

NMIET "EMPLOYEES SERVICE POLICY"



ESTD : 1906

Nutan Maharashtra Vidyha Prasarak Mandal,
Talegaon Dabhade, Pune



Nutan Maharashtra Institute of Engineering and
Technology, Talegaon Dabhade, Pune


- Approving Authority:
1. Savitribai Phule Pune University, Pune.
 2. All India Council for Technical Education, New Delhi.
 3. Higher and Technical Education, Government of Maharashtra, Mumbai.



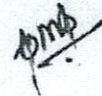
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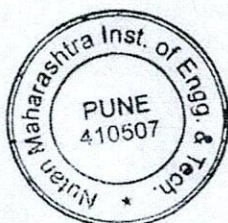
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1.0 PREAMBLE


Nutan Maharashtra Vidya Prasarak Mandal was established under Societies Registration Act 1860, on 11/12/1918. Nutan Maharashtra Vidya Prasarak Mandal's, Nutan Maharashtra Institute of Engineering and Technology, which was rendering outstanding service to the cause of technical education since 2008. Being an Institute, it strives to achieve the goal of becoming one of the leading Engineering College by focusing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled "**Employees Service Rules Policy**" for the benefit of the employees.

2.0 DEFINITIONS

- 2.1 "University" means the Savitribai Phule Pune University.
- 2.2 "Management" means the Board of Management of the Nutan Maharashtra Vidya Prasarak Mandal.
- 2.3 "Executive Committee" means the Executive Committee of Nutan Maharashtra Institute of Engineering and Technology appointed by the Nutan Maharashtra Vidya Prasarak Mandal.
- 2.4 "Principal" means the Principal of Nutan Maharashtra Institute of Engineering and Technology.
- 2.5 "Staff" mean all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and / or on daily basis.
- 2.6 "Teaching faculty" refers to all teaching staff as per the service rules.
- 2.7 "Other category of staff" refers to the staff categorized as other category as per the service rules.
- 2.8 "Administrative staff" refers to all staff members categorized as administrative staff as per the service rules.
- 2.9 "Technical staff" refers to all staff members categorized as technical staff as per the service rules.
- 2.10 "Supporting staff" refers to all staff members categorized as supporting staff as per the service rules.


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- 2.11 "Duty" means a staff member performing the duties of the post for which he/she is appointed and other assignments and circumstances more specifically as per the service rules.
- 2.12 "Year" means calendar year / academic year / financial year as the case may be.
- 2.13 "Leave" means leave of absence sanctioned by the competent authority of the Institute to a staff member to which he / she is eligible under the service rules.
- 2.14 "Vacation staff" means staff those are permitted to avail vacations. All others are non-vacation staff.
- 2.15 "Pay" means basic pay and grade pay applicable to the post a staff holds.
- 2.16 "Competent authority" means any staff member declared / nominated by the Board of Management / the Principal as the case may be for specific purposes.

3.0 CATEGORIZATION AND CADRE STRENGTH OF STAFF

3.1 Categorization of staff

All staff members of Nutan Maharashtra Institute of Engineering and Technology are grouped into four categories viz.

- i) a) Teaching Staff (Faculty Members)
b) Other Category
- ii) Administrative Staff
- iii) Technical Staff
- iv) Supporting Staff

3.2 Posts under each category

- i) a) Teaching Staff (Faculty Members)
Principal, Vice-Principal, Professor, Associate Professor, Assistant Professor (Selection Grade), Assistant Professor (Senior Grade), Assistant Professor, Adjunct Professor, Visiting Faculty.
- b) Other Category
Librarian, Director of Physical Education, Training & Placement Officer, Assistant Training & Placement Officer, Dean Academics, Dean Research & Development, Workshop Superintendent and Student Counselor.



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- ii) Administrative Staff
Registrar, Accountant, Office Superintendent, Campus Incharge, Store Keeper, Senior Clerk, Junior Clerk.
- iii) Technical Staff
Laboratory Assistant, Foreman, Instructor, System Administrator, Network Administrator, Assistant Librarian, Library Assistant.
- iv) Supporting Staff
Electrician, Plumber, Carpenter, Naik, Laboratory Attendant, Peon, Helper.

