

# **VIDYAVARDHINI'S COLLEGE OF** **ENGINEERING AND TECHNOLOGY**

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## **Human Resource Manual**

## **Guidelines and Policies**

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# HUMAN RESOURCE MANUAL

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## PREAMBLE

The Management and the Head of Institution (i.e., Principal) understood the needs guidelines for Deans and Departmental Heads in order to effectively recruit, hire, manage and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and Deans and Departmental Heads are kept abreast of them.

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

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

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

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.

Dr. Harish Vankudre  
Principal



### CLASSIFICATION OF STAFF

**STAFF are broadly classified as**

**Ad-hoc staff** is one who is engaged on an ad-hoc basis for a limited period as specified in the Appointment Letter and is essentially temporary in nature.

**Probationer staff** is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one's fitness/suitability for eventual confirmation in the post. In the case of an existing serving temporary/ad-hoc employee, such employment shall be automatically terminated before appointing the person on probation. Probation period may be extended if required at the sole discretion of the Competent Authority.

**Confirmed Staff** is one who is confirmed in the service of the Institute after satisfactory completion of the probation period as per the terms of appointment by a separate communication in writing to that effect duly signed by the Competent Authority. No employee shall be deemed to be confirmed automatically at the end of the probation period.

**Contractual Staff** is one who is engaged on a contract on such terms and conditions for a specific period which may be renewed at the sole discretion of the Competent Authority. Unless so renewed in writing, such contracts shall be deemed to stand automatically terminated at the end of the contract term.

**Further STAFF can be classified as below.**

**a. Teaching Staff**

**b. Non-Teaching Staff**

**i) Technical staff**

It comprises of staff at the Institute's workshop, laboratories and Computer Centre.

**ii) Administrative staff**

It comprises of the Registrar, Accountant, Librarian, T&P Officer, Section Heads, various assistants and staff in the Academic departments, Examination Section, Student section, Stores & Purchase, Accounts, Placement, and sports etc.

**iii) Supporting staff**

It comprises of Class IV staff involved in the academic departments, Administrative Office, Library etc.



## **HUMAN RESOURCE GUIDELINES**

### **1. Leadership**

The VCET Management in all capacities, communicate the Institute's goals and values; facilitates teamwork; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation.

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

### **2. Quality of Employment**

The VCET is committed in creating and sustaining a workforce of highly qualified faculty members and staff, to provide a positive work environment for all its employees and one that encourages them to balance work and personal commitments.

### **3. Compensation, Reward and Recognition**

VCET's compensation program is administered fairly and equitably to strengthen the tie between pay, performance and organizational success.

### **4. Continuous Learning and Development**

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

### **5. Response to Change**

The VCET constantly prepare itself for the challenges of the future. In doing so, during periods of changing needs, Institute creates an opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute. During times when reduction or change in the nature of the workforce is required, Institute may not rely on attrition, to the extent possible.

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

## **CODE OF CONDUCT**

### ***Eligibility:***

All employees across all levels

### ***Objective:***

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



1. **Wearing of Identity Card:**

All employees who have been issued Institute Identity Card are required to wear and display them on their person at all times while they are in the Institute premises. Teaching faculty members shall also ensure that students must wear their Identity card in the college campus.

2. **Dress Code**

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

3. **Uniforms**

Class IV Staff and workshop staff must wear uniforms every day. Two sets of uniform along with washing allowance will be provided by the Institution to Class IV staff after two years.

4. **Disabilities Policy**

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

5. **Drug, Tobacco & Alcohol – Free Workspace Policy**

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

6. **Equal Employment Opportunity**

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

7. **Sexual Harassment**

Sexual harassment of employees or students at the Institute is prohibited and shall subject the offender to dismissal or other disciplinary actions. Unwelcome sexual

advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

### 8. **Soliciting / Canvassing**

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

### 9. **Religious practices and personal beliefs**

Religious practices and personal beliefs of an employee are purely personal and shall not be manifested in whatsoever manner.

### 10. **Employment of Relatives**

No individual shall be employed in an institution, which will result in the existence of a subordinate-superior relationship between such individual and any relative through any line of authority. "Line of authority" shall mean authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy, relatives are defined as spouses, parents, children, brothers, sisters, and any in-law of any of the foregoing.

### 11. **Conflicts of Interest**

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

### 12. **Personal Conduct**

The Institute expects all employees to follow rules and regulations, and standards of courtesy, conduct, and cooperation. The following are examples of actions, which are unacceptable to the Institute and may result in disciplinary action or termination of employment.

- Insubordination
- Bringing discredit to the Institute
- Unauthorized absence from assigned work area.
- Failure to report absence.
- Habitual absence or tardiness
- Falsifying records, reports, or information

- Any other misconduct interfering with the performance of job / tasks
- Conviction of a felony involving moral turpitude
- Interfering with the work performance of another employee
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Dereliction of duty
- Discourteous behavior
- Sleeping while on duty
- Favouritism
- Theft
- Wilful damage to equipment or property
- Wasting materials
- Negligence
- Job abandonment

### 13. **Safety**

Safety on the job and care of property and equipment's are the responsibilities of all employees. Every effort should be made to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the concern Dean / Section Heads immediately. The Office also is to be notified immediately of the injury. We have tied up with the hospital and doctor on call is available in case of emergencies. Basic medicines and first aid facility are also provided to all the employees and students free of charge.

### 14. **Confidential Information**

Some employees handle confidential information while performing their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information will have suitable action taken against him / her depending on the severity of the matter.

Whether by word of mouth or otherwise the employee shall not, during his/her period of service or subsequently, disclose to any unauthorized person any information of any nature whatsoever, which may be his/her privilege to know by virtue of being / having been the institute's employee. Such information shall include but not be limited to:

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

### 15. **Gratuities**

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



### 16. **Political Activities**

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

### 17. **Disruptive Behavior**

While supporting freedom of expression and peaceful dissent, 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 consultation 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 that is authorized to be discharged or held on the campus of the Institute, is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of employment or suspension.

### 18. **Malpractices**

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

### 19. **Grievance Redressal**

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

### 20. **Publications / Press**

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

### 21. **Outside Employment**

Employment outside the Institute is not permitted.

## **RECRUITMENT & SELECTION POLICY**

### **Scope:**

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

### **Objective:**

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

### **Procedure:**

The organizational structure, Job Description, Role and Responsibilities for every role that has been defined will be maintained by the Head of Institute.

### **POLICY:**

Appointment for the various posts i.e. teaching and non-teaching in the Institute shall be in terms of qualifications, experience, pay scales and other guidelines issued by the All India Council for Technical Education (AICTE), the affiliating University, and Government Resolutions as amended from time to time. However, being a private self-financing, unaided Educational Institute, the Management of the institute reserves the right to modify the same depending upon the needs/circumstances keeping in view foremost the interest of the Institute.

- i. All vacant/additional permanent regular teaching posts (other than adhoc, temporary & contractual) are generally advertised in prominent newspapers and/or on the College Notice Board/Website. However, the Management reserves the right to recruit its employees directly through other sources as well, such as internal referrals, jobsites etc., depending upon the urgency and availability of the candidate keeping in view the interest of the students and the Institute.
- ii. The Selection Committee duly constituted as per prevailing norms, shall interview the eligible candidates for regular permanent teaching posts and recommend the short-listed candidates for selection.
- iii. Based on the recommendation of the Selection Committee appointed by the Chairman, the selected candidates may be appointed by Management in an appropriate salary structure applicable for the relevant post, subject to medical fitness (Fit for Employment) certified by Registered Medical Practitioner appointed by the Management.
- iv. Candidate who is issued an appointment letter on probation will have to complete the medical examination and declared medically fit for employment before joining the institute.

## **5.2 Probation and Confirmation**

- i. A new staff member for regular permanent post subject to the procedure prescribed for selection and appointment, will be appointed on probation for a period not exceeding 24 months from the date on which he/she joins duties and after the satisfactory completion (the decision of the Management shall be final and binding) of the probation period he/she may be confirmed and informed accordingly in writing. Otherwise, his/her services shall be terminated at any time provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the

notice period or Management may give opportunity to improve their performance by extending probation by one year.

