

**Akhil Bharatiya Maratha Shikshan Parishad's  
Anantrao Pawar College of Engineering and Research  
PARVATI – 411009**

# **HR POLICY HANDBOOK**

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## 1. Introduction

This document has been in order to orient employees with Anantrao Pawar College of Engineering and Research, herein referred to as the APCOER and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at APCOER and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in the book applies to all employees of the institution. The book is a summary of our policies, are presented here only as a matter of information and not as a promise of employment or as a contract between APCOER and any of its employees.

The employee is held accountable for reading, understanding, and abide by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

### **Purpose of this Book**

To maintain a congenial work culture and to enlighten the employees on the values and culture that APCOER stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

## 2. Vision

Committed to comprehensive development of students through quality technical education

### **Mission**

1. To Provide state of art infrastructure that shall create ambience to encourage novel ideas, research activities and consultancy services.
2. To inspire students in creation & entrepreneurship.
3. To create future technocrats with intelligence, technical skills,& good ethical moral values so as to serve needs of society & industries.
4. To provide healthy Teaching-Learning environment that will cultivate contemporary research activities, innovations & inventions.
5. To develop center of excellence in technical education.

### 3. DEFINITIONS

1. "Governing Council" (GC) i.e Pune Vibhagiy Karykari Mandal is the principal organ of the Management of APCOER, and gives the approval for all academic and administrative matters.
2. "Chairman" means the Chairman / Chairperson of the Pune Vibhagiy Karykari Mandal who shall also be the Chairperson of the Institution, by virtue of the office held by him / her.
3. "Premises" means the entire premises of the office of APCOER, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of APCOER.
4. "Management" means, the members of the Management Team (MT), viz., General Secretary/Chairperson / Director & CEO / Directors and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.
5. "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means General Secretary , Director & CEO, Directors, Principal, Vice Principal, Office Superintendent, Deans, Heads of Departments or any authority empowered and vested with powers by the GC to be of service to APCOER.
6. "Appellate Authority" means authority higher than the Competent Authority (Chairperson).
7. "Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in APCOER.
8. "Employer" is the Management of APCOER.
9. "Establishment / Institution / College" means APCOER, its branches and other units or institutions run / owned / managed by APCOER in India.
10. The words "Employer", "Management" and "APCOER" shall for all purposes mean the same (i.e.) the Management of APCOER, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.
11. "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to HR policy.
12. "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of APCOER for the purpose of displaying notice(s).
13. "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.
14. "Leave" means authorized absence with or without pay.
15. "Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal.

## **4. Employee status**

### **Probationary/Tenure period for New Employees**

APCOER monitors and evaluates every new employee's performance for a specific period of one year to determine whether further employment in a particular position or with the institution is appropriate.

## **5. Administration Policies**

### **New Employee orientation**

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

### **Official Languages**

1. All written communication within the Institution will be in English or Marathi language (if required local authorities).
2. All employees shall verbally communicate either with each other or with clients in the English or Marathi language or the language understood by him.
3. All publications for external circulation issued by the Institution shall be reviewed by the Dean Student affairs Director & CEO for English content and suitability.
4. All internal communication shall be printed or written in English and in Marathi language (if required by the law).
5. All telephonic conversations regarding Institution business shall be carried out in the English , Hindi or Marathi the language understood by the called or receiver.
6. All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English or Marathi language.

### **Notice Board**

1. It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Marathi.
2. Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.
3. No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
4. All the Employee related information displayed on the notice board should be in English or Marathi.
5. Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department. All Notices / Internal Memo's / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to the ABMSP's APCOER / subject connected with the Students, Examinations, Competitions, etc. only.

6. All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Office Superintendent / HoD before the same is displayed.
7. The undated Notices / Other information will remain posted for a maximum of 15 days.
8. The Principal / Office Superintendent / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.
9. Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed

### **Communication**

1. Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.
2. It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intentions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.
3. The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.
4. Confidentiality should be maintained in all official and Employee related matters.

### **Employee Identification Cards**

1. To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
2. All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information: Name, Photograph, Designation, Department, Date of Joining, Email ID , Address & Blood Group.
3. Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.
4. When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the office.