3.3 Cadre Strength

- i) a) Teaching Staff (Faculty Members)
The strength of Teaching Faculty in each Department is fixed taking into account the UGC / AICTE guidelines, programmes offered and the strength of students in the Department.
- b) Other Category
The strength of Other Category Staff in the Institute is fixed taking into account the UGC / AICTE guidelines, programmes offered and the strength of students.
- ii) Administrative Staff
The strength of Administrative Staff is as sanctioned by the competent authority, taking into account the administrative workload of the Institute.
- iii) Technical Staff
The strength of Technical Staff depends upon the need in each Department of the Institute on the basis of proposals of the HOD concerned and is as sanctioned accordingly by the competent authority.
- iv) Supporting Staff
The strength of Supporting Staff depends upon the need in each Department of the Institute on the basis of proposals of the HOD concerned and is as sanctioned accordingly by the competent authority.



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4.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT OF STAFF

4.1 Principal / Head of the Institute

Qualification	Rules
M.E. / M.Tech. with Ph.D.	Ph.D. degree Professor/Associate Professor with a total service/ experience of fifteen years of teaching/research/ administration in Colleges and other institutions of higher education

4.2 Vice - Principal

Qualification	Rules
M.E. / M.Tech. with Ph.D.	An existing senior faculty member shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal or reliving from the post of principal, who can be assigned specific activities, in addition to existing responsibilities. During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal

4.3 Professor

Qualification	Rules
M.E. / M.Tech. with Ph.D.	A minimum of 10 years of teaching experience in university / college as Assistant Professor / Associate Professor, and / or research experience at equivalent level at the University / National level institutions/industries An eminent scholar with Ph.D. qualification in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 5 research publications in the peer reviewed/ UGC listed journals

4.4 Associate Professor

Qualification	Rules
M.E. / M.Tech. with Ph.D.	Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines A Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed)



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	A minimum of Six years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University
	A minimum of Three years of experience of teaching in an academic Assistant Professor in a University with excellent research work will be paid on Consolidate Scale as per College Polices
	Minimum Two publications in the peer reviewed/UGC listed journals/ Conferences

4.5 Assistant Professor

Qualification	Rules
M.E. / M.Tech. OR Ph.D. NET / SET / SLET OR Ph.D.	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant / allied subject from an Indian University, or an equivalent degree from an accredited foreign university
	Besides fulfilling the above qualifications, the candidate can have National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET / SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission.

4.6 Adjunct Faculty

Qualification	Rules
Candidate for Adjunct Faculty from industry should have (PSUs); relevant professional qualification (as applicable to Reputed Industries; regular faculty)	05 - 10 years of experience from industry / organization

4.7 Visiting Faculty

Qualification	Rules
M.E. / M.Tech. OR Ph.D. NET / SET / SLET OR Ph.D.	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant / allied subject from an Indian University, or an equivalent degree from an accredited foreign university
	Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar



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	test accredited by the UGC like SLET / SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission.
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4.8 Non Teaching Staff

Qualification	Rules
As per the post Minimum Graduate / BE / Diploma / HSC / ITI / SSC	As Per the post requirement.

5.0 PAY SCALE

For the purpose of calculation of experience, documentary evidence such as Appointment Order / Relieving Order and Experience Certificate is mandatory. Principal / HR Department will decide on the actual experience taking into account the proof submitted. Only completed year of service will be taken into account for the purpose of salary fixation

Pay Scale given to the Teaching & Non-Teaching faculty members as per management policies & as per Norms given by UGC and State Government.

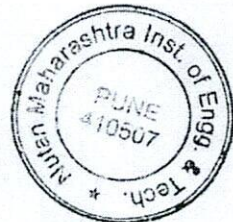
6.0 SELECTION AND APPOINTMENT

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution

6.1 SELECTION OF STAFF

The Selection and Appointment Policy is based on the following principles:

- i) We recruit the best talent available based STRICTLY on merit.
- ii) Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification / experience.
- iii) We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.
- iv) We do not re-hire staff who have been terminated with a cause by the Institution.



