YASHODA SHIKSHAN PRASARAK MANDAL'S

YASHODA TECHNICAL CAMPUS, SATARA

STAFF POLICY DOCUMENT

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Yashoda Shikshan Prasarak Mandal's
Yashoda Technical Campus
NH-4, Wadhe Phata,
Satara-415011
Phone; (02162) 271238
Web: www.yes.edu.in

YSPM YTC Employment

Acknowledgement of Understanding

The purpose of the YSPM YTC Personnel Policy Manual is to provide guidance in using current best practices as foundational guidelines for creating clear and culturally relevant proactive policies to ensure a healthy, well-run institution for all employees. Please bear in mind that your employment with YTC is a voluntary one and nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of YSPM's YTC employees.

The policy of employment-at-will may not be modified by an officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable. These personnel policies are not intended to be a contract of employ mentor a legal document.

I hereby acknowledge that I have been informed that the YSPM YTC Personnel Policy Manual (PPM) is available with me today and I have read all the terms and conditions mentioned in it.

Sd/-

Prof. Dashrath B. Sagare
President,
Yashoda Shikshan Prasarak Mandal, Satara.

FOUNDER PRESIDENT

Dear Staff Members,

I welcome you to Yashoda Technical Campus, Satara, and the institution which inculcates true values while disseminating quality education for shaping the career of our students.

All our institutes are approved by the concerned statutory bodies and fulfill all the norms and standard laid down by them. Our technical campus is located in a lush green, pollution free, pictures environment. We provide students a platform to excel not only in academics but also in co-curricular and extracurricular activities. We encourage individual growth, team building, Industry Interaction and a multi-disciplinary study structure.

We are committed to impart value based quality education along with development of positive attitude, skills and abilities to apply knowledge in order to meet the challenges of future. In order to maintain discipline in our campus this is one of our core values. We have designed the policy document for the campus which will naturally help you all to give you a proper guideline about the rules, regulations, duties and responsibilities.

Let us all work together as a family member for the excellence of the institute and achieve the vision set by all the stakeholders.

Prof. D. B. Sagare
President
YSPM's YTC, Satara

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YSPM's YTC POLICY DOCUMENT

1. <u>INTRODUCTION OF THE INSTITUTE</u>

Yashoda Shikshan Prasarak Mandal, Satara (YSPM) education trust was established in 2009, under the efficient and vibrant leadership of Founder President, Hon. Prof. Dasharath Sagare. YSPM has many eminent personalities from the field of education and industry on its advisory board, whose rich experience and guidance benefits the institute to achieve excellence in the field of academics and sports. Yashoda Technical Campus was established in 2011 to provide quality technical education to the students, serve the society, industry and all the stake holders through value added quality education.

YSPM-YTC is conducting different courses approved by AICTE, New Delhi, PCI, New Delhi & Govt. of Maharashtra, DTE, Mumbai; Affiliated to Shivaji University, Kolhapur / MSBTE, Mumbai / DBATU, Lonere.

In a world where technology is changing very fast, it is indeed a challenging task to cater the needs of industry for proficient manpower. Satara being a growing city is filled with potential but an untapped pool of talent. We at Yashoda Technical Campus, part of Yashoda Shikshan Prasarak Mandal are working towards polishing this talent and to bring them out so that they can touch the sky. We earnestly hope that our student will be able to meet all the challenges throughout their carrier. Many of them are occupying key positions in many private and public sector undertakings in India and have brought laurels to the college.

1.1 Courses run under YSPM-YTC

Faculty of Engineering & Technology (UG – B.Tech.)		
1	Mechanical Engineering	30
2	Computer Science and Engineering	120
3	Electrical Engineering	30
4	Civil Engineering	30
5	Electronics & Telecommunication Engineering	120
6	Artificial Intelligence and Data Science	120
7	Computer Science and Engineering (Cyber Security)	60
8	Mechatronics Engineering	60
9	Robotics & Artificial Intelligence	60
Faculty of Pharmacy		
1	D. Pharmacy	60
2	B. Pharmacy (YTC)	100
3	B. Pharmacy (YCP)	100
4	M. Pharmacy (Pharmaceutics)	15
5	M. Pharmacy (Pharmacology)	09
6	M. Pharmacy (Pharmaceutical Chemistry)	15
7	M. Pharmacy (Regulatory Affairs)	15
Faculty of Polytechnic		
1	Mechanical Engineering	30
2	Electrical Engineering	60
3	Civil Engineering	60
4	Computer Engineering	90

5	Information Technology	60
6	AI & ML	60
Faculty of Management (BBA)		60
Faculty of Management (MBA)		60
Faculty of BCA		60
Faculty of MCA		180
Faculty of Architecture (B.Arch.)		40
Faculty of Engineering & Technology (PG – M.Tech.)		
1	Mechanical Engineering	12
2	Computer Science & Engineering	18

2. VISION, MISSION AND QUALITY POLICY OF YSPM'S YTC

2.1. Vision

Yashoda Technical Campus aspires to be a role model for institutional excellence and to emerge as a Leader in Technical & Management Education and Research by providing value based Quality education with World class infrastructure and strengthening strategic linkage with Industry, Premier Institutions and thereby fostering excellence in teaching, research and community service to meet educational, social and economic needs of the region and the nation to create human society.

2.2. Mission

(i) To provide opportunities to students and faculty to acquire higher qualification and experience with continuous learning opportunities.
(ii) To impart quality education by implementing state-of-the-art teaching learning methods to enrich the academic competency, credibility and integrity of the students.
(iii) To empower the students with current knowledge, skills and right attitude in order to meet the challenges of future & to develop competence towards serving the ever changing needs of Industry and Society.
(iv) To create and maintain a vibrant research environment to promote excellence in research and extension activities.

2.3. Internal quality assurance policy

- To providing World class infrastructure with personal attention
- By providing effective teaching learning process
- By providing Staff involvement in innovation and research
- To impart required knowledge skill and positive attitude among the students.
- To provide ethical and moral base education.
- Controlled assessments, coursework and portfolios of evidence

3. GUIDING PRINCIPLES

Policy Statement of YSPM YTC operates a robust internal quality assurance system, to maintain the consistency and accuracy of assessments. Internal Quality Assurance (IQA) is

the process of ensuring that training delivering and assessment practice is monitored in order to ensure that they meet national standards.

3.1. **Preamble:**

Organization should have policies in place to ensure equality to conduct all the activities equally. It is good practice for all organization to have a written statement on equality. This could be an equality scheme, policy or strategy, procedure or rules and regulations

Organization should aim to develop a diverse workforce which draws on the skill and experience of a wide range of communities. Workforce can become a key way of expressing the diversity of your organization and engaging effectively with different groups. An important way of demonstrating commitment is to develop a diverse team of both staff (Teaching, supporting and non-teaching) is through preparation of an equal opportunities policies. This could cover the approach to recruitment, promotion and training and methods of ensuring equality of opportunity for different equalities group.

Organization ensures that all staff (Teaching Supporting and Non-Teaching) is able to work for the organization in a pleasant and safe environment without experiencing harassment or discrimination. Having a policy on harassment and discrimination helps to set out exactly what is expected from staff and sets out clear procedures if problems are experienced.

3.2. **Policy Aims:**

1. To provide a continuous check on the consistency and quality of delivery and the consistency, quality and fairness of marking, grading and overall assessment of student's work.
2. To meet and exceed the requirements placed upon us by QCA, the awarding bodies, and the student charter.
3. To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
4. To support academic staff in their classroom delivery by affording them the opportunity to receive critically supportive comment and to be able to conduct peer observation.
5. To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached. The key features of an effective system are that it must:
   a. Include the monitoring of assessments and a way of standardizing assessment judgments sample assessments on a 'formative' basis, therefore giving feedback to assessors on an ongoing basis (not at the end of the accreditation process)
   b. Support and develop the assessment team
   c. Be accurately recorded to provide a clear audit trail
   d. Be carried out by suitably qualified and occupationally competent staff.

3.3. **Scope**

For the purpose of this policy, the term IQA encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work. Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

3.4. **Reporting**

Reporting of the different staff members will be according to the policy designed by YSPM YTC which is as follows

Staff	Reporting Authority
Director	President / Vice President / Secretary
Associate Director / Principal	Director / Vice President
Registrar/ Dy. Registrar	Director / Vice President
Head of the Departments	Principal of Faculty
Teaching staff	Head of the Department / Principal
Laboratory Staff	Head of the Department / Principal
Library In-charge	Director/ Registrar
Librarian and Library staff	Library In-charge
Administrative /students section / accounts / Office staff	Registrar / OS
Store Staff	Registrar/ OS
Peon	Respective HOD's / Registrar / OS

3.5. **Working Hours**

At Present the working hours of the staff members is as follows

Category	Engineering and Polytechnic		Pharmacy, MBA & MCA	
	Working Hours	Lunch and Tea breaks	Working Hours	Lunch and tea Breaks
Teaching	9:40am - 5:30pm	12:00noon-12:40 pm	9:40am - 5:30 pm	1:00pm-1:40pm
Non-teaching	9:30am - 5:30pm	12:00noon-12:30 pm	9:30am - 5:30 pm	1:00pm-1:30pm
Peon	9:00am - 5:45pm	12:00noon-12:30 pm	9:00am - 5:45 pm	1:00pm-1:30pm

Note: The campus will have a holiday on every first and third Saturday of the month.

Leadership

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

vision of the institute and foster the development and use of each employee's capability.

3.6. **Quality of Employment**

The institute is committed to creating and sustaining a workforce of highly qualified faculty and staff to provide a positive environment of work for all and one that encourages balancing the work and personnel commitments

3.7. **Compensation Reward and Recognition**

The institute's compensation programme is administered fairly and equitably strengthening the tie between pay, performance and organizational success. The staff members are rewarded for their outstanding performance during the *Sanstha foundation day on Dasera and also on 26 January.*

3.8. **Continuous learning and development**

The institute supports and motivates the staff to attain the various staff development programme which naturally supports continuous learning so that it can provide structured development and integrates institutional mission, organizational and individual needs and performance expectations.

