

## CHAPTER 1

### ABOUT THE TRUST

- a. Name of the Trust: **Peoples Empowerment Group, Pune.**
- b. Registered Address: **44/1, 44/1/2, Nande, Tal – Mulshi, Dist – Pune 412115**  
**Tel: +91-020-6675, Fax. No. : 91-020-16633918**  
**URL: www.peg.org.in**
- c. Registration Number: 1. **MH/1581/2003/PUNE, 22/12/2003,**  
2. **F22249/PUNE, 26/05/2007**
- d. **Board of Trustees:** ISB&M School of Technology, Pune is running under the umbrella of PEG trust. Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body. Appendix I- Board of Trustees
- e. **Management Committee:** The trust and society has a Management Committee which assist Board of Trustee for effective management of the trust activities which include employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements. Appendix II- M a n a g i n g Committee
- f. **Scientific Advisory Committee:** The Scientific Advisory Committee comprises of scientist of national repute, renowned academicians and eminent personalities. The committee assumes a role of scientific and intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision about new technology and courses that are to be initiated at the institute and to do mentoring of faculty. Appendix III- Scientific Advisory Committee
- g. **Information of Office Bearers:** Office bearer is the team who carries the office administration task and activities. The team comprises of Executive Director / Principal / Dean /Management Nominee, Registrar, Deputy Registrar, Assistant Registrar and Office superintendent. Appendix IV-Office Bearer
- h. **Vision of the Trust:**

## CHAPTER 2

### GENERAL INFORMATION

#### 2.1 About the Institute:

- a. Name of the Institute: **ISB&M School of Technology, Pune.**
- b. Address of the Institute: **S. No 44/1, 44/1/2, Nande Village, Tal- Mulshi, Dist – Pune  
412115**
- c. Contact Details Tel: **020-266754676** Fax No. +91 **020-66754630** Website: [www.isbmsot.org](http://www.isbmsot.org)  
AICTE Permanent ID: ISB&M-SOT, Pune is approved by AICTE under the Permanent ID:  
1-4351941
- e. College ID Number by Directorate of Technical Education, Maharashtra: ISB&M-SOT, Pune  
is registered under DTE (Directorate of Technical Education), Maharashtra and the College  
ID number is: EN 6622.
- f. Pune University's College ID number: PU/PN/ Engg.401 (2010)
- g. Vision of the Institute: To Empower Efficient and Innovative Technocrats to fit into Global  
Landscapes.
- h. Mission of the Institute:
  - Ensuring state of the art outcome based engineering educational scenario through best possible available resources.
  - Fostering a Strong industry-institute partnership which leads to a lifelong career with research aptitude.
  - Imparting Leadership Qualities to Aspirants through multi dimensional capacity building and soft skills enhancement.
  - Linking students with societal challenges by means of exposure to techno-societal area.
- i. **Long Term Goals:**
  - i. To impart quality technical and professional education to the global society.
  - ii. To impart quality management and professional education to the global society.
  - iii. To take up research and consultancy assignments in collaboration with industry, government agencies and others for sustainable development of society.
  - iv. To establish a state of art innovation center for showcasing students creativity.

- v. To establish tie-ups with foreign universities for staff and student exchange programs and twinning programs.
- vi. To become the institute of excellence of national importance. ii. Short Term Goals:
  - i. To prepare students to excel in engineering careers within a global marketplace.
  - ii. To Increase the scope, scale, and impact of research programs.
  - iii. To Improve the Schools visibility within academic, professional, and society at large.
- j. **Quality Policy:** Quality policy is a key document of the Quality Management System (QMS) that reflects an organization's commitment to quality and continual improvement. The quality policy is disseminated to all employees and is periodically reviewed.
- k. **Governing Body:** The governing body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets twice a year and proceedings of the meetings should be maintained properly. The college is governed by the governing body which is constituted as per AICTE and trust norms. Its responsibility can be divided into:
  - i. To monitor and evaluate the teaching programs in the college and suggest remedial measures, to improve the academic performance to conform to the standard of teaching and the progress of studies in the college as laid down by the University.
  - ii. To appoint the Principal / Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
  - iii. To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
  - iv. To approve yearly budget and to sanction budgets for major purchases of the institute.
  - v. To accord approval for appointment of teaching and non-teaching staff required for smooth functioning of the academics.
  - vi. To give necessary approval for appointment of additional staff for value added activities.
- l. **Local Managing Committee (L.M.C.):** As per the Maharashtra University Act separate Local Management Committee is constituted for the day to day functioning of the college. This committee should meet three to four times a year and proceedings of the meetings should be maintained properly. Members elected or nominated shall have a term of five years. The committee comprises of the Chairman of the management, Secretary of the

management, three local members nominated by the management, three teachers elected by the institution, one non-teaching employee and Principal-Member Secretary.

The duties of the local managing committee are:

- i. Prepare the budget and forward it to the governing body.
  - ii. Recommend to the governing body the creation of the new teaching and non teaching posts.
  - iii. Determine the program of instruction and internal evaluation and to discuss the progress of studies in the college.
  - iv. Monitor academic function of the college and extracurricular and co-curricular activities.
  - v. Make recommendations to the management for the improvement of the standard of teaching in the college.
  - vi. Formulate proposals of new expenditure not provided for in the college budget if any.
- m. **Right To Information Committee:** In terms of Right to Information Act, 2005 sub-section (1) of Section 6, a person, who desires to obtain information admissible under the Act, should make a written request to the Public Information Officer, PEG's ISB&M-SOT, Pune – 15 specifying the particulars of the information sought by him or her.

## 2.2 Details of the Institute:

The institute is run by ISB&M School of Technology, S. No. 44/1, 44/1/2, Nande Village, Tal – Mulshi, Dist – Pune 412115. The institute is approved by AICTE and is affiliated to Pune University. Currently there are four undergraduate courses run by the institute, viz.

**Table No: 1 Student Intakes**

Courses	Intake
Mechanical Engineering	120
Electronics & Telecommunication Engineering	60
Computer Engineering	60
Information Technology	60

**2.2.1 Working Hours: The working hours for Institute are as follows**

**Table No: 2 Working Hours**

First Shift College	College	Monday to Friday	9.00 am to 5.00 pm	Lunch break, Tea break-as per Time Table
	Office			

**2.2.2 Discipline:**

- i. Uniform and I-card: The staff should wear uniform on every Monday and Thursday. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- ii. Reporting on duty upon arrival: Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
- iii. Late arrival: Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 3 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.
- iv. Leaving the campus before time: In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.
- v. On Duty leave: All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

## CHAPTER 3

### GUIDING PRINCIPLES

**i. Leadership :**

The Institute's leadership at all sites and in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

**ii. Quality of Employment :**

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

**iii. Compensation, Reward and Recognition :**

The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

**iv. Continuous Learning and Development :**

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

**v. Response to Change**

- a. The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.
- b. During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible.
- c. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

## CHAPTER 4

### CLASSIFICATION OF EMPLOYEES

- 4.1 **Hierarchy of Reporting:** Reporting by different staff members to higher authorities shall be according to the table below:

