

**HUMAN RESOURCE  
MANUAL**

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**STAFF POLICY DOCUMENT**

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**Date of publication: APRIL 01 -2018**

**Date of implementation: JULY 01 -2018**

## **Staff Policy Document Implementation**

The Staff Policy Document is prepared to make all staff working at MCE's Institute of Pharmacy aware of rules and regulations that governs their working in the institute. The policy was published in **April 2018** and is effective from **July 2018**. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

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# Chapter 1

## General Information

### About the Institute:

**A. Name of the Institute:** MCE's Institute of Pharmacy (Diploma)

**B. Address of the Institute:** 2390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune 411001  
Phone: 020-26434157

**C. AICTE Permanent ID:** 1-431272391

**D. College ID Number by Directorate of Technical Education, Maharashtra:** D6523

**E. MSBTE College ID number:** 0638

### F. Vision

To lead the way towards topmost renowned Pharmacy Institute in India.

### G. Mission

- a. To fosters Pharmacy profession by synergizing knowledge, skill & technology to transform lives through the advancement of patient-centered care and healthcare delivery by providing health care professional & ethical pharmacist with a difference.
- b. To raise & nurture students through innovative solution based learning, and inter professional collaboration.
- c. To endorse guiding principles for personal integrity, respect for humanity, human diversity, and higher educational professionalism.

### H. Program Educational Objectives

1. To develop dedicated, skilled & efficient practicing pharmacist for patient centered healthcare system and promote their employability.
2. To mold the students to face upcoming challenges in healthcare system by maintaining professional ethics.
3. To meet the advancement in current healthcare profession through innovative teaching learning process.
4. To promote & encourage higher education & life-long learning through devoted & meritorious faculty.

### I. About Maharashtra Cosmopolitan Education Society (MCES)

It was established in the year 1948 by Late Mr.Abdul Kadir Khan and others, with an objective of provideing education to the economically, educationally and socially weaker sections of the society. It is an educational society registered under the Society's Registration Act of 1860 and also a Public Trust registered under the Bombay Public Trust Act 1950. It is also registered under section 12(a)of Income Tax Act 1961 and is exempted u/s 80G of the said Act by the Income Tax Commissioner,

Pune. The M.C.E. Society is one of the oldest educational organizations of Pune & has done pioneering work in the field of education. Within a span of 15 years the M.C.E. Society from a humble beginning of 4 schools has been transformed into an excellent educational complex of higher, medical, technical and professional academic institutions in the field of Arts, Science, Commerce, Computer Science, Law, Education, Pharmacy, Management Sciences, Architecture, Dental Sciences, Hospitality Studies & Information Technology.

**J. Governing Body:**

The governing body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets once a year and proceedings of the meetings should be maintained properly. The college is governed by the governing body which is constituted as per AICTE and trust norms. Its responsibility can be divided into:

1. To approve the mission, vision and quality policy of the institution
2. To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability
3. To monitor institutional performance and quality assurance arrangements
4. To appoint and review performance of different managerial / administrative positions of the institution

**K. Local Managing Committee (L.M.C.):** A separate Local Management Committee is constituted for the day to day functioning of the college. This committee should meet two to three times a year and proceedings of the meetings shall be maintained properly.

The committee comprises of the President or his nominee / Secretary of the management, three members nominated by the management, one teacher elected by the institution, one non-teaching employee and Principal- Member Secretary. The duties of the Local Managing Committee are:

1. Prepare the budget and forward it to the governing body.
2. Recommend to the governing body the creation of the new teaching and non-teaching posts.
3. Determine the program of instruction and internal evaluation and to discuss the progress of studies in the college.
4. Monitor academic functioning of the college and extracurricular and co-curricular activities.
5. Make recommendations to the management for the improvement of the standard of teaching in the college.
6. Formulate proposals of new expenditure not provided for in the college budget if any.

**L. Details of the Institute:** The institute is run by Maharashtra Cosmopolitan Society. The institute is approved by MSBTE, AICTE and PCI and currently accredited by NBA for three years. M. C. E. Society's Institute of Pharmacy provides two years Diploma in Pharmacy Course. College has tried to achieve not only quantitative but also qualitative excellence inculcated a competitive spirit amongst the students. IOP raise & nurture our student through innovative solution-based learning and inter professional collaboration. We endorse guiding principles for personal integrity, respect for humanity and human diversity, and higher educational professionalism.

