2 short leave per month	2 hrs	2 hrs	2 hrs	2 hrs

- Short Leaves can be availed in notice period

Policy for Examination/Study Leave

Conditions for Examination / Study Leave:

- All employees are entitled for Examination Leave pertaining to subjects that would benefit the organization apart from the individual.
- Examination Leave can be availed maximum for 6 days only with prior approval and without hampering the academic Work schedule. (Teaching & non-teaching)
- This leave can be availed only once a year.
- Photocopy of Hall ticket along with approved application to be put up a week prior to the HR dept.
- Exam Leaves cannot be availed in notice period
- Exam leave can be availed for PhD Course only (only for Teaching staff).

Sr. No	Types of Leaves	Teaching staff(in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer ship/ Visiting Faculty (in days)	
		Permanent	Probation	Permanent	Probation	Full Time	Part Time
A	Exam Leave	06	06	06	06	00	00
B	Study Leave	06	06	06	06	00	00

Study Leave [SL]

- A Study Leave of maximum six months is granted to an employee (teaching and non-teaching staff of Permanent or probation)
- This leave is meant for pursuing higher studies, undergoing skill up-gradation, Research work career advancement etc.

A. The employee is entitled to pay 100 % during the period of study Leave.

B. Approval of Study Leave is purely based on employee progress in the Institution and PhD progress after the registration.



Policy for Maternity Leave

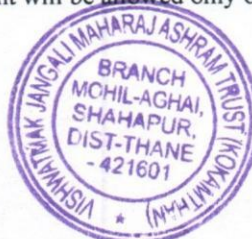
- Maternity leave shall be granted to an employee who has completed 1 or more than 1 year of services.
- Employee with more than two years' service will be granted maternity leave with full pay and employee with less than one-year service shall be granted extraordinary leave without pay.
- Maternity leave shall not be granted to a female employee having three or more children.

Objective: - Women who quit the work place which include the reasons such as maternity, child care etc. The cost of replacing these women at the time when they take the break as well retraining them is higher compared to what can be achieved if they are retained. Focus on hiring, retaining and advancing women at every level. Extending maternity leave will help women in our workforce continue to pursue their career goals while raising a family.

1. Woman employee should have completed minimum 1-year service for start of maternity leave to be eligible for maternity benefits. It will be applicable to all staff. If employee proceeds on leave during the end of the academic session will be supposed to resume the duties in the new academic year, in case if she proceeds for extended leave vacation the maternity leave will be considered as lapsed. However, it will be at discretion of concern department head / management to use their powers.
2. Entitlement of Maternity Leave will be as follows: -

Sr. No	Tenure of Service with Trust / society	Entitlement of Maternity Leave
1	Employee who has not completed 1 year of service	NA
2	Employee who has completed 1 year of service but less than 2 years	30 days
3	Permanent Employee	180 days

1. To obtain the benefit of maternity leave; forms required in the prescribed format as per Maternity Act will have to be submitted duly completed to HR Department for less than two children. The intimation has to be forwarded within 6 months to HR Department duly signed by the concern head. The application of Maternity leave from an employee should invariably be supported by medical opinion.
2. CL or any other leave may not be clubbed with maternity leave else it'll be taken as part of maternity leave.
3. The leave can be permitted to the women employees if required by her to extent of one month (without pay).
4. Maternity Leave shall be granted to a female employee up to two children.
5. In case if it's a miscarriage or an abortion, the entitlement will be allowed only once i.e. is for 1 week for which certificate of doctor will be required.



6. The amount of 50% wages shall be paid to her during her Maternity Leave & remaining amount of 50% wages shall be reimbursed to her after one month of resuming duties post Maternity Leave.
7. Maternity benefits can be revoked in case a women employee changes the job during that period.
8. It will be the discretion of concern department head to decide and assign nature of jobs during pregnancy for e.g., jobs that does not require long standing hours.
9. The woman employee will be required to give employer notice in writing for the maternity leave and benefit specifying that you will not be working during the time for receiving the benefit.
10. The payment shall be done as per the wages which were immediately before the maternity leave.
11. Maternity Leaves cannot be availed in notice period.
12. Management reserves the discretionary of the management powers to change / amend any of the point it deems fit.

Policy for Paternity Leave

- Paternity leave shall be granted to an employee who has completed 2 years of services.
- Paternity Leave can be availed maximum for 3 days only with prior approval and without hampering the academic Work schedule. (Teaching & non-teaching)
- Paternity Leaves can't be availed in notice period.
- Paternity leave shall not be granted to a male employee having three or more children
- Employees should update submit application (Leave Application Form)
- Details of paternal leave as follows –

Sr. No	Types of Leaves	Teaching staff(in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer ship (in days) Visiting	
		Permanent	Probation	Permanent	Probation	Full Time	Part Time
A	Parental Leave	03	00	03	00	01	00

Sr. No	Tenure of Service with Trust	Entitlement of Paternal Leave
1	Employee who has not completed 1 year of service on 1 st May	NA
2	Employee who has completed 1 year of service but less than 2 years on 1 st May	NA
3	Employee who has completed 2 years of service on 1 st May	3 days

Policy for Special Paid Leave



Special paid leaves of 5 days will be given in case of death if blood relative's immediate family member (Father, Mother, Spouse, Brother, sister, son and daughter, mother-in-law and father-in-law) it is applicable for confirmed as well as employees on probation at the discretion of the management. The leave shall be given from the date of incidence.

- It is applicable for Confirmed as well as employee on probation.
- This leaves also maintaining on ERP/ Software Leave management system as well as the leave card on urgent basis.
- 5 days special paid leave will be given at the discretion of the management.
- The leave shall be given from the date of the incident.
- More than 5- days leaves consider as LWP.
- The applicant shall apply for leave through the leave form mentioning the leave as special paid leave, the Employees who are not confirmed can submit a written application & leave application form
- Leave will be sanctioned by Principal/Executive Director.
- Special Leaves cannot be availed in notice period.
- Special leaves will be availed only in continuation of five days.

Sr. No.	Types of Leaves	Teaching staff(in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer-ship (in days)	
		Permanent	Probation	Permanent	Probation	Full Time	Part Time
1	Special Leaves	05	05	05	05	05	03

(Note: The Management has a complete authority to change the provision under the Policy of Leave.)

Policy for Medical Leave

- 1) The leave of concern staff will have written approval
- 2) The concerned staff will give prior information to his/her superior even in case of availing medical leave. Telephonically sanction is to be regularized by written sanction as soon as possible.
- 3) All Teaching is entitled to 07 days of full pay ML, or part thereof, in a academic year depending on the date of joining. Medical Leave an oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- 4) Request for extension of ML will be considered by the Head of the Department /Principal/Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate.
- 5) For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors along with a leave application form. (Appendix-J)



- 6) **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 HOD/ Principal/ Executive Director/Management.
- 7) **Unscheduled Absences** Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD/ Principal/Executive Director/Management as soon as possible to explain the situation and indicate the expected date and time of return.
- 8) Unused MLs will not be carried forward into the subsequent year[s].it will be lapsed automatically at the end of the year

Sr. No.	Types of Leaves	Teaching staff(in days)		Nonteaching, HR & admin(in days)		Consultant / Retainer-ship (in days)	
		Permanent	Probation	Permanent	Probation	Full Time	Part Time
1	Sick/Medical Leaves (ML)	07	3.5	00	00	00	00



Policy for Public/ Declared Holidays:

TRUST will remain closed in Sundays and all public holidays adopted by the list declared by Govt. of Maharashtra University and respective local authorities. However, if there is any work/ event falls on Sunday or on any holiday, it is mandatory for all concern staff members to attend the office without fail. They will be entitled for the compensatory off thereafter. In exceptional cases Unit Heads/HOD/Principal/Executive Director may allow any employee to avail compensatory off before working & s/he may be called for work on subsequent dates. However, if any holiday falls on Sunday, no compensatory off will be given.

List of Public/ Declared Holidays**Holiday List of Trust / Society**

Sr.no.	Holidays
1	Raksha Bandhan
2	Independence Day
3	Shri Ganesh Chaturthi
4	Anant Chaturdashi
5	Mahatma Gandhi Jayanti
6	Dasera
7	Makar Sankranti
8	Republic Day
9	Mahashivratri
10	Shivaji Maharaj Jayanti
11	Gudipadwa
12	Good Fri Day
13	Dr. Ambedkar Jayanti
14	Rangapanchami
15	Maharashtra Day/ Labour Day
16	New year (31 st Dec , 1 st & 2 nd Jan)-Christmas
17	Declared by Collector (If any as per the circumstance or emergency)

Note:

1. No Leave in lieu of above holidays in case it falls on Sunday.
2. Faculty of Higher Education is required to observe Holidays as per University/UGC/State Government Rules.
3. HR Manager/HR Officer will publish the List of Holidays on the First working day of the new Session/ New academic year.



Policy for Compensatory Off

Objective: To lay down provision for compensatory off for employees.

- Compensatory off (C-OFF) is applicable to all the Academic and Admin staff members.
- C-Off has to be availed within a period of Two month from becoming eligible for a compensatory off, beyond which it will lapse.
- Employees who are on tour for continuous twelve days or more will be allowed to take their weekly offs (one weekly off for six working days) immediately after return from tour. Details for the same submit to HR dept. before availing along with approval of concerned unit heads.
- Details of C-off have to be maintained in the register/ leave card/Leave management system by Admin/HR Officer .C-off sanctioning procedure is the same as leave policy.
- Compensatory off (C-OFF) is applicable to all the Academic, Admin staff & Support staff members appointed on regular basis, except Unit Heads, Principal, Managers and coordinators.
- C-Off can be availed by Permanent, on probation as well as employee appointed on temporary basis.
- The extra work assigned done on off days and or vacation should be properly recorded with validation by unit head / principal / admin officer & employee too which can be the basis to apply for C-Off.
- The employee has to apply to avail the C-Off at least one day prior in the prescribed format.
- The C-Off must be availed within 2 months from the day of actual working on off Day/s. After that it will get lapsed automatically.
- Details of C-off have to be maintained in the C-off card in prescribed format or in the software system of leave/C-off management by unit's admin officer or HR Officer.