3.9. **Response to change**

The institute constantly prepares itself for the challenges of the future. In doing so during periods of changing needs, the institute creates opportunities for employees to acquire the needed skills to achieve the mission of the institute

4. HIERARCHY (ORGANIZATION CHART)

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                        President
                            │
                            ▼
                      Vice-President
                            │
                            ▼
                        Director
                            │
        ┌───────────────────┼───────────────────┐
        ▼                   ▼                   ▼
    Academics           Placement         Administration
        │                   │                   │
        ▼                   ▼                   ▼
 Associate Director   Training and          Registrar
        │              Placement               │
        ▼                   ▼                   ▼
 Departmental HOD    Departmental T& P     Dy Registrar
        │                                       │
   ┌────┴────┐        ┌──────┬──────┬──────┬──────┐
   ▼         ▼        ▼      ▼      ▼      ▼      ▼
Teaching  Non-      Mainten- Establish- Accounts Students Hostel
 Staff   Technical  ance     ment               section
         Staff
   │         │        ▼      ▼      ▼      ▼      ▼
   ▼         ▼     Mainten-  O.S   Accounts Head  Rector
 Supporting Staff  ance            officer  Clerk
                   Manager
                     ▼      ▼      ▼      ▼      ▼
                  Supervisor Clerk Clerk/ Clerk Warden
                                   Cashier
                     ▼      ▼      ▼      ▼      ▼
                  Supporting Supporting Supporting Supporting Supporting
                   Staff      Staff     Staff      Staff      staff
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Organization Structure of YSPM YTC, Satara

5. DECENTRALIZATION OF DUTIES AND RESPONSIBILITIES

The management and Director on time to time basis assign the duties and responsibilities to the staff members based on the various programs conducted in the college campus. Such as:

1. Induction programme
2. Annual Sports
3. Cultural programme
4. Guest lectures
5. Seminars/Techfest/conference
6. Admission
7. Student development events
8. Employees meet/ Republic day/ Independence day/ Alumina meet

The staff needs to follow the instructions laid down by the higher authorities and perform the duties and responsibilities. If staff refuses to perform the duties allocated to him he should give in written for not performing the duty to the respective departmental HOD.

6. CAMPUS WORKING COMMITTEES AND THEIR RESPONSIBILITY

Sr. No.	Name of the Committee	Responsibilities
1	Special Cell Committee For Welfare of BC, Minority Candidate	To circulate State/Central government's circulars from time to time and collect information of course wise admissions of the candidates pertaining to SC/ST in the college on annual basis. Analyze information on admissions, examination results training and employment of SC/ST students and to prepare reports for onward transmission to MHRD/ UGC / Affiliating Universities, etc. SC/ST cell is expected to look after grievances of students & staff and provide necessary help after consultation with the competent authority.
2	Purchase Committee	To check annual consumption & requirements. Quotations and approvals for purchase. Checking of deadstock.
3	Library Co-ordination cell	Library issues, Requirements, Book purchase, Notices, library correspondence, Upgradtion of libaray related softwares, Journals & e-journals purchasing.
4	Vishakha Cell (ICC)	To provide a safe working environment, ICC organize workshops and awareness programmes at regular intervals for sensitizing employees, students on the issues and implications of workplace, treat sexual harassment as a misconduct under the service rules and initiate action for misconduct required to monitor the timely submission of reports by the ICC.

5	Grievance Redressal and Coordination Committee	Address the grievances (academic and personal) of the students, staff and faculty. Address motivational disorders of students, staff and students and to counsel them. Help in conducting the student activities and encouraging students to perform well. Keep track of the weak students and guide them for improvement. Linking of health care problems with medical professionals. Once the student submits a grievance, it should be acknowledged within 24 hours and resolved within 30 days.
6	IQAC Cell	Documentation, Internal Quality Assessment Cell (IQAC), Internal Inspection, Academic Audit. To provide inputs for accreditation.
7	Anti-Ragging and Students Discipline Committee	To prohibit, prevent and eliminate the source of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student. To prohibit undisciplined activities by any student which causes or is likely to cause hardship or psychological harm or to raise fear in any fresher. To create the awareness about Anti Ragging act and punishments among the students and the appropriate law in force.
8	Anti-Ragging Squad Committee	To carryout regular checks for any Ragging activity in their areas, surprise checks in probable areas of ragging. Ensure anti ragging instructions are displayed at prominent places in their areas of control, In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given performa.
9	Examination Coordination Committee	Mid term and sessional exams, Planning and smooth conduct of University Theory & Practical Exams, Maintaining all registers & files, Schedule for Examination, Revaluation, stuendent grivences and & Remunerations.
10	Disaster Management Committee	Creating awareness among the staff and the students about the natural disasters, man-made disasters and pandemic emergencies. Creating awareness among the staff and the students on disaster prevention, preparedness, relief and recovery. Teaching life saving and rescue techniques to all the staff and students of the institution. Conducting Programmes on Personal Safety *viz.* Electrical Safety, Fire Safety, Hazardous Materials Management, etc. Planning for the Disaster Management initiatives and to conduct mock exercises and evacuation to build up courage and confidence among our staff and students.

11	Right to Information Committee	Timely disposal of all RTI matters, effective monitoring / tracking of RTI matters within the organization.
12	Industry Institute Integration Cell	Arranging campus interviews, Placement of student in industries, Industry Institute Partnership Cell, Industrial visits, International Collaboration / MoUs. To provide guidance for International Collaboration /linkages among the academicians / research students across the globe.
13	Hostel and Health Care Committee	Admisison of the students to hostel, hostel maintainance, safety, security, disclipline, mess facility, housekeeping. Database of students and parents. Providing health care facilties to the students. Providing medical facilty in case of emergency. Taking feed back from the students.
14	Training and Placement Committee	Providing tranings to the studenst by arraning various expert lectures, industrial visits, hospital visits. Strenghting the interaction between Industry & Institute. To make students ready for placement. To arrange the Campus interviews. To helps the students for off-campus recruitment.
15	Career Development Committee / Career Development Cell	The cell organizes Seminars, Workshops towards development of Soft Skills that helps fro carrer development. The main emphases of the Career Development Cell is the processes for career development – career awareness, career exploration, career preparation, and work experience. This Cell will also provide information and resources to help students make career decisions.
16	Entrepreneurship and Incubation Cell	Adopting a mission to create and sustain social value. Recognizing and relentlessly pursuing new opportunities to serve that mission. Engaging in a process of continuous innovation, adaptation, and learning. Acting boldly without being limited by resources currently in hand and exhibiting a heightened sense of accountability to the constituencies served and for the outcomes created.
17	Research and Development Cell	Promoting Staff and student Publications & Presentations, Supervising research activities, Sending research proposals to funding agencies, MoU's, Research Grants & its utilization.
18	Maintenance Committee (IT, Furniture, Equipment, Electrical, Civil)	Building Maintainance, Furniture Maintenance, Computer & Instruments Maintenance, Housekeeping, Infrastructural developmental Work.

19	Magazine Committee	Articles display on notice board, Competitions-Photography, Rangoli, etc., Collection of Advertisements, Photo Session, Messages from eminent personalities, Publishing of Magazine, Participation in University Magazine competition.
20	Publicity Committee	Counseling to students for admission purpose, Strategies for improving admissions, Publicity in social media and Newspapers, Visiting various schools / colleges to develop relations. News reports drafting and publishing.
21	Alumni Relations Coordination Committee	Registration of alumni association and its audit. Creating & updating the database of past students, Arranging Alumni meet / get together, arranging various competitions, Seminars and guidance session by ex-students.
22	Counselling Cell	Planning of admission campaigning. Counseling of students and parents, Promotion activity and publicity.
23	Gymkhana and NSS Committee	Condcuting sports activities throughout the year. Arranging sports competitions, annual sports. Motivating students to participate in intercollege sports tournaments. Arranging sports competitions of zonal and National level. Establishment of NSS cell. Condcuting social activities through NSS.
24	Cultural activities, Youth Festival, Art Circle Committee	Cultural Activities within & outside campus, Annual Social Gathering, Yasho-Techfest Event. Organizing various activites like Freshers Day, Teachers Day, Jayantis, Farewell etc. Motivating students to participate in intercollege cultural activities and Youth festival.
25	Technical Events Committee	Imparting the students with knowledge that is beyond the academic curriculum. We conduct technical based Industrial visits, Workshops, Competitions and Recreational events to provide all students with a hands-on experience as well as practical knowledge. Staff Seminars, Records of STTP's/ Conferences / workshops attended by staff. Staff Training, Inplant Training to students, Arranging seminars & guest lectures, Designing of various value addition courses, Continuing Education Programmes, Staff Development Programmes, soft skill training.
26	ISTE Chapter/Professional chapter cooradination committee	To organize quiz programmes for members. To organize lectures by experts from industry, R&D organizations, defense services, government departments and other institutions. Coaching programme for writing competitive examinations and attending job interview. Entrepreneurship development programmes. Lectures on Moral Values and Ethics.

		Discussions, brain-storming sessions, group activities Training in public speaking Training in becoming a Master Student Visits to industry, work sites Programmes in leadership and personality development Training in co-operative learning
27	Staff Academy / Staff welfare committee	The cell will function for the overall benefit and welfare of the employee fraternity of the department to ensure the various welfare aspects of the employees. This cell will also look after the genuine needs, requirements and grievances or complaints of the employees, if any
28	Skill Development Cell / NPTEL/ Swayam Coordination Committee	Implementation of Moodle S/W, NPTEL, Swayam. To organize Skill development programme.
29	Strategic Planning Group	Mission, Vision, Quality Policy, SWOT Analysis, Short & long term plans, preparing action plan, Monitoring
30	Academic Monitoring and Evaluation cell(UG & PG)	Workload Distribution, Timetable, Student attendance, Academic Calendar, Daily performance record (staff), Attendance theory, practical, Course file, Promoting PBL (Problem based Learning), Guide allotment, Schedule for Project work, Assessment of PG Seminars, Induction Programme to first year, Student Council.
31	Website updations	Regular department wise website updations, Circulars from AICTE/DTE/University/PCI, daily updation in website is expected and keeping record of the same.
32	External Regulatory Works Committee	AICTE, DTE, PCI, University New Proposals. Planning and documentation for Inspections. Communication and updation of requirement of statutory bodies. Preparartion and submission of proposals for FRA.
33	Internal Regulatory Works Committee	Documenattaion of all committes like governing board, CDC, Standing Committee, Anti-ragging Committee, RTI.
34	Competitive Exam guidance Committee	To prepare the student to face the different competitive examination like GATE / GPAT / UPSC / MPSC / GRE / TOEFL / CAT etc.
35	Human Resource Development cell	Provide a platform for full expression of students talents, develop total personality (traits) (relationship), make students employable, develop team spirit, develop entrepreneurial skills
36	Software Development Cell	Development of software as per requirements.