- ii. It shall not be necessary to assign any reason for terminating the services of staff member on probation by the Competent Authority.
- iii. No staff member shall be deemed to be confirmed automatically at the end of the probation period. Confirmation shall always be by a separate communication in writing issued by the Competent Authority confirming the service of a staff member.
- iv. The Management of the Institute will maintain an Assessment Report of a staff member on probation, and decide, if a staff member is to be confirmed or not at the end of the probationary period.
- v. During the probation period if any member of the staff has not attended the institute on account of long leave with prior permission (with or without pay) due to valid/genuine reasons such as sickness, accident, maternity etc., the probation period shall be extended to the extent of the total duration of the absence from duty, the reason being, a staff member should be present in the institute to assess his/her performance during the entire probation period.
- vi. Existing faculty members teaching Basic Science and Humanities subjects in the First Year Engineering, who were appointed without possessing NET/SET qualification at the time of implementing VI Pay Commission Pay Scales, shall not be eligible for any increments unless and until they obtain the prescribed NET/SET qualification along with Master's Degree in their own discipline as per minimum qualification norms at entry level prescribed by UGC/University of Mumbai. No grievance in this regard shall be entertained.
- vii. While on probation if any member of the teaching faculty and technical staff decides to resign the post/service he/she shall follow the following procedure/rules:
  - a. Shall tender a resignation letter in own handwriting to the Competent Authority through proper channel, which shall be signed as witnesses by two teachers working in the Institution.
  - b. Shall not resign from the service in the College/Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign. The period of such notice shall be one calendar month.
  - c. If the resignation is accepted by the Competent Authority by a written communication, **it shall be effective only from the end of the Academic Year** i.e. 30<sup>th</sup> June or the end of the academic year as decided by the affiliating University, whichever is later. Under no circumstances one shall be relieved from the service in the College/Institution in between the Academic Year, for whatsoever reason.



- d. Shall complete all instructional and term work requirements, to the satisfaction of HOD, Principal and Director and upon handing over charge to the HOD / Principal or any person duly designated/notified by them.
  - e. Shall submit the College 'Clearance Form' duly signed by all concerned.
- viii. In the event a confirmed member of the teaching & technical staff decides to leave the services of the Institute, he/she shall follow the same procedure as mentioned in Clause No. vii Sub-clause (a–e) above, except that the period of prior notice shall be three calendar months in the case of the teaching staff and in the case of technical staff the period of the prior notice shall be one calendar month.
- ix. Physical attendance in the College/Institute during the entire notice period is mandatory. Effective from the date the resignation is accepted by the Competent Authority, all types of leave entitlement ceases, and all accumulated/balance leave if any, even if pre-sanctioned, shall stand automatically forfeited/cancelled.
- x. After serving the entire mandatory notice period a member of the staff shall be issued service certificate/relieving letter only at the end of the academic year i.e. 30<sup>th</sup> June or as notified by the University, whichever is later subject to completing/fulfilling all the requirements mentioned in Clause No. vii Sub-clause (a–e), viii, and ix above.
- xi. In case of default in giving the mandatory prior notice if the staff member leaves the institute it shall be presumed that the staff member has abandoned his/her service in the Institution on his/her own and consequently, the Competent Authority shall have the right to recover the dues from the concerned staff member, an amount not exceeding the salary for the shortfall in the required notice period as well as not issue Service Certificate & Relieving Letter.
- xii. If a staff member (whether on probation, confirmed, ad-hoc or contractual) is found to have divulged any particulars, working or methodology of the Institute, in the course of employment with the Institute to anyone else without the prior sanction of the Management or resorts to any action which would hamper the functioning or working of the Institute or involves in any activity which according to the Management is against the interest of the Institute, the Competent Authority shall be within its rights to terminate the services by giving one month's notice or wages/salary in lieu thereof. In the case of ad-hoc and contractual staff members, their services can be terminated without assigning any reason whatsoever.
- xiii. In the event of a clash between the Service Rules and the terms and conditions of the Appointment Letter, the prevailing Service Rules and any amendments made thereafter by the Competent Authority, shall prevail.



### **Retrenchment on account of abolition of post or reduction in Workload.**

- i. In the event of abolition of a post or reduction in workload, a staff member on probation may be retrenched/ terminated by giving him/her one month's notice or by paying one month's pay.
- ii. Three months notice or three months pay in lieu thereof if the teacher/staff member is confirmed in the post.
- iii. In case the workload is reduced to half or less than half, if the teacher so wishes, he/she shall be continued as a part-time teacher and shall be paid as per the scale of the part time teacher/clock hour basis.

### **JOINING & INDUCTION POLICY**

#### **Eligibility:**

Applicable to all new joiners

#### **Objective:**

To establish statutory compliance and a guiding document of the Institute for 'Joining & Induction'

#### **Procedure:**

#### **A) OFFER LETTER**

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

The offer letter would mention the following:

- Name of the candidate
- Name of the position to be offered.
- Salary recommendation-Salary justifications if over minimum of pay plan.
- Fixation of pay at the time of appointment (office will review the hiring decision and contact the hiring official to ascertain whether an offer may be extended.)

An offer letter signed by the Secretary to be given to the candidates selected in the interview process. It is made in duplicate so that the candidate retains one copy and submits the other copy duly signed by him/ her as token of acceptance.

The Secretary is authorized to sign the offer letter.

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

#### **B) LETTER OF APPOINTMENT**

On the day of joining, reference check to be done by office and to prepare the Appointment letter, if everything is found satisfactory. Appointment letter should be issued within 15 working days of the employee's joining date. It should be in the preapproved format jointly signed by the Principal and Secretary.

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

### **Annexure V: Appointment Letter Format**

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

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

### PERSONAL FILE:

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

- 1) Photocopy of Address Proof (License/light or telephone bill/ Ration Card/Aadhar Card/ Passport)
- 2) Photocopy of Date of Birth Proof (License/light or telephone bill/ Ration Card/Aadhar Card/ Pan Card /Passport) (In case of any discrepancies a written and signed undertaking from employee to be taken)
- 3) Photocopy of PAN Card mandatory
- 4) Photocopy of Aadhaar Card mandatory
- 5) Passport copies – Photocopies of first four and last two pages of the passport wherever applicable.
- 6) All academic certificates (photocopy)
- 7) Relieving letter from the last employer (photocopy) wherever applicable.
- 8) Experience certificates from last and previous employers if applicable (photocopy).
- 9) Salary certificate (mentioning the CTC of the immediate previous employer) with a complete breakup of the salary wherever applicable.
- 10) Name and Address of two references.
- 11) Photocopy of Marriage Certificate, if married.
- 12) Personal Information Form (Emergency Contact Number to be taken / Medically Fit undertaking form to be signed)
- 13) Appointment letter
- 14) Confirmation Letter
- 15) Any communication related to the employment.
- 16) Letters of appreciation, up-gradation, if any.
- 17) Memos, Warnings, if any.
- 18) Academic Achievements.

The file would remain in sole custody of Office, and it is the Office responsibility to update the same on regular basis.

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

### **C) EMPLOYEE INDUCTION & ORIENTATION BY DEAN ACADEMIC**

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

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



## **PERFORMANCE APPRAISAL POLICY**

### **Eligibility:**

Applicable to all employees and as per the eligibility criteria approved every academic year.

### **Objective:**

To establish statutory compliance and a guiding document for 'Performance Appraisal'.

### **Procedure:**

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

Performance Evaluation and Pay Process Timelines				
15 <sup>th</sup> April – 30 <sup>th</sup> April	1 <sup>st</sup> May - 15 <sup>th</sup> May	16 <sup>th</sup> May – 31 <sup>st</sup> May	1 <sup>st</sup> June –15 <sup>th</sup> June	16 <sup>th</sup> June – 30 <sup>th</sup> June
Self-Evaluation	EA Evaluation	Appraisal Committee's Evaluation	Evaluation- Head of Institutions	Finalization& Approval– Governing Council
Records of Absence			Pay Planning -Accounts	
Pay Processing & Communication- Accounts & OFFICE				

### **INTERNAL PROMOTION POLICY FOR TEACHING STAFF (CAS)**

#### **Objective:**

To have well – designed internal promotion scheme for faculties can have powerful effects on the performance and productivity of the educational organization. Faculty internal promotions are designed to motivate faculties to achieve high performance levels, change behaviours and/or change attitudes. Internal promotions are considered as a reward for achieving certain targets, seniority by experience, getting recognitions or gaining academics achievements.