C-off will be credited on following basis –

Sr. No.	Working Hours	No. C-Off (compensatory off)
1	Minimum 3 hr.	½ Day (Half Day)
2	Minimum 6 hr.	1 Day (Full Day)

- The Credited C-Off cannot be split (if one full day is credited it cannot be availed as two half day C-off)
- C-off cannot be encased in any circumstances.
- Maximum 2-days C-Off can be availed at a time.
- C-off cannot be availed in notice period.
- Non adherence to the above policy will be treated as leave without-pay



Policy for Salary Disbursement

Objective: It is the policy of the organization to maintain salaries and perquisites of employees in line with the remuneration prevailing in any organization

Salary Disbursement:

Every staff member is expected to submit the details of the taken inclusive of CL/DL/EL/SL/OD/ML/VL/ Maternity Leave / PL etc. to the HR department before 25th of every month. The salary sheet working will be initiated on 26th of every month; any leaves taken during 26 to 28th/30th/31st needs to be submitted immediately for smooth processing of the salary. If last working day is falling on Sunday/ Declared Holiday it should be provided by Saturday or before Declared Holiday. HR Department will prepare the information sheet which will include no. Of days present, leave with pay, leave without pay and authorized absence, after the authorization of HR Department, account Dept, salary statement will be prepared. This will be duly signed by HR department, accountant dept. Unit Head/Principal Executive Director/Management on last working day of the month.

HR Department expects that any changes made in days calculations; it should be duly and timely communicated concerned staff responsible for it. The account Department shall deduct applicable taxes beside contribution towards EPF and state insurance and deposit it with concerned department by 7th of the following month.

- Salary will be paid through bank only. Employee should open their account in the bank where the account of company is maintained. At the time of joining process employees account opening procedure should be done for salary procedure.
- Salary will be signed by concerned authority till the last day of every month. (In case of holiday on last day of the month, the same procedure shall be conducted prior to the holiday.)
- Salary will be disbursed through bank by 5th working day of every month.
-

Policy for Advance against Salary for Staff.

Objective: These guidelines are applicable to all the staff of TRUST (Admin/ Educators & Support staff).

For employees with 1 or more years of Service

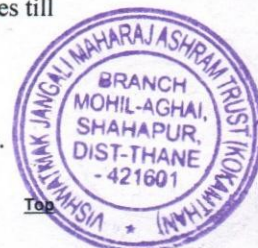
- The amount of advance to be given to them will be % of present day's gross salary.

For employees with less than 1 years of Service & more than 1 yr.

- The amount of advance to be given to them will be % of gross salary of their attendance for that month.

Below are Conditions-

1. Employees who completed 8 months of continue services in the organization will be eligible for the salary advance.
2. The amount of advance availed shall be deducted from the salary of the concerned employees till the total advance given is fully recovered.
3. The amount will be deducted in 02- installment i.e. 50%+50% in next month's salary
4. The concerned Head/ HOD will be treated as guarantor and will ensure recovery of advance.



5. Next advance can be availed, only when the previous advance is fully recovered.
6. Advance can be availed only 2 times in a year or as per the discretion of the management
7. HR dept. /Account department are responsible for timely recovery if advance.
8. The authority for sanctioning such advance will rest with respective unit head / HOD/ Executive Director/ Management.

Advance against Salary.

(For class D employees)

Objective: These guidelines are applicable to Class D employees (Maids, House-keeping Boys, Drivers, Bus Attendants, Watchman/ Security Guards, and Cleaners)

For employees with 1 or more years of Service

- The amount of advance to be given to them will be% of present days' gross salary

For employees with less than 1 years of Service

- The amount of advance to be given to them will be % of present days' gross salary

For employees with less than 1 years of Service

Conditions:

1. Employees who completed 8 months of continue services in the organization will be eligible for the salary advance.
2. The amount of advance availed shall be deducted from the salary of the concerned employees till the total advance given is fully recovered.
3. The amount will be deducted in 01 installments i.e. 100% in next month's salary
4. The concerned Head/ HOD will be treated as guarantor and will ensure recovery of advance.
5. Next advance can be availed, only when the previous advance is fully recovered.
6. Advance can be availed only 2 times in a year or as per the discretion of the management
7. HR dept. /Account department are responsible for timely recovery if advance.
8. The authority for sanctioning such advance will rest with respective unit head / HOD/ Executive Director/Management

Policy for Performance Appraisal

Intent: The purpose of this policy is to evaluate and appraise the performance of the employee and to develop the individual personally and professionally.

- Performance of employee shall be measured objectively and based upon his /her achievements on duties assigned to him/her.
- Self-Appraisal & Performance Appraisal shall be conducted for both Academic as well as Admin employee.
- Performance will be appraised continuously throughout the year. Annual Appraisal will be completed in April every year.



- Formats shall be used for appraisal as prescribed by the management.
- The additional activity performed by the employee pertaining to events / functions which are not regular in nature shall be included in performance appraisal.
- Performance is judged by immediate superior.
- The HOD/coordinator shall submit completed appraisal and it will be finalized by the Executive Director and Management with the recommendation from Principal, HOD, and Admin Manager/H.R/Concern Head for Academic and Administrative staff respectively.
- Increment and Promotion solely depends on the performance of the employee.
- The copy of Performance Appraisal form shall be maintained by HR Department.

Policy for Promotion

CRITERIA

For Academic staff

- Existence of vacancy
- Length of service
- Annual Appraisals
- Suitability for posts (skills required to perform)

For Admin staff

- Existence of vacancy
- Suitability for the post (skills required to perform)
- Annual Appraisals
- Length of services

Condition:

- The employee shall be promoted on the basis of his/her performance and experience.
- The promoted employee shall be given the promotion letter for new post and will be reviewed in that respect by immediate superior.
- Permanent and Probationary employee both are entitled for promotion.
- The promotion shall be based on 30:30:40 ratios.

(30-Qualification, 30-Experience, 40- Performance)

(Note: The Management reserves the right to amend the above norms)



Policy for Transfer of Employees

- Employee, as mentioned in Appointment Letter may be transferred from one post to another post or one office to another office or one branch to other branch.
- Work nature would remain the same as it was in Branch /Sister Concern.
- On transfer it will be the responsibility of concerned employee to clear all the assignments, dues and handover the assets, registers, files, get clearance certificate from the concerned authorities and submit to HR department.
- Transfers are based on mutual agreements between departments and consent of employees.
- Transfers during probation period are subject to an administrative approval for the same, by Management/ higher authorities.
- Employees are encouraged to apply for any position for which they are qualified and should contact the Registrar for specific information.
- Before transfer of an employee, work shall be handed over to another employee and counter signed by HOD.
- Authority to issue transfer order would be Executive Director and the Transfer Order will be handed over to the employee by the HR Officer.

Policy for Marriage Gift

- Employee who has completed probation period will be entitled for marriage gift.
- Invitation/Marriage card would be shown and submitted with prescribed form for marriage gift(Self/relative) of along with the approval of the unit head Principal/ Admin /HR Officer.
- Marriage gift is given to employee or his close blood relative only for once.
(Real brother, sister or children)



Sr. No	Designation	Classification	Entitlement	
			Self	Blood Relation
1	Driver, Attendants, Office Boy, Watchman, Gardner, Maids	D	501/-	151/-
2	Assistant/ Front Officer/ Operators	C	1001/-	251/-
3	Educator's Officer/ P.A./PRO/ Counsellor, EDC In charge , Activity in Charge, Asst. Accreditation Coordinator	B	1001/-	251/-
4	Coordinator Department Head/ Executive Sr./ chief Officer Assistant Register	B+	1501/-	501/-
5	Vice Principal/ H. M. QAG Head/ Manager ATI Coordinator	A	2001/-	751/-
6	Principal / DGM/AGM	A+	2500/-	1000/-
7	Director/CEO	Special	3000/-	1500/-

Policy for Issue of Circular

- All circulars shall be issued from HR & Admin Department only.
- A copy of all other circulars of Academics though not related to HR Department, a copy of the same shall be kept with HR Officer for record purpose.
- For the celebrations at office it will be the responsibility of PR Officer to give the invitation of the same on telephone to Management and other dignitaries.
- Festivals celebrated at office (especially Important annual events), the circular shall be sent to Executive Director, Management and their family and
- Annual events-
 - Independence day
 - Educators day
 - Excellence / Performance Day
 - Sport and Republic day



- Copy of the circulars that are pertaining to policy matters shall be forwarded to the Executive Director for approval by Admin officer/ HR Officer.
- Date and Schedule for the above may be obtained from the Academic planner (Daily Diary) for the session.

1. **Policy for arrangement of various Meetings:**

Meeting to be conducted in Campus/College shall be classified as under:

- a) **A class meeting:** These will include meeting of Management with top officials of educational institutes, statutory agencies like Colleges, Schools
- b) **B class meeting:** These will include meeting of Management with internal auditors, government officers
- c) **B class meeting:** These will include meetings of internal staff i.e. /meeting with admin, educators and parents

- The responsibility of making arrangement for meeting will be of HR Officer or A. O. The following arrangements will be done for A and B class meetings, before the meeting:

- ✓ Projector arrangement
- ✓ Minutes of previous meeting to be kept ready
- ✓ Refreshment etc.

Housekeeping in charge shall personally see that all air conditioners, fans, TV, display board etc. are all in good working condition and cleanliness is maintained at the venue of meeting.

Housekeeping department shall maintain in its custody stock of following material of best quality required for meeting:

1. 24 cups/saucers
2. 24 glasses
3. 5 trays
4. 48 coasters
5. 24 plats for serving biscuits / snacks
6. 24 sets of writing pads / pens or pencils
7. Dinner set of good quality
8. Mineral water can be kept in stock
9. Paper napkins minimum 1 packets in stock

Following arrangement shall be made for A class meeting

Welcome Drink – cold Drink will be served in glasses in trays outside meeting venue by office boy with uniform

Following arrangement shall be done for meetings.

- a) A glass filled with mineral water shall be kept on front of each chair prior to start of meeting. The glass will be covered by a coaster.
- b) Tea and biscuits of two types shall be served at tea break. The housekeeping officer shall keep tea and biscuits ready after the start of meeting and serve it in the meeting when the chairperson calls for it.



- c) No office boy or HR and admin person shall enter the meeting place without being called.
- d) Lunch (If required) shall be arranged at the end of meeting from the kitchen, but prior information should be given to kitchen Dept. for preparing food with the approval of Higher Authority.
- e) The menu for lunch shall be a) Tomato soup b) salad c) papad d) Two vegetable e) Dal f) Raita g) Jeera rice or Pulav h) Tandoori Roti / Paratha i) One Desert.

Following arrangements shall be made for 'A' class meetings.

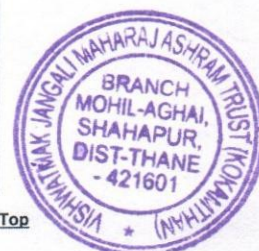
1. A glass filled with mineral water shall be kept in front of each chair prior to starting of meeting. The glass will be covered by a coaster.
2. Tea and biscuits of two types shall be served at tea break. The Housekeeping Officer shall keep tea and biscuits ready after the start of meeting and serve it in the meeting when the chairperson calls for it.
3. No office boy or HR & Admin person shall enter the meeting place without being called for.
4. Lunch shall be arranged at the end of meeting at any 3 star hotels as per requirement and necessity.
5. The menu for lunch shall be a) Tomato Soup b) Salad c) Papad d) Two vegetables e) Dal f) Raita g) Jeera Rice or Pulav h) Tandoori Roti / Paratha i) One dessert.
6. If meeting of Board of Directors falls on holidays, their lunch will be ordered from outside and served in office in buffet style.

