



HUMAN RESOURCE POLICY

MANUAL



Progressive Education Society's
Modern College of Engineering, Pune -5

CONTENTS

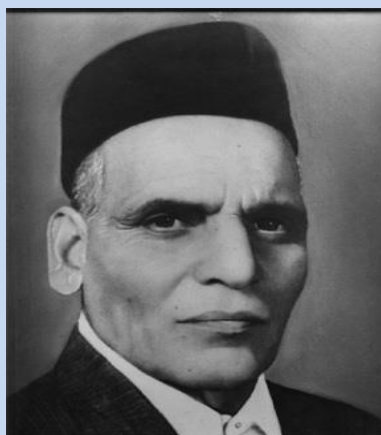
1.	About Progressive Education Society (PES)	3
2.	Details of The Institution	6
3.	Guiding principles and Quality policy	9
4.	Hierarchy of Reporting	11
5.	Policy Statement and Code of Conduct	24
6.	Probation Period Policy	28
7.	Salary and Pay Administration`	30
8.	Performance Appraisal	34
9.	Leave Policy	37
10.	Resignation	40
11.	Other policies	41



Progressive Education Society's
Modern College of Engineering, Pune -5

CHAPTER 1

ABOUT PROGRESSIVE EDUCATION SOCIETY (PES)



Guruvarya Shankarraoji Kanitkar

Progressive Education Society is a reputed and distinguished educational institution in Maharashtra. Honourable, Late Shankarrao Kanitkar, along with his selfless dedicated team of teachers known for the highest moral values, laid the foundation of the Society on the auspicious day of 'Akshay Tritiya' on 16th May, 1934 in Pune. **Shri Shankarraoji Kanitkar** was a freedom fighter and a member of Pune Municipal Corporation for 20 years. He was President for Pune Municipal Corporation for one year. Late S. R. Kanitkar was ably assisted by Late V. T. Tatke, Late M. G. Chaphekar and Late Koparkar P. E. Society has been making noteworthy progress for the last 80 years along with the noble path and principles laid down by the eminent predecessors, who were illustrious incarnations of ceaseless hard work and sacrifice.



Progressive Education Society's
Modern College of Engineering, Pune -5

Progressive Education Society is proud to possess the glowing tradition of these stalwarts. There are several Educational Institutes consisting of Schools, Colleges, Professional Colleges, Management Institutes, Computer Center, etc. The two remarkable words that appear in the names of the Society and its educational institutions are “Progressive” and “Modern”. The inclusion of these words was certainly with some noble intentions, which serves as a bright beacon for P. E. Society to follow with determination and provided the future road map of Progressive Education Society. ‘Progressive’ means keeping with the spirit of times and innovation while ‘Modern’ means Modern in outlook, up-to-date in all matters whether it is an academic, sports or cultural activities. It was resolved to use modern equipments and modern methodology to teach the students.

Objectives

- Cater to students from different socio-economic strata irrespective of caste creed or class
- Contribute to overall personality development of students through academic, sports, cultural and extension activities.
- Impart a perfect blend of traditional and modern education
- Inculcate moral values and nurture a compassionate and progressive attitude.
- Sensitize students about environmental issues and preservation of natural resources so as to contribute to economic growth of the nation
- Prepare students to face national and international challenges through effective use of ICT
- Provide adequate infrastructural facilities for practical and theoretical study of curricula.
- Use technology in acquisition and dissemination of knowledge.
- Adopt pedagogical techniques which in both skill based and innovative, to promote employability.



Progressive Education Society's
Modern College of Engineering, Pune -5

- Promote research temperament among staff and students.
- Address the needs and concerns of all our stakeholders.
- Offer academic and social service to community at large

Mission

"Our goal is to create and develop "Modern" youth as responsible citizens with multi-dimensional personalities by inculcating among students a blending of cultural awareness, compassionate and progressive attitude, scientific insights and time-tested traditional values".



CHAPTER 2

DETAILS OF THE INSTITUTION

The Institution, **PES's Modern College Of Engineering** is located at- 1186 A, Off J.M.Road, Shivajinagar, Pune-411005. Modern College of Engineering was established in the year 1999. The Institution is approved by All India Council of Technical Education (AICTE), New Delhi, Directorate of Technical Education (DTE), and Government of Maharashtra and is permanently affiliated to Pune University complying with all the norms and standards of engineering and management education. The Institution is UGC recognized under **2(f) and 12(B)**. It offers Engineering and management programs with faculty who are motivated with a quest to promote engineering, technical and quality education.

Modern College of Engineering, an Institution of higher education offers quality programs that integrate academic inputs and professional skills to empower students for developing their personal and career potential. The Institution provides assistance to eligible graduates through training, seminars, workshops and counseling sessions to make them employable. Qualified and experienced faculties strive to attain excellence which is outlined in the mission of the Institution. The faculty members upgrade their knowledge by participating in Faculty Development Programs and presenting papers at various national programs in their field of specialization.

The Institution has the state of art infrastructure which includes spacious and well ventilated classrooms, well equipped laboratories, computer centre, language laboratory, audio/video laboratory and Central library. The rooms are well furnished, well lit and air. All the departments in the Institution have Seminar hall which is well equipped to be used for various academic and extracurricular activities. The Institution has the indoor, outdoor sports and gymnasium facility for the students and staff. The Institution has the



Progressive Education Society's
Modern College of Engineering, Pune -5

auditorium with the seating arrangement for more than 500 audiences. Medical facility is provided to staff and students through the health center. The facility of cafeteria for students and staff is available within the campus. Career counseling and guidance is provided to the students. To impart quality education to students the Institution has collaborations with various industries and industry experts.