### **Fire Prevention**

Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus:-

- ❖ Free access to fire extinguishers.
- ❖ Light should never be shielded with linen or other combustible material.
- ❖ The NO SMOKING rule shall be enforced throughout the Institution.
- ❖ Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.
- ❖ Always familiarize yourself with fire procedures.

**Workplace Violence**

1. Violent act occurring in the workplace greatly affect the individual's of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.
2. An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
3. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
4. Workplace includes all Institution facilities, viz., Canteen / Hostel/ Play Area. Etc., and off-campus locations where Employees are engaged in Institution business.
5. Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and Office Superintendent or the Principal.

**No Smoking**

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

**Lost & Found**

Any Employee finding anything in the Institution premises should deposit the same to Administrative Office .The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the Administrative Office for a period of three months, after which it will be disposed of as it deems fit.

**Confidentiality**

1. No staff shall divulge or use, except in furtherance of the Institution's interests, any bushiness or other information's which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.
2. Members of the staff, except where necessary, shall not, without the prior written consent of the Principal retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

**Reporting**

1. Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

**Personnel Record and Administration**

The task of handling personnel records and related administration functions at APCOER is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report

**6. Standards of conduct****General Guidelines**

All employees are expected to get accustomed with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction their work.

**Hours of work**

The normal hours are generally from 9.00 AM to 5.00 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

**Attendance and Punctuality**

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.

**Absence and Punctuality**

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

**Unscheduled Absence**

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

**Gender Harassment Policy**

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral / unsocial / unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents and individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employee must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

**Dress code & ID card display**

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

**Misconduct**

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

**Outside Employment**

The institution prohibits employees from taking any outside job for pay.

**Return of Institution Property**

Any of the institution property issued to employees, such a computer equipment, keys, employee ID card, official records must be returned back to the institution at the time of relieving, employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

## 7. Education qualification for teaching Faculty:

### ENGINEERING & TECHNOLOGY

(As per AICTE Gazette Notification Dated on: 01.03.2019)

CADRE *	QUALIFICATION	MINIMUM EXPERIENCE	REMARKS
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech..in relevant branch with first class or equivalent in any one of the degrees.	Experience not mandatory.	-
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. <b>AND</b> At least 6 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum of 8years of experience in teaching/research/ industry out of which at least 2 years shall be Post Ph.D experience..	He/She is eligible to hold this position after 2 years of Post Ph.D experience.
Professor	Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. <b>AND</b> At least 6 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor/Co-Supervisor till the eligibility of promotion. <b>OR</b> At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.	Minimum 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor	He/She is eligible to hold this position after 5 years of Post Ph.D experience.
Principal	> Ph.D in the relevant field and first class or equivalent at either UG or PG level in the relevant branch. <b>AND</b> > At least two successful Ph.D guided as Supervisor/Co-Supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.	Minimum 15 years of experience in teaching/research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.	He/She is eligible to hold this position after satisfying Professor post eligibility and should be guided minimum 2 Ph.D Scholars.

**\*NOTE:**

- ❖ The incumbent faculty members shall have to meet the necessary conditions as per 6th Pay CPC of AICTE
- ❖ Incumbents recruited as faculty with the basic minimum qualifications can continue in the same college in the same post. For considering promotions and movement to other colleges, the faculty should satisfy the conditions of 7th pay CPC of AICTE.
- ❖ Maximum Age limit for all Cadre of faculty members/Principal is 65 Years.

**8. Recruitment, Designation, Joining, Promotion and Relieving**

1. Recruitment is normally done during May / June
2. The number of vacancies in the different cadres shall be communication by the Principal / Designated authority based on the student strength / existing faculty / resignations staff members to the management approval.
3. Vacancies shall be advertised in leading newspapers and Institute websites.
4. Screening of applications shall be done by the respective screening committee.
5. Screening will be done as per the qualifications, experience and other credentials prescribed by the AICTE & Savitribai Phule Pune University.
6. Shortlisted candidates shall be informed through or over telephone by the college office.
7. Selection committee for interview shall be constituted of the following members:
  - a) Management Representative
  - b) Principal
  - c) Head of the Department / Senior Professor
  - d) Subject Expert