Policy for Birthday celebration of Teaching & Non – Teaching Staff

Intent: The purpose of this policy is to celebrate the Birthday of the employee.

Entitlements of gift for various categories of employees are:

Sr.No.	Grade	Entitlement of Gift	Budget (In Rs.)	Honor by
1	Jr. Officers		200	Concerned coordinator/Unit head
2	Coordinator / Dept. Heads/ Manager		200	Unit Head/ Reporting Authority
3	Admin Officer/ HR officer		200	Unit Head/ Reporting Authority
4	Admin Manager		200	Unit Head/ Reporting Authority
5	Principal/Vice-Principal/HOD		200	CEO/ Director/ AGM



Policy for Birthday celebration of Teaching & Non-Teaching Staff:

- Receptionist /Admin Officer/ HR officer will keep track of Birthdays of the staff. The Receptionist /Admin Officer/ HR officer will inform the Teaching & non-teaching staff members to gather at the Staff Room or any common room to wish the particular employee on his/her birthday.
- The birthday will be celebrated during lunchtime or free time as per the schedule of the staff members.
- If the employee is absent on his/her than the celebration would be done before/ after that day.
- Unit Head /Principal must be physical presence at the time of wishing function & birthday gift giving to concerned person.

Policy For Mobile Bill Expenses

The employees will be entitled for mobile bill reimbursement as per below table-

Sr.no	Band	Designation	Maximum limit for mobile recurring Expenses (per month)
1	Apex	Director	
2	Management	QAG heads/Principal / vice principal	
3	Head	Principal / Vice Principal	
4	Executive/Educators	Coordinator/ Admin Officer/ HR officer/Educators	
5	Officer	Assistant / Front officer/ operators	
6	Staff	Drivers/ Bus Attendant	

- If the employee quits the Organisation and does not handover the sim card, the deductions will be made on basis of last generated bill of mobile from Full & Final Settlement of the employee. (if the bill of mobile is exceed as per the policy)
- The mobile sim card & mobile bill reimbursement will be provided as per the norms decided by the organization.
- New employee will be given sim card within 15 days of joining once approved by the principal /Executive Director/ Management.

(Records of the bill will be checked at the end of every month by the concerned HOD.)

- The amount of Personal Calls shall be debited from the employee's salary A/C.
- Employee will sign the receipt of the mobile sim card & mobile bill reimbursement maximum limitation documents for record purpose



Full and Final Settlement of Dues

Full and Final Settlement of Dues-

- When employee leaves the organization it is the responsibility of the employee to hand over the charge, assignments, and organization's assets to concerned substitute employee and submit the duly signed Clearance Certificate to HR Department on or before last working day.
- It will be the responsibility to concern departmental head / principal to give the clearance maximum within 3 days.
- In case of any dues it has to be reported to the HR Dept.
- On receipt of clearance certificate, the full and final i.e. salary and allied entitlements (bonus, encashment the earned leaves etc.) within seven days & gratuity within 45 days (if applicable), will be settled and cheque will be issued to the concern person.
- PF Withdrawal / transfer process is sole responsibility of employee, (online/manually) HR department will guide the employee at the time of clearance.
- Experience certificate & Salary certificate will be issued at the time of his full and final settlement by the HR Dept.
- It will be the responsibility of concern D.H. to give the clearance, within 3 days. (Format is at Appendix L)
- In case of any dues, the matter has to be reported to the HR Officer.
- On receipt of clearance certificate, the full and final i.e. salary, will be settled at the end of that particular month and Cheque will be issued to the employee accordingly. (Format is at Appendix L)
- Gratuity (if applicable) will be settled as per payment of Gratuity Act, 1972 duly signed by the Competent Authority.
- Experience certificate & salary certificate will be issued at the time of his full and final settlement by the HR Officer after the permission of higher authority.
- Exit interview shall be conducted by the Principal/ Admin manager and HR officer or concerned authority will file the report to be forwarded to the Management.

Policy for Refreshments

- All the employees working in the organization are covered under this policy (i.e. employees working on muster)
- During the Gurupurnima refreshments will be given during office hrs and the budget for the same will be Rs 000/- per head.



Policy for Important Events & its Dress code

Sr No.	MONTH	EVENT	VENUE	DRESS CODE	
				For Male	For Female
2	Aug	Independence Day	TRUST	White Jhabba Kurta	White Saree or Salwar Kameez
3	Sep	Educators Day	Within the City	Formal Party Dress	Elegant Party Dress
4	Oct	Annual Staff sports Meet	TRUST	Sports Dress & White Caps	White Saree/ White Salwar Kameez/ Sports Dress & White Caps
5	Nov	Children's day	Funfair	Suitable to Event	Suitable to Event
6	Dec	Annual Day/Gathering	Hall	Formal School Uniform White shirt, Black trousers, ties.	Saree Uniform, Formal shirt trouser.
7	Jan	Sports Day & Republic Day	TRUST	Formal gents wear White shirt, white trousers, tie	White Saree or Salwar Kameez

EVENT REQUIRMENTS

Various events conducted in the organization, may require arrangement for a few or All of the following:

- Participation of Students.
- Invitations to Parents/ Guardians.
- Invitations to Media.
- Refreshment (Snacks/Lunch/Dinner/B/F)
- Gifts and Mementoes.
- Photography and Videography.
- News Coverage



Dress code:

- As per the policy and events every employee of TRUST should follow the dress code.
- Gents staff should be in Formal wear.

Make-Up:

- The makeup of every Lady employee should be natural and simple.
- Heavy jewelry should be avoided.

Policy for Applicability of Dearness Allowance (DA) & Lodging

Sr. no	Grade/ Classification	Posts	DA	Lodging at District	Lodging at Metro	Mode of transport
1	D	Drivers, Attendant, Office Boy, Watchman, Security Guard, Gardner, Maids	300	500	750	ST Bus 2 nd Class Train
2	B,B+,C	Educators, Officers, Non-Teaching, Front Office, PA, PRO, Councilor, Activity in charge, Assistant, Operators	500	1000	1500	Luxury Bus.
3	A	Vice Principal, QAG Head, Department Heads, Coordinators, A.O, Executive.	600	1500	2000	II AC Train, Luxury Bus.
4	A+	Principal /DGM/ AGM	700	1800	2500	Car,2 nd AV, Air
5	Special	Director/Trustee	Actual	Actual	Actual	Company Car, I AC Train, Air

- The employees who will be on outdoor duty shall inform HR Officer and fill the OD form Prior approval is needed from the Higher Authority.
- An employee who goes on tour for work out of Thane District will be paid DA as per TA/ DA rules as amended from time to time.
- The lodging expense is not applicable, if the staying arrangement is done at the Office Guest House.
- The TA/DA will have sanctioned by the Higher Authority as per the table mentioned above.



- Lodging / traveling / conveyance allowance will be reimbursed on the basis of actual bills subject to limits mentioned above.
- If the employee stays at a relative's house, 40% lodging expense can be sanctioned. If claimed by an employee.
- Only under special circumstances, private vehicle will be allowed at the discretion of the management.
- If the employee has to travel by the mode of transport not as per the above chart, he/she should get it pre-sanctioned from the Higher Authority and also mention clearly in TA /DA form
- Driver will be paid Rs.100/- as Night Allowance for each night if required to drive later than 2300 Hrs.
- If the driver is accompanying on tour, he has to make arrangement for lodging as per chart mentioned above.
- If two or more employees go together to the same destination or for the same job, all of them shall claim the traveling expenses either on actual amount spent or as per allowances entitled.
- Whenever expenses for guests are claimed, supporting bills and/or receipts showing the names of people should be attached to the OD expense claim. Normally and whenever feasible, such expenses to be incurred with prior permission of the Higher Authority.

Grievance Procedure

The grievance shall include any dissatisfaction that disturbs the employee contribution to the goals and objective of the organization, the nature of grievance may be communicated of the following terms: Expressly stated, written or verbal, they may be valid, legitimate, any injustice done. Therefore, grievance is the feeling which may be real, imagined which the individual may have in regards to the employment situation. The best possible method should be identified to resolve the grievance. These grievances may arise for change in policies and procedure, the amendments and review for the same is known as the grievance redressal procedure.

Peer Review Appeal Process

To establish a dispute resolution procedure that ensures fair treatment and prompt resolution of work-related problems.

Work Related Problem: A written statement of complaint, problem or dispute submitted on and prescribed form as an appeal of a situation of condition where the employee does not agree with the immediate supervisor/manager's decision related to implementation of TRUST policy, practices, procedures or working conditions.



Policy: The peer review grievance procedure is designed to provide a process by which problems and concerns can be resolved through employee participation and shared responsibility without fear of punishment or retaliation. TRUST recognizes that employees possess sufficient ability, skill; knowledge and interest to participate in problem solving and to ensure applicable policies or practices have been followed correctly and fairly.

Procedure of eligibility

All regular employees below the department head or administrative staff level who have completed their probation period of employment.

Step one:

An employee verbally presents his/her grievance to his/her immediate supervisor or department head within five working days of the incident causing the issue or problem.

(Note: "Working days" are defined as weekdays, Monday through Friday. Saturdays, Sundays and designated holidays are excluded.) The supervisor/department head/principal will work with the employee to attempt to resolve the situation and must provide a written decision to the employee within three working days of receiving the complaint.

Step Two:

If an employee is not satisfied with the written decision, he/ she may contact Human Resources within three working days to appeal to the next higher level of management. At that time, the employee will complete the Appeal form. A representative of the Division of Human Resources will be available to assist the employee in completing the required information. A representative of the division of Human Resources will attempt to resolve the problem through facilitating discussions with the employee, the employee's supervisor, and / or the department head and Principal. The department manager should respond with a written decision within five working days of receipt of the written complaint.

Step Three:

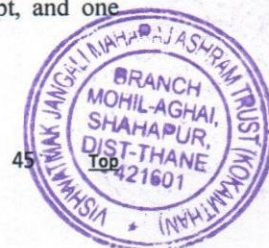
If the employee is satisfied with the written decision, He/ she should inform Human Resource in writing. If the employee is not satisfied, he / she need to inform Human Resources in writing within three working days if the employee intends to proceed with the problem – solving Process.

A representative of the Division of Human Resources will facilitate a meeting with the Principal/ HOD/ Supervisor within five working days of the employee's written notice to Human Resources. Principal / HOD/ Superior will then make a written decision on the problem within five working days to the meeting with the employee.