**1. Student intake:**

First year D. Pharmacy: 60 Students

Second year D. Pharmacy: 60 Students

## 2. Working Hours:

Monday to Friday: 10 am to 5.00 pm

Saturday: 10 am to 1.00 pm

## M. Discipline:

- i. **I-card:** The staff should wear I-card compulsory. If any particular staff member is found not wearing I-card, disciplinary action is taken against him / her.
- ii. **Uniform:** The teaching staff wear blazer on the special occasions such as committee visit or on any event organized by the college. Uniform is compulsory for non-teaching staff every day.
- iii. **Reporting on duty upon arrival:** Everyday staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
- iv. **Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Principal. For 3 late arrivals one day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.
- v. **Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Entry of the same should be done in the register.

## Chapter 2

### Classification of Employees

#### Staff Pattern /Position wise Number of positions:

#### A. Teaching (Subject wise & Cadre wise full time faculty):+

##### i. Teaching Load:

Designation	(Teaching / laboratory hours) /week
Lecturers	18
HOD	16
Principal	6

ii. **Teacher Student Ratio:** As per AICTE norm the cadre ratio is 1:20.

##### iii. Cadre Structure:

Sr. No.	Designations of Teaching Faculty	Mode of Appointment
1	Lecturer (B.Pharm)	Direct Recruitment
2.	Lecturer (M.Pharm)	Promotion / Direct Recruitment
3.	Lecturer (Senior scale)	Promotion
4.	Lecturer (Selection grade I)	Promotion
5.	Lecturer (Selection grade II)	Promotion
6.	Head of the department (HOD)	Direct Recruitment
7.	Principal	Promotion / Direct Recruitment

#### B. Non- Teaching Staff:

The recruitment of this category staff is as follow:

- i. Laboratory Technician (D.Pharm) 02
- ii. Laboratory Attendant 04
- iii. Office superintendent: 01.
- iv. Clerk-cum Accountant: 01
- v. Store keeper: 01
- vi. Typist: 1
- vii. Asst. Librarian
- viii. Peons 02
- ix. Cleaners /Sweepers 04
- x. Gardener 01

## Chapter 3

### Code of Conduct

#### **A. Rights and Duties of the Teaching staff**

1. The Lecturer is the academic and ethical leader in the Classroom.
2. The Lecturer must complete the portion within the given time frame and submit a syllabus completion report to the Principal before each sessional examination.
3. Maintenance of the student's attendance and discipline in the college is the duty of every lecturer.
4. Every Lecturer must wear the College ID Card every day and blazer on important occasions.
5. No student will be allowed to attend the class without the ID Card and the Lecturer must ensure this.
6. The right to grant leave of absence to any student lies with the Lecturer.
7. Any student seeking extra ordinary leave from the classes should seek the permission of the Lecturer whose classes the student will be missing and it is the duty of the Lecturer to bring this to the notice of the Principal.
8. Examination duty and duty allotted by the MSBTE is mandatory for all the teaching staff
9. Each Lecturer can organize up to a maximum of two guest lectures per subject taught (during the entire year) on topics related to his/her subject @ a remuneration of RS 1,000/- per guest during his /her own lecture; after adjusting the lecture timing with a colleague or after lecture hours. No prior permission for the same is to be taken. Intimation to the Principal two days prior to organization is required. A further amount of Rs 200/- can be utilities for organizing a rose bud and refreshments for each guest lecture. Further conveyance amount of Rs 350/- will be reimbursed.
10. Each Lecturer is to teach at least 50% of the syllabus using ICT. Each classroom has been allotted a with LCD and smart board. Every lecturer must have to use it.
11. Each Lecturer may use the theory classes to initiate debates and discussions on the subjects taught.
12. Quiz Competitions and role plays to be used wherever possible to add creativity to teaching and making learning fun by using Quiz software.
13. Notes are strictly not to be dictated in the theory Classes. Notes may be circulated/ Put up on Vriddhi software or put up on the Intranet Server of the Campus.
14. Examination duty and duty allotted by the board is mandatory for all support staff
15. A lecturer has to fill in the C.L form in advance, get it signed by the Principal and submit the same to the Office Leave clerk.
16. In case a lecturer has to take a CL in an emergency, it is necessary to call/SMS/ email the Principal about the absence from work. ASMS should also be made to the clerk in charge of Maintenance of leave record, so that he can insert the CL mark in the muster. The CL form should be submitted within 2 days of such emergency leave.
17. No duty leave can be availed without the prior permission of the Principal. The lecturer seeking duty leave should fill the duty leave form, get it signed by the Principal. If the D.L. is not to be sanctioned the Principal must intimate the Lecturer via SMS/email within 24 hours. Failing which it will be assumed that the D.L has been sanctioned.
18. In case of medical leave the Lecturer must inform the leave maintaining Clerk and Principal via SMS/email/ phone call. There is NO necessity of a family member bringing a note in writing. Upon rejoining duty the lecturer must submit the medical certificate and fitness certificate.



19. Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 50% of the amount paid for registration provided no paper/poster is being presented at the same. This amount will be reimbursed to a maximum extent of Rs 3,000 per year per faculty member.
20. Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 100% of the amount paid for registration provided a paper / poster is being presented at the same. The amount will be reimbursed to a maximum extent of Rs 5,000/- per year, per faculty member.
21. 100% registration fee reimbursement and TA will be given for attending seminars and conferences arranged by MSBTE, AICTE or PCI.
22. For point 17 and 19 above, TA and DA will be given upon receipt of letter of Jt director/ sanctioning authority.
23. No lecturer can accept any teaching assignment unrelated to college activity without the explicit sanction of the Principal.
24. Every lecturer will co-operate and assist the Conveners of Committees/ Principal/ Management and other administrative authorities to work for the betterment of the College.
25. Every lecturer will maintain the required decorum in communication, behavior and teamwork.
26. Failure to abide by any on the above will make the lecturer liable for Noncompliance report.

**B. Code of Conduct of the Non-Teaching staff Personal:**

1. All are free to express their views and feedback regarding work and systems.
2. All support staff must wear the uniform on all working days. They must compulsorily always wear the Identity Card on the campus.
3. All Support staff must be computer literate. Every staff must hold at least one computer certification upon appointment. In case a computer non-qualified staff is appointed, he/she must obtain a certification within one year of appointment. Failing which his/her services are liable to be terminated.
4. All should complete their duties efficiently and in a timely manner.
5. All should be punctual when coming to and leaving from work.
6. All should fulfill their job duties with integrity and respect toward colleagues, stakeholders and the community.

**C. Work and Behavior**

1. All must show professionalism in the college.
2. Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behavior that would prevent others from fulfilling their duties, for example, by failing to order chemicals or repair equipment.
3. They should maintain the work culture and environment of the college.
4. All must comply with environmental, safety and fair dealing laws.
5. All should treat the college property with respect and care and should demonstrate a concern for the appropriate use and maintenance of all equipment provided by the college.
6. Ensure that college services such as photocopying and postage are used only for college purposes.
7. Kindly refrain from spending unnecessary time on the college computer or mobile phones.

8. Any work assigned by Lecturers, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
9. Examination duty and duty allotted by the MSBTE is mandatory for all support staff
10. All the transfers will be accepted willingly as and when proposed by the authorities.  
All support staff must attend Development Programs and training workshop to update them.

**D. Concessions:**

1. All non-teaching staff members who wish to improve further their qualification will be provided 50% fee concession.
2. All non-teaching staff members whose children are admitted in the college are eligible for 50% fee concession.

**E. Leave Procedure:**

1. All support staff must get the casual leave sanctioned from Academic in charge before proceeding on leave.
2. The casual leave form must be submitted to the college leave clerk before proceeding on leave.
3. In case of emergency casual leave the support staff must intimate the academic in charge as well as the leave clerk through the message/email
4. Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of rejoining.
5. No support staff can avail any duty leave without the explicit permission of the higher authority.

**F. Disputes and their Resolution**

1. All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties.
2. All non teaching staff should avoid offending, participating in serious disputes and disrupting the workplace.
3. In case of any disputes it should be sorted out with the help of the direct authority, and if solution is not forthcoming from the direct authority then only principal may be approached.

**G. Interaction with students.**

1. Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students in any context.
2. All should strive actively to avoid conflict between themselves and any student.
3. Refrain from physical intervention to resolve a conflict between students.
4. In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the Principal.