**Designation**

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Physical Director

**Ministerial Staff**

- Office in charge / Training Coordinator / Student Trainer / CG Cell Coordinator / NBA Accreditation Coordinator / Office Assistant / Junior Assistant / Telephone Operator

**Technical Staff**

System Admin / Lab Technician / Lab Assistant / Workshop Instructor / Electrician / Welder

**General Services** Security/House keeping

**Mode of Selection of Support Staff:**

All the positions are advertised in the Newspaper. After scrutiny of applications received and short listing by a committee consisting of

- a) Principal
- b) HODs
- c) Section In charges

**Promotion:**

The Promotions under Career Advancement Scheme of teaching faculty will follow the guidelines given below Subject to the condition that the candidate possesses the prescribed minimum qualification the candidate should present herself / himself before the selection committee.

- Self-appraisal reports (required)
- Research contribution, books, articles, etc published. (At least 2 papers in referred journals required)
- Seminars/Conferences attended. Must have attended at least 4 seminars /conferences at national or international level or must have attended summer /winter schools (short-term courses) of total duration of 4 weeks. .
- Significant contribution to teaching / academic environment / institutional corporate life.
- Development of course material / monographs.
- Participation in Continuing Education programme
- Any other academic contributions.
- For every upward movement, a selection process as per the rules and regulations of AICTE / University to which the institution is affiliated will be followed.

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the Corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

**Resignation:**

1. Any member of the faculty in permanent service shall give THREE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
2. Any member of the Support Staff in permanent service shall give THREE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay THREE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relieve whichever is earlier.
3. Any member of the faculty/Support staff during probation shall give ONE month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay ONE month's salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relieve whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
4. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

## 9. THE CODE OF PROFESSIONAL ETHICS

### I. Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their 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 and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

### II. Teachers and the students

#### Teachers should:

- (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, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individuals 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 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 and of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students, colleagues or administration.

### III. Teachers and Colleges:

#### Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **IV. Teachers and Authorities:**

##### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures 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) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various officers and discharge responsibilities which such office may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

#### **V. Teachers and Non Teaching Staff**

- (i) Teachers should treat the non teaching staff as colleagues and equal partners in a co-operative understanding, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non – teaching staff.

#### **VI. Teachers and Society:**

##### **Teachers should:**

- (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 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 offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or animosity among different communities, religions or linguistic groups but actively work for National Integration.

#### **VII. Teachers and Guardians:**

##### **Teachers should:**

Try to see through teachers bodies and organizations that institutions maintain contact with the guardians of their students, send reports 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 benefits of the institution.

## **10. Benefits to Employees**

### **Higher Studies**

The faculty is granted study leave for higher studies in the fields of specialize desirable from the point of view of the institution at IITs and Indian Institute of Sc Bangalore and the like. The said facility is limited to one faculty member every year.

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and 3 years in respect of Master's Prgorammes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bong) executed: and further that he/she would refund the assured amount on prorated basis in case he/she does not serve the College for the full period as per the

bond on return after successfully completion of studies.

Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

#### **Seminars / Workshops / Conferences.**

The faculty is being deputed to short term/orientation courses during vacation or non vacation days without hindrance or dislocation to the academic work preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of Research The college aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible.

Excellent Teacher Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

#### **Staff Development & Training - Ministerial / Supporting Staff**

Arranging in house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

#### **Staff Development & Training- Technical Staff**

Support Staff [Technical] In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

#### **Service Benefits & Welfare Measures**

- The management grants maternity leave to the women employees limited to the first two living children.
- Medical Assistance for major accidents
- Group Insurance Scheme.
- All the members of staff drawing salary up to Rs 15000/- per month are covered under Employment Provident Fund Scheme as per the act. The employee and the management contribute 12% of the pay of such employee.