#### **Career Advancement of teaching staff**

- i) Career Advancement norms for scheme for the teaching staff shall be as per the Guidelines laid down in the Govt. GR Ni. SPC-2010/(34/20) TE-2 dated 20<sup>th</sup> August 2010 implementing the VI Pay Commission Pay scales as well as the Institute's own norms / guidelines laid down in the Screening Committee meetings as well as Office Orders/Circulars/Notices issued from time to time.
- ii) The Screening Committee of the college consisting of the Director, Principal, the Heads of Departments and an external member, not less than the rank of Professor/Principal, to recommend to the Management, the names of the eligible teaching faculty for career advancement, provided they fulfil the criteria and meet all the requirements laid down by the All India Council of Technical Education (AICTE), University of Mumbai, Govt. of Maharashtra as well as the Institute's own guidelines/norms issued from time to time.

#### **Norms/guidelines for career advancement of teaching staff**

**Continuous Service:** Minimum 6 years of continuous service in the Institute / in the previous AGP. Continuous service means uninterrupted service calculated from the date of probation in the Institute including paid Casual Leave, Earned Leave, Paid Maternity Leave as per the Maternity Benefits Act, Sick Leave and Vacation. All other type of leave paid or unpaid including Study Leave is excluded.

In the case of Assistant Professors, who were re-designated from Lecturer with the implementation of VI Pay Scale, their continuous service shall be calculated from the date they were re-designated as 'Assistant Professor' and not from the date of joining on probation in the Institute.

#### **Technical Refresher Programmes:**

All career advancement to higher AGP will be affected subject to completion of Technical Refresher Programmes of minimum 6 weeks, during the review period.

Out of these:



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- a. 2 weeks at IIT / IISC campus are compulsory.
  - b. 2 weeks at any of the IIT Remote Centres
- OR
- NPTEL MOOCs courses approved by AICTE in the respective branches as per the conversion ratio given below can be considered.
- i. A 4-week NPTEL online course is equivalent to a half-week FDP.
  - ii. A 6-week NPTEL online course is equivalent to a one-week FDP.
  - iii. A 12-week NPTEL online course is equivalent to a one-and half week FDP.
- c. Two (2) weeks of AICTE/ISTE sponsored technical programmes organised by VCET or any.
  - d. TEQIP/QIP/ATAL Courses.

In exceptional circumstances where physical attendance for the courses is not possible due to lockdown on account of pandemic or any other natural calamity, the requirement of physical attendance may be waived by the Competent Authority and On-line completion of courses may be permitted instead.

**Paper Publications:** The eligible candidates during the review period should submit and get reviewed at least one research paper. The review comments should be attached along with the paper. The paper published should be as per the following norms:

- i. Paper should be written by not more than 3 authors.
- ii. The publications of the M.E. students along with the guides shall not be accepted unless the related research paper is published in any of the following unpaid journals as listed below:

**Approved Journals / Publications:**

- i. IEEE Transactions
- ii. Elsevier Publication
- iii. Springer Publication
- iv. Wiley Publication
- v. Taylor & Francis Publication
- vi. Journal of Basic Engineering by American Society for Mechanical Engineers ASME (particularly for Applied Mechanics, if possible and for Mechanical Engg.)
- vii. The Journal of Association for Computing Machinery (ACM)
- viii. Journal of the Institute of Electronics and Telecommunication Engineering of Research

- ix. Papers published in International Regional Conference/s conducted by IEEE Societies or in any of the above-mentioned journal.
- x. Scopus / SCI.

### **Research:**

At least one departmental research / minor research under University of Mumbai or any other agencies.

### **Norms for F.E. teachers teaching Basic Sciences & Humanities subjects.**

- a) Faculty members (both confirmed & probationers) teaching **Basic Sciences & Humanities** subjects, who are yet to be NET/SET qualified, will be considered for promotion from AGP of Rs. 6000/- to Rs. 7000/- (VI Pay) only after they obtain NET/SET qualification subject to fulfilment of other criteria. As a special case, they will be exempted from publishing a paper till they clear NET/SET.
- b) For promotion to subsequent higher level of AGP from Rs. 7000/- to Rs. 8000/- in addition to NET/SET qualification and other criteria, they must publish at least one good paper in Journals/Conference in their own discipline. As an alternative to paper publication/presentation, they can also obtain a 'Research Grant' approved by UGC/University or any other agencies.

### **General guidelines:**

- a) Those who were re-designated as Associate Professor without Ph.D. qualification by way of fitment from V Pay to VI Pay, are not eligible for promotion to higher AGP applicable to Professor, unless they complete their Ph.D., have the prescribed experience and research papers publications in the approved list of journals (SCI/AICTE/UGC) and also go through the regular faculty selection process and get selected by the Selection Committee.
- b) Assistant Professors in the AGP of Rs. 8000/- shall not be eligible to move to the next Pay Band and designated as Associate Professor, unless they possess the mandatory Ph.D. qualification and experience as well as research papers publications in SCI/AICTE/UGC listed journals prescribed by per AICTE/University norms, as well as go through the regular faculty selection process and get selected by the Selection Committee.
- c) An existing Assistant Professor appointed before the implementation of VI Pay Commission Pay Scale, subsequently acquires the prescribed PhD qualification and teaching experience shall not be eligible for the post of Professor directly based on the



number of years of total teaching experience, unless he/she gets first selected to the post of Associate Professor and completes the requisite number of years in the post of Associate Professor and gets selected to the post of Professor in the regular interview.

**Satisfactory Performance/Conduct and Behaviour** meeting the expectation of the Management is a prerequisite.

Form should be filled in by the candidates who consider themselves to be eligible for getting the promotion under Career Advancement. This will help the Committee in the process of the finalization of Career Advancement.

### **Format for Application form**

#### **Career Advancement of non-teaching staff**

The institute has laid down the following policy for the career advancement of the non-teaching staff: -

- i. Non-teaching staff (technical/administrative), other than Institute's Librarian, who have completed 5 years of continuous service in the institute without a break, will be granted one special increment in their existing Pay Band (Pay in Pay Band and Grade Pay) provided their performance, commitment and conduct are good and meet the expectation of the Institute. This special increment will be over and above the Annual Increment, if due.
- ii. All non-teaching staff (technical/administrative) other than the Librarian, on completion of 14 years of continuous service in the institute will be given 25% (maximum) increase in their 'Grade Pay' (GP), in the existing Pay Band, subject to their satisfactory performance, commitment and conduct meeting the expectation of the Institution.
- iii. Similarly, in the case of Librarian on completion of 14 years of Continuous service in the institute, his/her Academic Grade Pay (AGP) shall be raised to the next higher level, provided he/she fulfils other criteria mentioned in point no. i) above.

#### **Policy for calculating continuous service in the institute.**

For the purpose of calculating 'continuous service' in the institute, the following guidelines shall be applicable:

- i The period of continuous service in the institute, shall be calculated starting from the **date of probation appointment**.
- ii The period of **long absence from duties without pay for whatever reason** for more than 6 months, except study leave, **shall be excluded** while arriving at the total period of continuous service, for the purpose of calculating gratuity.



### ***Policy for Annual increments***

- i. Annual increments in salary as per rules are normally granted to the confirmed and probationer staff members (excluding ad-hoc/temporary) subject to satisfactory overall performance and conduct. To synchronize with the new academic year, the annual increments are paid in the salary for the month July every year to coincide with the new academic year, provided they have put in at least 6 months' continuance service during the preceding academic year and also subject to their satisfactory performance meeting the expectation of the management. For the purpose of calculating the requisite period of 6 months service, all type of study leaves, leave without pay etc. are excluded. However, paid maternity leave shall be considered.
- ii. The annual increment is not a matter of right and the Competent Authority shall be within its rights to withhold or reduce the annual increment amount of any member of the staff on grounds of unsatisfactory performance, attendance, punctuality, behaviour, or any misconduct and/or for such or similar reason.
- iii. In the case of contractual staff, annual increment shall be paid as per prevailing norms at the rate of maximum 10% of their existing gross pay, but only after completion of one year of continuous uninterrupted service in the Institute, provided the contract is renewed for a further period and subject to satisfactory performance meeting the expectation of the management.
- iv. Existing confirmed/probationer 'Lecturers' (Revised designation Assistant Professor) teaching Basic Science and Humanities subjects, without the prescribed mandatory NET/SET qualification, shall not be eligible for normal annual increment unless and until they obtain NET/SET qualification.

### **Policy regarding incentives for acquiring PhD (Technology) while in service.**

- i. Teaching faculty members who complete full time PhD degree course while in service, with prior written permission from the Competent Authority shall be granted 2 (two) non-compounded advance increments, if such PhD is in the relevant branch/discipline and has been awarded by a University recognized by UGC, AICTE or IIT/NIT or any such Institution of similar ranking, provided they have completed their PhD within 4 years from the date of admission to the PhD course with respective Institute /University, including the period of prescribed course work and evaluation. If not completed PhD within 4 years from the date of admission, they shall not be granted any increment.