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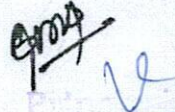
- v) We should always ensure that managers and staff involved in the recruitment process do not succumb to any pressure that can result in compromising the quality of staff to be hired.

6.2 MODE OF SELECTION

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed-

- i) At the end of each semester, the HoDs review the staff position in their departments and prepare a staff requirement list.
- ii) The staff requirement list is presented to the Principal.
- iii) The Principal discusses the requirement in the HoD's meeting and finalize the decision, taking into account the increase in in-take / new course / staff leaving, etc.
- iv) The staff requirement list is forwarded to the Management Team for approval. After the approval, advertisements are released in the leading newspapers.
- v) The applications received are duly scrutinized.
- vi) Letters of intimation are sent to the Staff Selection Committee members for attending the Selection process.
- vii) Shortlisted applicants are intimated to attend the interview on a specified date and time.
- viii) The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.
- ix) The Selection Committee finalizes the selection of candidates.
- x) The selected candidates will be given the Offer of Appointment by the Department of HRD, Management authority subject to the submission of the candidate's degree certificate or photocopy.
- xi) Candidates sign the duplicate copy of the Offer of Appointment and submit their degree original certificate as a token of acceptance of the offer.
- xii) Upon joining, the selected candidates are issued with the Appointment Order and are requested to fill in the Joining Report which is signed by their respective HoD, Department of HRD and the Principal in the prescribed format along with the following enclosures :




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- a) Relieving letter from the previous employer, if any.
- b) Evidence of date of birth / proof of age.
- c) Highest original certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
- d) Publication copies / copies of participation certificates.
- e) Three copies of the candidates color photograph.
- f) Aadhaar Card Copy / PAN Card Copy / Residence Proof.
- g) Highest Original Degree Certificate, if not submitted earlier
- h) Any other documents specified by the Principal.

Note : Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- i) Certified extract from Register of Births and Deaths.
- ii) School Leaving Certificate / Matriculation Certificate.
- iii) PAN Card / Aadhaar Card; and Passport

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

- xiii) The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Wait Listed".

As and when required and depending on emergency / exigency situations, adhoc appointments are made on contract basis for specified periods

6.3 COMPOSITION OF SELECTION COMMITTEE

Selection Committee shall consist of the following members

- i) For appointment of Assistant Professors
 - a) Principal
 - b) Dean – HR
 - c) External Expert
 - d) HOD and Senior Faculty of the Concerned Department
- ii) For appointment of Professors, Associate Professor
 - a) Executive Director
 - b) Chairman- Executive Committee
 - c) Principal
 - d) Dean – HR
 - e) External Expert
 - f) HoD and Senior Faculty of the Concerned Department



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- iii) Mode of Selection of Technical / Non-Teaching staff
All positions are advertised in the press / on-line portals. After scrutiny candidates are shortlisted and intimated to appear for a personal interview. following
- Principal
 - Dean - HR PCET
 - HoD and Senior Faculty of the Concerned Department
 - Registrar

6.4 POST SELECTION PROCESS


Procedure :

- The selected candidate who received the Offer letter should report for duty to the Principal office on the specified date, as mentioned in the offer letter.
- The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.
- PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.
- Each staff member is required to open a Bank account with the Axis Bank for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for collecting their salary.
- The HoD will brief the newly joined staff about the department formalities and the workload.
- Email ID will be created for the staff by the Team within a week's time.
- Identity Card will be provided for each staff.
- Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources.
- Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

6.5 APPOINTMENT OF STAFF

- All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.




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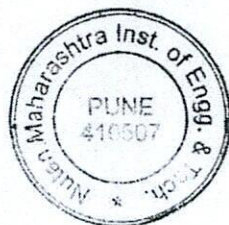
- ii) Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee.
- iii) Recruitment of employees shall be made from one or more of the following sources:
 - a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
 - b) Promotion of existing employees from the lower cadres as per Promotion Policy.
 - c) From any other source as determined by the Appointing Authority
- iv) Each staff should serve for at least a minimum period of one academic year or as per the terms and conditions mentioned in his Appointment Order.