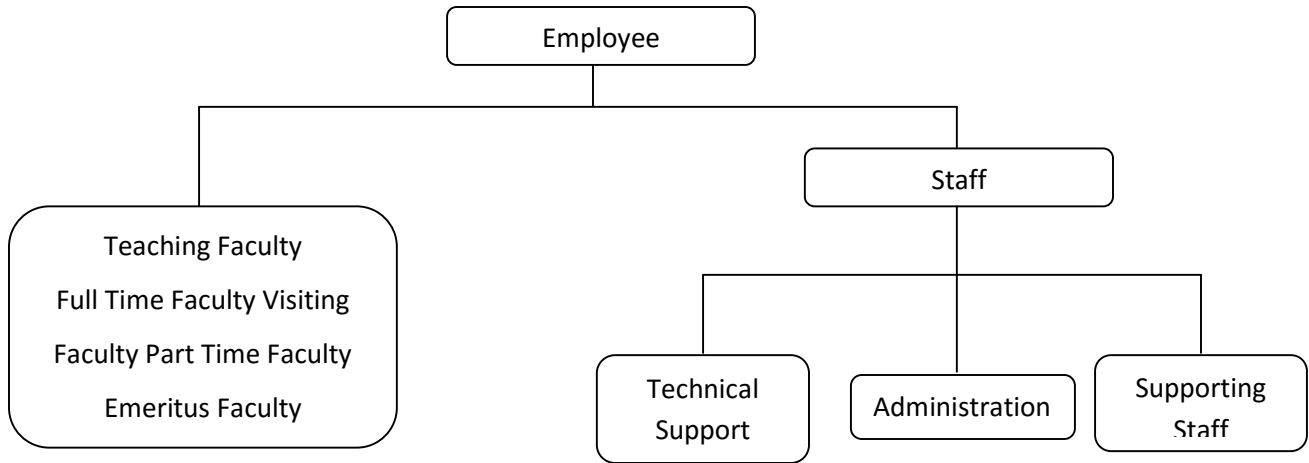
**Table No. 3: Hierarchy of Reporting**

<b>Staff</b>	<b>Reporting authority</b>
Director	Director Executive Director
Principal	Director/ Executive Director
Dean	Principal/ Director
Head of the Department	Principal/ Director
Registrar / Depty. Registrar	Principal/ Director
Training & Placement officer	Principal/ Director
Librarian	Principal/ Director
Coordinator	Head of the Department
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Office Staff	Head of the Department
Library Staff	Librarian
Stores Staff	Stores Incharge
Peons / Non-teaching Staff	Head of the Department / Registrar

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge. The decentralization of responsibilities document is enclosed.

## 4.2 Classification of employees:

At ISB&M-SOT, Pune employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



**1. Teaching Faculty:** It comprises of persons who are involved in teaching / Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

**a. Full Time Faculty:**

- a. Faculties enrolled on institutional Pay roll.
- b. Salary is granted as per the Pay scale declared by Government time-to-time.
- c. Applicable for yearly Appraisal, increments, and government rules and regulations.
- d. Teaching faculty is categorized under:

**i. Professor:**

1. Must be completed Ph. D.
2. Must have 10 years' experience in Industry or teaching field or both.
3. The management can offer eminent faculty as Professor, who has large Contribution in the area of:
  - a. Research and Development.
  - b. Management science.
  - c. Having huge experience with sound expertise.

**ii. Associate Professor:**

1. Either completed or pursuing Ph. D.
2. Must have 10 years' experience in Industry or in teaching field or in both.
3. The management can offer eminent faculty as Professor, who has large Contribution in the area of:



- a. Research and Development.
- b. Management science.
- c. Having huge experience with sound expertise

iii. **Assistant Professor:**

1. Must be completed UG & PG in respective branch with first Class. \* These qualifications are subject to change as per AICTE norms a full time faculty may be:
  - i. **Regular:** The faculty member approved by UGC and has completed two years in probation.
  - ii. **Ad-Hoc:** The faculty member not approved or in the process of approval or approved with one year ad-hoc approval by UGC and yet not completed two years in probation.
  - iii. **Part Time Faculty:** A part time faculty is appointed on the clock hour basis and the remuneration is given as per the rate.
  - iv. **Visiting / Experts:** A visiting faculty is appointed on the clock hour basis, and the remuneration is given as per the rate.
  - v. **Emeritus Faculty:** A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise.

2. **Staff:**

- a. **Technical Staff:** It comprises of Technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, Internet Centre Receptionists, Electricians.
- b. **Administrative Staff:** It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.
- c. **Supporting Staff:** It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

4.3 **Organization Chart:**

Organization chart is a chart showing the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.

#### **4.4 Staff Pattern /Position wise Number of positions:**

##### **i. Teaching (Subject wise & Cadre wise full time faculty):**

i. Teaching Load: The teaching load in hours (minimum) is assigned cadre wise to each faculty as per His / her post and position as follow:

- a. Principal :
- b. Professors :
- c. Associate Professors :
- d. Assistant Professors :

ii. Cadre Ratio: As per AICTE norm the cadre ratio is 1:2:6.

iii. Teacher Student Ratio: As per AICTE norm the cadre ratio is 1:15.

##### **ii. Non- Teaching Technical (Department wise & cadre wise):**

The desirable ratio of non-teaching (Lab/Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.

##### **iii. Non-Teaching non-technical (Department wise & Cadre wise):**

The recruitment for Non-teaching (non technical) comprises all staff except non teaching (Technical). It comprises Registrar to Peon recruitment.

#### **The recruitment of this category staff is as follow:**

- i. Registrar / Deputy Registrar / Assistant Registrar: 01.
- ii. Office superintendent: 01.
- iii. Office Assistant: As per office requirement with the recommendation of Principal & Local Management Committee.
- iv. Librarian: 01
- v. Library Assistant: As per Library requirement with the recommendation of Principal & Local Management Committee.
- vi. Clerk / Junior. Clerk:
- vii. As per various sections requirement with the recommendation of Principal & Local Management Committee number of post can be created.
  - a. For office it is as per the requirement and with the recommendation of Local Management Committee.
  - b. Each department, library and store may have one clerk for departmental office.
- viii. Other than above essential posts other category of the posts can be created with the recommendations of Principal & Local Management Committee.

#### **4.5 Duties and Responsibilities of employees:**

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

**A. Principal:** As the figure head of the institute, principal should have the vision and leadership ability to keep a college developing.

##### **Academic:**

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- ii. To take institute and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of college results and academics
- iv. To promote industry institution interaction and research & development activity.

##### **Administration:**

- i. To conduct the periodical meetings of the faculties for effective administration of the college.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- iii. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of Pune.
- iv. To approve vendors for resources as required in the institute.
- v. To sanction the leave of the staff as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with University of Pune, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- viii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.
- ix. To execute any other work assigned by the management.

**Finance:**

- i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- ii. To authorize for cash advances for urgent purchases required in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.

**Promotion of co -curricular and extracurricular activities:**

- i. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean Students Welfare.

**B. Dean – Research:****Research Work**

- i. To carry out admission process of PhD students of the college.
- ii. To organize effective training program for Ph.D. students of the college.
- iii. To monitor timely completion of the Ph.D. work of the students.
- iv. To encourage and promote publishing of research work in reputed, high impact factor research journal / Publications.

**Industry Linkage and Consultancy**

- i. To formulate policy and facilitate the consultancy work in the institution.
- ii. To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- iii. To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- iv. To apply for intellectual properties generated from research at college and to market these patents in industry.

**Faculty Development:**

- i. To initiate and organize various faculty and staff development programs for continual education.
- ii. Motivate faculty for exploring new avenues for research work, consultancy and projects.