7. CLASSIFICATION OF EMPLOYEES

At Yashoda Technical Campus employees are classified on the functional basis to increase the efficiency of the work by assigning proper authority and responsibility at different levels

The employees are classified into two categories
- **Faculty:**
  - Full Time
  - Visiting
- **Staff**
  - Technical
  - Administrative
  - Supporting staff

7.1. Full time Faculty

The full time faculty comprises of the persons who are involved in teaching at the institutes on a full time basis who are either approved by the University selection committee on permanent basis or through local selection committee on ad-hoc basis whose salaries are paid on a monthly basis

7.2. Visiting Faculty

The visiting faculty is from the industry & institution that contributes for the academic excellence of the institute and is paid as per the norms of YSPM YTC

7.3. Staff

7.3.1. **Technical Staff** :- It comprises of Technical assistants, Lab. assistants, Lab. Technicians, Workshop Instructors, Network administrators, Computer Programmers, Librarian, Assistant Librarian and library Assistants

7.3.2. **Administrative staff**:- It includes Registrar, Accounts and Finance officer, Office superintendent, Head of students section, stores and purchase officer, Medical officer, Hostel rector, accountants, assistants, clerks, data entry operator

7.3.3. **Supporting staff**: - It comprises of Lab. Attendant, Peons, Electricians, Carpenters, Plumbers, Drivers, Watchman, Sweepers, Gardner's, assistant to Rectors, lift man.

POLICY

8. RECRUITMENT AND SELECTION POLICY

8.1. **Recruitment**

(1) Ordinarily, in the month of February/March, the Director of the Campus, shall take a review of the existing workload in each of the subject and probable increase in the workload for the next academic year either due to the rise in students' strength or due to the introduction of new courses/subjects with prior permission of the management and the University and submit the proposal to the management for getting approval for appointment of additional teachers in the subject, if any.

(2) After receipt of such proposal(s) from the Director, the management scrutinize the same as per the existing norms of the workload and reservation rules and grant approval for the creation of additional post(s) of full-time or part-time teachers, proportionate period Teachers, as the case may be, within fifteen days or in any case before the end of the first week of April of every academic year.

(3) The same procedure shall be followed by the Director and the University in respect of the vacancy of an existing post caused by various reasons such as resignation, retirement, the "Special Cell" in the University shall, after scrutinizing as per the norms of reservation, the roster maintained, and other related information which is to be incorporated in the advertisement, give approval to the advertisement, with modifications if any, if necessary.

(4) The College or Recognized Institution, after getting approval for the advertisement from the University, shall publish the advertisement in two leading newspapers, one at the District level and other at the State level.

8.2. **Advertisement of Vacancies**

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the University as indicated, together with the minimum and desirable qualification, as prescribed, the Scale of Pay and number of posts to be reserved for the members of Backward Classes, differently abled and women candidates and reasonable time, which shall not be less than fifteen days, within which the applicant may, in response to the advertisement, submit his/her application.

After the last date is over, the office shall prepare the summary of each candidate with his/her date of birth, qualifications, experience, caste, reservation, present emoluments, etc. and shall place the same before the Scrutiny Committee.

8.3. **Scrutiny Committee**

There shall be a separate Scrutiny Committee for the post the teacher to be appointed in the College or Recognized Institution as follows:

(a) The Chairman of the Management or his/her nominee (Chairman)

(b) The Director

(c) The Head of the Department of the subject concerned;

Provided that, if the regular Director is not appointed, the Acting Director shall be the member of the Scrutiny Committee, Provided further that, if there is no Head of the Department in the subject concerned, then the senior most teacher in the subject shall be a member of the Scrutiny Committee. Provided further that, if the post is of a

'Professor' the Scrutiny Committee shall verify the qualification, experience, research publications, conferences attended. The Scrutiny Committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of the candidates for the interview. Ordinarily, the suitable and qualified candidates with higher merits shall be invited for the interview and shall not exceed the following ratio of the number of vacancies to the number.

8.4. **Steps for University selection Process**
1. Affiliation approval
2. Approval of posts as per workload maintenance of Roaster
3. Approval of advertisement as per Roaster
4. Publication of advertisement
5. Constitution of Faculty Selection Committee (FSC) by University
6. Meeting of FSC- Interviews
7. Recommendations by FSC for candidates
8. Approval by university and appointment, joining etc.
9. Submission of changes in staff form
10. Personal file and service book maintenance

Report on faculty selection committee is maintained in Shivaji University information book.

8.5. **Appointment of Principal / Director And Teaching Staff In Approved Institution / Program As Per The University Act**

The appointment of Director / Principal, Teaching staff shall be as per the rules and regulations for minimum qualification, pay scale prescribed in the approval process hand book of AICTE / PCI. Institutions shall appoint Director / Principal, Teaching staff strictly in accordance with the methods and procedures of the concerned affiliating University, State Governments and Honorable Court directions (if any) and as applicable in the case of selection procedures and selection Committees.

Recruitment of the faculty is made as per Maharashtra University Act 2016 and MSBTE Act 1997. However prior to University selection procedure, screening will be done by the scrutiny committee. Recommendation of the in-house candidate will be done by the Management for the University interview provided He / She passes the interview of the local committee. For Non-approval / Adhoc Staff recruitment; selection is done by the management by appointing expert committee.

Process of faculty selection was through University Selection committee as per Shivaji University, Kolhapur and Dr. Babasaheb Ambedkar Technological University, Lonere information book.

The selection committee for selection of principals or directors or heads of institutions shall consist of the following, namely:-

(a) Hon. Vice-Chancellor Chairman;

(b) Dean of Faculty

(c) Three members as experts, nominated by the Vice-Chancellor

(d) one member belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (VimuktaJatis)/Nomadic Tribes Other Backward Classes, by rotation nominated by the Vice-Chancellor ;

(e) Director, Higher Education or his nominee not below the rank of Joint Director;

(f) Director, Technical Education or his nominee not below the rank of Joint Director.

8.6.**Qualifications for the various cadres of the teachers**

The qualifications for other cadres of the teachers working in the professional colleges (*viz*. Architecture, Pharmacy, Management, Engineering & Technology etc.) shall be as recommended by the All India Council of Technical Education, Pharmacy Council of India, New Delhi and / or respective Central Councils established by the Act of the parliament and accepted by the government and the University, from time to time.

Annexure I/ II, III to be filled by the staff once they joined the organization and submit the photocopy of documents.

9. TERMS OF EMPLOYMENT

9.1 Employee services will be governed by the provisions of the Maharashtra Universities Act and the Statutes, Ordinances, Regulations, and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing body YTC, YSPM.

9.2 Employee will be on a contractual appointment in this all Constituent College / Institutes under the aegis of the Society till the end of Contract. Appointment is strictly subject to fulfilment of minimum eligibility criteria & the experience required for the said post as per the regulatory authority / AICTE/PCI, Shivaji University & DBAT University norms. If employee do not fulfil the required qualification during the academic year or during services or not found suitable, employee services can be discontinued.

9.3 Based on Performance Appraisal/Confidential Report which is to be submitted by employee at the end of employee tenure and also on basis of the report of HOD & Principal, employee may be recommended for further extension. However, the management reserves the right to offer/reject candidates for continuation. No Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services, if any.

9.4 Appointment is purely on Ad–Hoc basis for the period mentioned in the appointment Order. Employee must give one month's notice or one month'ssalary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the academic session. The Board of Management however has discretion to relax this condition.

9.5 Employee will report to the concerned Head of the Department/Principal and must shoulder the responsibilities in analysing etc. of the activities/curriculum/Department and the Institute.

9.6 Employee services shall be discontinued without any notice or 48 hrs notice & non assigning any reason, due to loss of confidence, gross negligence, in-efficiency at

work, non-deliverable performance at work or any wilful act of misconduct on employee part without any notice and any time during the said tenure and if so in such case employee will be paid the salary only till employee last working day with the organization.

9.7 Appointment of teaching staff is subject to approval from the Shivaji University & DBAT University. Employee must fulfil all the required qualifications & experiences for the said post according to the Regulatory Authority, AICTE, PCI & affiliated University norms time to time. If the University objects about any point with respect to qualification, age requirement etc. then in such case the university and YSPM Society's decision will be final and any claim on the said post after or during the service period will not be considered.

10. SALARY AND INCREAMENT POLICY

10.1 **Salary :** Salary will be paid on or after 7th of every month subject to availability of the funds. It is advisable for employeesto have a savings account with Bank as per the communication from admin department in this regard so that the salary can be directly transferred to the respective savings account of employees.

10.2 **Increment:** YSPM Society follows Annual Increment Cycle once in a year in the month of July OR as per the renewal of the contract. In case of permanent regular / employment, an employee having served the Institute for min 1 year is eligible for increment. Employees must fill the appraisal form. The increment will be based on the individual performance, departmental performance, and the Institutional performance during the last academic year.

11. INTERNAL PROMOTIONAL POLICY

Eligibility criteria-

11.1. **Assistant Professor(On consolidated Salary):-**
1. Engineering BE /ME / M. Tech /MBA /MCA /B. Pharm /M. Pharm faculty will be getting consolidated salary.
2. On the satisfactory performance the scale will be offered as per the management discretion.