- ii. Since NET/SET qualification for teaching Basic Science and Humanities subjects is mandatory at the entry level, no special increment shall be given to the existing faculty members who acquire NET/SET qualification while in service.
- iii. Teaching faculty members, who are appointed with PhD qualification for any post as per the minimum prescribed qualification by AICTE/University for that post, shall not receive any additional increments for PhD qualification.
- iv. Non-teaching confirmed/probationer staff who acquire higher qualification while in service, with the written permission from the Competent Authority, may be given one increment in their existing salary at the sole discretion of the Management and not as a matter of right but merely as a token of appreciation, even though the said higher qualification may not be required for the job they are appointed. Further, their higher qualification will not entitle them for any promotion to higher post unless due procedure is followed, and clear vacancy exists for such a position and is recommended in the regular interview by the Selection Committee.

### **TRANSFER & RELOCATION POLICY**

#### **Eligibility:**

All employees across all levels.

#### **Objective:**

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

#### **Procedure:**

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

Employees are encouraged to apply for any position for which they are qualified and contact the Human Resources for specific information.

***The Principal can decide to internally transfer or relocate any employee as per the institution's requirement with the approval of the Management. All employees are bound to follow the decision.***

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

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

## **ATTENDANCE POLICY**

### **Eligibility:**

All employees across all levels.

### **Objective:**

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

### **Entitlement:**

#### **1. Salary Increases and Adjustments**

These are subject to statutory requirements like those of the government pay scales norms, and AICTE besides merit that would increase at management discretion, Market Adjustments, Promotions, Demotions / Lateral Transfers etc.

#### **2. A Time Scale of Pay**

"Time scale of pay," means a scale in which this is made for each job classification. Pay rises are subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum and on management discretions.

#### **3. Debt Repayment and Fiscal Responsibility**

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

#### **Payroll Schedules**

Employees are paid every month. Payment is directly deposited in a bank's in the individual's account or employees.

#### **4. Payroll Deductions**

Income tax, professional tax and provident fund are deducted wherever applicable. An employee may also authorize deductions for Institute-sponsored health benefits, insurance, and employee's emergency fund. All other deductions will be notified to the employees.

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

According to the provisions of Section 192 of the Income Tax Act 1961, tax must be deducted at source by the employer from the salary of the employee after considering any other declared income.

- The employer is obliged to deduct such tax spread equally over the financial year.
- Deductions to the extent allowable under the law can be allowed by the employer only on submission of valid proof. (Any default by the employer in this respect can attract severe penalties under the Act.)
- The Finance Department will supply copies of the declaration form which every employee must submit at the time of joining and thereafter on or before 1st April of each financial year, to give details of other income and proposed investments so that monthly TDS deductions can be planned by the Accounts department.



- Employees are requested to make all their investments on or before 15th January of each financial year and submit copies of these investments along with the final declaration forms on or before January 20th.
- Every Employee is required to provide documentary evidence towards their investment and/or other payments towards their eligibility of allowable income tax deductions as per their submitted details in the beginning of the year. However, in the event of any unavoidable change, the adjustments in the tax shall be made in the salaries of January and February.

### 5. **Attendance Muster**

The employee should check-in and out with the biometric device. Those employees going out for official work need to fill an on-duty form/movement register through ERP system or else they will be marked absent for the day. This applies to all employees. No official intimation will be deemed as 'un-authorized absence' and thus suitable disciplinary action will be taken against the concerned employee.

### 6. **Late reporting or early going.**

- i. The staff members who come 2 minutes after their reporting time till next 8 minutes will be marked as late. After 10 grace minutes the concerned, staff member will be deemed to have been on 1/2 CL for the day.
- ii. Beyond two late marks and up to 4 late marks during a period of one month, the staff member will be required to file an application for % day casual leave, per late mark.
- iii. Beyond 4 late marks in a month, the concerned staff will lose one CL for every late mark and will invite disciplinary action.
- iv. A staff member reporting late for duty or leaves early from work by more than one hour (60 minutes), without the written permission from the Competent Authority, shall lose half day's casual leave for each occasion.
- v. All such written permissions or through email from the Competent Authority mentioned under Clause No.6 shall be submitted to Administration department on the same day failing which it will be presumed that no such permission was given by the Competent Authority and the above rule shall be enforced.
- vi. Habitual late reporting on duty or early leaving will also amount to misconduct and Management shall take strict disciplinary action as deemed fit.
- vii. In case a staff member has failed to record his/her attendance through oversight, he/she shall regularise the same either on the same day or following working day by giving a letter or email duly authorized by the Competent Authority to the Accounts section.

viii. If any member of the staff (teaching/non-teaching) remains absent without the permission of the Competent Authority is liable for disciplinary action such as loss of one Casual Leave/Sick Leave or a day's salary.

ix. If any member of the staff remains absent without permission of the Competent Authority for more than 10 (Ten) consecutive days, he/she shall automatically lose his/her lien on the job.

### 7. Weekly Off

Saturday/Sunday shall be the Weekly Off for the Institute. However, the Management reserves the right to change the weekly off or introduce staggered weekly off system in respect of an individual member of the staff or class of staff members (teaching or non-teaching) depending on need and keeping in view the academic interest of the students viz: Examination, Practical, Assessment of student's papers, Admissions etc., at any time in future by issuing a suitable communication. A staff member will not be entitled to any additional compensation for working on such changed weekly off day.

### 8. Paid Holidays

Presently the Institute grants paid public holidays in a calendar year, as declared by the University of Mumbai. However, the Management/ Principal reserves the right to make changes either in the number of holidays or cancel/substitute a holiday depending on specific needs of the Institute taking into consideration the interest of the students.

### 9. Time Record

All employees shall check-in & out from duty through the biometric device near Office or HOD cabin. Late in-coming beyond a standard accepted buffer shall be treated as half/full C.L /L.W.P/ M.L case. It would be the duty of the staff to be at the Institute on time irrespective of the mode of transport used. It is the duty of the employee to see that his / her attendance is marked or shown as official tour/duty or leave against each day. Any discrepancy may be brought to the notice of office immediately. Salary is calculated based on attendance which should be complete in all respects. Employees are expected to be prompt in reporting to work after lunch. It is expected that employees will remain on the job until the end of the workday unless excused by the Principal/Dean /Head of the Department/section head in writing. An employee, who knows he / she will be absent from work, should apply leave in advance and report such absence to one's Principal/Dean /Head of the Department/section head prior to that workday. A record of tardiness and unexcused absences may result in loss of pay or call for other disciplinary action.

**"Attendance record for all employees is maintained and updated for every pay cycle by office. Attendance sheet is prepared and submitted to accounts on 25<sup>th</sup> of every month to process the salary for the current month."**

### 10. The standard workweek

Since the requirements of the various operations of the Institutes are diverse, different work schedules are adopted to	<b>Standard Work Time</b>	<b>Standard Workweek</b>	<b>Breaks</b>
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## HUMAN RESOURCE MANUAL

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meet different needs. Standard workweek is as under: <b>Units</b>			
Staff Class IV	9:00 am to 5:30 pm 8:30 am to 6:00 pm	Monday through Friday	Lunch: 30 min



### LEAVE MANAGEMENT POLICY

#### Right to leave:

- Leave cannot be claimed as a matter of right and the leave sanctioning authority i.e., the management may refuse, or revoke leave of any kind.
- Leave will not be granted to staff under suspension.

#### Eligibility:

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

#### Objective:

To establish statutory compliance and a guiding document for 'Leave Management.'

#### Leave Calendar Year:

For all leave calculations, the calendar year will be **1st January- 31st December**.

#### Entitlements:

1. **Continuous service** means a service rendered by an employee without any break under the same competent authority.
2. **Break in service:** Leave of any kind granted to an employee while in service does not constitute a break under the above definition.
3. Dean /Head of the Department/section head **must approve the leave application** before forwarding the same to the Principal or office and must ensure that the work of the applicant is suitably delegated. They should ensure smooth academic work in absence of employee. Employee should do arrangement or adjustment during his work period. All leaves must be notified to office through ERP before 1 working days or it will be treated as Leave without Pay (LWP). In case of unplanned leave must be regularized within 2 working days after re-joining the duties.
4. **Record of Leaves** Office maintains a record of leaves granted and used for each employee.
5. **Leaves of Absence without Pay:** A leave of absence without pay may be granted when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason if requested by the employee and recommended by the or administrative head and approved by the Head of Institution and the Management.
6. If **LWP** is availed in continuation from Monday to Friday, then the following Saturday and Sunday, will be treated as "**Leave without Pay**". Leave of absence without pay shall by default reduce the CL/ML/EL/vacation etc. proportionately, since these leaves are credited as per the days worked by the employee. LWP may also affect the annual increment. LWP beyond a year shall only be sanctioned by the Management (or the competent authority appointed on his behalf).
7. Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits. A leave of absence may be granted only if the employee has a bona-fide intention to return to

the Institution following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than six (6) months service.