Step Four:

If an employee is satisfied with the written decision, he / she should inform Human Resource in writing. If the employee is not satisfied, he / she should notify Human Resource in writing within three working days if the employee intends to proceed with the problem-solving process. A representative of the division of human resources will facilitate the convening of a panel within five working days of being notified of the employee's decision.

The peer panel will be composed of four employees, one representative of HR dept, and one department head, Principal & Director.



Outside consultants, current employees (Other than those already on the panel) and non-employees will not be allowed to attend or Participate in the problem-solving proceedings (unless asked for failure to adhere to these procedures will disqualify the employee from further participation in the appeal procedures.

Human Resource will provide copies of the written appeal and prior responses at each step of the process to the peer panel, as well as other documents of information relevant to the proceedings. The panel will interview and gather data only when meeting as a group. No individual investigations will be permitted. The panel will call in order of appearance the appellant, the appellant's supervisor and any witnesses.

Written questions to be asked to either party or the witnesses may be submitted to the panel by the appellant or the supervisor at the start of the hearing. Only the panel members and a member of the Human Resources Department will be present during the testimony and deliberations.

After all testimony and evidence have been presented, the panel will deliberate and vote on its recommendation by secret ballot.

In all unsolved issues, management's decision will be final and binding and will be communicated to aggrieved employee

The following matters shall not come under the purview of the grievance Procedure:

- ✓ Annual performance appraisal / confidential report;
- ✓ Promotion / Increment;
- ✓ Grievance of a collective nature which does not relate to an individual employee;
- ✓ Grievance arising out of discharge or dismissal of and employee.

Policy for Grievance Handling

Grievance Handling

Objective: It is the policy of the Institute to redress grievances of employees as satisfactory and speedily as possible

- The grievance shall include any dissatisfaction that disturb the employee's contribution towards to the goals and objective of the organization. The nature of grievance may be Communicated verbal or in writing. The grievances may be valid with legitimate regards to any injustice done to them
- These grievances may arise due to change in organization policies and procedures or amendment, which is known as the Grievance Redressal procedure.

Steps to handle Grievances: -

1. In case of Non- Teaching, the aggrieved employee shall forward the application to the HR Officer. She/He shall resolve the same within 3 Working days and inform the aggrieved about it. If the same cleared within 3 days, it will be forwarded to Principal/Executive Director & if still not resolved it will be forwarded to Management.
2. In case of Teaching staff, the aggrieved employee shall forward the application to Head through the respective coordinator. Unit Head shall resolve the same within 3 Working days and inform the aggrieved of receipt of the grievance.

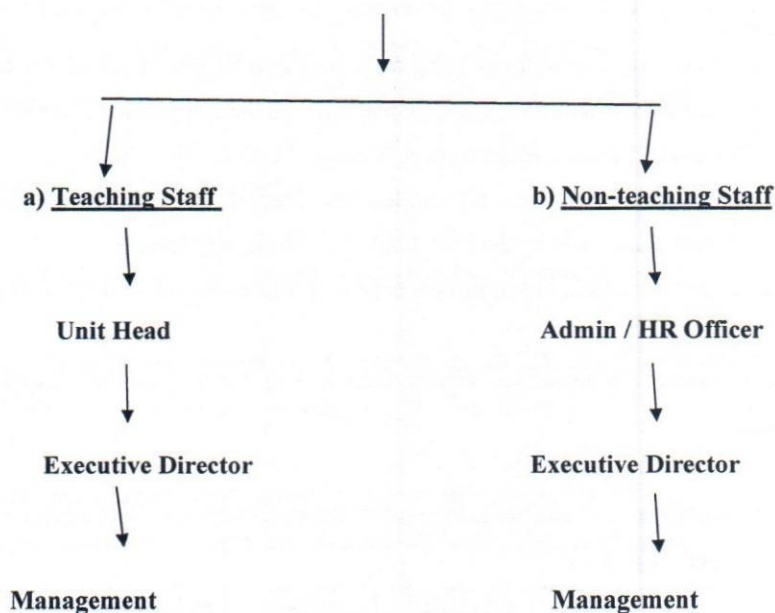


3. If the same is not cleared it would be forwarded to the Executive Director. He/she will resolve the matter within 3 Working days and communicate the same to concerned person.
4. If the Executive Director is unable to resolve the matter it shall be forwarded to the Management who after the discussion will convey the decision.
5. The decision given by the management for the Grievances should be maintained in the personal file of the individual employees and the entry of the same should be done in the grievance register also by the HR Manager/ Executive/ HR Officer.

- The following matters shall **not** come under the purview of the Grievance Procedure:

- a) Annual Performance Appraisal /Confidential Report;
- b) Promotion / increment;
- c) Grievance of a collective nature which does not relate to an Individual employee.
- d) Grievance arising out of discharge or dismissal of an employee

Grievance Handling



policy for Financial Limits for Purchase

2. **Policy for Purchase:** the purpose of this policy is to give the authority to purchase as per procedure and financial limits given for various posts are tabulated below: -

Sr. No.	Position	Maximum limit of purchase
1	Principal	
2	Vice Principal	
3	Dean	
4	Registrar	

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[Top](#)



- Leave will be entitled at half day / month.

- Leave has to be sanctioned with prior permission from the Head Mistress / Principal /Director The application should be handed over to HR Officer.

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[Top](#)



5	HOD	
6		

- The purchasing is to be done as per the Purchase Policy.

POLICY FOR RESIGNATION AND TERMINATION

Services may be discontinued earlier in the following circumstances:

- During the Contract period, services of the employee may be discontinued by the Management giving 30 days' notice, in writing, without assigning any reason whatsoever. The Management also reserves the right to make payment in lieu of the notice.
- By employee giving one/Three calendar months' written notice to the Concerned Head r without specifying reasons. In such an instance, the Management reserves the right to ask you to continue to work till the end of the notice period. However, if employee chooses to leave immediately without one month's prior notice, he/she will have to pay to the Foundation a sum equal to one/Three month's pay, or an amount proportionate to the notice given, if it is less than one month. However, if employee still quits before the completion of the session, it will be mandatory on your part to pay to the Management sum equal to an amount of the pay of balance session.
- Approved teacher who have completed Probation cannot leave the services without giving three months' Notice to the management. If the teacher is serving a probation period can give one month's notice or in lieu of notice thereof to the management an amount equal to three/one month's salary as the case may be
- The principal/Unit Head shall not leave the service without giving three months' notice if one probation or six months' notice if confirmed to the management or in lieu of notice pay to the management an amount equivalent to 3 or 6 months' salary as the case may be.
- By the Management discontinuing employee's services without notice; in case found guilty of any insubordination, intemperance or other misconduct, or of any breach or non-performance of any of the provisions of Appointment letter. In such case, employee will not be entitled to get any pay.
- By the Management discontinuing employee's services on medical grounds; if it is satisfied, on the medical evidence before it, that employee is unfit and is likely to continue to be unfit for a considerable period by reasons of ill health, or any other cause that hampers his/her discharging duties satisfactorily. In such an instance, the employee will be given a sum equal to one month's pay in lieu of notice.
- In case any staff member remains absent from duty for more than 5 days without any intimation to the concerned authorities, is liable for the disciplinary action. The disciplinary action involves the memo to the concerned staff Management, may take appropriate step if the explanation given, not found suitable. Any staff receiving three memos in a period of a month will be terminated.

Policy For Send off

- The employee who has completed 5 yrs of continuous service and Voluntarily separates or retires, (Not Resignation s, not Terminated) shall be eligible for send-off by the institute
- Hr & Admin Dept shall arrange send-off ceremony.
- Send-off Gifts shall be given as per following: -



Sr. no	Classification / Grades	Designation	Amount
1	D	Drivers, Attendant, Office Boy, Watchman, Security Guard, Gardner, Maids(all types of Support Staff)	200/-
2	B,C	Educators, Officers, Admin Staff, Front Office, PA, PRO, Councilor, Activity in charge, Assistant, Operators	250/-
3	A, B+	Vice Principal, QAG Head, Manager, Department Heads, Coordinators, A.O, Executive.	300/-
4	A	Manager, Principal,	500/-
5	A+	DGM, AGM, CEO, Directors	700/-

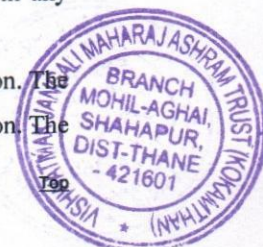
- Send-off function will be arranged at the location where the individual was working lately on last day of his leaving the organization.
- Budget per person for the refreshment shall be Rs.25/-
- Management reserves the discretionary power to deviate from the above policy.
- The retirement age will be as per the prevailing government policies at the time of Retirement.
- Management reserves the discretionary power to deviate from the above policy.

Code of Conduct

To have diligence in performance of work, all employees of TRUST should adhere to professional behavior in interaction both within the institute as well as with colleagues and associates.

- TRUST staff will always be honest, cordial and transparent with associates, fellow employees, and supporting institutions. They will also maintain all institutional information in the strict confidence.
- TRUST staff will act with integrity and trustworthiness
- TRUST staff will maintain clean and neat personal appearances along with dress code and identity card whether in the office, attending training and while representing the organization.
- TRUST staff will maintain proper cleanliness and security of all office equipment and materials, working space, records, vehicles and building.
- TRUST staff will be diligent, hard working, efficient, and effective in their working style.
- TRUST staff will not use institutional time or privileges for personal work.
- TRUST staff will act creatively, confidently, and courageously to share the best values and ideals, with staff of other persons.
- TRUST staff will seek positive solutions and outcomes for all concerned, in any relationship or interaction they undertaken.

Violation of the code of conduct would attract disciplinary action, and may even lead to termination. The nature of the disciplinary action will be decided by the disciplinary committee after due investigation. The



disciplinary committee consists of a HE head and senior Management member. The composition of the team is decided by the Executive Director.

Act of omission and commission constituting misconduct

1. Telephone and computer usages

The foundation understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Because telephone and email system are provided by the foundation at its expense for business use, all messages sent by or received on those systems are foundation documents. The foundation reserves the right to access and to disclose the message that you send or receive on the voice mail or e-mail system. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Those employees who are allocated foundation SIM card are bonded with usages limits, (Allocated as per designation) usage of any extra services like mobile download, caller tones, Alters, SMS packs etc will be deducted from employees' salary. Employees who abuse this policy are subject to disciplinary procedures as decided by the management.

2. Protection of assets of foundation

The assets of the foundation shall not misuse; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and teaching devices, systems, facilities, materials and resources, as well as intangible assets such as information technology and system, proprietary information, intellectual property.

3. Use of the TRUST brand

The use of the TRUST name and trademark shall be governed by cards, manuals, brochures/other branding means issued by the foundation. No employees/ third party of joint venture shall use the brand to further its interests without specific authorization.