## Chapter 4

### **Recruitment Policies**

- 1. Qualifications, Experience & Pay scale:** The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the AICTE/ DTE/Government of Maharashtra
- 2. Annual increments:** shall be sanctioned by the Principal on satisfactory performance of the employee as per AICTE norms.
- 3. Withhold an increment:** The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

#### **4. Recruitment and Selection Procedure:**

- 4.1 The recruitment and selection of faculty members is need-based. Academic In charge projects the requirement based on workload
- 4.2 The rules prescribed for selection of employees from time to time by AICTE/DTE/Government shall be followed.
- 4.3 Staff selection committee shall be constituted as per AICTE.
- 4.4 A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.
- 4.5 The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- 4.6 The candidates for the post of Lecturer are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Principal/ Secretary.
- 4.7 Candidates for non-teaching posts are selected based on practical test conducted by Institute's internal selection committee and if need be, a final round of one-on-one interview by the Principal.
- 4.8 Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.
- 4.9 Appointing Authority: All the appointments are made by the principal with the approval of the President/ Chairman based on the recommendations of various committees appointed from time to time for such purposes.
- 4.10 Reporting: On receiving the offer letter from the institution, the staff member must give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member must submit an undertaking, stating that he/she would serve the institute for a minimum

period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

- a. Probation: All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- b. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- c. The services of pay candidate appointed on temporary/contract basis can be terminated at any time without any notice and without assigning any reason thereof.

#### 4.11 Resignation, Relief, Termination:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice. In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic program in the college. The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason.

## Chapter 5

### LEAVE RULES

#### KINDS OF LEAVES

The following kinds of leaves shall be admissible to employees of the M.C.E. Society.

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Compensatory Casual Leave (CO)
4. Study/Sabbatical Leave (SL)
5. Medical/ Sick Leave (ML)
6. Duty Leave (OD)
7. Maternity/Paternity Leave (MA)
8. Summer Vacation

Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

#### **1. CASUAL LEAVE (C.L.)**

- i. All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Academic incharge. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- ii. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- iii. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- iv. It is necessary to get prior sanction of CL by reporting to the authority.
- v. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned.
- vi. In the event of transfer of an employee the unused CLs are carried over.

#### **2. EARNED LEAVE (E.L.)**

- i. The teaching staff of the college will be eligible for annual leave / earned leave as per following details:

Period of service	Teaching	Non-Teaching
Up to 1 year	Nil	Nil
After completion of 1 year & up to 3 years	3	3
After completion of 3 years onwards	5	5

- ii. The EL can be availed during the academic period as applicable without causing any academic disturbance.
- iii. EL cannot be Inter-fixed with Sundays or any other holidays.
- iv. In case the staff member leaves the service causing any financial loss to College/ pending repayment of any advance /loan, he will have to forgo any encashment of leave at the time of exit. If he is properly resigned and relieved his/her EL's are to be paid with his/her last salary.

### **3. COMPENSATORY CASUAL LEAVE (CO)**

- i. Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 30 days of working.

### **4. STUDY / SABBATICAL LEAVE (SL)**

- i. The teaching staff may be granted leave for advancement of their education in India or abroad under specified terms and conditions.
- ii. The employee is entitled to pay 50 % during the period of study Leave.
- iii. Approval of Study Leave is purely based on employee progress in the Institution and PhD progress after the registration.
- iv. Faculty member who likes to apply for the study leave during his/her course work will be Approved by converting their vacation leave to complete the course work.
- v. Maximum 5 % faculty members of the department can avail this career advancement policy in a year.
- vi. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for a minimum period of five years (Ph.D.) or three years (M.Pharm. or Ph.D. course work), along with sureties.
- vii. Teaching staff may be given sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of Six years. Such leave, however, shall be available to a teacher only twice in his/her teaching career.

### **5. MEDICAL/SICK LEAVE (M.L.)**

- i. Ten days special leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- ii. This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- iii. Proper documentary evidence is required to avail this leave.
- iv. Sickness of general short-time duration is expected to be covered under CL/EL.  
This leave can be combined with CL/EL for hospitalization or serious illness.

### **6. DUTY LEAVE (ON DUTY) (D.L.)**

- i. The Institute can permit on duty leave to any staff member to take special assignments with other institutions or industrial units for any official purpose.
- ii. On duty leave may also be granted to visit faculty programs, observer duty etc. on the behest of the management of the institution.
- iii. Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites though he is

not working in the college during such period.

- iv. On duty leave may also be granted to the staff members who are pursuing their higher studies at the maximum limit of 6 days in a calendar year for their examinations. They should submit a proof of examination for applying OD along with their application.

#### **7. MATERNITY LEAVE (MA)**

- i. Women employees of IOP except those on casual basis may be granted maternity leave for a period of 6 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).
- ii. Maternity leave will not be debited to any other kind of leave.
- iii. Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate from a qualified doctor (MBBS./ M.D.).
- iv. Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.
- v. Maternity leave must be applied at least 3 months in advance.