Vision of the Institution

"To create a collaborative academic environment to foster professional excellence and ethical values"

Mission of the Institution

- To develop outstanding professionals with high ethical standards capable of creating and managing global enterprises
- To foster innovation and research by providing a stimulating learning environment
- To ensure equitable development of students of all ability levels and backgrounds
- To be responsive to changes in technology, socio-economic and environmental conditions
- To foster and maintain mutually beneficial partnerships with alumni and industry

Goals

- Developing quality human resources possessing soft and technical skills and amenable to team working, requiring minimum or no training period, in the areas high National/ International demands.
- Augment human and physical resources for developing strong Industry-Institute and R & D Organization -Institute interaction to encourage bilateral sharing of skills and knowledge.
- Offering Post-Graduate programs to promote careers of potential teachers.
- Promoting research activities for R& D cell.



Progressive Education Society's
Modern College of Engineering, Pune -5

- Becoming an autonomous Institution.
- Becoming eligible for collaboration with Foreign Universities and renowned Industrial houses.
- Becoming excellent centre in the fields of Electronics and Telecommunication, Computer Engineering, Information Technology, Mechanical and Electrical Engineering and eventually achieve the Deemed University status.

Objectives

- To develop infrastructure appropriate for delivering quality education.
- To develop the overall personality of students who will be innovators and future leaders capable of prospering in their working environment.
- To inculcate ethical standards and make students aware of their social responsibilities.
- Promote close interaction among industry, faculty and students to enrich the learning process and enhance career opportunities.
- Encourage faculty in the continuous professional growth through quality enhancement programs and research and development activities.
- Foster a healthy work environment which allows for freedom of expression and protection of the rights of all stakeholders through open channels of communication.



CHAPTER 3

GUIDING PRINCIPLES AND QUALITY POLICY

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

ii. Quality of Employment: The Institution is committed to create a sustainable workforce of highly qualified faculty and staff to provide a positive environment of work for all and one that encourages balancing work and personal commitments.

iii. Compensation, Reward and Recognition: The Institution 's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

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

v. Response to Change: The Institution is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institution creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute. The Institution commits adequate resources for equitable support of employee development,



Progressive Education Society's
Modern College of Engineering, Pune -5

compensation, reward and recognition across all units and among all employee classifications.

It is the policy of PES's MCOE to apply the highest ethical standards to all members of the Institution community namely **Staff (teaching, non-teaching and supporting), students** in achieving its mission, managing its resources efficiently and effectively to reach its goals and objectives. PES's MCOE accepts its responsibilities to its employees, students and to the members of the society. The Institution is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

The Human Resource Policy Manual is prepared to make all staff working at PES Modern College of Engineering aware of rules and regulations that governs their working in the institute. It is mandatory for all the staff members to strictly adhere to the rules and regulations mentioned herein. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

Quality Policy

We, PES Modern College of Engineering are committed to develop and foster cultured and promising professionals by imparting quality education in the field of Engineering and Management.



CHAPTER 4

HIERARCHY OF REPORTING

Reporting by different staff members to higher authorities shall be according to the table below

Staff	Reporting Authority
Principal	Chairman
Vice Principal	Principal
Heads of the Departments	Principal
Office Section Incharge	Principal
Training & Placement officer	Principal
Librarian	Principal
Office Staff	Respective Office Section Incharge
Teaching Staff	Head of the Department
Laboratory Staff	Head of the Department
Library Staff	Librarian
Stores Staff	Stores Incharge
Peons / Non-teaching Staff	Office Section Incharge or as nominated by Principal

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

Classification of Employees

- **Faculty:** The term "faculty" means personnel with specialized training in these respective fields: teaching, counseling, and librarianship.



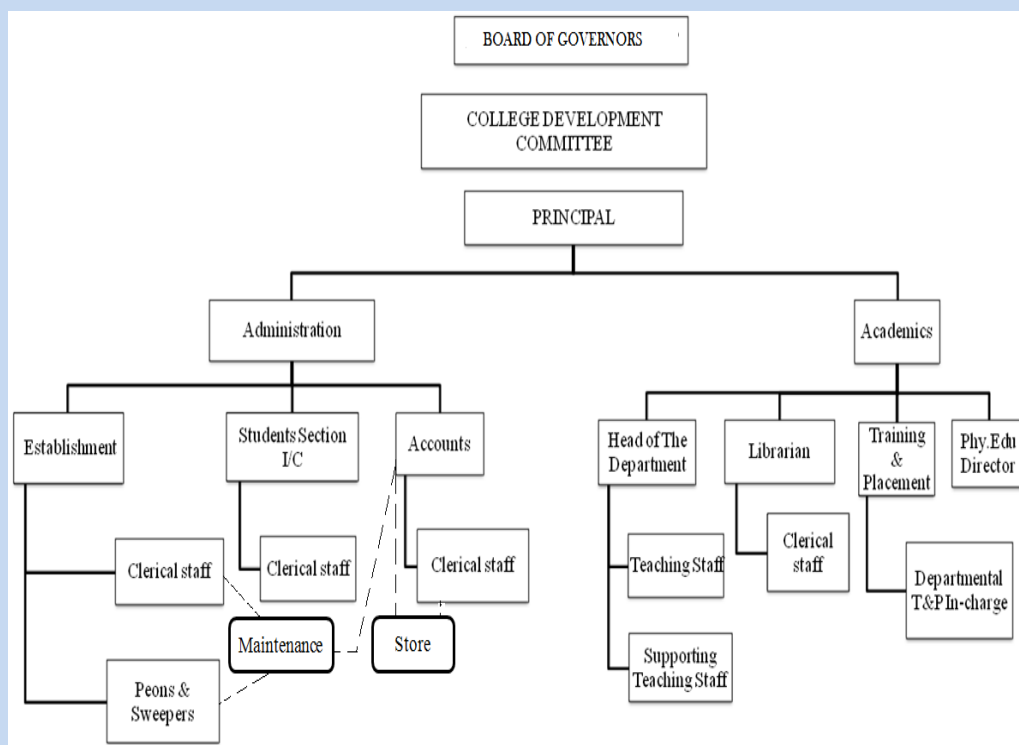
Progressive Education Society's
Modern College of Engineering, Pune -5