8. **Return to Work** Upon expiry of a leave of absence, an employee is eligible for reinstatement to the former position. Should a position not be available upon expiry of the leave of absence or return to work, administrative head may request an extension until such time as a position for which the employee is qualified becomes available.
9. **A registered medical practitioner's (RMP) statement not having any conflict of interest with the applicant** will be required for each request for leave of absence for more than 2 days due to illness or injury. Request for extension of leave of absence due to illness or injury will be considered by the respective Dean /Head of the Department/section head.
10. **Scheduled Absences** Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by Dean /Head of the Department/section head.
11. **Unscheduled Absences** Unplanned absences can be very detrimental to workplace efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her superior immediately. If this is not possible, a family member should alert the Dean /Head of the Department/section head as soon as possible to explain the situation and indicate the expected date and time of return.
12. **OVER-STAYING:** Employees are not allowed to extend their leave excepting the reasons/situations which are beyond the control. If this attitude is repeated, Administrative Officer may take up the matter with the Principal to take appropriate action against the erring employee.
13. **ABSENTING:** If an employee is absenting continuously for more than 3 days, without any valid reasons, the Institution may take suitable disciplinary action against them.
14. **Leave cannot be claimed in advance if sufficient amount of leave is not available at the time of applying.**
15. **FREEZING OF ALL TYPES OF LEAVE:** In case of an employee tenders his/ her resignation from service at VCET, all provisions of leave would cease to exist from the date of submission of resignation.
15. **Assistant Professors on Contract basis** are entitled only for casual leaves available in his/ her credit.

**Vacation Employees:** Faculty members, technical non-teaching staff

**Non-Vacation Employees:** Principal, Dean Academic, Head of the Department, Section Heads, Non-Teaching staff, Librarian, Training & Placement Officer.

### **TYPES OF LEAVES**

#### **1. Casual Leave**

- (1) All the teaching staff and non-teaching staff are eligible for 8 Casual Leave (CL) in a Calendar year. Members of the staff joining in between the calendar year will be granted casual leave on pro-rata basis.

- (2) Permission for casual leave shall ordinarily be obtained at least Two days before the on which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-post-facto sanctioned for casual leave shall be obtained by the employee within 2 working days.
- (3) Casual leave may be prefixed or suffixed with Saturday, Sunday or any other holiday provides that the period of total absence does not exceed 5 days at a time and a needs prior sanction of at least Five working days.
- (4) The casual leave cannot be combined with any other kind of leave or vacation, except under exceptional circumstances. Such casual leave that is suffixed and prefixed needs prior permission from the Management.
- (5) An employee can go on leave only if it is sanctioned by his HOD. If the leave is pending, it will be employee's responsibility to get it approve and then go on leave.
- (6) All leaves must be regularized on time, if the leaves are not regularized then those leaves will be considered as LWP (Leave without pay).
- (7) Casual Leave if not regularized within given period (refer leave policy) then double casual leave will be deducted.

### 2. Earned Leave

- Non-Vacation Employee are eligible for 30 days Earned Leave per year which will be calculated half yearly basis. These leaves will be accumulated.
- Earned Leave (EL) against prior sanction (5 days advance notice).
- No earned leave is allowed during the first year of services.
- The unused ELs shall be carried forward at the end of the calendar year and can be accumulated up to maximum of 300 days in the service period.
- EL can availed for minimum three days and above at a time and not more than four times a year.

### 2. Medical Leave

- All the Permanent Teaching staff and non-teaching staff are eligible for 20 days Half Pay Leave (SL) per year. These leaves will be accumulated.
- If a staff member reports sick for more than three consecutive days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application which may be sent through a messenger, courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the member of the staff. If such verification does not satisfy the Competent Authority that the sick leave applied for is not on proper medical grounds, the Institute may refuse to grant such sick leave.

- If the Competent Authority feels that the Medical Certificate produced is false or doubts the genuineness of the same, they may call for all medical reports and also require such staff member to get himself/herself examined by the panel doctor of the Institute, whose opinion shall be final and binding on the Institute as well as the staff member.
- At the time of re-joining duty after sick leave for more than 3 consecutive days, the staff member shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner approved by the College.
- Unutilized sick leave shall be carried forward to the following year subject to a maximum accumulation limit of 200 days. Any sick leave beyond the accumulation limit shall automatically lapse.

#### 4. Maternity Leave

- i. A lady employee with minimum 2 years of continuous service and having not more than 2 living children, shall be entitled to maternity leave on full pay and allowance for a maximum period of 180 days subject to the submission of a medical certificate in a prescribed format.
- ii. This benefit could be availed by the women for a period extending up to 60 days before the expected delivery date & remaining 120 days can be availed post childbirth.
- iii. The pay & allowances for the leave period shall be credited every month.
- iv. A lady employee availing the above leave, who doesn't join the service within the prescribed period, will have to defend her case before the Principal. In case of recommendations, the Head of Institution reserves the right to consider the continuity of service. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- v. In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation and will commence from the date of the delivery. Unconsumed vacation leave as on date of delivery shall be added to balance vacation leave.
- vi. Leave in continuity of maternity leave with or without pay Confirmed/Probationer lady staff members who are sanctioned maternity leave as per the prevailing maternity leave rules of the College/Institution in case they are compelled to extend their leave due to medical reasons for the following semester as well, must submit a written application through HOD to the Principal supported by medical certificate, at least 2 months in advance of the start of the next semester. Those lady staff members who fail to submit the application at least 2 months in advance, will not be permitted to extend their leave for the semester that follows.

### 5. Leave for Contractual Staff

Contractual faculty/staff after completion of one year of continuous service subject to renewal of their contract will be entitled to the following leave facilities:

- i) Earned Leave (EL) – 30 days (annual pro-rata basis)
- ii) Casual Leave (CL) – 8 days (annual pro-rata basis)
- iii) Sick Leave (SL) – 10 days (annual pro-rata basis)

### 6. Vacation

- 30 days Winter Vacation and 40 days Summer Vacation. Adhoc Teaching and Non-Teaching Staff are eligible for 10 days Winter Vacation and 20 days Summer Vacation after completion of one year service.
- The staff should apply for the vacation strictly in the vacation slots given by the authority.
- In case the staffs apply for vacation in two slots then: The staff should apply for vacation during the two slots separately and strictly during the authority approved vacation slots only. Joint application will not be approved.
- Those staff members having vacation less than or equal to 10 days, must avail the vacation in one slot of 10 days.
- Supervisory duties/ Examination duties/ Central Assessment Programme (CAP) duties will be treated as mandatory duties during vacation.
- Vacation/ holidays shall only be sanctioned if all the departmental work, University related work and other duties are completed. The number of days should not exceed the vacation period, including prefixed or/and suffixed Saturdays and Sundays. The day(s) prefixed or/and suffixed to the vacation should be a working day.
- These are inclusive of the holidays declared by the Institute like Diwali / any other festival.

**Vacation to attend FDP/Workshops/ Seminar/Conferences etc.** Out of 70 days (or the number of days as decided by GC) of vacation, 20%, i.e. 14 days of vacation can be availed by the faculty during any time of the year for attending FDP / workshop/ Seminar/ conferences etc. Such absence will be treated as **Professional Development Leave (PDL)** and would be applied through the Career Enhancement Form through HOD and Dean Academic for final approval of the principal. A certificate of attendance in original would be required to be submitted to the office within a week after completion of such vacation failing which additional an equivalent number of ML would be deducted from the individual's leave account. **No separate FDL/PDL other than vacation days will be eligible.**

**Unused Vacation** Any balance of unused accumulated vacation time is transferred with an employee transferring from one department to another. Vacations however cannot be carried forward, under any circumstances. But if not availed, can be converted into EL as per rules. One EL can be credited for two un-availed Vacation Leaves.

The EL credited in the leave account of the vacation employees will not get accumulated and carried forward.

The EL credited in the leave account of the vacation employees must be availed within the next 6 months.

The EL credited in the leave account of the vacation employees can be availed on days that is prefixed and suffixed with a working day.