- iii. To assist faculty for applying to different agencies of Government of India & other agencies like Directorate of Technical Education, All India Council of Technical Education and University of Pune etc for research projects.
- iv. To form policies with consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.

**C. Dean - Students affairs:**

- i. Responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of Departments.
- ii. To assist students for effective organization of extracurricular & co curricular activities in and outside the campus.
- iii. To keep watch on hostel and campus for ragging free environment.
- iv. To counsel students for any issue that may arise.
- v. To assist the Principal in all students related issues

**D. Dean – Examination:**

- i. To execute all Internal Examinations of undergraduates and postgraduate courses and declare their results.
- ii. To carry on all work connected with the conduct of University Examinations in accordance with the procedure laid down by the University of Pune.
- iii. To be the custodian of all question papers and examination scripts pertaining to Examinations.
- iv. To monitor Central Assessment Process and is responsible for all matters connected with the conduct of examinations.
- v. To execute any other work assigned by the Principal and management.

**E. Management Representative:**

- i. To establish documents and records for Quality Management System and maintain them.
- ii. To ensure the functioning of the institute as per documented Quality Management System.
- iii. To coordinate all activity towards achievement of Quality Objectives.
- iv. To liaison with external agencies for establishment & certification of Quality Management System.

- v. To educate and motivate all faculty and staff on Quality Management System.
- vi. To facilitate implementation of the Quality Management System and report to the Executive Director on performance of the same.
- vii. To plan, schedule and conduct internal audit with respect to ISO: 9001.
- viii. To coordinate and organize Management Review Meeting at regular intervals.
- ix. To ensure implementation of corrective and preventative actions.
- x. To execute any other work given by the management / Principal.

**F. Head of Department: Academic:**

- i. To monitor and conduct academic activities of the department under the guidance of the Principal.
- ii. To take department and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of department results and academic performance.
- iv. To coordinate term work assessment and conduction of practical /oral examinations as laid down by University of Pune.

**Administration:**

- i. To maintain discipline and enforce rules as laid down by the institute, in the department.
- ii. To monitor the day to day activities of the department.
- iii. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- iv. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- v. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of Pune.
- vi. To execute any other work assigned by the management/Principal.

**Finance:**

- i. To prepare the department requirements and budget needed.
- ii. To oversee the purchase and deployment of any resource allotted for the department.

**G. Teacher:**

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor.

**The Duties and responsibilities are as follow:**

- i. To understand the Quality Management Policy and Quality objectives of ISB&M-SOT, Pune.
- ii. To follow all rules and regulations as laid down by the institute which includes working time in the institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc.
- iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- iv. To use innovative teaching aids and adopt innovative teaching –learning methodologies.
- v. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- vi. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- vii. To participate proactively in any research and development activities conducted in the department.
- viii. To perform other academic/ administrative duties assigned by Head of the Department / Principal.

**H. Non-teaching technical staff:**

**a. Incharge: System and Technical Support**

- i. To update and maintain institute website with institute data.
- ii. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- iii. To initiate purchasing of equipment's.
- iv. To provide support for various software servers.
- v. To ensure continuous internet during assigned hours.
- vi. To give support to On-line exam, Seminar, Workshop, technical training program.

**b. Laboratory/Technical Assistant:**

- i. To prepare the laboratories for smooth conduction of laboratory session.
- ii. To assist faculty and students during laboratory sessions.
- iii. To maintain dead stock register, Instrument Issue register and maintenance register.
- iv. To conduct installation of new equipment's and maintenance of existing equipment's.
- v. To maintain and update the approved supplier list for equipment's.

**I. Non-teaching non-technical staff:**

**a. Registrar / Deputy Registrar/ Assistant Registrar:**

- i. To provide secretarial support to the trust & the Executive Director.
- ii. To maintain general discipline, safety, cleanliness of premises, hostels, dress code etc.
- iii. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of SOT.
- iv. To ensure the documented Quality Management System is followed at various stages of administrative processes.
- v. To execute the admission process and University Examination process of students.
- vi. To handle student grievance and taking remedial actions.
- vii. To execute attendance monitoring, salary payments to faculty & staff.
- viii. To handle of customer complaints and ensuring corrective actions.
- ix. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non-conformities.
- x. To execute any other work given by management.

**b. In charge-Library / Librarian:**

- i. To implement all library rules as defined by the management.
- ii. To ensure the documented Quality Management System is followed at various stages of library processes.
- iii. Responsible for overall functioning of the library.
- iv. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .



- v. To display all technical articles, literature and new arrivals.
- vi. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- vii. To execute any other work given by management.

**c. Training and Placement Officer:**

- i. To maintain complete information regarding student appearing for placement activities.
- ii. To conduct placement activities smoothly
- iii. To decide and arrange for personal development programs for student.
- iv. To update and maintain the contact details of companies interested in recruitment activities.
- v. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- vi. To take feedback from industry about the students recruited.

**4.6 Recruitment of Employee:**

**4.6.1 Recruitment Procedure:**

Teachers: (Assistant Professor /Associate Professor /Professor/ Principal)

**Manpower Planning:**

- i. Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement: Consolidation of subject wise teaching load Calculation.

Student – Teacher Ratio (as per NBA guideline) For UG: 1:15

ii. Succession Plan:

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Professor, Associate Professor may be promoted as a professor.

The succession can be:

- a. Absolute Succession: The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.
- b. Conditional Succession: The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of Acquiring higher qualification, certifications etc.

iii. Approval of Faculty by the University:

The institute will ensure that, within the best of its capacity and within the rules the University of Pune approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

- iv. Filling in of temporary vacancy: Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one term the Registrar, on the recommendation of the Principal, initiates the process of temporary appointment.
- v. Creating a New Position: Description of a new position must be completed by the Head of the Department and submitted to the Principal, who reviews and assigns the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with All India Centre for Technical Education, Directorate of Technical Education and University of Pune nomenclatures.
- vi. Job Announcement: All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the

- Management. On the Institute's website, list of new openings will be available from time to time.
- vii. Closing Date: All classified positions are open for a period of fifteen working days. At times, a hiring official can choose to keep the job open until filled. In such instances the hiring official reviews all applications received up to the date and notify the Management when decision is made.
- viii. Advertising: Once the job advertisement is ready, the advertisement is to be posted on the website and at least one of the National or local English newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Registrar and all correspondence refers to the appropriate job position.
- a. Verification: Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.
  - b. Publishing the Advertisement: The advertisement should be published in
    1. Newspapers, 2. Web site, etc.
- ix. Employee Selection:
- a. If an applicant contacts any department; he/she is referred immediately to the Registrar.

The Registrar may also approach leading institutions and outsourcing firms so as to fulfill the organization's manpower and research requirements.
  - b. When a position closes: Department's senior staff shall shortlist candidates as per to All India Centre for Technical Education/ Directorate of Technical Education and University of Pune norms. A selection panel consisting of Principal, Head of the Department and few senior staff members will interview the candidates. There is at least one Head of the Department / senior faculty member from other department. Panel will interview the candidates as per norms already laid down. A personal interview is always conducted.
- x. Selection Committee:
- UGC Committee: A UGC Committee established for the selection of the post of Principal and university approved teachers under the Maharashtra University Act 1994 Chapter VIII-Committees, Preamble Section-78.
- a. There shall be a selection committee for making recommendations of suitable candidates for appointment to the posts.