- **Approved faculties** are full-time regular faculties, or librarian who holds a continuing budgeted position within a department as Assistant Professor, Associate Professor, or Professor. Approved faculties are eligible for tenure and promotion upon fulfillment of the appropriate requirements.
- **Adhoc faculties** are persons appointed to teach on a full-time basis for a specific period.
- **Adjunct faculties** are persons contracted to teach a specific class or classes for a specific enrollment period on a part-time basis.
- **Administrative Personnel:** Administrative personnel includes employees in administrative and professional positions having duties and responsibilities which involve administration and supervision in the management and direction of a department, and such other positions as are approved by the Principal and Chairman.
- **Employment Practices:** PES's MCOE is an Equal Opportunity Employer. It does not discriminate on the basis of race, color, sex, and age, national origin, religion, handicap, or any other constitutionally or statutorily impermissible reason.
- **Responsibility:** Overall responsibility of the Institution rests with the Principal of the Institute, who is aided by the Vice Principals, Departmental heads, and other supervisory personnel, along with the Administrative Personnel.
- **Practices:** In its continuing efforts to be a fair employer, the Institution is guided by the following equal employment practices:
 - The Institution seeks to employ that person who is best qualified and is most suited for a particular position.
 - The Institution endeavors to compensate each employee in an equitable manner in line with approved job duties and responsibilities.
 - The Institution provides a job description for each projected vacancy for recruitment purposes.



Progressive Education Society's
Modern College of Engineering, Pune -5

Organizational Structure



Staff Norms

- **Staff Norms** (As per AICTE and SPPU & PES as applicable)
- **Cadre distribution**-The desirable cadre ratio shall be maintained as per AICTE Norms for each department.
- **Faculty Requirements, Qualification, Experience and Scales of Pay:** As prescribed by AICTE from time to time.
- **Student Faculty ratio:** The student to faculty ratio for engineering and management degree program is as per norms.
- **Library Staff:** The library is headed by the librarian and supported by adequate staff
- **Physical Education Director** have been appointed to enable the student to develop their skills in sports and games.
- **Training and Placement Officer** is responsible for developing linkages between institution and industry/corporate bodies. He/she evaluates the job



Progressive Education Society's
Modern College of Engineering, Pune -5

potential for students passing from different branches of Engineering/Management and arrange for in-campus & off-campus interviews and in-plant training.

- **Administrative Staff and Non-Teaching Staff:** As per requirement of the Institution.
- **Laboratory/Technical Staff:** Each laboratory is managed by Laboratory/Technical Staff as per requirement of the Institution.

- **Job Duties and Responsibilities**

Employees are expected to know and perform the duties and responsibilities of their position in a timely and professional manner.

- **Job Responsibilities of the Principal :** Subject to the supervision and general control of the governing body, the Principal is responsible for:
 - ✓ Academic growth of the institution
 - ✓ Participation in the teaching work, research and training programs of the institution.
 - ✓ Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the university/ institution, for academic competence of the faculty members.
 - ✓ Admission of students and maintenance of discipline of the institution.
 - ✓ Management of institution central library / department library, laboratories, gymkhana, and hostel.
 - ✓ Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the management and to the local managing committee.
 - ✓ Correspondence relating to the administration of the institution.
 - ✓ Administration and supervision of curricular, co-curricular/extra-curricular or extra mural activities and welfare of institution and maintenance of records.



Progressive Education Society's
Modern College of Engineering, Pune -5

- ✓ Observance of the Act, statutes, ordinances, regulations, rules and other orders issued there under from time to time.
- ✓ Supervision of institution and university examinations, setting of question papers, for the department/ institution and university examinations, moderations and assessment of answer papers and such other work pertaining to the examinations as assigned.
- ✓ Assessing reports of faculties as maintenance of service books.
- ✓ Any other work relating to the institution as may be assigned to her/him by the competent authority from time to time.
- ✓ Assessing reports of members of the non teaching staff, maintenance of their service books and looking after the general welfare of the non teaching staff
- ✓ Observance and implementation of directives issued by government, authority's viz. Director of tech Education/ Higher Education. University and other concerned authorities.
- ✓ Safeguard the interests of faculties/ non teaching staff members and the management.
- ✓ Timely submission of information returns to different authorities viz. Government/ university/UGC/ Management etc.
- **Job Responsibilities of the Vice Principal :** Subject to the supervision and general control of the Principal, the Vice Principal is responsible for assisting the Principal in:
 - ✓ Academic growth of the institution
 - ✓ Participation in the teaching work, research and training programs of the institution.
 - ✓ Assisting in planning and implementation of academic programs.
 - ✓ Admission of students and maintenance of discipline of the institution.
 - ✓ Management of institution library / department library, laboratories, gymkhana, and hostel.