#### **8. SUMMER VACATION:**

- i. A circular on Summer Vacation and its terms and condition shall be released every year for the Faculties/Staff of IOP as per MSBTE. The vacation for such staff member may be applied well in advance to their respective Authorities with the consent of Principal.
- ii. In case of extension of leave, Summer Vacation may be clubbed only with EL which shall be intimated to the concerned authority well in advance.

## **Chapter 6**

### **Promotion and Transfer Policy**

- i. 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 eminent in case of promotions but the Management reserves the right to do so.
- ii. 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 and consent of employees.
- iii. A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.
- iv. Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.
- v. Employees are encouraged to apply for any position for which they are qualified and should contact the Principal for specific information.
- vi. When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.
- vii. A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the UGC and only on the recommendations of the committee he /she is granted promotion.
- viii. Guidelines given by AICTE and DTE to be followed.



## Chapter 7

### Salary Policy

1. **Type & 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 (Current is 6<sup>th</sup> pay rule), MSBTE and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.
  - a. **Consolidated salary** usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at MCE society. It is fixed as per management decision.
  - b. **Salary And Increments as per pay commission / Pay Scale cadre wise:** Teaching and Non-teaching staff is eligible for getting pay scales as per eligibility, experience, managements directions on salary fixed as per AICTE, dated **January 22, 2010 F.No:37-3/Legal/2010 and Government of Maharashtra Higher and technical education Department Resolution no. SPC- 2010/(34/10)/TE-2 Mantralaya Annexe, Mumbai – 400 032 Dated 20th August, 2010**
2. **Salary Increments (Rationalization):**

**Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6<sup>th</sup> pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of Principal as per the requirements of government pay scales, All India Council for Technical Education, Mumbai etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Management representative Annual increments, in general, will be paid in the month of July of every calendar year.

**Debt Repayment and Monetary Responsibility:** The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

**Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts.

**Higher remuneration:** The institute 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.

3. **Payment mode of salary:** Every employee opens a salary account at Azam Campus branch of The Muslim Co-operative bank and the salary is transferred to employees' account.
4. **Payroll Deductions:**
  - i. Income–tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance, and

employee's emergency fund 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.

- ii. Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.
- iii. Contributory Provident Fund Scheme: Contributory provident fund facility is available to grade III cadre employees from the starting date of their employment.

## **5. Working Time**

- i. Muster: A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill out going register or else they will be marked absent for the day.
- ii. The Standard Workweek: The timing for the Monday to Friday is 10:00 a.m. to 5:00 p.m. and for Saturday 10.00 am to 1.00 p.m. All days have a one-hour break for lunch.
- iii. Change of Workweek: Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. 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

## Chapter 8

### Employee Benefits and Incentive schemes

- i. **Honorarium** means payment granted to the teachers as remuneration for special work or work of an occasional nature.
- ii. **Employees Incentive:** Employee receive incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.
- iii. **Faculty Promotion; is** promoted to higher cadre depending upon their capability and initiative.
- iv. **Medical benefits & Allowances:** All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.
- v. **Children Education Allowances:** Children studying in MCE Society's institutes and whose parents are employees of the institutes (Non teaching staff) can avail of a waiver of 50% on the tuition fees.
- vi. **Consultancy Assignments:** The Institute or colleges should be encouraged to accept consultancies, direct projects, register patents, R&D Products and technology transfers as a part of their academic duties. This would help the society at large to benefit from the professional inputs by the academic community and contribute directly to societal development. University Grants Commission should also lay down detailed guidelines for carrying out consultancy work since this would help transparency and uniformity in such work. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.
- vii. **Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all employees.

## **Chapter 9**

### **Awareness among employees / Students**

1. The rules are well defined. The policies and procedures are made clear. Rules concerned with the general administration of the college, recruitment procedure and salary policies of the staff, leave rules of the staff, policies of promotion and increment are framed properly.
2. All the newly recruited staff and the newly admitted students are made aware of these rules through orientation Programs. These are also made available on the college website
3. Recruitment is done in a transparent manner purely based on merit, after notifying the vacancies in the leading newspapers.
4. Recruitment of faculty and staff for regular appointment is done by AICTE, the management representative and the Principal. Approval is taken from MSBTE
5. In case of immediate requirement, recruitment is done by the college Staff Selection Committee consisting of the management members, Principal and the subject experts.
6. The published rules, policies and procedures with regard to faculty and staff recruitment, promotions, leaves and retirement are made available on the college website.