11.2. **Assistant Professor (On scale, increase of AGP eligibility)**
As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, one year increase in the said resolution as against approved eligibility criteria.
1. Must have attended at least Two training programs conducted by AICTE/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal
3. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
4. Result must be good in subject taught (More than 90%)
5. Student feedback must be very good.

11.3. **From Assistant Professor to Associate Professor**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

1. Must have attended at least Four training programmes conducted by AICTE/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal and one in international journal with ISSN No.
3. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.
4. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
5. Student feedback must be very good.
6. Result must be good in subject taught (More than 90%)

11.4. **From Associate Professor to Professor**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

1. Must have published at least three papers in referred national Journal and at least two papers in international journal with ISSN No.
2. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.
3. Must have organized at least one National Seminar/Workshop/Conference at National level in the college.
4. Industrial consultancy work is desirable.
5. Student feedback must be very good.

11.5. **Librarian at degree level**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

11.6. **Entry level increments norms**

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010.

11.7. **Non-Teaching Staff**

Promotion after completing 3 years on scale depending upon performance

The staff needs to submit the performance appraisal form to the respective HOD and the HOD need to submit it to the Associate Director / Principal. The Associate Director / Principal needs to verify the documents as per the record available. Once verified it has to be sent to the Director for authorization. The management reserves the right to decide about the increment of the employees as per his performance for the academic year.

12. <u>HEALTH, SAFETY AND ENVIRONMENT POLICY</u>

Protection of health, safety, and the prevention of pollution to the environment are primary goals of the Institute.

The YSPM society will strive to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused, or disposed of safely.

The Institute intends to take initiatives like

1. Health check up for all its staff members once in a year
2. Mediclaim insurance forstaff
3. Annual week for the Fitness activities like organizing various fitnessrelated programs to educate and aware everybody about the fitness.

13. <u>ETHICAL BUSINESS PRACTICES</u>

Institute policy requires Principal/Directors and all the employees to observe high standards of education and personal ethics while discharging duties, practice honesty and integrity in every aspect of dealing with other Institute, employees, the public, the business community, shareholders, customers, suppliers, competitors and Government authorities and not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair- dealing practices when acting on behalf of the Institute.

1. **Commercial Bribery:** Institute policy prohibits commercial bribes, kickbacks and other similar payoffs and benefits paid to any suppliers or customers. Directors, employees, and associate are also prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation from the Institute) in connection with a transaction entered into by the Institute. This policy does not prohibit expenditures of reasonable amounts for meals and entertainment of suppliers and customers which are an ordinary and customary business expense if they are otherwise lawful. Expenditures of this type should be included on expense reports and approved under standard Institute procedures.

2. **Fraud and Similar Irregularities:** Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud. Fraud includes, but is not limited to:
   a. Dishonest or fraudulent act;
   b. Embezzlement (fraud / misappropriation)
   c. Forgery or alteration of negotiable instruments such as Institute checks and drafts.
   d. Misappropriation of Institute, employee, customer, partner, orsupplier assets.

   Any fraudulent activity may have occurred is required to report such concern to the admin or Committee of Management. All fraud investigations will be conducted under the direction of the admin or Committee of Management as per the applicability.

3. **Accounting Controls, Procedures and Records:** Applicable laws and Institute policy require the Institute to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets. In addition, the Institute must maintain a system of internal accounting controls that will ensure the reliability and adequacy of its books and records. Those transactions have proper Management approval, that such transactions are properly accounted for in the books and records of the Institute, and that the reports and financial statements of the Institute are timely prepared, understandable, and fully, fairly, and accurately reflect such transactions. This Code of Conduct shall apply to all Departments, and every person working in the Institute and to other entities acting on behalf of them.

14. WORKPLACE EMPLOYMENT POLICY

1. Equal Employment Opportunity Organization's policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to providing equal opportunity to all qualified individuals in its hiring and promotion policies. The Institute will endeavor to create a workforce that reflects the diverse population of the communities in which it operates.

2. Harassment The organization's believes that all employees, workers, staff especially female staff members should be treated with dignity and respect. It is the policy of the Institute to provide a work environment which is free from harassment. As used in this policy, harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability. Some examples, depending on the facts and circumstances.

   1.1 **Verbal or Written Harassment:** Unwelcome or derogatory comments regarding a person's race, color, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age or appearance; threats of physical harm; or the distribution of material having such effects, including by electronic mail or display in any Institute work area.

   1.2 **Physical Harassment:** Hitting, pushing or other aggressive physical contact or threats to take such action, or inappropriate gestures.

   1.3 **Sexual Harassment:** Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature, whether it was designed or intended to promote an intimate relationship.

   It will not be considered as harassment if supervisors and other members of management enforce job performance and standards of conduct in a fair and consistent manner.

   a. Reports of harassment will be investigated promptly and discreetly.
   b. Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such report.

3. **Political Activities:** The Institute believes strongly in the democratic process. Its directors and employees should take an active interest in fostering principles of good governance in the countries and communities in which they do business.

15. <u>EMPLOYEE RELATION POLICY</u>

15.1. **Introduction**

Employee relations may be defined as those policies and practices which are concerned with the management and regulation of relationships between the organization, the individual staff member, and groups of staff within the working environment.

The employee relations section is responsible for liaison with employee, monitoring procedures, and developing proposals for the YSPMs YTC consideration.

15.2. **Objectives**

Sound employee relations are based on

- Effective mechanisms for communication and participation.
- A safe and effective work environment.
- Commitment and motivation of all staff.
- Promoting channels of communication at all levels.
- Identifying and expanding common areas of interest between all staff.
- Anticipating and defusing conflict wherever possible.
- Encouraging staff to articulate concerns and conflict and seek resolution of underlying issues.
- Providing channels for conflict resolution and developing mutual trust in their reliability.

15.3. **Communication and consultation**

The management of YSPM's YTC recognizes the importance of open communication and joint consultation between management and staff. It therefore encourages the exchange of information, ideas and views about matters of mutual interest and concern through both formal and informal channels.

15.4. **Informal systems**

The YSPM's YTC encourages informal communication and consultation at all levels. Department and section heads are encouraged to develop appropriate arrangements to promote discussion of any matters of interest and concern at the workplace.

15.5. **Grievance resolution**

The management of YSPM's YTC considers it essential that, where a staff member (or a group of staff members) is dissatisfied for any reason arising from the work situation or employment relationship, this should be articulated and resolved as quickly as possible, at the lowest possible level.

15.6. **Discipline**

A staff member is required to maintain certain standards of conduct. Any staff member who fails to maintain acceptable standards of conduct in accordance with his/her employment contract, specific job requirements and/or the YSPM's YTC rules, renders himself/herself liable to disciplinary action. Such disciplinary action is designed to be corrective and to improve conduct (other than where dismissal is warranted) and should be taken as soon as possible after the event.

15.7. **Poor performance**

A staff member is required to maintain certain standards of performance. A staff member who fails to maintain laid-down standards of performance in accordance with his/her employment contract, specific job requirements and/or the YSPM's YTC rules, renders himself/herself liable to corrective action.

15.8. **Employee relations training**

The YSPM's YTC provides staff training to promote informed and sound employee relations practices.

16. LEAVE AND VACATION POLICY

General Principles:

The following general principles shall govern the granting of leave to the employees:

1. Leave cannot be claimed as a right.
2. Except in an emergency, leave must be applied in advance through proper channel in the prescribed form.
3. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
4. Depending upon exigencies of services, the leave sanctioning authority may :
   a. The application for seeking leave should be put up in advance for sanctioning but in case of emergency it may be considered on intimation through various modes of communication, depending on case to case basis.
   b. Absence more than the sanctioned leave without any intimation may be treated as leave without pay. In special cases the management reserves right of specially sanctioning or rejecting it.
   c. In case of employee, already on leave, wants to extend the period of leave, he may put an application or communication for his need, before expiry of initial sanction leave accordingly. The Competent Authority shall reserve the right of sanction.
5. Any Leaves cannot be paid/ encashed.

The leave and vacation policy can be changed with prior notice to the staff members depending upon the nature of the work in the college campus; *Annexure VI* for leave application.

YSPM's YTC POLICY DOCUMENT

Leave Type	Approved staff		Ad-hoc staff	
	Teaching staff	**Non-teaching staff**	**Teaching staff**	**Non-teaching staff**
Casual	12 days	12 days	12 days	12 days
Medical	10 days	10 days	05 days	05 days
Maternity	6 Months	6 Months	6 Months *	6 Months *
Earn leaves	NA	15 days **	NA	NA
Special leaves for research work	10days	***	***	***
Leaves in case of relatives death	Adjusted from medical leaves	Adjusted from medical leaves	Adjusted from medical leaves	Adjusted from medical leaves

Number of days per semester – vacation can avail during semester/winter session

Teaching staff		
Sr. No.	**Category**	**Vacation period**
1	Approved faculty having experience more than 1 year	15 days
2	Approved faculty having experience less than 1 year	7 days
3	Non-Approved faculty having experience more than 3 years	15 days
4	Non-approved faculty having experience between 1-3 years	10 days
5	Non-approved faculty having experience less than 1 year	5 days
Non-teaching staff		
Sr. No.	**Category**	**Vacation period**
1	On scale technical staff	10 days
2	Non-teaching Adhoc having experience more than 1 year	7 days
3	Non-teaching Adhoc having experience less than 1 year (Minimum experience 6 month)	5 days

Note--
* Minimum 2 years working experience at YTC
** Earned leaves are only for on Scale admin and account staff
*** At the discretion of management

1. **Casual leave:-**
   An employee who completes at least one month of period after his joining date will be eligible for the casual leave. The period of casual leave for approved staff is from the month of June to May. The non approved staffs whose services have been continued

without a break is also entitled for the casual leave period from June to May. Other Non-approved staff will be given casual leave from their joining date to the date of completion mention on their appointment order.