Progressive Education Society's
Modern College of Engineering, Pune -5

- ✓ Administration and supervision of curricular, co curricular/extra- curricular or extra mural activities and welfare of institution and maintenance of records.
 - ✓ Supervision of institution and university examinations, setting of question papers, for the department/institute and university examinations, moderations and assessment of answer papers and such other work pertaining to the examinations as assigned.
 - ✓ Any other work relating to the institution as may be assigned to her/him by the competent authority from time to time.
- **Job Responsibilities of HOD:** Subject to the supervision and general control of the Principal, the HoD is responsible for:
- ✓ Academic growth of the department
 - ✓ Participation in the teaching work, research and training programs.
 - ✓ Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs for academic competence of the faculty members.
 - ✓ Admission of students and maintenance of discipline of the institution.
 - ✓ Management of departmental library, laboratory.
 - ✓ Administration and supervision of curricular, co-curricular & extracurricular activities
 - ✓ Welfare of department and maintenance of records.
 - ✓ Supervision of examinations, setting of question papers for the department and assessment of answer papers
 - ✓ Policy Planning, Monitoring and Evaluation and Promotional Activities both at Departmental and Institutional level.
 - ✓ Any other work relating to the department as may be assigned by the competent authority from time to time.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Job responsibilities of Professor / Associate Professor/ Assistant Professor:**

- ✓ Teaching including Laboratory work using innovative methods.
- ✓ Curriculum Development and development of resource materials.
- ✓ Students assessment and evaluation
- ✓ Students counseling and interaction.
- ✓ Research activities and research guidance
- ✓ Leading consultancy projects and extension services.
- ✓ Interaction with Industry and Society.
- ✓ Academic and administrative planning and development work at department level and assisting at institutional level.
- ✓ Providing leadership in both post-graduate and under-graduate courses in relevant field of specialization.
- ✓ Administrative responsibilities both at Departmental and Institutional levels.

- **Responsibilities of Administrative staff:**

- ✓ Correspondence relating to the administration of the institution.
- ✓ Observance and implementation of directives issued by government, authority's viz. Director of Education/ Higher Education. University and other concerned authorities.
- ✓ Timely submission of information returns to different authorities viz. Government / university/UGC/ Management etc.
- ✓ Observance of the Act, statutes, ordinances, regulations, rules and other orders issued there under from time to time.
- ✓ To maintain office documentation systematically regarding admission, fees, examinations and other matters pertaining to students
- ✓ To maintain office documentation systematically regarding recruitment, personnel records, service books and other matters pertaining to staff.



Progressive Education Society's
Modern College of Engineering, Pune -5

- ✓ Receipts, expenditures and maintenance of accounts and submission of statement of accounts to the management and to the local managing committee.
- ✓ Administration and supervision of curricular, co curricular/extra- curricular or extramural activities and welfare of institute and maintenance of records.
- ✓ Management of department library/ institution libraries, laboratory, gymkhana, and hostels.
- ✓ Any other work relating to the institution as may be assigned to her/him by the competent authority from time to time.
- ✓ Maintenance of discipline in the institution.

• **Job Responsibilities of Stores In charge:**

- ✓ To maintain department wise purchase/work requisition
- ✓ To coordinate purchase committee procedure for placing order
- ✓ To prepare purchase/ work order for selected vendors
- ✓ To receive material in store and distribute to department
- ✓ To maintain list of approved suppliers
- ✓ To maintain minimum level of stock (materials).
- ✓ To maintain and provide get pass for the material going out of the institute
- ✓ Maintain stock registers.
- ✓ Any other work relating to the institute as may be assigned to her/him by the competent authority from time to time.

• **Job responsibilities of Staff for Placement and Training:**

- ✓ To maintain a good liaison with industry.
- ✓ To conduct an annual survey of job requirements in the industries, research and service organizations.
- ✓ To arrange for campus interviews, in-plant training and also arrange to get industries sponsored projects for both staff and final year students.



Progressive Education Society's
Modern College of Engineering, Pune -5

- ✓ To create data bank of personnel who are experts in their respective fields from industries / research / service organization and invite them to the institution to deliver lecture for the benefit of students and staff members.
- ✓ To arrange for training to staff members in industries / research / services organization.
- ✓ To create a data bank of the alumni who are placed in reputed industries / research / service organization.
- ✓ To help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in industries / research / service institutions.
- ✓ Any other work relating to the institute as may be assigned to her/him by the competent authority from time to time.

- **Job responsibilities of Workshop Staff:**

- ✓ To plan, deliver and evaluate theoretical and workshop instruction.
- ✓ To design, develop and test instructional materials and tasks for skill training.
- ✓ To guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- ✓ To advise the assist students and faculty members in the fabrication of their projects.
- ✓ To manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, laydown safety procedures.
- ✓ To participate in professional development activities.
- ✓ Any other work relating to the institute as may be assigned to her/him by the competent authority from time to time.