4. Dress code

The foundation believes in maintaining a formal dress code at work environment. All employees should be discretion on wearing attire that is appropriate for the office and customer interaction.

Foundation's objective in establishing a formal dress code is to enable employees to project the professional image that is in keeping with the needs of our stakeholders to trust us.

Please Note:

- Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.
- A general rule of conventional and neat clothing should be followed.
- Body piercing other than a single ear ring hole in each ear should be avoided.
- For footwear boots, flats, conservative athletic shoes, sneakers, dress heels, and leather deck shoes are acceptable. Flashy athletic shoes, flip-flops, slippers, are not acceptable in the office.
- Caps/ hats are not appropriate in the office. Head covers that are required for religious purpose or to honor culture tradition are allowed.



If clothing fails to meet these standards, as determined the employees will be asked not to wear the inappropriate item to work again. If the problem persists, the employees may be sent home to change cloths and will receive a verbal warning for the first offense.

Dress Down Days

Certain days will be declared as dress down days, generally Saturdays or festive days. On these days casual clothing is allowed.

5. **Safety.** In all cases where ad question of personal safety arises for individual employees, co-workers or other persons on Foundation premises, or other locations where a Foundation employee is present and fulfilling his or her work – related responsibilities, addressing the safety issue should take precedence. Employees should always be cognizant of the need to adhere strictly to all safety policies and regulations
6. **Alcohol, controlled Substances, etc.** All employees should make sure they are fit and able to perform their assigned duties when they reported for work. The use, sale, possession, manufacture, dispensing or distributing of alcohol, unauthorized drugs or controlled substances by an employee on foundation premises is prohibited. The abuse of legal drugs on foundation premises or during normal working hours is likewise prohibited. Employees who are taking legally prescribed drugs and assignment must consult with their physician immediately. The foundation retains the right to search any and all Foundation property, as well as the employee's person and personal possessions, at any time. Controlled, prohibited or illegal substance will be confiscated, and where appropriate turned over to the authorities.
7. **Weapons.** The possession of firearms or other weapons or any other dangerous of illegal articles on foundation premises or while on foundation premises or while on foundation business, with in prohibited. **Fair and Courteous behavior.** All employees should treat their co-workers fairly and courteously without regard to race, color, creed, religion, gender, national origin, age, sexual orientation, veteran status or Disability.
8. **Sexual Harassment.** The foundation will not tolerate any form of sexual harassment. It is foundation policy to provide all employees with work environment free form unwelcome sexual overtures. Managers and supervisors must be alert to possible violation of this policy and foster an environment in which such conduct is not tolerated. Any questions concerning issues of sexual harassment should be directed either to the employee's supervisor/ Human Resources.
9. **Violation of Laws.** Employees are not authorized to achieve any foundation objective by violating any federal, state, city, town or other government or regulatory body's laws, statutes, regulations or generally accepted rules and standards.
10. **Integrity and professionalism.** Employees should remember that they are a reflection on the Foundation and are constantly being judged or otherwise appraised by everyone they come in contact with. All employees should conduct themselves with the highest degree of integrity and professionalism in the workplace of any other location while on Foundation business.



Punishment of Misconduct:

Any employees found guilty of misconduct may be given any of the following punishment:

Minor punishment:

- Warning
- Fine (not exceeding One third of basic salary)
- Recovery to the full extent of the actual amount of loss caused to the institution or to the employee to the extent of the cost legally advisable.
- Withholding of increments for any – specific period with or without cumulative effect.
- Demotion to a junior post, lower grade, lower pay.

Major punishment

- Suspension without pay.
- Termination of service

Procedure for dealing with cases of misconduct:

If a major misconduct is alleged against an employee, the management before taking any action against the employee will hold an enquiry by an officer appointed for the purpose. The employee concerned shall be given a charge sheet, clearly setting forth the circumstances alleged against him/her and requiring explanation within the stipulated time. If charges against him found true a necessary action will be taken by management.

HR Initiatives/ employees Engagement and Development activity

1. HR team responsible for facilitating employee welfare and team building activities to improve staff retention.
2. Initiate fun at work, calendar to enhance morale and spirit of the employee.
3. Roll out motivational activities.
4. Carrying out contests/ arrangement for employee engagement activities for all categories of personnel.
5. Getting the families of staff involved in image building of TRUST
6. Token of affection on personnel special occasions.
7. Birthday celebration of employee.
8. Skill development program for staff.
9. Monthly evaluation exercise.
10. Exit interview of candidate leaving the job.
11. Identity card and dress code of employees

Recreation Activities:

1. Games
2. Special days celebrations
3. Picnic

Recognize and celebrate Excellence: Design and implement employee Appreciation scheme.

Know your colleagues: An effort to introduce new employees to the entire institute.

Employee feedback and designing suggestion scheme:



Suggestion Scheme

The institutes encourage participation and involvement of all the employees in finding innovative ideas in the interest of safe and easy procedure, institute growth, profitability, cost saving, associated satisfaction and image building.

All the employees are expected to contribute their innovative ideas in the above-said areas as an activity and on regular basis by way of suggestion.

The employee concern can give suggestions orally or in writing in a closed envelop mentioning his/her name contact number mail-id and put the same in suggestion box.

Suggestion can be handed over in person to HR department. The suggestion will be explained by senior HR officer. Any suggestion found useful and worthy of implementation capable of yielding desired result will be considered. The same will be circulated to all in the institute so that others get encouragement.

Feedback

This manual contains policy and procedure relating to overall aspects of human resources in the TRUST. Except the chairman/ governing council, no employee of whatever designation is authorized to make any changes in the same.

If there appears any problem in implementation any condition of this manual it will be brought to the knowledge of CEO / Director and Human Resources Department with alternative suggestion. These will be dully considered and appropriate decision will be conveyed.

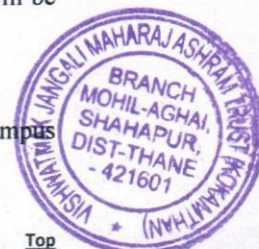
Human Resources Department will continuously monitor implementation of this manual and will seek feedback for progressive development on any provision. Deviation from the said policies is not permitted.

We are always open to feedback and value your suggestions.

DRESS CODE

Dear All,

1. The personal presentation of employees (especially of educators and Admin executives) plays a vital role in creating environment of quality learning.
2. Hon Chairman Sir expressed the need to have general turnout to be complementary to our goal to ensure quality output in all respects.
3. This aspect is addressed in the formal meeting of Unit Heads and resolved to resort to dress code.
4. Further discussion amongst Unit Heads and opinion of Hon. Chairman Sir has helped to come to following decision.
 - a. Every Educator and Admin Executive will wear Blazer on all working days.
 - b. The Blazer colour and cost will be finalized by the purchase department of TRUST, in consultation with Unit Heads.(Cost of the blazer will be around Rs.1600/-)
 - c. Fifty percent cost will be shared by Trust with the proviso that the employee will remain on roll of TRUST for two academic years (The quantum of share will be appropriated if employee could not continue for two academic years). Remaining fifty percent cost will be collected from every individual in four installments.
5. It is decided to execute the dress code at the earliest.
6. It is expected that everybody will cooperate to evolve professional environment on the campus through corresponding presentation.



Disciplinary Actions Policy (DAP)

Objective: The purpose of the disciplinary policy and procedure is to set and maintain standards of conduct within the Institute and to be in compliance with the laws prevailing, and in doing so, ensure that all employees are treated fairly and consistently. It is designed to help and encourage all employees to achieve and maintain satisfactory standards of conduct.

The objective should also be in compliance with the law. References to University may be changed to Institute.

Scope: Applicable to all employees across all locations

Employees are expected to conduct themselves in accordance with the acceptable work behaviors. Seniors and immediate reporting vertical heads are expected to set an example by their conduct, attitude & work habits. Formal Disciplinary action may not be required to be taken every time. Minor concerns about performance or conduct need to be resolved informally between the concerned employee and immediate Manager.

The DAP is designed to ensure that repeated minor incidents, serious offences and misconduct are dealt with both fairly and consistently.

- a. This policy may be amended from time to time and will be applicable to all.
- b. The organization reserves the right to amend the procedure at any stage, if the employee's misconduct or performance warrants such action.
- c. The employee will be given every opportunity to state his/her case before any decision is made.
- d. Investigations into a disciplinary issue will be done in conjunction with the Department head / Director / CEO / Joint Secretary / Trustee of the concerned employee and Human Resources (HR).

Misconduct

Conduct that is detrimental to the interest of the Institute. Misconduct can include persistent lateness, unauthorized absence and failure to meet the Standard Operating Procedures (SOPs).

Conduct that is detrimental to the interest of the Institute and not all Conduct.

Gross Misconduct

1. Gross misconduct is any form of misconduct which is considered to be serious enough to jeopardize the organization's business or reputation, or which irreparably damages the trust and working relationship between the organization and the employee.
2. Such conduct constitutes a fundamental breach of the employment relationship and is likely, therefore, to lead to dismissal with or without notice. (with or without notice)
3. The following list gives examples of the offences that would normally be seen as Gross Misconduct. This is not an exhaustive list and can be used for reference.
 - Theft, fraud, providing false or misleading information or any act of dishonesty.



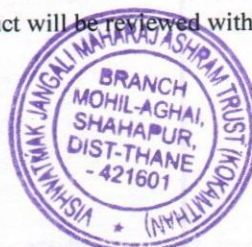
- Unauthorized use or disclosure of confidential information without the express permission of the management.
 - Removal or destruction of any organization records or forms without appropriate authorization.
 - Any act or attempted act of violence or abusive behavior towards people or property.
 - An act of gross negligence or insubordination.
 - Abuse of expenses.
 - Illegal actions that interfere with the organization's commercial activities.
 - Intoxication by alcohol or the possession, use or sale of illegal drugs on the organization's premises or while on organizational business.
 - Any criminal action, which gives sufficient grounds to doubt the honesty or suitability of the employee to continue their duties.
 - Acts of discrimination or harassment.
 - Deliberate breaches of safety regulations, endangering the safety of other people or malicious damage to Company equipment.
 - Misuse of the organization's systems & passwords.
 - Violation of the organization's code of conduct.
4. In certain circumstances, the organization may also take actions in accordance with its rights and duties under criminal law. In addition, regulatory bodies (eg. Police, etc.) may need to be informed and may undertake their own investigations. (Action pursuant to any conviction will also be considered)

Operating Procedure:

Below are the various stages of Disciplinary Actions. However, it should be noted that certain kinds of serious misconduct might lead to separation without prior notice/warning.

Stage I: Verbal Warning

- a. Verbal warnings are given to advise/counsel employees on issues which include performance or conduct not meeting required standards.
- b. The immediate reporting authority should discuss the issue with the concerned employee, and as appropriate, set a clear objective(s) for improvement by a specific date. (Manager term needs to be changed)
- c. The reporting authority will hold a confidential discussion with the employee and ensure that they understand exactly what is expected of them. This discussion will enable the manager to provide constructive feedback and the employee to express their views on the issue. Where a need for improvement is identified, the reporting authority will explain to the employee what needs to be done, within an agreed timescale and how the conduct will be reviewed within the agreed period.