2. Medical / Sick leave:-

a. All staff members (teaching and non-teaching and contract) who completed two years of the service are eligible for sanction of 10 days of Medical leave.

b. They are not permitted to accumulate this leave.

c. Medical leave can be availed only in the case of illness requiring hospitalization.

d. Leave application must be submitted to the appropriate authority, with supporting medical certificate and discharge certificate immediately after resuming the duties.

3. Special Leave:-

All the rights regarding granting a special leave are reserved with the Principal / Head of the Institute. It should be supported with an appropriate documentation. This is subject to the sanction from the Principal or concerned authorities.

4. Maternity leaves:-

Ad-hoc employees applying for Maternity leave should have completed at least two years' service in the institute.

5. Vacation

Vacation is given as per academic calendar of Shivaji University, Kolhapur and DBATU, Lonere to the Teaching & Non-teaching staff.

6. Half Day:-

Half day will be of 4 hours.

7. Compensatory Leave:-

a. An employee, who is required to work on a holiday / on an emergency duty, will be entitled to compensatory leave.

b. Compensatory Leave may be sanctioned only if the employee has been called to duty by the competent authority.

c. The concerned employee and officer shall maintain a record of the work done on that day.

d. Ordinarily compensatory leave shall be taken within three months of the date on which the employee has worked and shall not be allowed to be carried forward to the next quarter.

e. Compensatory leave must be got sanctioned in advance before it is availed.

8. Miscellaneous:-

a. No leave other than casual leave shall be granted to an employee once he/she gives notice of resignation.

b. In case an employee is given notice of termination of his services by the appointing authority, the employee shall be permitted to avail whatever leave he/she is entitled to, subject to the condition that such leave shall be restricted to the period of notice less one day so that the employee will be on duty on the last day of the period of notice of termination. However, it is obligatory on the employee to compete the assigned tasks before the last working day.

c. Where a weekly holiday or an authorized holiday immediately follows the period of leave without pay or unauthorized absence, such weekly holiday or authorized holiday

will be included in the period of the leave without pay or unauthorized absence and the employee shall not be entitled to pay and allowances.

17. PUBLIC HOLIDAY POLICY

Public Holidays – National & Festival Holidays will be as per the University norms and declared by the Competent Authorities time to time.

18. DISCIPLINE, DECORUM AND CODE OF CONDUCT

18.1.   **Dress code and I-Card**

Dress Code and Uniform	Students, Teachers and Non-Teaching Staff	Except on Wednesday and Saturday
I-Card	All students, Teachers and Non-Teaching Staff	All Working days

The staff members have to follow the dress code as prescribed by the management. If there is any deviation in the dress code or the standard days, the same will be informed by way of separate notice.

18.2.   **Director/Associate Director/Principal/HODs dress code:**
They need to wear blazers during the working hours and any visit or functions in the college premises except during the off days as per the guidelines provided. I-Card will be compulsory for all working days.

18.3.   **Faculty dress code:**
Members: all the gents' faculty members need to wear formal dress prescribed by the management along with a tie and formal shoes except during the off days as per the guidelines provided. All ladies staff as per the dress code decided by the core committee. I-Card will be compulsory for all working days.
If a particular staff is found not wearing the uniform, disciplinary action will be taken against him/her. Initially a warning will be given to such staff member. It is compulsory for all the staff members to wear uniform during vacation also.

18.4.   **Reporting on duty upon arrival**
Every day, all staff members are required to record their time of arrival in the attendance muster/ Biometric attendance recording unit. The attendance muster will be transformed to the Registrar after the prescribed scheduled time of arrival

18.5.   **Grace Time**
Up to 10 minutes grace time is available for employees reaching late to their respective workplace after their official in-time.

18.6.   **Late arrival**
a.   Any employee coming after grace time, up to 10 min shall be considered as late.A half day will be marked for the late which is more than 20 min.
b.   Three (3) late marks shall attract deduction of a one day's leave.

c. Employee must inform his / her Reporting Authority regarding his late coming or emergency absence on phone or email immediately. iv) The Management reserves it's rights to take corrective action as deemed fit upon frequent late coming.

18.7. **Staff movement during duty hours**

a. No worker (support staff) shall be sent on any duty outside the campus without a 'gate pass' signed by the HOD.

b. Exception to this rule would be On-duty car driver, while he is driving the vehicle.

c. Generally,staff members should avoid doing personal work in office time.

d. In emergent circumstances the HOD may permit a staff member concession of an hour. This shall be exception rather than a rule. It should not exceed twice in a month. On third occasion the staff would need to submit half day leave.

e. If any employee is found to have gone out without the permission, his half-day leave shall be deducted.

f. In any case, the movement will happen only upon the permission of the HOD or person authorized by him.

18.8. **Leaving the campus before time**

In general the teaching staff members are not allowed to leave the campus before the official working hours. Leaving the campus early for personal reasons is not allowed. The security needs to have a check and the irregularities will be reported to the higher authorities. The staff members need to inform the HODs if they leave the department for any purpose.

18.9. **On duty leave**

All the staff members need to fill up the printed leave form for on duty application mentioning the purpose of duty leave, take HODs signature and also the Directors signature and submit the same to the administrative office. The staff needs to precede the proof or evidence of the duty leave after their arrival within 2 working days. Failing to do so the Duty leave sanctioned will be transformed to Casual leave.

18.10. **Verification and Calculation of Attendance**

The attendance shall be verified and calculated based on attendance records present in the Attendance system as approved by respective Principal.

Important Point:

i. Any attendance records in the register found tempered (i.e. re-writing with on white Ink, cancelling and re-writing) shall attract that Day's absent. Under no circumstances the same shall be reversed.

ii. If the staff member has missed to mark his attendance or the machine has not accepted, same should be reported to the HOD immediately and a written note / email should be sent to office through HOD, on time. If the staff member fails to do so, the absence will be treated as leave and no amendment can be done thereafter.

18.11. **Communication Protocol:**

i. The official language of communication shall be English.

   ii. All the E-mail communications shall be done on YSPM Society'sofficial IDs.

   iii. Employee must check their E-mails at least once in a day /frequently and acknowledge the email with reply to the necessary email immediately.

   iv. Employee must communicate with all the colleagues and students with due respect.

18.12. **Reporting:**

   i. Daily, Weekly and Monthly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Management.

   ii. Weekly Review Meeting: It is mandatory to attend and compulsory to give weekly Report in written form to your Reporting Authority HOD.

   iii. It is compulsory to attend meeting called by the Management as per mentioned schedule.

18.13. **Personal information:**

   i. Employee must inform the administrative office in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued.

   ii. If the new address has not been informed to administrative office,then all the official communication will be processed considering the last address of an employee as per the Institute records

18.14. **General guidelines:**

   i. Employee must handle Institute equipment carefully.

   ii. Employee must switch off computers, Monitors, unwanted lights, and electricity operated appliances before leaving Institute Premises or while attending lectures and Practical sessions in Institute, in meeting, during lunch etc.

   iii. Employee must focus on their work while they are in the Institute premises.

   iv. Usage of cell phone is discouraged during working hours. Teaching staff shall not use the phones during the class.

   v. It is expected from employee to complete their day's work before leaving at the end of day.

18.15. **Training:**

   i. Society believesin constantly upgrading the skills of its employees by providing regular training. To achieve this objective, the Institute has to initiate Faculty Development Program - (FDP).

   ii. It's very important and compulsory to attend all the training programs as applicable and assigned by the Management.

   iii. The exemption can be granted only on the medical grounds or exceptional situation. The power of exempting a staff member rests with the Principal.

iv. The training program will be decided in accordance with the nature of work of the staff member. The training is compulsory and shall be entered into the service book / personal records of the concerned staff member.

v. Appearing for the training / FDP:

a. Staff members who would be going for training will be consulted/ informed atleast 15 days prior if the training is going to be held outstation. If it is going to be organized in the Institute itself, then 15-day notice will suffice.

b. The administrative office or any other person who is assigned the responsibility will coordinate and correspond regarding the training program.

vi. It is expected that employees undergoing training shall put the learning in practice to sharpen skills.

vii. HODs are requested to adhere to the framework / calendar of training given in the policy. They shall encourage their team mates to grab the opportunities to increase their expertise through different trainings and acquire new skill sets. Planning for work commitment should be dealt in advance.

18.16. **Staff members contribution towards making the institute eco friendly**

i. Minimize usage of papers for printing.

ii. When and if necessary, try using other side of the used paper for printing drafts, interdepartmental & intradepartmental communication.

iii. Avoid using plastic / polythene bags.

iv. Ensure that the water is not wasted.

v. Ensure that the computers and other devices are switched off from the main plugs when not in use.

vi. Use email to have interdepartmental communication and only one copy of a notice of circular should be taken out and circulated.

vii. Be prompt to point out wherever the need is felt to stop wastage of any kind

18.17. **Employees must refrain (Not to do) from the following**

i. Usage of screen savers and / or backgrounds on Computers, other than standard windows screensavers / backgrounds or backgrounds released by the Management.

ii. Speaking in a language not understood by others, while on Institute duty which look offending to others.

iii. Making / having long personal conversation on telephone / mobile etc. during Office hours.

iv. Usage of Internet for requirements not pertaining to job during the Office hours.

v. Smoking, gambling or consuming alcohol or tobacco or pan masala, chewing gum in any form while at work or anywhere on the Institute premises or on official duty.

vi. Leaving Institute premises for smoking / Tea / chewing tobacco etc. and remaining absent during working hours.

vii. Usage of Institute property for personal requirement.

viii. Accessing personal emails / personal chatting platforms during official work hours.

ix. Usage of absurd ring tones / SMS tones / caller tune on mobile phones leading to disturbance in the Institute.

x. Viewing / storing / collecting / distributing / receiving pornographic material in any of Institute premises, customer's Premise and on duty in any form and in any storing devices such as Institute provided desktops, Laptops, any kind of Discs, pen drive, mobile phones etc.

xi. Storing personal materials such as personal photos, personal backups, songs, PC Suites of your mobile phone devices, configuring personal email IDs in outlook etc. on any of the Institute's devices.

xii. If the staff feels necessary to upload such personal material on Institute devices, he / she must obtain the approval in writing from the Management.