- **Job Responsibilities of Laboratory Staff:**

- ✓ The Laboratory Staff is responsible to the faculty in-charge of the laboratory in all matters connected with running, maintenance and upkeep of laboratory equipments.



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Modern College of Engineering, Pune -5

- ✓ Arranging materials, samples, tools, instruments and equipments for laboratory / field work.
- ✓ Receive stores and issue materials, samples, specimens, tools, instruments and equipments required for laboratory / field work.
- ✓ Prepare sample, specimens, circuits etc., for conducting experiments.
- ✓ Maintain the tools, equipment and instruments in working condition.
- ✓ Assist students in conducting experiments or project work.
- ✓ Assist faculty in their innovative or research work.
- ✓ Any other work relating to the institution as may be assigned to her/him by the competent authority from time to time.

• **Job Responsibilities of Librarian:**

- ✓ The Librarian is responsible for planning and developing the Library of the institution and provides the necessary Library services to the students and staff of the institution.
- ✓ She /He is responsible to report to the Principal in all matters connected with the library activities such as
 - General administration.
 - Budgeting
 - Planning and development in library
 - Books / Periodicals / video tapes selection and acquisition
 - Supervising of cataloguing and indexing
 - Arranging for repairs
- ✓ Any other work relating to the institution as may be assigned to her/him by the competent authority from time to time.

• **Job Responsibilities of Maintenance Staff :**

- ✓ To look after upkeep and maintenance of buildings, water supply, sanitation, electricity, cleaning of class rooms and laboratories, maintenance of



Progressive Education Society's
Modern College of Engineering, Pune -5

gardens, repair works, minor alterations, transport, and security arrangements for events.

- ✓ Any other work relating to the institute as may be assigned to her/him by the competent authority from time to time.

- **Recruitment, Selection and Appointment**

Recruitment Procedure of Teachers: (Assistant Professor /Associate Professor /Professor / Principal)

- **Manpower Planning:**

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

- **Succession Plan:**

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant.

- **Recruitment of the Teaching Staff:** The positions of faculty are filled through an open selection process. Institution adopts reliable and valid procedures for selecting candidates on the basis of competence, knowledge, skill, attitude and values required for the profession adhering to the stipulation regarding qualification and experience.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Selection Process:** [As prescribed by AICTE and Savitribai Phule Pune University from time to time] The principles underpinning the process are those of fairness, credibility, equal employment opportunity, merit and the optimizing of career prospects for currently employed staff. Our policy is to recruit staff of the highest caliber through fair and open process.

Principal: Principal of the institution is appointed from amongst the faculties of the institution or by direct recruitment, through proper selection procedure. In the event of the vacancy of the post of the Principal, occurring due to illness, leave, retirement, leaving the service or by any other reason, the current duties of the post of Principal, is assigned by the management of the institution to Vice Principal in the institution in addition to her/his own duties as an alternative arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternative arrangement in respect of permanent vacancy, till the post is filled in by usual procedure.

Faculty: Department heads in consultation with the Principal ascertain the future need of faculty requirement for the further actions. After referring the roster from Savitribai Phule Pune University, the following steps are followed:

- **Advertising:** All posts of the faculties are widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time is allowed to applicants, to submit their applications. Correspondence is done with agencies specified by SPPU for reservation candidates list. On receiving duly completed application forms call letters are send to the desiring candidates. The interview and selection is as per the norms defined by the UGC & Savitribai Phule University (Statute no. 415).
- **Filling Positions with / without Advertisement (Management Requirement):** An adhoc position for a period of 11 months is filled without advertisement provided the usual selection committee procedures are followed.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Confidentiality:** The proceedings of the selection committee, including all documents and correspondence considered by the committee, are for the information of members only and must always be regarded as confidential. These matters remain confidential although the results of the committee's recommendation may be made public.
- **Probation:** The Principal advises the Head of Department and Administrative Office on appropriate initial probation standards for the successful applicant. The period of probation of the faculty is 24 months, on the expiry of which he/she is deemed to be confirmed unless after assessment of her/his work by the Principal, her/his services are terminated by giving the employee one month's notice or one month's salary in lieu of notice.
- **Appointment Letters & Acceptance:** Appointment letters are then issued to the candidates and acceptances are taken from them. Acceptance of an offer is usually indicated by the appointee signing a copy of the contract.
- **Approval:** The institution will ensure that, within the best of its capacity and within the rules the University approves all the faculties.
- **Recruitment of Non-Teaching and supporting staff:** All Head of the Department present their requirement to Principal. Deserving and eligible candidates are recruited to fill up positions in the administrative and other departments of the institution.



CHAPTER 5

POLICY STATEMENT AND CODE OF CONDUCT

General Policy

- **Policy for Disabled-friendly, Barrier Free Environment:** PES' MCOE's policy recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights and whole hearted participation in the academic environment. Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- **Drug and Alcohol Free Workplace Policy:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institution is prohibited as per the institution 's policy. All employees as a condition of employment abide by the institute's policy on prohibited substances. Smoking on campus is strictly prohibited.
- **Green Campus-** The Institution follows environmental friendly practices to promote sustainable and eco-friendly practices within the campus and beyond the campus. The Institution maintains a positive attitude toward sustainable development and encourages the stakeholders to adopt an eco-friendly life style and construct the congenial atmosphere to a healthy living. As a practice the Institution adheres to the Green Protocol suggested by Government of India through the Swachchh Bharat Abhiyan. The Green Policy mentioned herewith implies the plans, strategies and other relevant



Progressive Education Society's
Modern College of Engineering, Pune -5

tasks within the organizational structure of the Institution. The institution strongly believes that making the campus green is about using renewable sources of energy for its daily energy requirements, proper waste handling, usage of eco-friendly supplies and an effective waste recycling programme.