If the required achievements are not achieved or maintained, the matter will be dealt with formally. The reporting authority should keep brief, confidential notes of any informal action

- d. The immediate reporting authority is required to document, in writing, the details of this meeting to be forwarded to HR for records.

Stage II: First Written Warning

- a. A written warning is issued after a verbal warning, if performance is still unsatisfactory, by the above specified date, or the employee's conduct warrants such action.
- b. The written warning is a formal, detailed record of the incident, and it must include the supervisor's expectations for improvement. It identifies the areas in which the employee has failed to meet the required standards, sets out the improvement expected and the consequence of failing to comply.
- c. The Warning letter is given by the immediate Manager and HR after discussion with the Head of Department. A copy of the letter (duly signed by the employee) should be maintained in the employee's Personal File.

Stage III: Final Written Warning

- a. If the employee's performance or conduct is still unacceptable or the offence is deemed serious enough to warrant a final warning, a Final warning letter is issued following a meeting between the concerned employees, the immediate Manager & HR.
- b. If appropriate, it also sets out improvements expected and the consequence of failing to comply.
- c. The consequences of an employee's failure to improve may result in separation.

Stage IV: Suspension

- Suspension is not an automatic; in itself is a disciplinary action.
- An employee may be suspended, while an issue of misconduct is being investigated, in the following circumstances:
 - a. where they are accused of an act of gross misconduct
 - b. when it is deemed necessary to remove them from the workplace to aid the investigation
 - c. where the presence of the accused is detrimental to the reputation of the Institute or the safety of the establishment and/or its employees
- Where a suspension is considered necessary, authorization to suspend shall be sought from the Director / Joint Secretary.
- Suspension will be confirmed in writing, setting out the grounds on which the decision to suspend has been taken. All suspensions shall be with half pay and suspended employees will be kept informed of the progress of their case by the officer who was appointed to investigate the suspension.
- During a period of suspension, employees must remain contactable and attend meetings as required. They must not attempt to contact or influence anyone connected with the investigation or to discuss the matter with any employee the organization. The employee's IT access has to be suspended.
- The suspension of employee should not be more than 30 days.



- Subsistence allowance will be applicable as per the law to the suspended employees during the investigation is in process / progress
- Rules as normally applicable to Domestic Enquiry and Subsistence Allowance may be made applicable

Stage V: Dismissal

If an employee has still not met the requirements of the final written warning, a meeting will be held with HR along with the employee's immediate reporting authority and to review earlier warnings & consider dismissal of the employee post suspension. (It can also happen post Suspension) At times, the only disciplinary option is dismissal. This is generally in case of gross misconduct.

Guidelines for HR to initiate formal Disciplinary Action:

- To ensure that the decision is supported by adequate documentation.
- To ensure that the disciplinary action is consistent with departmental SOPs.
- To ensure that the Immediate Manager has provided the employee the opportunity to correct and/or improve.
- To ensure that there is consistency in the action taken against every similarly-situated employee across different departments in the organization.
- If the disciplinary action was based on a violation of policy or procedure, to check if the employee received any communication/notice of the policy or procedure.

Documentation:

- All disciplinary actions must be supported by proper documentation.
- Disciplinary memorandums and letters must be signed by the employee. If employee refuses to sign, supervisor will have another supervisor or manager sign to witness "employee refused to sign."
- A copy of the disciplinary action should be given to the employee. The original needs to be maintained in the Personal File of the employee.

Any scope to prescribe specimen Warning/Suspension/Dismissal Letters?

SOP post dismissal?

Same SOP of Full & final will be applicable.

I think we should be open for the specimen so as to take a call depending on the seriousness of the issue /case / matter of fact.

Policy for Classification of Employees

Special class Employees

AGM

Director

CEO

Class A+ Employees

Principal/Unit head

Vice Principal/ In-charge Principal/In-charge Director



Class A Employees

Principal
QAG Head
Manager
Professors

Class B+ Employees

Coordinator, All types of dept. heads, all Executive, Sr. chief Officer, Asst. Register, Associate Professor

Class B -Employees

Educators/Assistant professor
Officer/Personal Assistants /PRO
Counselor, Asst. of Coordinator, Supervisors
Particular Activity In charge under main Department
(eg. Transport /H/K under main Admin Department)
Hostel Rector

Class C- Employees

Assistant /Front Officer/Operators

Class D -Employees

Support Staff
(Driver /Attendant/Office Boys/Maids/Gardener/Electrician/Sweepers/Security staff etc.)

Policy for workshop & Seminar fund

Submission of proceedings /documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Admin Department of their unit. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees.

1) Procedure to seek approval: The applicant must fill up the on duty form and submit it along with an application on the plain paper address to "The Unit Head" for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

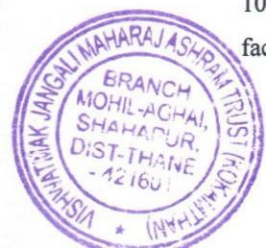
2) Incentives or reward for special noteworthy achievement:

The institute follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind scheme and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest. The various points considered for additional increments are tabulated.

Norms for organizing seminar, conference etc. in the Institute:

- 1) For In-house R&D events, the following guidelines may be used with the approval of the management.
- 2) 100 % concession may be given in registration fee for faculty of host department.

100 % concession may be given in registration fee for faculty of other departments, to a Maximum two faculties, on recommendation of the concerned Head of the unit.



3) The concession so granted shall be reimbursed on submitting the certificate of Participation along with original receipt of it. All the participants shall initially pay the full registration fee and claim for Reimbursement only after fruitful completion of the program.

Policy for Security Deposit (Fixed Deposit Receipt)

1. Security Deposit amount will be deducted for all the employees of certain mutual decided amount.
2. The amount of security deposit will be deducted in two installment, which may be extended to four installments on request of employee and an approval received from higher authorizes for the same
3. The amount on complication of deduction of mutually decided amount it will be kept as a **Fixed Deposit Receipt**. Such that first holder is of employee and second holder of Trust / Society (TRUST).
4. Initially The Fixed Deposit receipt will be made of 2 years.
5. The employees will receive the normal interest rate of FD as per the rules of the bank.
6. The bank forms for will be available in HR Department. It will be the responsibility of Employees to complete the forms for FD and submit the forms to HR department duly filled in.
7. HR & Account department should ensure that the FD is prepared and the Xerox copy of the FD is handed over to the concerned employee within 15 days of after completion of total deduction.
8. The FD will be handed over to the employees on maturity date of FD & receive the promissory note from concerned employee along approval of unit head, CEO & Director.
9. If the employee quits before two years before maturity date of FD but completes his notice periods, as per the policy FD receipt will be handed over along with his/her full and final settlement with permission received by CEO & Director .
10. Approved IOC copy filing it for handover the FD receipt to employee at the time of Full & Final settlement.
11. If any case the employee is leaving the organization before completion of two years and without serving the notice period, it will be at the discretion of the management/concerned department head for release of the FD.
12. Original FD will be kept in the custody of Accounts department or HR dept. till the date of maturity.
13. AGM, CEO of TRUST will sign on FD receipt of Behalf Trust / Society for releasing the FD of employee.

Fees Concession Policy

Intent: - The purpose of this policy is to provide concession in fees for Higher Education to Employees.

Conditions:

- Those employees who want to take fees concession facility must be Permanent Employee.
- This facility is only for institute of Higher Education.

The Employees of TRUST (Higher Education):-

1. All permanent employees of the Group are eligible concession in fees as follows:
- 2.

Sr.no	Years of Services completed	Concession
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1	2 to 5 years	25%
2	5 to 10 years	40%
3	Above 10 years	50%

- Only a maximum of two wards per employee will be allowed under this scheme.
- This scheme is only applicable until the employees are on the payroll of the Group.
- The scheme is not extendable to relatives of the employees.
- The scheme will be applicable for the Tuition Fees & lab fees together and no any other fees like bus fees, meals, admission fee, etc, will be considered.
- College fees as per university norms are subjective to change, the scheme will be applicable on the fees structure of that academic year.
- The eligibility criteria for admission will remain the same and there will be no relaxation for Educators, Admission will only be granted after fulfilling the eligibility criteria
- In case of withdrawal of admission after 45 days the students has to refund the concession amount to the college.

IT Policy

- Campus policy regarding the use of computer software
- Campus policy regarding the use of computer & allied Equipment's.
- Campus policy regarding the use of personal Equipment for school work.
- Campus policy regarding the use of email & Internet services.

The term USER is applicable to every individual in The School run by Trust and its sister concern who knows computer or is trained to use computer and computer related products of the organizations for his/her daily working. The user is bound to know all the policies & guidelines mentioned herein below for using Computer Software's, Hardware and Mailing/Surfing Facilities. Also this policy generates awareness about the actual roll of IT Department while managing these resources. Any query or clarity if required the user should contact the Manager-IT/DH-IT before signing this policy.

The School run by Trust & its Sister Concern is stated as Schools hereafter.

The users should read and acknowledge the policy defined herein below.

The users should obey and follow all the instructions mentioned herewith under this policy. Users, who intentionally or inadvertently violate the rules defined herewith under this policy, can expose him/her and the Schools to civil & criminal liability or serious consequences under the copyright law. He/she might attract a disciplinary action, which can be like show though this seems too harsh, bur such steps are requires in order to control the IT resources and to enforce the discipline as appropriate under the present circumstances.

Policy for using of Computer software's

- The School run by Trusts are involved in e educational sectors, develops system software on DBMS/RDBMS and available platforms. IT department in Campus reserves its rights to



modify, delete installs & correct the application software as per the business needs & market conditions. Users should not modify/Delete any of the contents of application software except that he/she is an authorized person in Campus office to do so.

2. The School run by Trust licenses the use of computer application software from a variety of outside companies. Trust / Society does not own this application software or its related documentation of its own, all users unless

Authorized by the software developer has the rights to reproduce it except for backup purposes.

- 3 Management reserves the rights to decide the use Open office 3.3/MS office 2003-2007-2010-2013 or any other third party Software as Document processing software as per the policy drafted herewith. Document Processing includes word processing, spread sheet presentations etc. IT department will evaluate the User Software Requirement and recommend for the suitable Document Processing Software.

- 4 With regard to Client/Server and network applications, The School run by Trusts. Employees shall use the software only in accordance with the License agreements.

5. Users should not download or install unauthorized software from the internet. Users should not copy/duplicate and distribute the software to any third party, clients, customers or competitors. Unlicensed duplication or use of any software program is illegal and can expose you and the Schools to civil and criminal liability or serious legal consequences under the copyright law. In such circumstances he/she who makes, acquire or use unauthorized copies of software will be facing serious consequences.