6.6 Records of Service – Staff Personal File

- i) A Staff Personal File for keeping the record of service of staff shall be maintained by office staff members in respect of each employee of the Institution.
- ii) The Personal File will also contain the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc., The file shall be open immediately when an employee reports for duty.
- iii) Any change in the address should be intimated immediately by the employee.
- iv) All activities of an employee in his official position shall be recorded in this file, which will be maintained.

6.7 Identity Card

- i) Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Principal. The ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.



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- ii) The Identity Card shall carry the ~~Photo~~ ^{Name} of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., Residential Address. The said identity card shall be issued duly signed by the authority concerned.
- iii) If the employee loses the identity card, the Institution shall provide him with another ID card on payment of the requisite fee.
- iv) When an employee ceases to be in employment of the Institution, he shall surrender his ID card to the Office before his accounts are settled

7.0 AD-HOC / PROBATION APPOINTMENT, PLACEMENT AND SENIORITY

7.1 Ad-hoc Order Termination and New Appointments:

- i) Inform Management in advance for permission of termination on last working day.
- ii) For new appointment take fresh Interview (Selection Committee), prepare selection committee report and then appoint
- iii) New Format of appointment for Teaching and Non Teaching Staff as per Advocate draft.

7.2 Probation & Confirmation (Teaching & Non Teaching)

- i) As per UGC/MSBTE/CBSE/COA and the statutory bodies of each eligible candidate after completion of 2 successful years of service in NMIET 2 Years of Probation may be given.
- ii) After completion of probation period successfully confirmation may be given with prior permission of Management
- iii) Those who have completed / Awarded Ph.D. while working in Institute direct 2 years of probation order may be given

7.3 New Staff Appointment:

- i) Teaching Staff: If any faculty completed PhD with 6 years of Experiences shortlisted for appointment then 2 years of probation order may be given.
If any PhD candidate appointed for Assistant Professor cadre may be taken on Probation period of 2 years



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- ii) Non-Teaching Staff : Any Non-teaching staff with 10 years Experience from renowned & reputed Institute, 2 years Probation order may be given from the date of joining

7.4 Seniority

- i) If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.
- ii) In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post.
- iii) For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- iv) In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his / her permanent appointment to the post.
- v) Notwithstanding the above mentioned policy of seniority, the Management / the competent authority shall promote a junior to the next cadre, based on his / her performance, merit and qualification.

7.5 Promotion

Stages of Promotion from Assistant Professors to Associate Professors

- i) Assistant Professor who have completed Five years of service as Assistant Professor at NMIET and completed Ph.D. Degree in the concerned subject/allied/relevant disciplines will be promoted to Associate Professor depending upon Cadre Ratio & availability of the post.
- ii) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification)



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- iii) Minimum Two publications in the peer reviewed/UGC listed journals/ Conferences

Stages of Promotion from Associate Professors to Professor

- i) Associate Professors who have completed three years of service in that grade.
- ii) Ph.D. degree in concerned subject/allied/relevant discipline.
- iii) A minimum of ten research publications in the peer reviewed/ UGC listed journals out of which two research papers shall be published during the assessment period

8.0 DUTY, ALLOWANCES AND INCREMENT

8.1 Duty

A staff member is considered to be on duty for the purpose of service benefits:

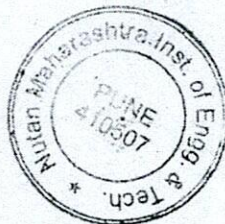
- i) When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned.
- ii) When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc duly permitted by the competent authority.
- iii) Any other work assigned to the staff member by the competent authority in the interest of the Institute.

8.2 Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed as per Government of Maharashtra and approved by the management from time to time for all regular employees.

8.3 Sanction of Increment

For all staff members, increments will be sanctioned based on satisfactory report by the reporting officer in the format (Self Appraisal and Confidential Report) prescribed for the purpose. In addition confidential report on the all round performance of staff members from the officers also may be taken into account for sanction of increment approved by the management from time to time on the basis of Government of Maharashtra / AICTE / UGC guidelines.