## 11. Service Conditions

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1. Every member of the staff shall agree to abide by all the conditions herein stated and also such may be stipulated from conditions as time to time by the competent authority.
  2. Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Office Superintendent or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.
  3. Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Office Superintendent.
  4. Notwithstanding anything contained above, whenever any consultation work for any private firm or undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.
  5. Any staff member, on appointment through university panel interview, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.
  6. All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

## 12. Leave Rules

### Permission

- Maximum of 3 permissions per month of 1 hour each can be availed. Permission will be granted for 1st and last hour and not in between.
- Half a day casual leave will be deducted for exceeding three permission. Late attendance will be treated as permission.
- More than 1 hour permission on single day will be treated as half day CL.

### Casual leave

- UGC Approved Staff members can avail 15 days of casual leave, Adhoc and Non approved staff can avail 12 leave in the academic year
- For staff members who join in the middle of the academic year, casual leave will be credited on pro-rata basis. i.e. one day of CL after completing one full month of service from the Date of joining. Casual leave cannot be combined with any leave other than OD
- Balance of casual leave, if any, at the end of the academic year will not be carried over to the next academic year and it will lapse.
- Members, who have completed one full year of service, are eligible to avail two days of advance CL any time.

**On duty Leave**

- For teaching staff, a Maximum of 12 days of OD with pay will be granted per academic year for higher study related activities, parent University Exam related work, for attending seminars, conferences and paper presentations. An additional 12 days of OD per semester may be granted to those who have executed bond to the college for pursuing higher studies.
- For Non-Teaching staff three days of OD per semester may be granted to those who are doing Part Time (Diploma or B.E/ B.Tech) course.
- OD certificate is to be produced on return from OD; otherwise it will be treated as loss of pay.
- OD cannot be combined with any leave other than CL
- Balance of OD if any at the end of academic year will lapse.

**Maternity Leave**

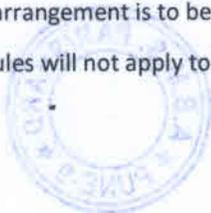
As per resolution number 12 by Pune Vibhagiya Karykari Samiti Dated 26 October 2023 it is decided to approve full pay Maternity Leave to all approved female faculties for 180 days. This leave should be approved twice in total service period

**Vacation leave**

- Teaching staff members are permitted to avail 14 days of winter vacation and 21 days of summer vacation in an academic year and Non-Teaching staff may avail 7 days of Winter Vacation Leave and 14 days Summer Vacation Leave.
- Un availed vacation leave at the end of the semester will not be carried over to the next semester. Shifting of vacation will not be granted on any grounds.
- Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However for genuine reasons, a relaxation may be given up on approval by Principal
- For availing vacation leave, staff members must have completed one full semester of continuous and active service (a semester runs from the day one of instruction to the last day of University exam).
- Vacation leave cannot be combined with any other leave.
- Intervening holidays and Sundays will be counted as vacation leave.
- Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.
- Vacation leave application should be submitted in advance
- Vacation leave will be sanctioned in rotation without affecting smooth
- Functioning of the college and can be availed only on approval of authority.

**Compensatory leave**

- Compensatory leave will be granted to employees when they are required to work on holidays. The leave shall be availed within 2 months, otherwise it will lapse. Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.
- Alternate arrangement is to be made before proceeding on any kind of leave/ OD
- All these rules will not apply to hostel supervisors. CL rules are applicable to them as given above.



### 13. Employee Communications

#### Open Communication

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Principal. Any information discussed in an open communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

#### Suggestions

APCOER welcomes employees suggestions and innovative ideas about making the institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

#### Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at APCOER.

### 14. Acknowledgment

I acknowledge that I have received a copy of the APCOER employment policies, and I do commit to read and follow these policies.

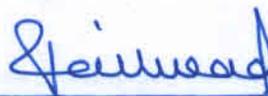
I am aware that if, at any time, I have questions regarding APCOER policies I should direct them to my immediate superior or the Principal.

I know that APCOER policies and other related documents do not form a contract of employment and are not a guarantee by APCOER of the conditions and benefits that are described within them. Nevertheless, the provisions of such the institution policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that APCOER at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.



Dr. Sunil Thakare  
Principal



Mrs. Pramila B. Gaikwad  
General Secretary, A.B.M.S. Parishad, Pune