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

- **Prevention of Sexual Harassment:** Sexual harassment of employees or students at the institution is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as physical contact and advances or demand or request for sexual favors or sexually colored remarks or showing pornography or any other unwelcome physical, verbal or non verbal conduct of sexual nature.
- **Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institution's resources and facilities.
- **Attendance:** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Conflicts of Interest:** An employee of the institution avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.
- **Code of Conduct:** All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institution. Following are examples of actions, which are unacceptable to the institution and often result in disciplinary action or termination of employment:
 - Insubordination
 - Theft or conviction of a felony involving moral turpitude
 - Bringing discredit to the institution
 - Falsifying, grafting, or forging of any record, report, or information
 - Any other misconduct interfering with performance of job tasks
 - Unauthorized absence from assigned work area
 - Dereliction of duty
 - Interfering with the work performance of another employee
 - Willful damage to equipment or property of the Institute
 - Continued failure to perform assigned duties
 - Failure to report absence
 - Habitual absence or tardiness
 - Job abandonment
- **Safety:** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.
- **Confidential Information:** Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Gratuities:** Employees of the Institution do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.
- **Political Activities:** No employee of the Institution is allowed to be a candidate for a political party seeking votes while being employed with the Institution, or take part in a political employment campaign while on duty.
- **Disruptive Behavior:** The Institution in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member.
- **Outside Employment:** Employment outside the Institution is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.
- **Consultancy:** The employee must discuss with the Head of the Department before engaging in any consultancy to be sure there is no conflict of interest. All consultancies related issues will be governed by norms defined by PES.
- **Malpractices:** No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the Institution.
- **Revelations:** Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.



CHAPTER 6

PROBATION PERIOD POLICY

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



Progressive Education Society's
Modern College of Engineering, Pune -5

probationary period, is not subject to progressive discipline and the grievance procedure.

HR MANUAL PESMCOE



CHAPTER 7

SALARY AND PAY ADMINISTRATION

- **Type and fixation of Initial salary:** In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales, Savitribai Phule Pune University and All India Council of Technical Education (AICTE) norms. Salary is fixed at the discretion of management. Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and SP Pune University approval and management's discretion. The institution is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.
- **Salary Increments (Rationalization):** Every employee is entitled to an annual increment in salary subject to the management policy. The recommendations are based on the performance appraisal of the employee are reviewed by the Principal and then by chairman through LMC meeting. Annual increments, in general, will be paid in the month of July of every calendar year.
- **Payroll Schedules:** Monthly payment is calculated and forwarded to accounts department for depositing the salary in the respective employees' accounts on 26th day of every month after taking into consideration approved leaves in the month, absence from duty and deductions if any. Every employee opens a salary account at Modern College branch of Bank of Maharashtra and the salary is transferred to employees account.
- **Payroll Deductions:** Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance,



Progressive Education Society's
Modern College of Engineering, Pune -5

wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal. It is mandatory that all staff must present their deduction scheme to the Administration with final proof for savings by the end of November of each calendar year in order to finalize tax deducted at source for the year.

- **Working Time**

- i. Biometric Attendance/Muster:** A record of entry and exit time of employees is maintained through biometric attendance system without fail. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- ii. The Standard Work week:** Standard work week is 40 hrs. per week
- iii. Change of Workweek:** Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.
- iv. Overtime:** No overtime charges are provided to any employee. Only the administration and supporting staff however are entitled to a Compensatory Off if they work on public holidays and weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Welfare schemes for employees:**

- i. Salary: Salary as per norms is applicable for teaching faculty members and non-teaching staff

- ii. Employee Provident Fund (EPF): The Employee Provident Fund (EPF) is a scheme that helps staff to create sufficient corpus for a retirement benefits. The Institution contributes towards EPF as per the norms.

- iii. Appreciation/Reward for remarkable work/outstanding contribution: Every year on the occasion of Kanitkar Day and Foundation day of the parent society, the teaching faculty members and non-teaching staff is felicitated for certain achievements. Best teacher award for teaching faculty member and best employee award for non-teaching staff is awarded for noteworthy contribution to the institution.

- iv. Promotions to higher posts based on completion of higher education, outstanding contribution: After completing the higher education and/or award of Ph.D., the faculties are promoted to a higher post on a priority basis as well as increments have been provided to them as per norms.

- v. Support for higher education: The management takes initiative to motivate the teaching and non-teaching staff for enrolling to Graduate, Postgraduate and Ph.D. programs. The library, laboratory, and infrastructure facilities of the Institution are available to the staff for pursuing such programs.

- vi. Financial supports to the teaching faculty members attending conferences/research work:

Teaching faculty members are motivated to attend the Faculty Development Programs (FDP)s, conferences, short term training programs (STTP), and hands on training for which financial support is provided by the institution.

- vii. Financial support for institutional membership: The institution has tied up with many organizations and agencies for the membership for the benefit of staff and students.