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9.0 PERFORMANCE APPRAISAL

- 9.1 In the Academic Year if any Assistant Professor completes the PhD, additional increment is to be given from next 1st July as per the college polices
- 9.2 On completion of one year, the due increment will be released as per the college polices.
- 9.3 Incentives for Higher Qualified Faculty members may be given at the time of recruitment.
- 9.4 Incentives for Principal, Head of the Department, CEO, Dean and Registrar may be given as per the college polices for additional charge.
- 9.5 All the staff members are required to submit their Self-Appraisal Report at the end of every academic year in the prescribed format
- 9.6 The Head of the institution shall write confidential report for all staff and submit to the chairman for approval.
- 9.7 Increment is performance based and will not be less than 3% of basic pay.

10.0 LEAVE RULES

10.1 Casual Leave (CL)

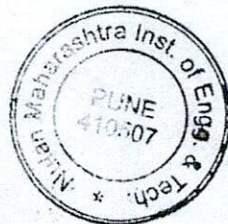
All staff members are eligible for 15 days of casual leave per calendar year.

10.2 Earned Leave (EL)

- 1 All members of regular staff (Excluding Non Vacational staff) are permitted to earn leave at the rate of 1/22 of duty, subject to a maximum of 30 days for each completed years of service.
- 2 They are permitted to accumulate this leave upto a maximum of 300 days.
- 3 Earned leave can be availed.
- 4 In case of employees leaving the NMIET, they will be not be permitted to encash the earned leave.

10.3 Medical Leave

- 1 All members of regular staff (Teaching & Non Teaching) are permitted to earn leave at the rate of 1/36 of duty, subject to a maximum of 10 days for each completed years of service.



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- 2 Medical leave can be availed only in the case of illness requiring hospitalization / health treatment with the certificate of registered medical practitioner, for minimum 3 days.

10.4 Maternity Leave

Maternity leave shall be granted for a maximum period of 60 days for all female members of regular staff (Teaching & Non Teaching). Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non Teaching) who have completed two years probationary service only are eligible to avail this leave. During probationary period / adhoc period / temporary period, no Maternity leave is available and it shall be only on loss of pay.

10.5 Paternity Leave

Paternity Leave can be granted upto maximum 10 days for regular staff (Teaching & Non-Teaching).

10.6 Extra Ordinary Leave on Loss of Pay

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the Institute requires the services, the staff member should rejoin duty as per college policies.

10.7 Study Leave

A regular faculty member who has served the institute for minimum of three years may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institute on return for 3 years. Otherwise he / she shall resign from current position to proceed for higher studies without a bond.

10.8 Vacation

- 1 The vacation staff members are permitted to avail a total of 60 days of vacation in a year excluding University or College duties. During summer vacation, a staff member can avail 40 days with prior permission. During winter vacation 20 days can be availed. This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter). However, if the Institute requires the services, the staff member should rejoin duty as per college policies.
- 2 The vacation staff members those have, not availed vacation as per office order, vacation will be credited to earned leave 2:1 maximum upto 30 days.



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- 3 The Registrar and his Office staff, College Examinations Officer and his Office staff are not eligible for vacation. They are declared as non-vacation staff.

11.0 TRAVELLING ALLOWANCE (TA)

Travelling Allowance will be paid to staff members for attending conference and other travel for official purposes within India as per the rules given below:

- 11.1 For conferences conducted by recognized professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD and approved by Principal.
- 11.2 It is applicable for oral presentation only and not for poster presentation.
- 11.3 Funding support (50%) could be given only two in a year for attending National Conferences. Faculty should also apply to funding agencies for financial support.
- 11.4 Train fare in First Class or AC-3 Tier and State Transport including reservation subject to production of evidence.
- 11.5 No DA / Local conveyance will be given.
- 11.6 Accommodation has to be arranged in the hostels of the institution, wherever possible. Otherwise allowances may be provided as per Government rates.
- 11.7 Actual registration fee (50%) will be paid subject to production of evidence.
- 11.8 For other travel for official purposes, Petrol / Diesel allowance Rs.3.50/- per kilometer for two wheeler and Rs.7/- per kilometer for four wheeler (2+ persons with luggage) otherwise two wheeler charges will be applicable to four wheeler.