**Professional Development Leave**, (as per provisions mentioned in the Faculty Welfare Scheme) for attending Seminar / workshops /conferences, within India or abroad, would be adjusted from vacation in the ratio of 2:1.

## 5. On Duty Leave

The final approval of any applicants On Duty Leave is solely at the discretion of the principal.

**On Duty Leave may be approved for the following reasons:**

- i) Attending meetings, seminars and conferences at Mumbai University affiliated colleges on behalf of the Institute.
- ii) To attend committee meetings or invited lectures without payment which could help the institute.
- iii) Faculty or Non-teaching staff members deputed by the institute in connection with the institute affairs.
- iv) No OD leave will be granted for career advancement courses and can be done by teachers during vacation period.

Leave Sanctioned Authority

Sl	Employee	Type of leave	Recommended by	Approved by
1	Deans	All types applicable	N/A	Principal
2	HOD	All types applicable	N/A	Principal
3	Faculty	All Types Applicable	HOD	Principal
4	Section Heads	All Types Applicable	Respective Reporting Authority	Principal
5	Non-Teaching	All Types Applicable	Respective Reporting Authority	Principal



## HUMAN RESOURCE MANUAL

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### **CONCESSION IN TUITION FEES**

#### **ELIGIBILITY:**

All employees across all levels as per their hiring scale

#### **OBJECTIVE:**

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

#### **ENTITLEMENTS:**

1. Employee claiming concession in the tuition fees must have completed at least 3 years full time continuous service in our Institution.
2. Concession may be granted up to 50% of the tuition fees only for admissions in Junior College, undergraduate level programs in Vidyavardhini's group of Institutions on approval of President of the Trust.
3. Any staff drawing salary above Rs. 40000 (Rs. Forty Thousand only) per month will not be eligible to claim for concession.
4. The President will have the final discretion for point number 3.
5. Concession in fees is not granted for the courses having academic fees for more than Rs.1,00,000/- (Rs. One lakh only) per annum.

### **POLICY ON ADVANCE AGAINST SALARY TO EMPLOYEES**

#### **Objective:**

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

#### **Eligibility:**

All employees across all level as per their hiring scale.

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

#### **Entitlements:**

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

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

1. For medical treatment – self, parents, spouse or children (up to two children only).

2. For Payment of fees - self or children (up to two children only).
3. For marriage – self or children (up to two children only).

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

**Rule 3.** Amount of advances:

- a. For teaching and non-teaching staff drawing salary above Rs 50,000/- : maximum advance of Rs 1,00,000/- (Rs One lakh only) OR the amount of advance requested – whichever is less.
- b. For teaching and non-teaching staff drawing salary up to Rs 50,000/- : maximum advance of Rs 75,000/- (Rs Fifty thousand only) OR the amount of advance requested – whichever is less.
- c. For teaching and non-teaching staff who has less than Five years' service the amount of advance will be one month net salary OR Rs 25,000/- OR the amount of advance requested for - whichever is less.

**Rule 4.** In special cases where the competent authority has sanctioned advance in excess of the limits stipulated above, interest @ 8 % p.a. will be charged for the amount of advance which is in excess of the limit.

**Rule 5.** A second advance will be considered on merits only after completion of Five years from the date of previous sanction.

**Rule 6.** If a second advance is sanctioned before completion of Five years from the date of previous advance, full amount of such a second advance will carry interest @ 10% p.a.

**Rule 7.** Sanctioning of advance is at the sole discretion of the management.

**Rule 8.** Advance of salary shall be recovered in 10 equal instalments commencing from the salary for the following month. If the competent authority has permitted increase in the number of instalments (to a maximum of 15 only) such additional instalments (i.e. from 11th instalment) will be charged with interest @ 10% p.a.

**Rule 9.** Application for salary advance should be in the enclosed format only. Such applications should be routed through Accounts sections who should certify the entitlements as above.

**Rule 10.** For any default in recovery caused either by the staff availing the advance or by the Accounts section the concerned staff are liable for a minimum fine of Rs 100/ (Rs One hundred only) with further disciplinary action as may be considered necessary.

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



## HUMAN RESOURCE MANUAL

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### **EMPLOYEE DEATH BENEFIT POLICY**

#### **Objective:**

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

#### **Eligibility:**

All employees across all level as per their hiring scale

#### **Entitlements & Procedure:**

1. This process is strictly under the discretion of Principal.
2. The deceased employee's section notify the office of the date of the employee's death and send an obituary to the next of kin, (if known and available). The Institution will also process the exit form, indicating "death" as the reason for termination.
3. Administrative offices notifies to Accounts section of the employee's death. Office also sends a letter to the surviving family offering them the institution's condolences.
4. If the deceased employee has a Designation of Beneficiary form in his/her personnel file, his/her institute's benefits will be paid according to this form. If no form is on file, the institution's benefits will be paid to the legal heir.
6. The wards of the deceased employee, studying in our Institute can have concessional fee for the said academic year / one more academic year.
8. Allowance to meet funeral expenses: Onetime payment of Rs. 5,000/- would be paid to the family of the deceased employee who completes three years and above service with us.
9. The legal dues if any (PF, Gratuities, Insurance etc.) will be settled as per the normal procedure.

### **EMPLOYEE BENEFIT POLICY**

#### **Eligibility:**

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

#### **Objective:**

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

### **SCHEMES:**

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

- Notification of newly joined employee with employment proof, PAN copy and AADHAR copy should be given for enrolling employee to get PF benefits
- 12% of employee's basic + dearness allowance will be deducted from employee and same will be contributed by organization (Maximum contribution from organization will be 1800/- INR.
- Form 2 and Form 11 should be filled up by Accounts Section of the employee at the time of joining.
- UAN number of every employee is handed over and timely activation of UAN number needs to be completed by Accounts Section. Accountant should assist every employee to access their PF account and update the details (KYC, Nomination, personal details, etc.)
- For withdrawal or transfer, employee should fill up the withdrawal or transfer form and form 15 G with necessary details and documental proof should be submitted to Accounts Section to initiate the process.

#### **B) Group Personal Insurance Policy Details:**

Currently drivers of VCET are covered under Group Personal Accidental Policy.

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

**C) TRANSPORT FACILITY (Wherever applicable)** is provided by the institution to all the faculty and staff members at free of cost.

**D) MEDICAL BENEFITS:** All employees can avail the medical facilities provided on the campus. A doctor is on call during the working days and is also available on call during emergencies.

**E) RESEARCH INCENTIVES** – It is given as per the R&D Dean/ Coordinator's recommendation to faculty members for doing outstanding research.

### **TRAINING AND DEVELOPMENT POLICY**

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

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



## HUMAN RESOURCE MANUAL

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

As far as possible, the basic training sessions will be organized in-house, like NAAC, NBA awareness, health and safety awareness etc. Employees will also be encouraged to go for trainings sponsored by ISTE, MU, DTE, UGC, AICTE, IITs etc.

However, the Institution encourages its entire staff to undergo QIPs and to attend other trainings & seminars as part of faculty development program. Each department at the beginning of an academic year will be made aware of the budget allocated for that year to meet such expenses. Deans / section heads shall ensure that every employee gets an even opportunity to undergo faculty development programmes.

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

### SEMINARS AND WORKSHOPS:

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

### HIGHER STUDIES

#### Objective:

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

#### I) Eligibility

Minimum 5 years' experience in VCET after Successfully completion of probation and approval by University,

AND

Successfully compilation of existing bond for any program for which he/she is deputed

## II) Type of study leave during course work:

Sr no	Nature of study leave	Bond period	Bond Amount	% Salary amount
1	No leave (only NOC) for IIT's, NIT, Govt and Govt aided Institute	3 Years	5 lakhs	Full salary
2	No leave (only NOC) to affiliated colleges	4 Years	6 lakhs	Full Salary
3	Leave of 6 month (1 sem including vacation) for IIT's, NIT, Govt and Govt aided Institute	5 Years	10 lakhs	50%
4	Leave of 6 month (1 sem including vacation) to affiliated colleges	6 Years	12 lakhs	50%
5	Leave for Six months with or without NOC to any Institute	3 Years	5 lakhs	No Salary
6	Additional **Leave for next 6 month(1 sem including vacation) for IIT's, NIT, Govt and Govt aided Institute	7 Years	15 lakhs	50%

Earned leave (EL) available in credit of staff members can be adjusted on specific request

No Sponsorship for Private University.

\*\* If insisted by enrolling institute to complete course work in one year.

One day or two days leave will not be granted.