Progressive Education Society's
Modern College of Engineering, Pune -5

- viii. Admission to the wards of faculty on a priority basis: The admission to the wards of teaching and non-teaching staff in the affiliated sister concern of the institution is given on a top priority basis
- ix. Concession in the tuition fees for children of Staff members: Concession in the tuition fees of the ward of the teaching faculty members and non-teaching staff from any institution affiliated with parent society is provided as per norms.
- x. Medical insurance scheme: The medical insurance policy is taken from the Star Health Insurance company for all teaching faculty members and non-teaching staff.
- xi. Accidental and death group insurance scheme: The master accidental and death group insurance policy is taken from the Oriental Insurance company for all teaching faculty members and non-teaching staff.
- xii. Leaves: All types of leaves have been sanctioned as and when required by all employees as per university statutes.
- xiii. Ex gratia payment: It is an incentive given to class IV staff during Diwali.
- xiv. Two sets of uniforms: institution provides two sets of uniforms to Class IV staff every year
- xv. Other: Apart from all this, the institution strives to provide excellent infrastructural amenities with Wi-Fi enabled campus, canteen facility, gymnasium, and so on.



CHAPTER 8

PERFORMANCE APPRAISAL

The Institution has a well-defined Performance Based Appraisal System (PBA).

1) Performance Based Appraisal System for Teaching Staff:

The performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement, and achievements of all employees. The institution believes that performance appraisal of all teaching and non-teaching is essential to the achievement of its commitment to provide quality educational experiences for all students.

The Institution strictly follows all the essential recruitment and promotional policies as stipulated by Savitribai Phule Pune University (SPPU), the All India Council for Technical Education (AICTE), and the Government of Maharashtra. Each and every faculty member completes the self-appraisal procedure every year in the prescribed format.

The Performance Appraisal process will endeavor to improve communication between the employee and the management through HOD/IQAC/Principal by giving an opportunity to provide feedback to individual employees on their job performance.

□ Parameters of Evaluation: Each employee of the institution is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by the IQAC and the Principal. This evaluation is based on the following major criteria:

1. Teaching, Learning, and Evaluation Related Activities: -

- a. Lectures, seminars, tutorials, and Practical Conducted
 - b. Use of participatory and innovative teaching-learning methodologies, etc.
2. Examination duties assigned and performed



Progressive Education Society's
Modern College of Engineering, Pune -5

- a. Invigilation, flying squad, any examination related duties
- b. Evaluation of answer scripts
- c. Question paper setting
3. Co-curricular, Extracurricular & professional development related activities
 - a. Co-curricular activities
 - b. Community work activities
4. Research, Publications and academic contributions
 - a. Publications-Papers in journals, conference proceedings, etc. article s/chapters published in books.
 - b. Faculty development Programs attended/organized

□ Process of Performance Appraisal: A self-appraisal is the first step in the appraisal process. Faculty members are asked to fill out and submit duly signed appraisal forms. It is to be noted that performance appraisal is used to provide a positive and developmental assessment of individuals. The Head of the Department (HOD) reviews each faculty performance evaluation form and then submits the performance evaluation summary with recommendations to the IQAC In-charge. Based on recommendations by HODs, IQAC in charge submits the final recommendations through the Principal for approval to CDC. Upon approval from CDC, faculties are awarded with annual increment in salary and/or promotion to higher cadre, incentive /Prize money, appreciation letters.

2) Evaluation System for Non-Teaching Staff:

Evaluation System for non-teaching staff is monitored on the parameters like work assigned and completed by staff, performance, discipline, dedication, reliability& length of the service, etc. The Head of Department assesses the performance and the Principal reviews the remarks. After the evaluation, the concerned staff is directed for further improvements if required. Based on the reviews, the report is submitted to the CDC for further necessary action.



Progressive Education Society's
Modern College of Engineering, Pune -5

- **Employee Training and Development**
 - **Induction:** Induction/orientation program are organized for newly recruited employees to make them familiar with the work environment and duties and responsibilities.
 - **Training and Development:** After identification of training needs to be fulfilled internally or externally, faculties are provided with opportunity to participate in Quality Improvement Programs for pedagogy and professional training and a variety of short-term courses to contribute both towards their professional development and improvement in career prospects.
 - **Promotion and Transfer:** A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is imminent in case of promotions but the Management reserves the right to do so. A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees. Employees are transferable to other units run by the PE Society.



CHAPTER 9

LEAVE POLICY

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

Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned below does not constitute a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

Leaves can be broadly classified as:

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

As per the **decision** taken by Business Council of P.E. Society, following will be the rules for the teaching and non-teaching employees

1. Year for the calculation of leave: From January to December

2. Earned Leave : 8 days per year

Earned leave can be accumulated maximum up to 54 at any given point of time. Leave in excess of 54 days shall automatically lapse after 31st May. For availing earned leave, staff member will have to submit leave application to the Principal in a prescribed form minimum 10 days in advance. Duly approved by the concerned head earned leave can be availed in as many installment as required. But for each incident it should not be less than 4 days. No encashment of earned leave.

3. Casual Leave : 8 days per year.



Progressive Education Society's
Modern College of Engineering, Pune -5

Casual leave cannot be availed for more than 3 days at a stretch. If a staff member wants to avail leave (other than sick leave) for more 3 days he/she should apply for earned leave, which should be pre-sanctioned.