6. The School run by Trust does not condone the illegal duplication of software. Trust employee who make acquire or use unauthorized copies of computer software shall be disciplined appropriately under the circumstances.

7. Users and learning of any misuse or related documentation within the Schools shall notify the IT department manager or The School run by Trust legal counsel.

8. Any Doubts concerning whether any employee may copy or use a given software. Those should be raised with are responsible manager before proceeding.

9. Users who want to use the software resources and wants to copy or use a given software program should obtain the necessary permission from a responsible manager before proceedings.

10. In order to ensure that you do not intentionally or inadvertently violate the software publisher's copyright, you should not copy any program/install on your computer for any purpose without permission from IT Manager. This is in order to verify that license is held to cover such installment.

11. If you want to use software which is licensed by the Schools at home you must be consulting with IT Manager in order to make sure the Schools under the user's policy permits such use.

12. Any person from IT department can visit your location with/without notification for assessing the hard disks and ascertain that licenses exist for each copy of a software product resident on a hard disk.

If unlicensed copies are found, they will be deleted removed from the computers.

13. IT department will be given /making arrangements for training of all such operating systems/software whenever such products are delivered to you for use.



Policy for using of "Computers & allied Equipment"

1. Personal computers, laptops, monitors, printers HUBs, networking components Switches. Ups Stabilizers modems/Data cards and all such computer related devices & components are the physical property of The School run by Trust .IT Departments reserves it rights to plan, recommend purchases, Modify /alter and allocate the computer resources, as per the requirement of the organization.
 2. IT Departments will be giving /making arrangement for giving complete awareness and training from time to time, about all such employees who are using the resources are responsible for maintaining the computer, printer and equipment in good and clean conditions.
 3. Users who are using the computer resources will be responsible for damages occurred due to mis-handling. He/she will also be responsible for communicating to IT departments regarding the breakdown of nonfunctioning of the computers and allied equipment's. In such cases IT Departments who monitors/delvers the services to users, cannot be responsible for services delays due to non-availability of spares and components.IT department will be responsible for making alternative arrangements if the computer or allied equipment are not services in time or delayed due to no availability of spares and components.
- Users, who are using computer with local hard disk, will be responsible for maintaining his or her own backups as desired, said or configured by the IT Department. In all such cases IT department will be monitoring the backup status. IT Department will be responsible for configuring the backup setup and also responsible for taking the backup of data located on the server.
- 5.IT department will be responsible for planning, configuring & installing backup methodology as defined in the work instructions of IT Department. IT Department will also be responsible for training users for taking their routine backup.
 6. Users will be responsible for communicating in time, the Data. Backup loss to IT Department. IT Department will be responsible for restoring the backup if required, and will also make required efforts to recover the data, but IT Department cannot be made responsible for data loss occurred due to virus infection, Power Fluctuation, Hard disk Damage, Memory Miss Management. (I.e. Cross link, illegal operations of Ram etc.)
 7. Users will be responsible for sharing the information or hard disk with other employees. He /She should take care that any information or data pertaining to his department/ work area in Technical, accounts, Schools legal Matters, Schools policy, Schools Quality system or any such Information about the organization is will secured and not accessible to other users on the network.
 8. The users is responsible for managing the data created / Originated by them, on their PC. The Users should not delete any data from their Networks/ shared hard disk. The computers and allied electronics equipment are designed and tested to work up to 48 0 c , but these electronics devices give their best performance if operated within the temperature range of 15 o C to 30o C . Although the devices can work up to 48 o C, Users should note that necessary cooling arrangements and thermometer are available, if the surrounding room temperature usually remains high throughout the year and likely to cross 43oC during summer seasons. If no such cooling arrangements are made, you will experience abnormal shutdowns/ hanging problems, of computers during high temperatures. In such conditions avoid working over computers. The user should stop operating computers beyond 42 to 45 0C.



Policy for using of Personal Equipment for Schools Work

Users are not allowed to use their personal Equipment (computer / Printer/ UPS etc.) in office premises. If they desire to use, they have to take their permission from Principal/ CEO/Director/ Secretary. In Such case the user should ensure that they will not carry/ copy any office information on their personal equipment and the user will be responsible for any losses/ damages occurring during their use.

Policy for Using Email and Internet services.

1. The users of The School run by Trust. Are bought and governed to use only the mailing services as defined, Installed or configured by the IT Department.
2. The user will get the user ID only after submitting Approval IT Request form and the purpose of using the Email Services is only for Official purpose.
3. Users, who are using email services should maintain their password very secret and confidential. The User is responsible for changing the password wherever he experiences the unauthorized use of their Account.
4. The user using the email service will be responsible for downloading mails, preservation of important mails, corresponding the matter etc. related to his working area / department.
5. The user will face serious consequences if the is found to be sending any date related to Technical Budget, Accounts. Finance Related, Schools Legal Matters, anything about the school policy and Schools Quality System or any information about the organization to any outside sources, clients, suppliers, competitors, or whatsoever. In such cases if any user is violating the rules and regulation of this campus Users policy will have to face legal action or at most his service can also get terminated.
6. If any users find that other persons are involved in doing so, then the same should inform the manager IT immediately.
7. The user who is using the email service should precisely send only the relevant information. The user should take care of sending information only what is relevant to the topic of combination. It may happen so that the user sending the email can unknowingly send the extra unwanted / irrelevant information to the recipient.
8. Be very careful while opening mails. Never open attachments from unknown persons. They may contain letter bombs, spam or viruses, which can damage your PC or even the network. In such cases the users will be responsible for communicating about the mail to the IT department.
9. The Users should not open anyone else mail box. Also they should not send mails using others email id
10. The users should not reply to unsolicited messages i.e spam mail or other harassing or offensive mail. By responding to such you only give the confirmation that you are a person with active Email address who can be plagued with constant unwanted email solutions.
11. The user should not transmit through the service unlawful, harassing, libelous, abusive, threatening, harmful vulgar obscene, viruses, or any illegal material. If found dosing he will be facing serious consequences.



12. The users should not make any use of email services for personal correspondence. Once the user has applied requested and created his ID, then they are responsible for all the correspondence being made on their ID.
13. The users who require facility internet surfing should inform so along with the purpose of surfing to the IT manager. IT Department reserves the right for deciding upon weather the facility is not be provided on their desktop/ to make a share usage.
14. The users using internet surfing facility are bought by the rules and regulations formed by the IT Department. 9 E.g. Internet surfing machine, dialup locations, surfing locations, surfing timings and usage noting to register IT department etc.)
15. Users should take note of following things while making communication using the email facility.
 - a. The users should note that, whenever they want to make any confidential, legal matters or Important and urgent communication or else any communication where they required delivery notification, report or feedback then, He should avoid using email facility. Instead he should use direct telephone line fax or courier etc. which will generate the delivery notification for record purposes.
 - b. The users should also note that, whenever they receive any such emails which are important for future references, decision making or required to be preserved for legal purpose etc. then He/ She should take the hard copy (I. e Printout), make necessary Inward email communication, though based on links made using telephone line but still it is an indirect communication and not a point to point communication like telephonic communication / Fax Technology. Email which is based on store and forward technology is entirely dependent on circumstances like computer setup and its speed, Telephone line speed, modem speed, mails being transfer at that point of time and finally on mailing server's capacity etc.
IT department will be responsible for provide such type of email communication tool, provide training for using the tool, initially configuring the setup, dialing up regularly guiding users for effective and fast communication etc. IT department cannot be responsible for delivering the mails to recipients.

Welfare activities for employees

1. Medical Facility: First Aid Kit is available at the campus.
2. Tuition fee concession
3. Group insurance scheme for employees: TRUST has implemented to all teaching and non-teaching staff a group insurance scheme
4. Diwali Gift: Diwali gift is given to all employees
5. Meal Facility –Meal facility is provided to all staff Expect 'D' class.
6. Birthday gift is given to admin staff and educators.



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Research Policy and Practices

The success of an institution to accomplish its objectives significantly depends upon the orientation of the faculty with all the aspects of research initiatives, being undertaken by the institution / Institute. To fulfill this, the Institute needs to establish foundation for research and make significant efforts to create awareness among all stakeholders regarding importance of high quality research. The Institute has been working consistently to create awareness of research especially among the faculties and students since 2015. Mini and micro research projects have been one of the major programme in all the schemes of Institute. With these efforts Institute is trying to create research culture among students and faculties who have been working as Mentor's to these students.

This research policy covers roles and responsibilities of the committee which looks into day to day affairs and needs for research of the Institute and has been placed in a broader framework which provides guidelines for faculties/ researcher's in the Institute, initiatives taken by the Institute and Guidelines on Authorship in Scholarly or Scientific Publications of the Institute.

The Institute has established Research Coordination Committee (RCC) to look into the daily affairs of research needs of the Institute in terms of human resource, infrastructure, administrative support and special facilities for research.

Role of RCC

1. RCC is accountable for upholding policy and guidance and for endorsing awareness about research and sensitizing all stakeholders regarding high quality research.
2. Identify and embrace research as one of the crucial programmes in all Institute proposals (wherever possible) and implement it.
3. Encourage young teacher's to apply for research fellowships/ grants through various funding agencies in India and abroad. Provide all practical and procedural support to such teachers.
4. Cater to needs of research centres and keep a follow up of such centres regarding compliance of funding agencies / affiliating university.



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5. Offer all practical support to Research Students (Ph.D students, Project fellows and Post Doctoral Fellows) with reference to facilities, submission of reports and any issue related to accounts and finance.
6. Conduct well-timed meetings of RCC and document its minutes/ proceedings and upload it on Institute website.
7. Offer support in all aspects related to the researcher/ research project/ any other.

Some of the initiatives taken by the RCC are as follows:

1. Promotion of research, innovation, extension and the generation of intellectual capital through various sensitization programmes and by inviting expertise in those domains.
2. Keeping “mini and minor research projects” as one of the vital programmes under UGC- Basic Scientific Research Grant, UGC-Institute with Potential for Excellence (CPE) Scheme, UGC-Institute of Excellence Scheme and under DBT STAR Institute Scheme / Status.
3. Encouraging faculties and students to contribute in seminars/ conferences and present their ~~work~~ and provide financial assistance to faculties through Seed Money from our parent organization.
4. We conduct “ATMATECH” as project research competition. “ATMATECH” focuses on orientating undergraduate students to do innovative research. Experts from various fields interact with students in this programme.
5. Catering to research needs which may result in innovations and procurement of high end equipments.