18.18. **Code of Conduct**

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both the category.

i. Employee must follow processes identified by the Management from time to time to improve working of Institutes and Society.

ii. Employee shall not commit theft, fraud, misappropriation or dishonesty in connection with Institutes and Society's business or property.

iii. Employee shall not interfere with any other employee's work, disturb him/her or cause annoyance to him/her at work.

iv. Employee shall not disturb the peaceful atmosphere in Institutes and Society by demonstrating, shouting and loud talk or indulge in any act, which is prejudicial to the peaceful working.

v. Employee shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and/or riotous behaviour on any of the premises of Institutes and Society.

vi. Employee shall not distribute or forward any E Mails, notice(s), leaflet(s) or material, which is detrimental to the smooth functioning of Institutes and Society.

vii. Employee shall not make collection of money for any purpose other than Institutes and YSPM Society's official purpose without prior written approval from Society Management.

viii. Every employee shall show due consideration, courtesy and attention towards all other employees, customers, suppliers, and associates of Institutes and Society.

ix. Employee shall not use Institute address for personal correspondence other than approved by the Management on receipt of appropriate justification and application in writing.

x. Employee shall not misuse or damage Phone Calls, Cash, Internet, software applications, Telephone, Appliance, Stationeries, Machine, papers, any raw material, Property etc. of Institutes and Society and its customers, Vendors, faculty of other colleges etc.

xi. Employee must share the knowledge with their colleagues.

xii. Employee shall not share his / her personal E-mail ID to any employee or ex-employee of Institutes and Society's Customers and Vendors.

xiii. Employee shall not make unauthorized copy of any software or any copy righted material.

xiv. Employee shall not criticize or malign Institutes and Society's Customers, Employees, Stake holders and Vendors.

xv. Employee shall not take undue cash / Advantage from Institutes and Society and its customers, Vendors etc.

xvi. Employees must maintain professional relationship with Persons / employee of Institutes and Society and its customers, vendors etc. during Institute duty.

xvii. Employees shall not encourage the Employment Referring Activities among Institutes and Society's customers, vendors etc. directly or indirectly, unless acquired necessary approval from the Management of Society.

xviii. No Employee shall take photocopy (Xerox) / scan / Photograph any official documents Institutes and Society and its customers, Vendors etc. present in Institute premises their respective Institute premises or belonging them without taking necessary approval from the concerned authority in case of need of such document(s).

xix. Any work assigned to Employees strictly shall adhere to time

18.19. **Non-disclosure**

The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with Institutes and Society and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of INSTITUTE and its ASSOCIATES or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to INSTITUTE and its ASSOICATES, in any form viz. verbal, written, digital, print, electronic, physical etc. to any THIRD PARTY save and except for the purpose of his/her employment with Institutes and Society by and under the instructions and after seeking written approval from authorized person of INSTITUTE.

18.20. **Taking care of Visitors**

    i. Receptionist will contact the concerned person to whom the visitor wantsto meet and receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.

    ii. In case visitor wishes to visit Floor area. Permission from respective Head will be required.

    iii. Visitors to department such as Accounts, Finance are not allowed, except in case were accompanied by HOD & above.

18.21. **Gifts Acceptance Policy**

    i. Accepting any gifts or such gesture of any value, even promotional and marketingtype giftsfrom our Students/Suppliers/ Vendors / dealer etc. are strictly prohibited.

    ii. Personal relationships with Students/suppliers, dealers, and customers must not affect your ability to act in a manner that is best for the Institute. Those relationships must not harm the Institute's reputation by creating the appearance of impropriety.

    iii. Accepting gifts or favours from a business contact, such as a supplier or dealer, can make your judgment partial or bias when making decisionsfor the Institute, or many give the appearance that the supplier or dealer is "buying" favourable treatment.

    iv. All employees are expected to act in a manner which promotes our Institute's best interests.

19. DISCIPLINARY ACTIONS

    i. All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.

    ii. Disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.

    iii. Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.

    iv. While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.

        a. Censure

        b. Withholding of increments

        c. Recovery of salary, whole or a portion towards the loss caused to the Institute.

d. Suspension issued pending enquiry.

e. Dismissal from service.

v. If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.

vi. Non-adherence to HR Policies / Instructions by the Management.

The following process shall be followed in case any employee found non-adhering to any of the Policies or non-following any instruction by the Management or respective reporting authority:

a. Personal Meeting with the Reporting Authority.

b. Despite of Personal Meeting if there is no improvement shown then admin & Management will intervene.

c. If Employee found, despite of meeting with HR, non- adhering to the policies, a warning letter / Memo will be issued.

d. After Three such warning letters / Memo, indiscipline may result in termination of the services of that employee.

Disciplinary action would be decided based on the severity of the conduct. It may vary from

1. Minor penalties
   a. Show cause notice
   b. Issuing advisory note or Memo
   c. With-holding his promotion
   d. Recovery of the part or the whole amount if the monetary losses incurred
   e. With-holding increment for the specific period up to one year

2. Major Penalties
   a. Reduction to the lower scale (demotion).
   b. Reduction to the lower pay scale and no increments will be given till the further directives from the Management / Authority
   c. Compulsory retirement.
   d. Termination of services and benefits will be withheld

The details of the procedure and penalties are given in the service rules of the Institute, and it is available with the legal team of the society.

20. STAFF DEVELOPMENT AND TRAVELLING POLICY

20.1. **Objectives:-**

1. To ensure uniformity and consistency in employee utilization of travel facility as made applicable to their Level/Grade.
2. To provide guidelines to employees for reimbursement expenditure incurred during travel within India.
3. The underline principal of this policy is to mitigate inconvenience to employees. It is not means or source of earning.

4. To motivate staff for their upgradation in qualification and knowledge by promoting them for higher education and participation in conferences.

20.2. **Policy & Procedure:-**
1. If the visit is a place outside the city limits from respective location and the distance to the place of visit is more than 50 km one side/ or duration of the travel is more than 6 hours will be treated as a Tour.
2. For the purpose of allowance, a day is considered as 24 hours from the commencement of the journey and the allowances for the particular day will be payable as follows.
   - Beyond 10 hours =100%
   - Less than 10 hours = 50%
3. Employee should proceed on tour only after obtaining prior sanction or Ratification of the head of the department on Travel Request Form.
4. Employee should stay in hotel as per the staff position.
5. Employee should travel only by mode of travel as per their eligibility.
6. Employee should submit Travel Expense Voucher and settle travel advance within 3 working days from completion of tour. No further advance shall be granted otherwise.
7. Where Travel Expenses Statement not submitted promptly or an employee does not settle an advance in the stipulated time of 5 working days, the amount of advance taken by the employee will be deducted from his or her salary.

20.3. **Grades & Travel entitlement**

Grade	The person who travel	Class of travel
A	Chairman/Vice Chairman/Secretary/ Trustee	First AC/By Air
A1	Director, Principal	Second AC up to 500 Km / by Air
B	HOD/Associate Professor	Third AC
C	Assistant Professor	Sleeper
D	Senior Clerk	Sleeper
E	Junior Clerk	Sleeper
F	Peon	Sleeper

1. Bookings/ Cancellations shall be made in the prescribed format available with respective administration department duly approved by the HOD.
2. Actual conveyance charges shall be payable (To & fro Bus station / Railway station /Airport as case may be).
3. Employee himself shall control conveyance charges and they may however travel by taxi/Auto considering the exigency of the work.
4. For travelling in a class or mode of transport different than what is given as eligibility, prior approval or ratification for performing the travel must be obtained from Trustee/ Director. A Trustee is approving authority for the grade D and above level.

20.4. **Mileage allowance for travel**

Employees travelling by motor vehicle own, supplied by institution or organization with the prior permission of HOD for the journey exceeding per kilometers but not exceeding 50 KM. are entitled to claim mileage for every km of journey as under

Type of Vehicle	Own (Per KM) Rs. (Or as per petrol rate whichever is less)	Supplied by organization (per KM) RS
Two Wheelers	3.00	As per transport department
Car (petrol)	7.00	As per transport department
Car (diesel)	6.00	As per transport department

Note: - Employees travelling by an organization motor car or staff car are not entitled any road mileage.

20.5. Teaching faculty pursuing Ph.D. are provided with on-duty leaves for carrying out research work. This includes attending the course work for Ph. D. / research activities with prior permission of concerning head of institute.

20.6. Faculty members wish to attend the conference(s) will provided with on duty leave. Also the actual travelling and daily allowances are paid as the policy. Moreover, 50% of the registration fees are also paid to the staff.

21. BUDGETARY POLICY

All the Departmental Heads need to prepare the annual budget of their department for the academic year starting from June to May in the format provided by the management and submit it till 15 April of every year. The budget prepared by the departments have to submit it to the Principal, the Principal need to prepare a common budget of their faculty/Department and submit it to the Director till 30th April of every year. This budget will be sanctioned by the Governing Body during their meeting in the month of May. Once the budget is sanctioned the departments will not be allowed to make expenses above the sanctioned limit. The accounts department needs to make an audit of the same after every quarter under the guidance of Director and Registrar.

22. PURCHASE POLICY

The purchase policy designed by YSPM YTC is to meet the desired requirement of the department for the financial year. The HOD need to follow the following rules and procedures regarding the purchase for the academic year

22.1. The staff needs to follow the defined purchase procedure by the core committee of YSPM YTC.

22.2. The HOD needs to get the requisition for the required items/ consumables/ materials from the staff members and lab in charge and prepare the budget for the academic year in the month of May and forward it to the principal for further approval.

22.3. Head/Principal will scrutinize the requirement and certify taking into consideration of the allocated budget of the department as approved by the Director

22.4. The budget will be placed before the Governing body for the approval. The Governing committee will approve the budget of the departments. Once it is finalized it will be sent to the stores department.

22.5. The stores department needs to request for the quotation from the suppliers. The 3 best quotations need to be put forth before the core committee and get one of them to be sanctioned with terms and conditions of delivery.