4. Sick/Medical Leave : 8 days per year.

Medical leave can be availed during sickness. The member should send sick note to the Head during his sickness. He should apply for sick leave within 3 days of resuming the duty after availing the sick leave. If sick leave is availed for more than 3 days, he should submit the fitness certificate form the Medical practitioner. Any unavailed sick leave shall automatically lapse after 31st May.

5. Maternity leave : 45 days for ladies staff members.

6. Extraordinary leave without pay- Business Council will be the sanctioning authority.

7. Compensatory off [CO]

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

8. Special Leave: An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for



Progressive Education Society's
Modern College of Engineering, Pune -5

prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

- 9. Leave without Pay:** If proper documents duly signed are not submitted in stipulated time to the Establishment Section, leave may be treated as LWP.
- 10. Sanction of Leaves:** HOD must sanction the leave application form of an employee before forwarding the same to the Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Section In-charge shall sanction the Leaves for supporting staff. The Principal shall get his/her leave sanctioned by the Chairman.
- 11. Vacation and Holidays**

Employees in the organization are of two types; (i) vocational employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations as per norms and (ii) non-vocational employees that constitute the administrative and supporting staff who are not eligible for summer and winter vacations. A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as per PES norms.
- 12.** The above mentioned rules can be changed by Business Council form time to time. Special cases are considered in LMC from time to time.



CHAPTER 10

RESIGNATION

- **Seeking Release (Resignation):**
- The faculty will not leave the service of the Institution without giving one-month notice, if s/he is confirmed, or fifteen days' notice if s/he is on probation or in lieu thereof pay to the Institute an amount equivalent to one month's or fifteen days' basic salary, as the case may be.
- The Principal appointed in the Institution cannot leave the service without giving one-month notice to the Management or in lieu of notice pay to the Governing Body an amount equivalent one month's basic salary.
- Where a faculty is appointed on a specific contract, the period and conditions of contract shall not be inconsistent with the conditions as laid down herein.
- The Institution, at its discretion may waive the above notice period in part or in full.
- **Handing Over Charge:** The faculty before leaving service shall hand over the charge of her/ his post to a duly authorized person and shall return to the Institution, all books, furniture, etc. issued to the employee and shall pay up in full all charges due from the employee. If s/he fails to do so, the Principal shall not issue a clearance certificate and shall recover the amount due from such faculty on account of the above items from her/his last salary.
- **Discharge /experience Certificate:** The Institution gives a discharge certificate to the faculty who leaves service after due notice or to the faculty whose services are terminated after making sure that the faculty leaving service, has paid off all amounts due, returned equipment or books due from her/him to the Institution. The discharge certificate is usually given to the faculty within a period of 15 days of her/his application.



CHAPTER 11

OTHER POLICIES

Working Conditions, Health and Safety

- **Safe Work Place:** The Institution endeavors to provide each employee a safe and healthy place to work determines the kinds of safety training needed for employees, sensitizes employees to the need to work safely and follow safety rules.
- **Biometric attendance** records are maintained.
- A **service book** is maintained by the Institute which contains information regarding date of birth, date of appointment, qualification, scale of pay, increments, probation, particulars of leave & such other information as the Principal may prescribe. The entries in the service book are brought to the notice of the faculty concerned after the end of such academic year & her/his signature obtained.
- **Personal file** of every faculty member is maintained in which all communication with the staff member and Institution is recorded.
- **Employee Identification Cards** are issued to all staff members.
- **Termination:** Termination of the services of the faculty appointed on probation during or at the end of the period of probation, in accordance-with the terms of her/his appointment or the rules and orders governing such probation, or of the temporary faculty in accordance with the rules made in that behalf by Institution or of the faculty employed under an agreement, in accordance with the term of such agreement.
- **Workload for Instructional Personnel:** Workload for respective cadre is calculated as per Savitribai Phule Pune University and AICTE guidelines.
- **Seniority of faculties:**
- Seniority of the faculty in the Institution is determined on the basis of the date of appointment and length of continuous service in the



Progressive Education Society's
Modern College of Engineering, Pune -5

institute/institutes run by the same management. Provided, however if the faculty accepts appointment in some other Institution /recognized institution keeping her/his lien on the original post, that period is counted for purpose of seniority as the period of her/his continuous service in the institution in which s/he has kept lien.

- The Head of the Department/ Principal of the Institution is considered senior to other faculties only for the period during which s/he holds the said post.
- As between the permanent faculty and the temporary faculty the permanent faculty is considered senior irrespective of the length of service.
- The faculty appointed on probation in a permanent vacancy is treated as senior to one who is appointed on a temporary basis.
- Seniority among temporary faculties is determined on the basis of their dates of joining duties and length of service.
- In respect of faculties whose length of continuous service is the same, the faculty drawing higher salary will be treated as senior and as between two faculties whose length of service and the salary are the same the faculty senior in age is treated as senior.
- **Career Advancement:** On fulfilling AICTE and Savitribai Phule Pune University norms for qualification and experience and as per vacancy available, career advancement opportunities are provided.
- **Awards for Service:** Every year the best performers in academics and administration are awarded by the Institution.
- **Calendar of the Institute:** The Institution prepares Academic calendar of activities every semester for smooth functioning.
- **Academic and Administrative Activities Committees:** Apart from all above terms for the smooth conduct of routine academic and administrative activities different committees are constituted in the Institution.