- b. Institute Level Committee: The institute level committee is made of three to five eminent / senior faculty members. This type of committees is formed for: 1. Walk-In Interviews, 2. Emergency recruitment.
- xi. Schedule and Venue:
- a. Pune University Interview:
    - i. Meeting must be scheduled within 30 days after formation of selection committee.
    - ii. The venue is decided by Top management/ trust.
  - b. Institute Level Interview:
    - i. Schedule, as and when requirement is raised, and possibility of UGC interview is not sure due to technical reason of university end.
    - ii. The venue is decided by management/ Principal.
- xii. Invitation:
- a. Invitation letter to UGC Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule.
  - b. If the minimum number of members is not available on schedule, it can be rearranged.
- xiii. Call letter:
- a. Interview Call Letter is process to call the shortlisted candidates through post.
  - b. The call letter comprises: 1. Candidate Name, 2. Post for which he/she has been Short listed, 3. Day, date & Time for interview 4. Venue.
  - c. A candidate must present the call letter at the time of Interview.
- xiv. Interview Conduction:
- a. Conduction of interviews and Report of Selection Committee recommending names of candidates.
  - b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.
  - c. The interviewer's committee should submit interview reports with recommendations for appointment.
  - d. Preparation of a Consolidated Statement in detail in respect of recommended candidates.

- e. Office should submit interview selection committee report to University within 72 Hrs. for further process.

xv. Appointment Order:

- a. Selected candidates are finalized and appointments orders ought to prepare.
- b. Approval of the Management for issuing Appointment Orders.
- c. Issue of appointment orders by office staff.
- d. Appointment against category post is valid for one year only.
- e. Acceptance Letter: Candidate should submit acceptance letter for appointment order.
- f. Joining Report: At the time of joining, faculty should submit joining report to the Office, with the signature of Respective Head of the Department and Principal.

xvi. Job Offer:

All selections are reviewed and approved by the Management prior to extending a job offer. The interview panel submits the information through “Request for recruitment form” to the Management.

Appendix XI - Request for recruitment form

xvii. Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position. A form is already designed made by the administration for the same,

Appendix XII – Evaluation form

xviii. Interview Guidelines:

- a. For every candidate a technical as well as personal interview is conducted by a panel already defined in previous section
- b. Interviews:
- c. Internal applicants are treated at par with external applicants in all respects, as far as selection process is concerned. The selection of candidates called for interview for regular posts advertised is through the Panel of Experts appointed and approved by the University of Pune for all disciplines at the ISB&M-SOT.

xix. Induction and Orientation:

Every newly inducted employee has to undergo a formal orientation session as soon as possible. Orientation sessions provide necessary information concerning the

history, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. Head of the Department are responsible for providing each new faculty / staff member with the necessary on job orientation. The Registrar intimates all concerned whenever a new employee joins the Institution. Establishment section makes the newly joined staff aware of all the working procedures and leave rules, etc.

#### **4.6.2 Recruitment Procedure:**

##### **Non-teaching staff:**

- i. **Requirement Finalization:** All Head of the Department present their requirement to Principal/ Human Resource Manager / Deputy Registrar in the Head of the Department meeting.
- ii. **Succession Plan:** A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Peon may be promoted as Clerk, Laboratory Assistant may be promoted as a Technical Assistant; Clerk may be promoted as Head clerk & office superintendent, etc. The succession can be absolute succession if the identified candidate fulfills all conditions required for appointment; and hence no special conditions are involved in the appointment.
- iii. **Advertisement:** Publish advertisement, if required.
- iv. **Application:** Eligible candidate for advertised posts should apply in the Performa application, available on the institutional web Mail (recruitment.isbm2010@isbm.ac.in).
- v. **Scrutiny:**
  - a. Collection of application & preparation of its database.
  - b. Scrutiny of data and short listing of eligible candidates.
- vi. **Selection Committee:**
  - a. Institute Level Committee: The institute level committees are made of department wise eminent/ senior faculty members (3 - 5). This type of committees is formed for:
    1. Walk-In Interviews, 2. Emergency recruitment.
- vii. **Schedule and Venue:**
  - a. Schedule, as and when requirement is raised.
  - b. The venue is decided by Principal.

**viii. Call letter:**

- a. Interview Call Letter is call to shortlisted candidates through post.
- b. The call letter comprises of: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, date & Time for interview 4. Venue.

**ix. Interview Conduction:**

- a. Conduction of interviews and Report of Selection Committee recommending names of candidates.
- b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.
- c. The interviewer's committee should submit interview reports with recommendations for appointment.
- d. Preparation of a Consolidated Statement in detail in respect of recommended candidates.

**x. Appointment Order:**

- a. Selected candidates are being finalized and appointments orders ought to prepare.
- b. Approval of the Management for issuing Appointment Orders.
- c. Issue of appointment orders.

**xi. Acceptance Letter:** Candidate should submit acceptance letter for appointment order.

**xii. Joining Report:** Candidate should submit joining report at the time of joining.

**xiii. Induction/ Orientation Program:**

- a. Induction is introduction to newly appointed employees to their jobs, colleagues/peers and the organizational.
- b. After the candidate has joined, s/he is told of his/her duties and responsibilities by Head of the Department / Principal.
- c. The Principal / Head of the Department take initiative to induct new employee.

## CHAPTER 5

### HUMAN RESOURCE POLICY MANUAL

The Management and Principal understand that department heads need guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and department heads are kept abreast of them.

This Manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, NBA, UGC, ISO 9001: 2000 QMS, ISB&M-SOT, University of Pune or any other relevant body. It is aimed at ensuring that ISB&M-SOT, Pune adheres to those, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

This second revised Human Resource Manual is an effort to begin to develop consistent policies and procedures. Hopefully this Guide will prove to be a useful tool to department heads as well as begin to establish uniform policies and procedures for our personnel.

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

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

**Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of this Manual shall be ignored out through the rules and regulations laid down by the Savitribai Phule Pune University, Pune. In case of conflict of rules laid down by AICTE, DTE and Savitribai Phule Pune University. a proper decision on a specific matter is left to the sole discretion of the Principal / Executive Director. This Manual shall not remain a sacred book and may be subject to periodic amendments depending on the needs that arise from time to time.**



## CHAPTER 6

### POLICY STATEMENT AND CODE OF CONDUCT

#### 6.1 General Policy

- a) Policy for Physically Handicapped People: Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- b) Drug and Alcohol Free Workplace Policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment:
  - i. Abide by the institute's policy on prohibited substances; and
  - ii. Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.
- c) Equal Employment Opportunity: It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.
- d) Sexual Harassment: Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:
  - a. Physical contact and advances. or
  - b. Demand or request for sexual favors. Or
  - c. Sexually colored remarks. or

- d. Showing Pornography. or
- e. Any other unwelcome physical, verbal or non verbal conduct of sexual nature.
- f) Soliciting / Canvassing : Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.
- g) Employment of Relatives: No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.
- h) Attendance: Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
- i) Conflicts of Interest: An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.
  - i. Code of Conduct: All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:
    - i. Insubordination
    - ii. Theft
    - iii. Conviction of a felony involving moral turpitude
    - iv. Bringing discredit to the Institute
    - v. Falsifying, grafting, or forging of any record, report, or information
    - vi. Discourteous behavior
    - vii. Any other misconduct interfering with performance of job tasks