## Annexure XVIII : Agreement Bond

### Grievance Redressal mechanism for staff.

Any member of the staff if he/she has any grievance regarding his/her academic or academic related administrative issues is free to approach the HOD and the Principal and for matters related to service conditions or any other issue, the President of the institute through Principal.

- Internal Complaint Committee (Committee against Sexual Harassment)
- Disciplinary and Grievance Redressal
- Cast Grievance Committee
- Anti-Ragging Committee

### Miscellaneous

- a. Service Book: A service book shall be maintained by the office in respect of each staff member in the prescribed format.
- b. Seniority of Teachers  
Seniority of the teachers working in the College shall be determined as below:  

The Principal of the College/Institution shall be the senior most teacher.

  1. The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
  2. The full-time teacher shall be senior to part-time teacher.
  3. Seniority of teachers in the College/ Institute shall be determined on the basis of the date of joining (probation date) and length of continuous service in the Institute under the same category;
  4. In case if more than one teacher from the same cadre join the duties on the same day in the College/Institution, the seniority shall be decided based on their date of birth.

### EXIT POLICY

#### **Eligibility:**

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

#### **Objective:**

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

#### **RETIREMENT:**

The superannuation/retirement age for the Principal shall be 65 years, for the teaching faculty 60 years and for all other staff, it shall be 58 years.

### **RESIGNATION PROCESS**

1. Employees wishing to resign should inform their HOD/Section Head, and the Head of Institution thereafter tender their **resignation in writing** to the HR. They must state clearly the date from which they wish the resignation to become effective, bearing in mind the contractual notice period required.
2. No resignations will be entertained during the academic term.
3. The faculty members who have completed 2 years of service will have to either serve a notice period of 3 months or will have to pay 3 months' gross salary.
4. The faculty members who have served the institute for less than 2 years, have to either serve a notice period of 1 month or 1 month's gross salary.
5. This supersedes all terms & conditions laid down by the institution earlier or written in the individual's appointment letters.

6. In case of early relieving, the Head of Institution can take a decision in consultation with Management.
7. Employee has to fill the “**No Dues**” certificate and get clearances from all the concerned departments. Submit the original to Office and a photocopy to Accounts department for their records so as to include in the next payroll cycle.
8. **Exit interview form** to be filled by the employee. Office shall not clear the “No Dues” of any employee without an exit interview.
9. Other than the Exit Interview at the unit level for every exit of teaching staff and the Class I Non-Teaching Staff exit interview by any of the Dean/ Principal.
10. **Exit interview Feedback** to be recorded in the Annexure XXII as attached and to be forwarded to Principal office.

### **HANDING OVER CHARGE:**

A member of the staff before leaving the services of the Institute, shall hand over proper charge of his/her post/department to a duly authorized person and shall return to the Institute/Library/Department all books, furniture, materials, equipments, identity card etc. issued to him/her and shall pay up in full all charges dues. If he/she fails to do so, the Institute shall recover the amount due from such teacher on account of the above items from his/her final dues. The last salary/dues if any shall be paid to the teacher concerned, only after college clearance certificate in the prescribed format duly filled and signed by all concerned, is submitted to the Admins section.

### **Improper Conduct**

1. The teacher shall perform all his/her duties faithfully and will not avoid his/her responsibility. The following lapses would constitute improper conduct on the part of the teacher:
  - a. Failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
  - b. Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
  - c. Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his/her right to express his/her differences on principles in seminars or other places where students are present.)
  - d. Raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
  - e. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College/Institution.
  - f. Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.

- g. Involvement in non-academic activities directly or indirectly such as
  1. Writing of questions-answers, guides, key, likely questions, cyclostyled or photocopied notes, etc.
  2. Undertaking of any office of profit, agency.
  3. Intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being;
- h. Consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his/her duty; and the performance of his/her duties at any time is affected in any way by the influence of any such drink or drug;
- i. Consuming any intoxicating drink or drug and appearing in a public place in a state of intoxication, unable to control his/her behaviour.

**Explanation:** For the purpose of this rule, “Public Place” means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

### Professional Ethics

#### (1) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large.

Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

#### **A teacher shall:**

- (i) adhere to a responsible pattern of conduct and demeanour expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.

- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College/Institution and the University such as : assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation.
- (viii) participate in extension, co-curricular and extracurricular activities including community service.
- (ix) Strengthen industry institute interaction.

### **(b) Teachers and the students:**

The teacher shall

- (i) respect the right and dignity of the student in expressing his/her opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.
- (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- (ix) aid students to develop an understanding of our national heritage and national goals, and should be in the role of mentor.
- (x) refrain from inciting students against other students, colleagues or administration.
- (xi) should provide career guidance.

### **(c) Teachers and Colleagues:**

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The teachers shall always

1. treat other members of the profession in the same manner as they themselves wish to be treated,
2. speak respectfully of other teachers and render assistance for professional betterment,
3. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
4. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
5. be thoroughly social and humane, democratic and rational, towards other teachers,
6. strive at any cost to remove and wash out the local tensions and controversies and disputes.
7. believe in union and unity of the colleagues.

### **(d) Teachers and authorities :**

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **(e) Teachers and nonteaching employees:**

- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

### **(f) Teachers and guardians:**

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **(g) Teachers and Society :**

The teachers shall

- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) be aware of social and economic problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

### Explanation:

(1) wilful negligence of duty shall among other things include the following:

- (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
- (b) negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Institution, which are consistent with Regulations or Rules.

### **Misconduct**

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- I. any action by the teacher contrary to the provisions prescribed in the Rules and Regulations of the college/institute.
- II. refusal to accept order or other communication served according to the rules.
- III. obtaining employment in the College/ Institution, by misrepresenting facts,

- IV. misappropriation of any amount and/or movable and immovable property of the College/Institution.
- V. wilful and persistent negligence of duty,
- VI. insubordination: Refusal to obey the order of Competent Authority, wilful act/communication by ignoring immediate superior authority.
- VII. indulging in or promoting unfair practices in the conduct of College/Institution /University examinations,
- VIII. theft, fraud or dishonesty,
- IX. wilful or negligent damage of the College/ Institution property,
- X. any action, involving moral turpitude and attracting conviction in court of law,
- XI. attending the duties in an intoxicated state and committing nuisance during working hours,
- XII. misbehaviour with students, another teacher, staff, parents.
- XIII. sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

### Explanation:

- I. wilful negligence of duty shall among other things include the following:
- II. dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
- III. negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Institution, which are consistent with Regulations or Rules.

### **Disciplinary Authority**

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management.

### **Penalties**

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the teacher found guilty of misconduct.

The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself/herself.

#### **(a) Minor Penalties:**

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- I. censure,
- II. fine,
- III. withholding of increment of pay for specific period,
- IV. recovery from his/her pay, or such other amount as may be due from him/her.

**(b) Major penalties:**

- (i) stoppage of increment with or without effect on future increments,
- (ii) reduction to a lower scale of pay, grade, post or service,
- (iii) compulsory retirement,
- (iv) removal from service,
- (v) termination of service.
- (vi) dismissal from service,

*Explanation (1) :* The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

*Explanation (2) :* The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the College/Institution by negligence or by breach of orders.

*Explanation (3) :* Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he/she was reduced, and seniority and pay on such restoration.

*Explanation (4) :* The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

*Explanation (5) :* Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under College/Institution.

**Procedure for imposing Minor Penalty**

If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall –

- (1) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
- (2) give reasonable opportunity to the teacher to furnish explanation;

- (3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
- (4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);

### Action not Amounting to Penalty

- I. The following shall not amount to penalty within the meaning of Statute, namely:
- II. non-placement of teacher in various stages of promotion prescribed by UGC and accepted by the State Government from time to time;
- III. reversion of the teacher already appointed as the Head of the Department;
- IV. compulsory retirement of the teacher in accordance with the provision relating to his/her superannuation or retirement;
- V. Termination of Services:
- VI. the teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;
- VII. the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- VIII. termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
- IX. termination of the service due to abolition of the post(s).

### Suspension

1. The Disciplinary Authority may, by an order in the form prescribed, place the teacher under suspension under the following circumstances:
  - i. where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
  - ii. wherein the opinion of the Competent Authority, he/she has engaged himself/herself in activities prejudicial to the interests of the College/ Institution and;
  - iii. where there is a strong reason(s) to believe that his/her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
  - iv. where the case against him/her in respect of any criminal offence is under investigation, enquiry or trial in a court of law.
2. The teacher shall be deemed to have been placed under suspension :
  - i. with effect from the date of his/her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
  - ii. with effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and

shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.