22.6. The stores will receive the material, duly checked as per the specification and issue the material to the departments as per their requirement. The invoice of the purchased material should be forwarded to the Director and then to the register for checking and submitted to the accounts department. The dead stock of the same has to be maintained in stores register. The audit of the stores should be done after every quarter of the academic year.

22.7. The department should check the material received and make the entre in the DSR. The Head of the Department will be responsible for the material received and has to check the material/Instrument before installation.

22.8. The department also needs to keep a separate record of the stationary used by the staff members. They also have to submit the report of the consumables at the end of the financial year.

22.9. The stores should not issue any material to the staff members without the indent and signed by authorized authority.

23. DELEGATION OF FINANCIAL POWERS

There shall be following delegation of Powers:

23.1. The financial powers for purchase of items/expenditure under Minor/ Major works, with or without quotation, proposed in approved budget with **prior permission of Competent Authority** will be as follows.

Sr. No.	Financial Power Delegated to the Position	Financial Powers
1	Board of Management (BOM)	No Limit
2	Finance Committee	Up to Rs. 5 lakh
3	Registrar, YSPM	Up to Rs. 3 lakh
4	Principal of respective institutes	Up to Rs. 3 lakh
5	Heads of Departments	Up to Rs. 20000
6	Finance Officer / O.S.	Up to Rs. 20000
7	Public Relations Officer / Training & Placement Officer / Transport Officer / Controller of Examination	Up to Rs. 20000

23.2. **Purchase of items proposed in approved budget** including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) up to **Rs.10,000/- (Rs. Ten Thousand),** for each purchase printing, through bill or against cash may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by Head of the Department from funds under his/her operation. Further, any officer may also make such purchases with the approval of Head of the Department or the Principal Investigator as applicable. Further Administrative Officer/ Registrar of the Institute and are also empowered to make such purchases.

23.3. In special circumstances, purchase including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) through cash or credit at site may also be made above **Rs.10,000/- (Rs. Ten Thousand).** Unless such a purchase is made on the basis of approved rate contract, or from Govt/Public sector undertaking. Otherwise, at least three written quotations are obtained by a Committee to be constituted as given below at (a) and (b):

    a) For purchases up to **Rs. 20,000/- (Rs. Twenty thousand)** Comparative Statement will be approved and purchase order will be placed by the HOD/Administrative Officer/ Registrar with approval from Principal.

    b) Committee of at least two faculty members at the Office/department level to be constituted by Administrative Officer/ Registrar of the Institute/HOD/PI respectively, for purchases above **Rs. 20,000/- (Rs. Twenty thousand).**

23.4. The annual maintenance contract and repair contract, in respect of various equipment's in the department, may be entered by the Administrative Officer/ Registrar of the Institute/HOD for a maximum of 10% of the equipment cost as per the approved budget of the departments. For the annual maintenance contract and repair contract for more than 10% of the equipment cost approval from Principal shall be necessary.

23.5. **The financial powers for a particular purchase order (Equipment, Furniture & other dead stock items) to a specific firm will be as follows:**

    a) HOD/Registrar up to Rs.20,000/- (Rs. Twenty thousand) (provided that at least three offers are received from the firms satisfying rule 7, and order placed on lowest rate basis) with approval from Principal.

    b) For purchases above Rs.20,000/- (Rs. Twenty thousand) and up to **Rs. 3,00,000/- (Rs. Three lakhs)**, with at least three quotations or on the basis of rate contract approved by the Institute by following procedures and norms. HOD/Administrative Officer/Registrar will initiate the case and then sent to the Finance Committee for approval. Purchase Order will be signed by the Registrar & Principal. Also Performance Bank Guarantee

and Agreement be obtained from the supplier for orders exceeding Rs One lac in value.

    c) Competent Authority: For all cases not covered above but duly recommended by Finance Committee.

23.6. For purchases exceeding Rs. 3.00,000/- (Rs. Three lacs) either through tenders or on the basis of rate contract approved by the Institute. or on the basis of order placed by an Institute of higher repute (for instance IIT's/NIT's/Centrally approved R&D laboratories etc.); such orders may be processed by HOD/Administrative Officer/ Registrar to be placed and presented before the Principal for obtaining sanction from **Finance Committee** (for purchases upto Rs.5,00,000/- {Rs. Five lacs}) and **Chairman of BOM** (for purchases exceeding Rs.5.00,000/- {Rs. Five lacs}).

23.7. Provided further that if the meeting of Finance Committee is not scheduled in near future, the approval can be obtained through the circulation of the proposal. However, in the interest of the institute. Considering the market competitiveness, prior to obtaining sanction from Competent Authority *I* Finance Committee, as the case may be, negotiations by Purchase Committee shall be initiated to get better offer on the quoted rates/rate contract values. Acceptance of Tender *I* Purchase Order will be signed by the Registrar & Principal.

23.8. In case of purchase of sophisticated equipment or any other special purchase, the Department, if so desires, may constitute a sub-committee of at least three members with the approval of Chairperson of concerned Purchase Committee. Such sub-committee may also negotiate with L-1 (lowest firm) regarding rates, discount etc. in the best interest of the Institute.

23.9. **Impress amount system:** Formation of departmental purchase committee. Committee details are incorporated in Annexure and amount of Rs.10,000/- will be allocated to each HOD for miscellaneous expenditure by bearer cheques.

23.10. Given advances will be settled off on or before 31st March of next year & will be reissued on or after 1st April.

24. <u>TRANSFER POLICY</u>

24.1. As mentioned in the letter of appointment, any employee (confirmed, on probation, on contract, trainee) may be transferred to department within all Constituent College / Institutes under the aegis of the Society at the mutual consent between the employee and the Management, as and when the need arises or as per Business requirement.

24.2. In case of inter-department, transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record

25. EMPLOYEE SEPERATION POLICY

25.1. **Retirement & Extension:**

   a. After attaining the age ofsuperannuation as per the norms prescribed by the UGC or the affiliated university & state of Maharashtra time to time, the employee shall retire from the services of Constituent Colleges / Institutes under Society.

   b. The age of superannuation is decided on the basis of the date of birth of the employee as entered in the records of Constituent Colleges / Institutes under Society and proof submitted therewith. No subsequent justification towards the information furnished shall be entertained.

   c. Every employee shall retire on the last day of the month in which he / she attains age as per the guidelines of the state of Maharashtra or the norms of UGC and written intimation of the retirement date shall be sent to the employee at least 1 month in advance.

   d. The final dues of the employee shall be settled as per the normal procedure.

   e. Extension of services of an employee who has reached at the age of Retirement age shall be at the sole discretion of the Management.

   f. Such employees shall be given an appointment letter as fixed term contract for 11 months period, renewable of contract subject to fulfilling the physical, technical, and other conditions as may be described in the letter.

25.2. **Resignation:**

   a. Employees can resign from the services of Institutes and Society by giving notice applicable as mentioned in the appointment Order of Constituent Colleges / Institutes under Society or as mentioned in the administrative Policy Manual, which may be revised from time to time.

   b. It is preferred and expected that the Employee must talk with his / her Reporting Authority or with the HR Manager on the reason/concerns before giving formal intimation for resignation.

   c. Final dues shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations to Constituent Colleges / Institutes under Society.

   d. Employees not giving proper one month notice, hand over or failing to meet any process as laid down in the afore said "Exit Process" may not be relieved, and settlements due to such employees may be withheld and / or forfeited.

   e. The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against them and / or any task assigned to the concerned employee is incomplete or pending

25.3. **Termination / Dismissal:**
   a. The College / Institute reserve the right to terminate the services of an employee without any prior notice or assigning any reason in case of major misconduct, underperformance, misconduct, or non-adherence etc.
   b. Termination of services will not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the Management decision will be final & binding.

25.4. **Absconding / Voluntary abandonment of Service:**
   a. An employee being absent without intimation for more than 15 days, non-responsive to the email and phones will be called as absconding.
   b. Legal proceedings may be initiated against employees who violate any contractual obligations with Institute and Society.
   c. In the absence of intimation to Institute and Society after establishing the facts of abandonment ofservices, the name ofsuch employee shall be removed from the muster and no dues, no relieving letter or experience certificate shall be issued in such cases of absconding / abandonment of service.

25.5. **Seeking Release:**
   a. Nobody can leave the service without applying for the release to the constituent College/ Institute of Society.
   b. The Director/Principal appointed in a Constituent Institute / college to the Society shall not leave the service without giving One month's notice to the Appointing authority or in lieu of notice pay to the Appointing Authority an amount equivalent to One month's salary. The Appointing Authority, at its discretion may waive the above notice period in part or in full.
   c. In the event of a vacancy in the post of the Director/ Principal of a constituent college/Institute, occurring due to illness, leave,retirement resignation, orfor any other reason, the current duties of the said post shall be assigned by the competent authority to another employee in the college/institute, in addition to his/her own duties, as a temporary arrangement till the Director/ Principal resumes his/her duties or till the post is filled by due procedure.

25.6. **Handing over charge:**
   a. The Employee before leaving service shall hand over the charge of his post to a duly authorized person and shall return all books, computer, furniture, etc. issued to him to the College/ Institute / library/ Department, and shall pay up in full all charges due from him for occupation of residential quarters, water and electricity charges if any, etc.
   b. If he fails to do so, the Head of Institute shall recover the amount due from such employee on account of the above items from his last salary.
   c. The last salary will not be paid to the employee until a clearance certificate is issued by the Head of the Department/ Head of Institute concerned after obtaining No dues Certificate of all concerned sections.

d. The exiting employee shall have to handover data related to Institute/ College activities / portfolios handled by him/her in soft copy / hard copy format e.g. seminar, guest lectures, placement, alumni, events etc.; any other communication related to the institute / college with any outside party / individuals, to a person authorized by the Director/ Principal of the college / institute.

25.7. **Relieving Order / Discharge certificate:** The Appointing Authority / Head of Institute will give a discharge certificate to the employee who leaves service after due notice or to the employee whose services are terminated after making sure that the employee leaving services, has paid off all amounts due from him/her to the College/Institute and a proper handover of roles and responsibilities has been done to the designated person taking over the charge from the leaving employee.