Guidelines for Researcher's/ Teacher's:

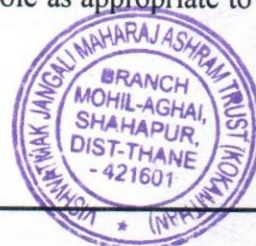
1. Teachers/ Researcher's doing research and publishing papers need to publish their research only in peer reviewed and UGC Care listed journals.
2. It is compulsory for a teacher/ researcher to mention name of Institute as author's affiliation.
3. For research papers published under various scheme of UGC/ DBT/DST, the author's need to mention name of funding agency in the Acknowledgment section.
4. They must avoid publication in vulturine / dubious journals or participant.



5. Any publications in vulturine / dubious journals or presentations in vulturine / dubious conferences should not be considered for academics for selection, confirmation, promotion, performance.
6. Any attempt of compromised academic integrity shall be confronted, interrogated and derecognized at all levels.
7. Demonstrate integrity and professionalism, impartiality and equity, and intellectual honesty;
8. Meritoriously and clearly manage conflicts of interest or potential conflicts of interest;
9. Confirm the safety and well-being of those accompanying with the research;
10. Record and publish their methods and results in ways that are open to scrutiny and debate.
11. Guidance from Committee on Publication Ethics (COPE): San Francisco Declaration on Research Assessment (DORA): the Leiden Manifesto: The European Code of Conduct for Research Integrity Academy of Science 2018, Policy Statement on Dissemination and Evaluation of Research Output in India 2018 by the Indian National Science Academy and resources from UGC-CARE website may also be referred for this purpose.
12. Institute is devoted to health, safety and environmental protection in all its various programs and activities. This promise is compatible with - and important for achieving - overall mission of progressing, spreading, and preserving knowledge, and determined to educate leaders in the service of society. All members of the Institute community (including students, faculty and staff) share responsibility for safety, and shall comply with established governmental environmental health and safety policies norms and procedures.
13. Wherever animal experimentation is involved or maintaining laboratory animals is needed, permission of Committee for the purpose of Control and Supervision on Experiments on Animals (CPCSEA) to be followed.

Guidelines on Authorship in Scholarly or Scientific Publications

1. Researchers have the liberty to elect their own topics of research; it is highly desirable to make research multi-disciplinary and socially relevant.
2. Research must be peer reviewed prior to it being published. Research is placed in the public domain before that it must go through peer review process.
3. Results of research should be published in an appropriate form.
4. Anyone listed as an author on a paper should accept accountability for ensuring that he or she is familiar with the contents of the paper and can identify his or her involvement to it.
5. Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work should be acknowledged for their contributing role as appropriate to the publication.



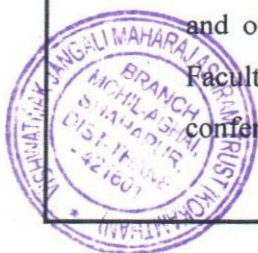
6. Funding sources should normally be acknowledged in any publication.
7. Authors should fully reveal related financial interests and outside activities in publications (including articles, abstracts, manuscripts submitted for publication), presentations at professional meetings, and applications for funding.
8. In addition, authors should comply with the disclosure requirements on the Conflict of Interest.
9. Lead Author-The first author is usually the person who has performed the central experiments of the project. Often, this individual is also the person who has prepared the first draft of the manuscript. The main author is ultimately responsible for ensuring that all other authors meet the requirements for authorship as well as confirming the honesty of the work itself. The lead author will usually serve as the corresponding author.
10. Co-Author(s)- Each co-author is responsible for considering his or her role in the project and whether that role merits attribution of authorship. Co-authors should review and approve the manuscript, at least as it pertains to their roles in the project.
11. External Collaborators, including Sponsor or industry representatives and individuals who meet the criteria for authorship should be included as authors irrespective of their institutional affiliations. In general, the use of "ghost-writers" is prohibited, i.e., individuals who have contributed significant portions of the text should be named as authors or acknowledged in the final publication. Industry representatives or others retained by industry who contribute to an article and meet the requirements for authorship or acknowledgement must be appropriately listed as contributors or authors on the article and their industry affiliation must be disclosed in the published paper.

Financial assistance for the Organizing and attending Conference:

In order to encourage the faculty to enhance the research culture and collaborations, AMRIT provides financial assistance towards organizing and attending conferences and Faculty development programs.

The faculty who wish to avail financial assistance under this scheme should submit their personal proposal to the RCC. The RCC reviews the proposals and recommends. The Funds once released/ sanctioned for organizing a particular activity cannot be utilized for any other programme.

The financial assistance is provided for organizing Conference at National and International level in various fields of technical Education. It intends to promote high standards in Technical Education by providing a forum to the academicians and working professionals for the sharing their knowledge, experiences, innovations and inventions. Preference shall be given to topics of interdisciplinary nature, emerging and thrust areas in technical education. AMRIT provides financial support for the students and faculty both to present their paper/s in the conference within and outside India. AMRIT has policy towards attending conference within and outside India. Faculty are also encouraged to apply for external agency for the financial support in attending the conferences.



Organizing and attending Faculty Development Programs (FDPs) and Staff

Development Programs (SDPs): AMRIT provides financial assistance to conduct and attend FDPs and SDPs. FDPs and SDPs facilitate up-gradation of knowledge, skill and also to provide opportunities for induction training to teachers and staff of the Institute. The objective of this grant to enhance the teaching and other skills of the faculty, to make them aware about modern teaching tools and methodologies and to help them acquire knowledge about current technological developments in relevant fields.

For attending Faculty Development Programs (FDPs) and Staff Development Programs (SDPs): OD and registration fees will be granted to the faculty.

Sponsoring for National / International paper presentations, continuing education programs, conferences:

- i) No one shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.
- ii) In the cadre of Assistant Professor, one should have a minimum of two years' service.
- iii) No staff member shall be sponsored for more than two times in an academic year, including paper presentations and training programmes.
- iv) Professors – 2 Seminars / Conferences / Training programmes with financial commitment and 2 seminars/conferences/Training programmes without financial commitment in one year.
- v) For delivering guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation, academic leave is granted without financial assistance for two times in an year for Professors, and one time for other faculty subject to a maximum of four days each time.
- vi) Faculty sponsored for Paper Presentations and Training programmes in India will be paid Registration Fee, Second Sleeper charges and DA subject to a maximum Rs.10,000/- in case of IITs, NITs and Government owned Universities/organizations and Rs.5,000/- for others. These will be paid only after giving the presentation in the department and after submitting material to the departmental library, and producing a certificate from the HOD.

For International Conferences held Abroad:

- i) 50% of actual expenses including registration fee or Rs.30, 000/- whichever is less will be paid.
- ii) Eligibility: PG qualification, 3 years of experience in this college for a Assistant Professor, 2 years for Associate Professor and 1 year for Professor. iii) Only one member will be granted from each department on first come first serve basis in an academic year (July 1 st to June 30th).
- iii) Any teacher once avails this is not eligible for the next 3 years.
- iv) The financial assistance will be given to one of the authors who will be presenting the paper.
- v) Academic leave will be sanctioned for journey time and conference days only.

NOTE: The financial support and academic leave will be given for full paper presentations only which will appear as full paper in the proceedings and not for papers accepted for poster presentation.

- Participants should produce participation certificate.



- For International Conference in India, the guidelines are as per the other paper presentations in India limiting the payment to Rs.10,000/- or less including all expenses.
- The financial support given by the organizers shall not be duplicated while claiming registration fee, TA, DA and other allowable expenses.

Financial assistance for the State/ National conference:

- 100% of actual expenses including registration fee or Rs. 5000/- whichever is less will be paid.
- Eligibility: PG qualification, 1 years of experience in this college for a Assistant Professor, 1 years for Associate Professor and 1 year for Professor. iii) Only one member will be granted from each department on first come first serve basis in an academic year (July 1 st to June 30th).
- The financial assistance will be given to one of the authors who will be presenting the paper.
- Academic leave will be sanctioned for journey time and conference days only.

Awards for Quality publications:

In order to encourage the faculty of AMRIT towards making high- quality scientific publications, financial incentives will be provided. Authors of international Journal papers, books chapters are provided with incentives as per the policy of AMRIT.

Awards for External funded research projects:

To encourage and enhance the applications to the external research projects, the Institute has award Scheme for PIs (principle Investigators) of the external funded projects. The PIs shall apply for the Award after the successful completion of the external project and submission of the utilization Certificate.

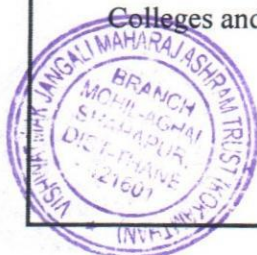
Awards for External funded research projects:

To encourage the faculty with doctoral degree to supervise the doctoral students, AMRIT provides award and incentives to the supervisors of the doctoral students. The supervisor can apply after the successful completion and award of the doctoral degree to their doctoral students.

• Incentive for acquiring Ph.D degree during service:

Any faculty member who has registered for Ph.D working in this college and continued till he is awarded Ph.D or faculty who have been working for not less than 3 years in this college at the time of award of Ph.D shall be given an incentive of Rs.25,000/-.

- Two advance increments may be given to those Assistant Professors who acquire Ph.D in their service and Assistant Professors who acquire Ph.D. degree in not later than 5 years from the date of appointment as Assistant Professor.
- The above (i) & (ii) are applicable to those who acquire Ph.D from IITs, NITs, University Government Colleges and very reputed Deemed Universities like BITS Pilani, Ranchi etc.



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Principal
Atma Malik Institute of Technology & Research
At Moholi, Post-Aghai, Tal. Shahapur, Dist-Thane

Policy for Birthday celebration of Teaching & Non – Teaching Staff

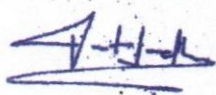
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Objective of the Practice:

The purpose of this policy is to celebrate the Birthdays of the employee on regular basis at every month end so as to keep inclusive environment among the faculties irrespective of their diverse backgrounds.

Policy for Birthday celebration of Teaching & Non-Teaching Staff as per follows,

- The entire employees including teaching & non-teaching staff will contribute Rs.50 every month or Rs.600 for entire year to Admin officer/ In-charge of the activity.
- Admin officer/ In-charge of the activity will keep track of Birthdays of the staff. The Admin officer/ In-charge of the activity will inform the Teaching & non-teaching staff members to gather at the Staff Room or any common room to wish the particular employee on his/her birthday.
- From the amount collected every month, Birthday cake & entitlement gifts for all the birthdays in a month & snacks for all will be purchased by Admin officer/ In-charge of the activity.
- As an initiative of plastic ban in campus metal bottles will be given as birthday gift for concerned person.
- The birthday will be celebrated during lunchtime or free time as per the schedule of the staff members.
- If the employee is absent on his/her then the celebration would be done before/ after that day.
- The award of gift will be done by the hands of senior faculty present during the celebration.




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