- viii. Unauthorized absence from assigned work area
  - ix. Sleeping on duty
  - x. Negligence
  - xi. Dereliction of duty
  - xii. Interfering with the work performance of another employee
  - xiii. Favoritism
  - xiv. Wasting materials
  - xv. Willful damage to equipment or property of the Institute
  - xvi. Entering an unauthorized work area
  - xvii. Continued failure to perform assigned duties
  - xviii. Failure to report absence
  - xix. Habitual absence or tardiness
  - xx. Job abandonment.
- j) Safety: Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.
  - k) It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.
  - l) Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.
  - m) Gratuities: Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.
  - n) Political Activities: As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of

the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

- o) **Disruptive Behavior:** While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.
- p) **Outside Employment:** Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.
- q) **Malpractices:** No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute
- r) **Revelations:** Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters. Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

## CHAPTER 7

### PROBATION PERIOD POLICY

- 7.1 Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first two years of employment on probation.
- 7.2 Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first twelve months of employment on a temporary basis.
- 7.3 Evaluation in Probation Period: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in service else, he / she may be terminated from service. In case of termination of services the employee loses the right to appeal.
- 7.4 Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to the Management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.
- 7.5 Voluntary Resignations: It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

## CHAPTER 8

### SALARY POLICY

- 8.1 **Type & fixation of Initial salary:** In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Pune norms and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.
- a. Consolidated salary usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at ISB&M-SOT. It is fixed as per management decision.
  - b. Salary and Increments as per pay commission / Pay Scale cadre wise: Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and Pune University approval & management's discretion. Salary is fixed as per All India Technical Education notification, dt 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC - 2010/(34/10)/TE -2, dated 20th August 2010.
- 8.2 **Salary Increments (Rationalization):**
- i. **Time Scale of Pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, Savitribai Phule Pune University etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Directors. Annual increments, in general, will be paid in the month of JAN 01 of every calendar year.
  - ii. **Debt Repayment and Monetary Responsibility:** The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.
  - iii. **Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are

advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

- iv. **Higher Remuneration:** The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

8.3 **Payment Mode of Salary:** Every employee opens a salary account at Axis Bank and the salary is transferred to employees account.

#### 8.4 **Payroll Deductions:**

- i. Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.
- ii. Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.
- iii. Contributory Provident Fund Scheme: Contributory provident fund facility is available to grade III cadre employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

#### 8.5 **Working Time**

- i. **Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- ii. **The Standard Workweek:** Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday. The timing for the First shift is 9:00 a.m. to 5:00 p.m. All days have a forty five minutes break for lunch and 15 minutes of tea break.

- iii. **Change of Workweek:** Any change of workweek / breaks / work timings etc. should be with the prior approval of the management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the management. The management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the management in this matter. It is the responsibility of each employee, however, to ensure that the management is made aware of the change in workweek or timings etc. that he / she have been assigned.
- iv. **Overtime:** No overtime charges are provided to any employee. Only the administration and supporting staff however are entitled to a compensatory off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

**8.6 Allowance Granted in Lieu of Salary:** Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

- i. Allotment of staff quarter: Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.
- ii. Chauffer driven car: This facility may be made available to principal and selected ISB&M-SOT employees according to their work profile.
- iii. Car petrol allowance: This facility is available to principal and selected ISB&M-SOT employees according to their work profile subject to the discretion of the management.
- iv. Mobile/telephone facility: Mobile and telephone allowance is given to all Heads of Departments and the Assistant Registrar.
- v. Internet Allowance: Internet allowance is given to all Heads of Departments and the Assistant Registrar.
- vi. Personal Allowance: This facility is available to principal and selected ISB&M-SOT employees according to their work profile.
- vii. Travelling Allowance: Travelling allowance is given for official travel to Assistant Registrar and other staff if required.



### **8.7 Welfare Activities for Employees:**

- i. Free/Concessional medical Facility: A small dispensary and doctor is available at the campus. Emergency medical facility in the form of ambulance is available.
- ii. Tuition fee concession to wards of employees studying in ISB&M-SOT: Wards of employees studying in ISB&M-SOT institution can avail concession @ 50% in Tuition fees
- iii. Group insurance scheme for employees: ISB&M-SOT has implemented to all teaching and non teaching staff a group insurance scheme as per Appendix 6, AICTE Handbook 2013-2014.

## CHAPTER 9

### PERFORMANCE EVALUATION POLICY

- 9.1 Job Evaluation:** It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self appraisal form' after the completion of an academic year.
- 9.2 Performance Appraisals:** Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute.
- 9.3 Appraisal Factors:** Factors used to appraise an individual's performance in a job are the following:
- i. Education - Depth of knowledge normally acquired through education or specialized formal training.
  - ii. Experience - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training.
  - iii. Job scope - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
  - iv. In campus relationships -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.
  - v. Out campus relationships - Responsibility for representing the institute.
  - vi. Managerial responsibility - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development.
  - vii. Position conditions - Degree to which the position has certain undesirable working conditions present.
  - viii. Integrity- Integrity with institute, initiative, ability to shoulder responsibility, etc.
- 9.4 Parameters of Evaluation:** Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include

adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

- i. Student Feed Back: Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office.
- ii. Lecture monitoring: Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the Principal. This will be maintained in Head of the Department /Principal's office.
- iii. Result analysis: Result Analysis of subject taught by the faculty.
- iv. The following formulae may be used as guidelines for the Time Management for working at ISB&M-SOT:
  - a. Teachers: 40% - teaching + 30% - institutional / departmental work + 30% - Self developmental work.
  - b. Others: 50% - Official + 30% institutional / departmental work + 20% - Self developmental work.
  - c. Students: 75% - study + 15 % curricular / extracurricular activities + 10% - other administrative work.

**9.5 Process of Performance Appraisal:** A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he/ she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not be used as tools of personal vendetta under any circumstances.

**9.6 Training and Development Programs for Teaching /Technical / Supporting Staff:**

- i. From time to time the Management deutes staff for training both outside and within the organization on the recommendations of the Head of Department. Basic trainings, like ISO 9001:2000 awareness, medical issues awareness etc, is often organized in-house.

Employees are also encouraged to go for trainings sponsored by Indian Society for Technical Education, University of Pune, Directorate of Technical Education, University Grants Commission, All India Council for Technical education etc.

- ii. The institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the institute.
- iii. At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.
- iv. For all paper presentations the expenses are borne by the Institute as per the norms decided.
- v. A record of training is to be kept by the all employees in their personal files. The institute encourages and supports the training and development of all its staff members and is dedicated to promote a vibrant team of employees.

## CHAPTER 10

### PROMOTION AND TRANSFER POLICY

- 10.1 A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- 10.2 A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees.
- 10.3 A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.
- 10.4 Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.
- 10.5 Employees are encouraged to apply for any position for which they are qualified and should contact the Registrar for specific information.
- 10.6 When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.
- 10.7 A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the University of Pune and only on the recommendations of the committee he /she is granted promotion.

## CHAPTER 11

### LEAVES AND VACATIONS POLICY

General principle for granting leaves is to follow the guideline issued by University of Pune, All India Council for Technical Education, Government of Maharashtra etc.

11.1 Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee. The Institute functions on a five-day week basis running from Monday through Saturday.

11.2 Leaves can be broadly classified as:

- |                            |   |
|----------------------------|---|
| i) Casual Leave [CL]       | ii) Medical Leave [ML]                        |
| iii) On-Duty Leave [OD]    | iv) Maternity Leave [MA]/Paternity Leave [PA] |
| v) Compensatory Leave [CO] | vi) Study Leave [SL]                          |
| vii) Earned Leave [EL]     | viii) Sabbatical Leave [SA]                   |
| ix) Special Leave [SP]     | x) Leave without Pay [LWP]                    |

**i. Casual Leaves [CL] :**

- a. All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- b. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- c. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- d. It is necessary to get prior sanction of CL by reporting to the authority.
- e. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal / Director.