3. While under suspension, the teacher shall not be allowed to resign.
4. If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his/her retirement.
5. If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service.

The competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.

6. During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible pending regular enquiry.
  - i. The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
  - ii. The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause (a) above.

### **Explanation :**

- 1) While under suspension, the resignation of a teacher shall not be accepted.
- 2) No leave shall be granted to a teacher while he is under suspension.
- 3) The suspension order shall be served in the form as specified.

The teacher shall furnish the following certificate before he/she is paid the subsistence allowance :  
“I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension”;

Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.

- 3 a) If the teacher under suspension is undergoing a trial in a criminal court or departmental enquiry under these statutes, he/she shall be provided with the subsistence allowance under Clause (2).
- b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of

- Re. 1/- (Rupee One) per month till he/she undergoes punishment or till he/she is deemed to be in the service.
- c) If the teacher under suspension is acquitted in appeal, he/she shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry.
4. If the teacher under suspension attains the age of superannuation, he/she shall deem to have been retired and shall not be entitled to any subsistence allowance. If he/she is covered by the Contributory Provident Fund (CPF) scheme, he/she shall be entitled to have his/her own share of contribution but shall not be entitled to the College/Institution share.
5. If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he/she would have been entitled had he/she not been so suspended. If the person is not fully exonerated, he should be given pay equal to:
- I. subsistence allowance or
  - II. certain percentage of pay depending upon the merit of the case.
  - III. The period can be converted into leave due and admissible only at the express desire of the teacher concerned.
  - IV. If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.
6. When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these, Rules unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state:
- I. whether the said period be treated as duty leave or leave not due, and
  - II. the nature of pay and allowances to be paid for the period.
7. The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.

### **Preliminary Enquiry**

- (1) If a teacher is alleged to be guilty of misconduct as per these Rules, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee:
- I. The Competent Authority – Principal
  - II. The Management Representative nominated by the Competent Authority – Director
  - III. Either Head of Department or in his absence one senior faculty member of the same department.
  - IV. A representative of the teacher whose inquiry is to be conducted.
- (2) The Committee, after going through all the documents and evidence(s), shall see whether

there is a *prima facie* case against the teacher;

Provided that, while holding the preliminary enquiry, full opportunity shall be given to the Principal/Teacher, as the case may be, to defend his/her case before the Committee.

- (3) In the preliminary Enquiry Committee of the Principal, the Chairman of the Governing Council shall be Chairman of the committee and a representative of the Principal from the College/Institute shall be on the committee;
- (4) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the Teacher, as the case may be, shall prepare their report and submit the same to the Competent Authority.
- (5) The Competent Authority, after scrutinizing the report of the Committee, may give permission to hold full-fledged Departmental enquiry of the Teacher, as the case may be;

Provided that, if the Competent Authority, after scrutinizing the report, does not agree with the findings of the report, he/she shall call for additional documents and appoint another Committee and after considering the report shall act accordingly.

### Enquiry Report

- (1). After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain.
  - a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
  - b) the defence of the teacher in respect of each article of charge;
  - c) an assessment of the evidence in respect of each article of charge; and (d) the findings on each article of charge and the reasons thereof.
- (2) The Enquiry Officer, shall forward to the Disciplinary Authority the record of enquiry which shall include
  - a) the report prepared by him/her;
  - b) the written statements of defence submitted by the teacher;
  - c) the oral and documentary evidence produced in the enquiry;
    - d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and
    - e) the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
- (3) The Enquiry Officer may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the

record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Rules;

Provided that, if any witness is so recalled, he/she may be cross-examined by the teacher.

### **Action on Enquiry Reports**

- (1) The Disciplinary Authority shall consider the report and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Officer, shall consider the enquiry report and if it disagrees with the Enquiry Officer on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Officer for further enquiry and report.

The Enquiry Officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Rules.

- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed.
- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
  - (i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Officer or otherwise, together with brief reasons for its disagreement, if any within a week; and thereafter
  - (ii) give to the teacher a show-cause notice in the form as prescribed, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he/she may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.



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- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (6) The final orders made by the Disciplinary Authority under this Rules shall be communicated to the teacher and the Enquiry Officer.
- (7) If the nature of the penalty is either removal or dismissal, the order of the removal or dismissal be issued in the prescribed format.
- c) “Permanent physical or mental unfitness” shall mean:-
- i. Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management.
- d) “Incompetence” shall include the following:-
- i) Failure to keep up academic progress and to keep his/her knowledge up –to date inspite of repeated instructions in that behalf and provision of facilities ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his / her control.

**Appointment of Enquiry Officer:** - Any suitable person of a good repute and considered to be just and fair may be appointed as an Enquiry Officer. He / she should not be an interested party.

**Appointment of Management Representative:** - The Management can appoint any staff member as a Management Representative to represent the Management’s case before the Enquiry Officer.

**Authority competent to take Disciplinary Actions and impose Penalties:** The power to take disciplinary actions and impose penalties on any member of the staff, vests with the Director of the Institute.

**Applicability of this Code of Conduct:** - The code of conduct enshrined in these rules is applicable to all members of the staff of the Institute, including ad-hoc and contractual staff members.

### **Sexual Harassment at Workplace**

- i. The Management respects and upholds the fundamental right of ‘Gender Equality’ granted by the Constitution of India. Gender equality includes protection from sexual harassment and right to work with dignity, which is a universally recognized basic human right.
- ii. Equality in employment can be seriously impaired when any person is subjected to gender specific violence, such as sexual harassment in the work place.
- iii. The Supreme Court of India while laying down certain guidelines to ensure the prevention of sexual harassment in workplaces, has made it a duty of the Employer or other responsible

person in work places to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

iv. Definition:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether)

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

- vi In the light of the guidelines laid down by the Hon'ble Supreme Court of India, where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Management shall make a complaint with the appropriate authority.
- vii Such conduct also amounts to misconduct and the Management shall initiate appropriate disciplinary action as deemed fit.

### **Internal Complaints Committee (ICC)/Women's Development Cell (WDC)**

The college has constituted Internal Complaints Committee (ICC) / Women's Development Cell (WDC) consisting of representatives of staff and students headed by a staff convenor, for handling women's issues in the institute. Lady staff members as well as girl students are free to take up issues related to women, with any of the representatives of the ICC / WDC who will assist in resolving such issues.

#### **General: -**

For matters not specifically provided for in these terms and conditions of service or in case of any difference or dispute in the interpretation, construction or import of any word, term, clause or sentence, the decision of the Management of the Institute shall be final and binding on all concerned.



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### ***Amendment: -***

The Management of Vidyavardhini's College of Engineering and technology may from time to time, add, alter or otherwise amend these terms and conditions of service, and posting/display of such amendments on the Staff Notice Board/College Website/E-mail, shall amount to due notification of the amendment thereof.

President

Secretary



# VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY

Founder President Late Padmashri H. G. Vartak

(Approved by AICTE and Affiliated to the University of Mumbai)

Four Branches Permanently Affiliated by University of Mumbai

K. T. Marg, Vasai Road (W), Dist. Palghar - 401 202, Maharashtra.

Tel.: 0250-2338234 (6 Line) • Email : vcet\_inbox@vcet.edu.in • Website : www.vcet.edu.in

Date: 22/06/2023

## NOTE TO THE CHAIRMAN

As you are aware that, maternity leave is intended to safeguard the health of a woman and that of her child during the perinatal period. This is critical to health, in view of the particular physiological demands associated with pregnancy and childbirth.

We, therefore propose that the Adhoc Teaching staff (Female) who have completed two years in our institute be given six months half pay maternity leave.

Your approval for the proposed leave is solicited.

  
Principal

Approved



President



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## AMENDMENT TO HR POLICY

The amended to HR manual published on 01 April, 2023. Leave management policy- leave type point no.4 as amended to include the following additional para.

Those Female Adhoc staff members having two years of service in institute be given six months half pay maternity leave.

President

Secretary



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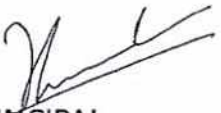
Date : 22/06/2023

## NOTICE NO. 29

### TO ALL ADHOC TEACHING STAFF

This is to inform all Adhoc Teaching staff that management has decided the following leaves admissible for Academic Year 2023-2024.

1. Casual Leave (CL) :08 days
2. Medical Leave (Half Pay Leave) :10 days
3. Vacation
  - a. Winter :10 days
  - b. Summer :20 days

  
PRINCIPAL



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