12.0 SOCIAL SECURITY BENEFITS

12.1 Employee Provident Fund Scheme

All the members of staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the employees is at the prescribed rate of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/- p.m.



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12.2 Gratuity

All the regular members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity at the rate of ½ month's salary (Pay + DA) for every one year service for the total completed years of service. The calculation will be made as per Payment of Gratuity Act.

12.3 Insurance Scheme

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management during June each year. A sum of Rs.5,00,000/- (Rupees Five lakh only) per person for death and permanent total disablement, only if arising out of accident.

12.4 Interest Free Festival Advance

Members of regular Non-Teaching staff who have completed two years of service and those who apply for festival advances are sanctioned interest free advance of Rs.10000/- each for the festivals every year and it is recoverable in ten equal installments from the salary of the staff member.

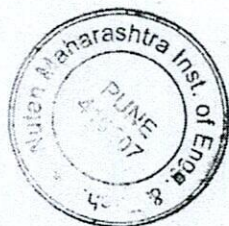
13.0 DUTIES & RESPONSIBILITIES OF STAFF AND CODE OF CONDUCT OF STAFF AND STUDENT.

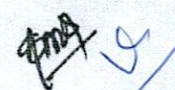
13.1 Faculty Members

Consequent to becoming an Institute, the management has taken efforts to introduce UGC scales of pay, proper working conditions, social security scheme, etc. As this is an Institute the contribution of faculty members is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Board of Management. The details of duties and responsibilities in respect of faculty members are given in Annexure.

13.2 Non-Teaching Staff (Administrative and Technical Staff)

As an Institute, the scope of activities of administrative and technical staff has not only increased but also become more focused and result oriented. Though the size of administrative category of staff is less compared to faculty and technical staff, their contribution to the efficient functioning of the Institute is great. While the management of the Institute has taken efforts to improve service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and




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goals of the Institute. With this in view, detailed guidelines prescribing duties and responsibilities of administrative and technical staff were made. This was approved by the Board of Management. The duties and responsibilities of administrative and technical staff are given in **Annexure**.

13.3 Students

All students are expected to respect and value the rights of others and conduct themselves as responsible citizens. Choosing to join the College community obligates each student to abide by a code of respectful behavior. The following personal actions, whether on or off-campus, are prohibited. The following list contains specific conduct that is prohibited by the College under this Code. The list is not intended to be exhaustive, and the College reserves the right to impose sanctions on students for personal actions which may not be expressly identified. The College's other rules and policies set forth additional prohibited conduct. The code of conduct of student is given in **Annexure**.

14.0 DISCIPLINARY ACTION

- 14.1 All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction / negligence of duty and action involving moral turpitude.
- 14.2 All 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.
- 14.3 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.
- 14.4 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.
- i) Censure
 - ii) Withholding of increments
 - iii) Recovery of salary, whole or a portion towards the loss caused to the Institute.
 - iv) Suspension issued pending enquiry.
 - v) Dismissal from service.

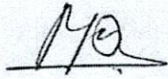


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- 14.5 If a staff member feels that the punishment imposed upon him / her by the competent authority is excessive, he / she can appeal to the authority higher to the authority, which imposed the punishment.

15.0 MISCELLANEOUS CONDITIONS

- 15.1 All staff members of the Institute are required to be present in the Institute timings during working hours on all working days and days specifically notified.
- 15.2 A staff member shall devote his / her whole duty time to the service of the Institute and shall not engage directly or indirectly on any other private work / business.
- 15.3 All members of staff are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules.
- 15.4 In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Principal is the final authority to decide.



Shri. Rajesh Mhaske
Executive Chairman
NMVPM, Trust





Principal
Nutan Maharashtra Institute
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