The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL

- f. CL cannot be equated with ML or vice versa.
- g. In the event of transfer of an employee the unused CLs are carried over.

**ii. Medical Leaves [ML]**

- a. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- b. 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. The services of the Institute's medical officer may be utilized for this purpose.
- c. 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.
- d. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of the Department Management.
- e. Unscheduled Absences Unplanned absences can be very detrimental to work place 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 Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.
- f. Unused MLs will be carried forward into the subsequent year[s].

**iii. On Duty Leave [OD] :** 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, University or State.

- a. On Duty Leave for Pune University Examination Work: /Year/ Person.
- b. On Duty Leave for outside Pune University work: /Year/ Person.

**iv. Maternity Leave [MA] and Paternity Leave [PA]:**

Maternity leave may now be granted to a female teacher for 180 days and only twice in one's career. Likewise a paternity leave of 15 days may be granted to a teacher father.

- a. A lady employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
- b. A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- c. In all other cases the Principal fixes a period of leave to be granted as Maternity Leave without pay.
- d. A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- e. Not more than 2 MAs can be availed by a lady employee while in service at the Institute.
- f. Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 15 days and not more than 2 PAs can be availed by male employees while in service at the Institute.

**v. Compensatory off [CO]**

- a. Only the administrative and supporting staffs, who work on holidays, will be entitled to CO for an equal number of days that they have worked.
- b. COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- c. If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.
- d. COs cannot be carried over to the next calendar year.
- e. Examiner ship: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.



- vi. Study Leave [SL]** A SL of maximum six months is granted to an employee who has served the Institute for a period of minimum five years without break in service. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work career advancement etc.
- a. The employee is entitled to pay 50% 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.
  - c. Faculty member who like to apply for the study leave during his/her course work will be approved by converting their vacation leave to complete the course work.
  - d. Maximum 5% faculty members of the department can avail this career advancement policy in a year.
  - e. After completion of research (PhD) the faculty members must serve for three years from the date of open defence total span of 5 years.
- vii. Earned Leave [EL]** If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is half number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.
- viii. Sabbatical Leave (SA)** Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.
- ix. Special Leave [SP]** An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.
- x. Leave without Pay:** If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP.
- a. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

- b. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- c. A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one year's service.
- d. Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- e. Should a position be not available upon the expiry of the leave of absence or return to work, the Head of the Department may request the management for an extension until such time as a position for which the employee is qualified becomes available.

**11.3 Sanction of Leaves:** Head of the Department must sanction the leave application form of an employee before forwarding the same to the Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Registrar shall sanction the Leaves for supporting staff. The Principal shall get his leave sanctioned by the Executive Director.

**11.4 Vacation and Holidays:**

- i. Category of Employees: Employees in the organization are of two types;
  - (i) Vocational employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations and
  - (ii) Non vocational employees that constitute the administrative and supporting staff who are not eligible for summer and winter holidays.
- ii. Using Vacation / holidays:
  - a. All regular and probationary employees who have prior recommendation approval from the Head of the Department/Principal are eligible for availing vacation. However, employees who need to take days off during the first three months of their probation period may take leave without pay if it is not in the regular vacation slot. This, however, is applicable only in exceptional circumstances.
  - b. Vocational employees who have exhausted their vacation, with the approval of the Head of the Department can take CL in whose absence LWP can be taken in

exceptional circumstances. As far as possible employees may take vacation / holidays in the slots allocated for the same. Only the Principal on the recommendations of the Head of the Department allow any exceptions.

- c. Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another. Vacations /holidays however cannot be carried forward, under any circumstances.
- iii. Period of Vacation/holidays: A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

**Table No. 4: Summer Vacation Period**

<b>Period of Service</b>	<b>Vacation Period</b>
Less than 1 years	8 days
Less than 2 years	22 days
More than two years	45 days

Period of winter vacation for vocational employees

**Table No. 5: Winter Vacation Period**

<b>Period of Service</b>	<b>Vacation Period</b>
Less than 1 years	8 days
Less than 2 years	22 days
More than two years	45 days

- i. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- ii. Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed.
- iii. 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.
- iv. Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the Principal if all the departmental work, University works, 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 vacation/ holidays.

- v. Vocational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- vi. All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.
- vii. 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.

## CHAPTER 12

### GENERAL ASPECTS OF RESIGNATION AND SUSPENSION

#### 12.1 Resignation & Retention Policy:

- a. Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- b. Principal/ Head of the Department conduct the Exit Interview.
- c. Employee doubtful of the effective date of resignation, contractual notice period, contacts the Registrar for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.
- d. Employee leaving without a notice of thirty days does not receive their pay for one month or have to deposit one month salary. Employees interested in resigning cannot utilize any leaves except OD and CO.
- e. Employee who resigns during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- f. Employees who resign may be retained by ISB&M-SOT at the prerogative of the management.

**12.2 Handing Over:** Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

#### 12.3 Suspension:

- a. Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.
- b. The employee's immediate superior may affect dismissal or suspension when the Principal determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

- c. An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover pay at his/her regular rate, at the discretion of the Management and the Guideline of University of Pune.

## CHAPTER 13

### GRIEVANCE AND APPEALS PROCEDURE

**13.1 General Grievance Cell and Its objectives:** A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for Redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

**Objectives:**

- i. To advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.
- ii. To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- iii. To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- iv. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.
- v. To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

**13.2 Procedure of Working:** Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- i. **First Level** – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.

- ii. **Second Level** – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceed directly to the third level.
- iii. **Third Level** – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- iv. **Fourth Level** - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Executive Director. Appendix XXII - Grievance Form

**13.3 Grievances Redressal Cell** is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This committee consists of:

- a. **Anti Ragging Committee:** Ragging complaints will be handled as per government guidelines.
- b. **Anti Woman harassment Committee:** Woman harassment complaints will be handled as per government guidelines by respective section.

Impact of this system should be to uphold the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationship among all the stakeholders.

**13.4 Facility:** Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however one may choose to remain anonymous.

**13.5 Composition:**

Table No. 6: General Grievance Cell Composition

S. No.	Committee	Designation
1	Chairman	Chairman
2	Core Members	Core Members
3	General Grievances Committee	Member as per AICTE guidelines
4	Anti-ragging committee	Member as per AICTE guidelines
5	Woman anti-harassment committee	A Woman faculty from each department
6	Member Secretary	Sr. faculty member

**13.8 Recommendation** of the members of the grievance Redressal Committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Executive Director



through the Registrar within twenty days following the written decision of the Principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Executive Director on the appeal shall be final and binding on the employee.

- 13.9 Co-operation in internal investigation:** All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

## CHAPTER 14

### DISCIPLINARY ACTION POLICY

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- ii. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.
- iii. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- iv. The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- v. If the conduct or performance of an employee is not satisfactory, he/she is required to attend a formal disciplinary hearing held by the Head of the Department, the Principal. If the explanation is unsatisfactory. An appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

#### **14.1 Other Policies:**

- i. Security & Vigilance on campus: Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also installed cameras in class room and important locations as outdoor security monitoring.
- ii. Counseling Facility: College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available in campus twice a week.
- iii. Biometric Attendance facility: Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.