25.8. **Death while in Service:** All dues shall be settled in favor of the nominees as appearing in the records after ascertaining the identity of the nominees and obtaining an indemnity bond from them. In no circumstances after settlement of dues shall take place without ascertaining the legal heir ship in case of any dispute arises.

26. <u>WOMEN GRIEVANCE & SEXUAL HARASSMENT POLICY</u>
<u>VISHAKHA CELL</u>

26.1. **Definition of Woman Grievance**

According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior.

26.2. **Objectives of the Cell**

• To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.

• To provide the healthy and safe environment in the Institute for the female students/employees.

• To provide guidelines for the Redressal of grievances related to sexual harassment of female students/employees of the institution.

26.3. **Prohibited Activities**

Sexual harassment has been defined as a form of sexual discrimination, consisting of unwanted sexual advances.

26.4. **Complaint procedure**

Any female who wants to file a complaint can do so by writing an application to the Chairperson of Internal Complaint Committee of YSPM YTC. In case of Sexual harassment the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.

A member who feels that she has been harassed is strongly urged to immediately bring the subject to the attention of members of Women's Redressal Committee.

Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner as compatible with a thorough investigation of the complaints.

26.5. **Discipline**

Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including suspension or termination of membership.

a) A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

b) Institute will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from invited guest, hosting organization, vendors and other parties who have organizational contact with our members.

26.6. **Complaint and Redressal mechanism:**

Complaint of harassment will be promptly and carefully investigated and Investigation will include interview with all relevant persons, including the aggrieved and other potential witnesses in the case of sexual harassment and decision on grievances to be taken at a fairly senior level. After hearing of complaints, the committee shall take appropriate decision and then same is communicated to the complainant if required. If any student filing a complaint is not satisfied with the decision of the committee then she can make appeal before the Director of the Institution. A women grievance redressal committee shall take rational decisions to discharge its duties/responsibilities for a smooth and efficient functioning of the Institute and to monitor, or the overall discipline.

26.7. **Punishment for Sexual harassment**

Harassment shall subject the accused to disciplinary action up to and including expelling from Institute. However, if in fact it is determined through the course of investigation, that the incident and thus the accusation were fabricated, the complainant will face severe disciplinary action up to and including expelling from the Institution as per the prevailing rules of the Government sexual harassment policy.

26.8. **Constitution of Internal Complaints Committee**

Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee". Provided that where the offices or administrative units of the workplace are located at different places

The internal Committee shall consist of the following members to be nominated by the employer.

1. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees

2. Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace

3. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from other workplace of the same employer or other department or organization.

4. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge

5. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

6. Provided that at least one-half of the total members so nominated shall be women.

7. The Presiding Officer and every Member of the Internal Committee shall hold office for such period not exceeding three years, from the date of their nomination as may be specified by the employer.

8. The member appointed from amongst the non-governmental organizations or association shall be paid such fees or allowances for holding the proceedings of the internal Committee by the employer as may be prescribed.

27. <u>HEALTH AND ACCIEDENTAL INSURANCE POLICY</u>

27.1. **Policy:-** Institute has made group insurance of Rs. 2,00,000/-

27.2. **Procedure**: - Institute has made Yearly group insurance policy of assurance of Rs. 1,00,000/-. There is one time premium paying facility which will be paid by employer.

28. <u>ADMINISTRATIVE / LEGAL / CIRCUMSTANTIAL CRISIS</u>

1. In case of a situation, which needsimmediate decision relating to law and ordersituation, which affects the Institute, the Management / Board of Management is authorized to take immediate steps.

2. In case of situation in point 1, if a student is involved then the Principal in consultation with Secretary is authorised to take an appropriate steps in the process.

3. In case the Secretary is out of station following steps are to be followed
   a. Person nominated by the Secretary or the concerned committee together with the Principal will analyse the situation and take an appropriate decision.
   b. As soon as possible, the team shall contact the Secretary for informing him of the situation and taking suggestions.

29. <u>CONFLICT OF INTEREST / COMMITMENT</u>

A staff member owes his/her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours.

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware ofsuch behavior, you will lose your job and may face legal action.

For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our organization's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

30. APPLICABILITY AND VIOLATIONS

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the Institute and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

31. INTERPERSONAL RELATIONSHIPS

31.1. RELATIONSHIP WITH STUDENTS

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

i. Impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.

ii. Making regular contribution for the personal development of students, while looking after their interest and welfare.

iii. Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.

iv. Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

v. Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.

vi. Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her wards educational matters, thereby ensuring proper public relations.

vii. Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them.

31.2. RELATIONSHIP WITH FACULTY MEMBERS

As the technical and administrative staff are expected to work closely with the faculty of the Institute in day to day activities, the staff should

    i.   Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her dutiesin imparting education.

    ii.   Develop friendly and co-operative relationship with the faculty members.

    iii.   Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.

    iv.   Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.

    v.   Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

31.3. RELATIONSHIP WITH COLLEAGUES

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

    i.   Move with his/her colleagues in the Institute in a manner that he/she expect them to move with him/her.

    ii.   Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.

    iii.   Writing anonymousletters in self-interest to the authorities about his/her colleagues thereby harming others in self-interest.

    iv.   Desist spreading rumours or wrong news about his/her colleagues to express his/her displeasure.

    v.   Refrain from passing information about colleagues to any individual or agency without his/her express permission.

31.4. RELATIONSHIP WITH MANAGEMENT

A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

    i.   Perform all professional activities through proper channels.

    ii.   Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.

    iii.   Look for promotion/elevation only on grounds of competence/performance.

    iv.   Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.

    v.   Honour the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute.

    vi.   Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.

vii. Co-operate whole heartedly with the authorities of the Institute in the fulfilment of mission and goals of Institute by performing his/her role in a professional manner.

viii. Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute.

ix. Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness.

x. Avoid unethical practices even on the groundsthat it is 'customary'. Expediency should never compromise integrity.

xi. Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

32. <u>USE OF INSTITUTE RESOURCES</u>

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Institute. They should not be used for personal gain and for personal purposes, except in a manner that isincidental, and reasonable in the list of employee's duties.

33. <u>MISCELLANEOUS RULES OF CONDUCT</u>

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

1. If any member wishes to stand for election to any local body, State Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.

2. A staff member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.

3. A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.

4. Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.

5. Notwithstanding rules and regulations and code of conduct specified this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.

34. STAFF WELFARE

Following practices are followed in the institute for staff welfare:
1. Scale pay
2. PF
3. Gratuity
4. Group Accidental insurance for staff
5. Fee concessions for staff's children's education
6. Fee concession in the Yashoda public school for staff's children's education
7. Support for higher education of staff members
8. Medical support

35. RESEARCH POLICY

YSPM-YTC is committed to promote a research culture among Faculty and students as basic long term research provides the foundation for future development of the Institution. The research policy of the college aims to identify research areas of academic, practical and social relevance. The research policy has been framed to analyse, understand and effectively respond to all types of challenges posed in the pursuance of quality research.

Objectives:
1. To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college.
2. To create and promote a culture of research among the faculty and students
3. To ensure quality, integrity and ethics in research.
4. To encourage and facilitate the publication of the research works in reputed academic International / National journals and also to facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.
5. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
6. To promote interdisciplinary research involving more than one knowledge domains.
7. To facilitate providing professional guidance, technical support and recommendation for financial assistance.
8. To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities available to the teachers and students of the college.ance of quality research.

CODE OF CONDUCT FOR RESEARCH
1. **Honesty**
   a) Do not falsify, fabricate, plagiarise, mislead, or misrepresent (either in writing, through electronic/online means or by any other means).

    b) Do not deviate from accepted practices in the specific research discipline or pertaining to specific communities.

    c) Obtain all relevant licenses, permits, permissions, and protocols, where necessary.

2. **Transparency**

    a) Share and communicate research methodology, data and findings openly, responsibly and accurately

    b) Disclose and manage conflicts of interest.

3. **Fairness**

    a) Treat fellow researchers and others involved in the research fairly and with respect.

    b) Appropriately reference and cite the work of others.

    c) Give credit, including authorship where appropriate, to those who have contributed to the research.

4. **Recordkeeping**

Retain clear, accurate, secure and complete records of all research including research data and primary materials.

5. **Conflicts Of Interest**

Disclose and manage any and all actual, potential or perceived conflicts of interest.

6. **Publication And Authorship**

    a) Include all authors of research outputs. Authors of research outputs are those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and they have agreed to be listed as an author.

    b) Cite and acknowledge other work appropriately and accurately and obtain permission for the use of unpublished work.

    c) Acknowledge professional and technical staff, institutions, funders, and shared facilities which have contributed to the research explicitly in all published outcomes of the research.

7. **Human Research Ethics**

    a) Apply the ethics principles of research merit and integrity, justice, beneficence and respect in the conduct of all human research.

    b) Only conduct research involving humans with approval from the appropriate ethics review body.

8. **Animal Research Ethics**

    a) Only conduct research involving animals after receiving approval from an appropriate animal ethics review body.

    b) Act to minimise the impacts on animals used in research and in so doing support the welfare and wellbeing of these animals.

Code of Ethics for Plagiarism Check:

1. It is the objective of the college to create awareness among the faculty and the students regarding the responsible conduct of research, study, project, assignment, thesis, dissertation and prevention of misconduct including plagiarism.

2. The college aims to develop systems to detect plagiarism and set up mechanisms to prevent plagiarism.

3. The college uses well known software like turnitin and other online tools for plagiarism check.

4. The College shall take serious note of any lapses on the part of researchers in this regard.

36. EXIT MANAGEMENT

All employees need to follow exit rules as mentioned in your appointment order.

Exit Interviews: All employees planning to leave the services of the organization would be called for an Exit Interview. No dues from all the departments shall be done prior to the last working day of an employee. A detailed handover note shall be taken for the for the office records which is duly signed by the HOD and the concerned employee

******** END*******