- iv. Uniform for teaching faculty, non-teaching staff and student community: The staff, students must wear uniform on every Monday and Thursday and whenever announced for special days. If any particular student or staff member is found not wearing uniform, disciplinary action is taken against him/her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- v. I-Card Policy teaching faculty, non-teaching staff and student community: The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. I – Card registration is available in office.
- vi. Examination Duties :
  - a. Supervision duty of university exams: All teaching staff is allotted Supervision duties for university and departmental examination.
  - b. Senior Supervisor: Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least five examination sessions.
  - c. Junior Supervisor: All graduate employees are eligible to act as junior supervisors. He/she has to supervise minimum of three sessions and maximum seven sessions.
  - d. Examiner ship for University Exams: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.
- vii. Private Coaching / Outside Employment Policy: No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.
- viii. Internet Facility policy: Staff of ISB&M-SOT must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through ISB&M-SOT internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.
- ix. Non smoking, non alcohol and no-tobacco chewing policy: At ISB&M-SOT, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.
- x. Keys deposition Policy: College main office keys are deposited in the security office. Department key are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is

followed by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

- xi. Vehicle Parking Policy:
  - a. For staff members: All the staff members are required to park preferably at the designated parking lots for proper management.
  - b. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.
- xii. PUC facility is available on campus free of cost for all. Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.
- xii. Disciplinary procedure: Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college.

## CHAPTER 15

### BENEFITS AND INCENTIVES

- 15.1 Honorarium;** means payment granted to the teachers as remuneration for special work or work of an occasional nature.
- 15.2 Employees Incentive;** Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.
- 15.3 Faculty Promotion;** is promoted to higher cadre depending upon their capability and initiative.
- 15.4 Medical benefits & Allowances:** All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.
- 15.5 Children Education Allowances:** Employees of ISB&M-SOT can avail of a waiver of 50% on the tuition fees.
- 15.6 Consultancy Assignments:** The Institute or Colleges should be encouraged to accept consultancies, direct projects, register patents, R&D products and technology transfers as a part of their academic duties. This would help the society at large to benefit from the professional inputs by the academic community and contribute directly to societal development. University Grants Commission should also lay down detailed guidelines for carrying out consultancy work since this would help transparency and uniformity in such work. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.
- 15.7 Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all employees after three years of service.

## CHAPTER 16

### TRAVELLING ALLOWANCE / DEARNESS ALLOWANCE POLICY

#### 16.1 Conveyance:

- a. **Local conveyance-** Staff members traveling within the city for official work are eligible for compensation according to following table-

Table No. 7: Conveyance Rates

Type	Rs. Per KM	Eligibility
Two Wheeler	2.00	All Staff
Four Wheeler	6.00	Head of Dept. with at least two other members or group of at least three staff members
Auto	At Actual	All Staff ,if carrying heavy Material

- b. **Outstation conveyance-** At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel. c. Journey:

- i. Technical Staff and Non-teaching staff- Ordinary Sleeper class/ Bus, subject to production of tickets.
- ii. Teaching staff- Associate Professor, Assistant professors, Head of the Department - III AC or Luxury bus subject to production of tickets for proof.
- iii. Principal / Professor- For short-distance- AC car/ AC chair car. For long distance II AC.
- iv. Staff members must clear all Travel Allowance / Dearness Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Head of the Department / Principal.

- 16.2 Dearness Allowance (DA) is Rs. 250/- per day in metro cities like Mumbai, Bangaluru, Delhi, Kolkata, Chennai. For other cities DA is Rs. 200/- per day.

**16.3 Lodging-** Staff members shall be eligible for lodging expenses as per table below

**Table No. 8 Lodging Rates**

<b>Staff Category</b>	<b>Lodging Charges</b>	
	<b>Metro Cities</b>	<b>Other Cities</b>
Non-teaching	Rs. 1000/-	Rs. 800/-
Teaching	Rs. 1500/-	Rs. 1000/-
Associate Professors	Rs. 1800/-	Rs. 1200/-
Professors	Rs. 2000/-	Rs. 1500/-

## CHAPTER 17

### DEPUTATION FOR PAPER PRESENTATIONS AND TRAINING PROGRAMS POLICY

#### 17.1 Paper presentation:

Generally an applicant applies to the sponsoring agencies like University of Pune, All India Council for Technical Education, Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case he gets major amount from the sponsoring agencies, the institute will sponsor him/her up to a certain extend or an amount enough to bridge up the deficit.

**Table No. 9: Financial Assistance for Paper Presentations**

Sr. No.	Type	Financial Assistance (For Registration Charges)	Limitations
1	International Conference (Abroad)	50% By Institute	1 /Year /Person
2	International Conference (India)	50% By Institute	1 /Year /Person
3	National Conference, Symposium, FDP,STTP etc.	50% By Institute	2 /Year /Person
4	Pune University Organized FDP/STTP/Conference	100% By Institute	2 /Year /Person
5	Patent Publications	75% By Institute	No Limit
6	Paper Publications	Nil	--

**All advancements to higher grade pays in various cadres will be affected subject to completion to AICTE approved refresher programmes of not less than two weeks duration each and two /one week each TEQP sponsored programmes Notes:**

- a. Reimbursements are based on budget provision but are limited to one for [national level] and once [for international level] in two calendar year for any individual staff member.
- b. TA / DA rules have been as specified in Chapter 16 of this document.

#### 17.2 Training programs for Teaching /Technical / supporting staff member:

All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed National or



International conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at ISB&M-SOT are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

Note: TA/DA rules of Chapter 16 will be applicable for deputations as above.

**17.3 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 Central Library and the department library. 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.

**17.4 Procedure to seek approval for funds:**

The applicant must fill up the on duty form and submit it along with an application on the plain paper address to “The Principal” for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

**17.5 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 initiated with the patronage of our Executive Director 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.

Table No, 10: Point Calculations

Sr. No.	Type	Details	Points	
			Lead Author	Co Author
1	Parent Granted	US/Overseas Indian	100	50
2		Journals.	15	12
		Int. Conference	10	08
		National Conference	03	03
3	R & D and External Funded Projects	More than 10 Lacs	35	30
		More than 5 to 10 Lacs	25	20
		More than 1 to 5 Lacs	15	12

		Upto 1 Lacs	10	08
4	Consultancy/ collaboration	International	20	
		National	10	
5	Innovative Product Development Conference/ Workshop Organized		15	
		International	20	
		National	10	
6	Ph.D. Guide	International / National	30	
7	Ph.D. Guide Co Guide	National	20	

The points shall be noted while calculating the points for individual faculty.

1. (a) The points shall be equally distributed amongst all, if the number of people registering the patent is more than '1'.
  - (b) The patent shall irrevocably be registered in the name of ISB&M-SOT with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
2. (a) Publications in journals, with a ISSN No. shall only be considered.
  - (b) Publications in journals with greater impact factor shall be considered for additional points; after a presentation and justification by the faculty before the R&D cell.
  - (c) Conference publications shall be considered, only if the paper appears in the official proceedings (proof required) or has been presented; for which a certificate of participation/ presentation is mandatory.
  - (d) The institute's name ISB&M-SOT should appear in the affiliation of the author/s or least of all, in the acknowledgement section of the paper; for consideration of incentive points.
3. (a) All such projects that receive funding and grants from apex bodies, government or nongovernment funding agency, R&D organizations, industry, university, etc. are eligible to be considered.
  - (b) The points for external funded projects shall be based on the actual amount received and not on the amount sanctioned
4. The product designed should be a commercially viable one, and have had received acceptance from the industry with national/ international recognition.
5. (a) The points for organizing conferences, workshops, STTPs etc. shall be claimed only by the Convener/ Coordinator of the event.

(b) For all such events that are funded by some agency, the points shall be increased to 30 and 20 for international and national events respectively. The funding in this case has to be  $\geq 70\%$  of the total expenses for consideration of additional points.

**17.6 Incentive Criteria:** The period to be considered is JAN 01 to June every year. The points to be considered for recommending additional increments are different for faculty with a doctorate and non-doctorate qualification. The details are tabulated herewith;

Table No. 11: Incentive Criteria

Additional Increments	Total Points $\geq$	
	Non Ph. D.	Ph. D.
1	50	100
2	100	200
3	150	250
4	200	300

Note: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year. The faculty members who are actively involved in research and having the basic salary close to the upper limit or blocked, shall be eligible for a special/ research allowance. The number of incentive increments shall be calculated, and a proportional rise in salary, for a year arrived at. This rise shall then be paid on a monthly basis.

## CHAPTER 18

### DEPUTATION FOR HIGHER EDUCATION POLICY

#### 18.1 Deputations for Post Graduate Studies:

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service at ISB&M-SOT and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal and the Executive Director. In case the Management decides to share the part of fees (limited to 50% of total course fees), the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

#### 18.2 Deputation for Ph.D. Work:

Staff members having Postgraduate qualification are encouraged to pursue Ph. D qualification. Staff members who have put in at least three years of continuous service at ISB&M-SOT and whose performance is satisfactory, can request management to depute them for completing Ph. D from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal and the Director. For staff members selected to pursue Ph. D through QIP at IIT, the management bears 50% of course fees or max Rs. 60,000/-. Such member is required to sign a legal bond before the start of Ph. D. They also have to submit the progress report to college (through Head of the Department) at every interval of six months. For self sponsored staff members doing Ph. D at IITs, the entire expenses towards completion of Ph. D are borne by staff member. The staff member will have leaned on his/her current post for the period of three years/ completion of Ph. D (not exceeding 4 years). Such a lean shall be valid only after signing the legal bond wherein the staff member undertakes to serve ISB&M-SOT for a period of 3 (Three) years after completion of Ph. D.

## CHAPTER 19

### RESEARCH & DEVELOPMENT POLICY

#### 19.1 Research & Development Cell and its Objectives:

ISB&M-SOT believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R&D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long-term research as the foundation for future development.

#### Objectives:

- i. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
- ii. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
- iii. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
- iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- vi. To convert College of Engineering into Center of Excellence.
- vii. To set up the incubation centers in the engineering discipline.
- viii. To adopt collaborative research with IIT, NIT, Research laboratory and industries.
- ix. To mentor the research projects to academics and industries.
- x. To publish the research works in renowned journals.

#### 19.2 Constitution of R&D Cell:

The R&D cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean - R&D, with the Principal providing advisory support. Research Committee has been formed, viz. Central R&D Committee.

This Committee will contribute towards enhancing the inputs to research and developments at ISB&M-SOT. The R&D Committee will plan, promote & evaluate R&D activity like

R&D projects, UG projects, etc. at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by Principal's office.

The Committee is formulated as:

Chairman : Principal

Co-Chairman : Dean of R&D.

Member Secretary

Two members : Single point of contact (SPOC) from every department

### **19.3 Responsibility of the members towards R&D:**

- i. To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- ii. To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.
- iii. To initiate and promote MOU with industries and R&D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- iv. To arrange talks and interactions by eminent personalities from industry, R&D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- v. To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- vi. To visit R&D organizations and disseminate information regarding the effective implementation of research projects.
- vii. To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- viii. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy (DAE), Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), All India

Council for Technical Education (AICTE) , University Grants Commission (UGC), University of Pune (UOP) etc.

- ix. To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project.
- x. To encourage and organize R&D Interdepartmental / collaborative work positively.

**19.4 Facilities available on Campus:** The research facilities available on campus are:

- i. A well-equipped library with more than 11800 Books, and e-journals by IEEE ASPP, Science Direct, Springer link, J-Gate, Mc-Graw Hill access and ASTM digital Library access with 80 plus printed national and international journals.
- ii. ISB&M-SOT has an institute membership with Automotive Research Association of India, British Library and ISB&M-SOT Central Library.
- iii. Access to high quality technical content is available for reference through Eklavya Channel.
- iv. Software's like Qualnet, MATLAB, Tanner, Xilinx, Lab View, Auto CAD, Multi Sim, Rational Rose, Oracle, DB2, etc are available.
- v. Various Micro controller kits are available and hardware for clustering, android based platforms, Wireless sensor N/W sensor nodes, ARM platforms for experimentation are in the process of procurement.
- vi. Four research laboratories are available all the day for potential researchers to do their research work.

**19.5 Policy of Encouragement to Employees:**

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding

solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

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

For In-house R&D events, the following guidelines may be used with the approval of Dean - R&D.

- i. 100% concession may be given in registration fee for faculty of host department.
- ii. 100% concession may be given in registration fee for faculty of other departments, to a maximum two faculty, on recommendation of the concerned Head of the Department.
- iii. The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

**19.7 Funded Projects and Consultancy Work:**

- a. **Funded Projects:** The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.
- b. **Consultancy Assignments:** Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute; both intellectually as well as financially. The ratio happens to be 70% to consultants and 30% to Institute. Proof of expenditure must be maintained as per the concerned funding agency.
- c. **Permission for accepting research or consultancy project:** All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval



for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

- i. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.
  - ii. All applications related with R&D shall be routed through the Dean - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean - R&D, department representative in R&D cell and also to the Head of the Department.
  - iii. Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
  - iv. Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
  - v. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
  - vi. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
  - vii. In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute.
  - viii. All Head of the Department must regularly and diligently update the R&D information on the institute website for department and give reports to Dean-R&D.
- d. Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

**19.8 Patents:**

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of ISB&M-SOT with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute and Individual.

**19.9 R&D Budget:**

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same is forwarded to, the Principal through Dean - R&D.

## CHAPTER 20

### PURCHASE PROCEDURE POLICY

Further to the purchasing procedure outlined under ISO clause no. 7.4.2 Chapter DPMWEC-0702 dated December, 2007, following elaboration is considered necessary and should be adhered to.

The staff members have to follow the defined purchase procedure as below:

- i. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab incharge and submitted to the Head of Department for scrutiny and approval from the Principal.
- ii. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Executive Director.
- iii. The approved indent will be sent to Stores through Head of the Department and Principal for calling quotations from various vendors.
- iv. The indenter will select best three quotations with the help of stores Department and will prepare comparison statement and forward the same to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, indent, 3 quotations, comparison statement, budget sanction document will be forwarded to the Principal for signature. The same bunch will be sent for approval of Executive Director. After the approval only the Purchase order will be sent to the supplier.
- v. Once the material is received at Stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.
- vi. Stores will receive the material, duly checking with the help of the indenter and issue the material to the concerned person. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.

- vii. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.
- viii. While passing Invoice, following documents in original are compulsory:
  - i. Purchase Order
  - ii. Invoice
  - iii. Delivery Challan
  - iv. Octroi Free pass (Against Octroi Certificate)
    - a. Comparative Report
    - b. Budget Report
  - v. Quotation
  - vi. GRN Report