

EMPLOYEE MANUAL

Dr. D. Y. PATIL EDUCATIONAL FEDERATION

*Dr. D. Y. Patil Institute of Management and Entrepreneur
Development*



Employee Manual

Staff Manual



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About the Group

Dr. D. Y. Patil Educational Federation was established in 2014 by Dr. Sushant Patil under the guidance of Padmashree Dr. D. Y. Patil, former governor of Tripura, Bihar and West Bengal and a well known educationist and philanthropist from Kolhapur, Maharashtra. Dr. D. Y. Patil Educational Federation is a part of Dr. D. Y. Patil group. Dr. D Y Patil is the leading group in India imparting comprehensive education. The group is having 31 years of experience in education with 200 institutes across India and 4 universities in Maharashtra. Dr. D. Y. Patil group have almost 200000+ most brilliant students and 500000 Alumni across the world. Dr. D. Y. Patil is offering almost 1000 courses and programs.

Courses at Dr. D. Y. Patil Educational Federation are designed to equip students with skills to meet the challenges and opportunities of the corporate world. Our value based learning model provides transformational experience that fosters professional, intellectual, and personal development.

About the Institute

Dr. D. Y. Patil Institute of Management and Entrepreneur Development (D.Y.P.I.M.E.D.) is a part of the management's dream to raise future-read citizens. We have always believed that the environment in which learning takes place plays a pivotal role in determining the outcome of the learning. We have personally ensured that our students are offered with nothing less than the best in terms of infrastructure and learning aid.

An emphasis on team collaboration encourages you to evaluate your abilities, talents and career preferences so that you may cultivate the skills and



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expertise you need to reach your personal goals. You will learn to leverage one another's strengths and to expand your own thinking.

Courses Provided:

| Sr.No | Name of the Course | Duration | Year of Establishment | Specialization Provided | Intake |
|-------|--------------------|----------|-----------------------|---------------------------------|--------|
| 1 | MBA | 2 | 2014 | All specializations as per SPPU | 180 |
| 2 | MCA | 2 | 2021 | | 120 |

Vision

“Achieving excellence through value based quality education in a continual learning environment.”

Mission:

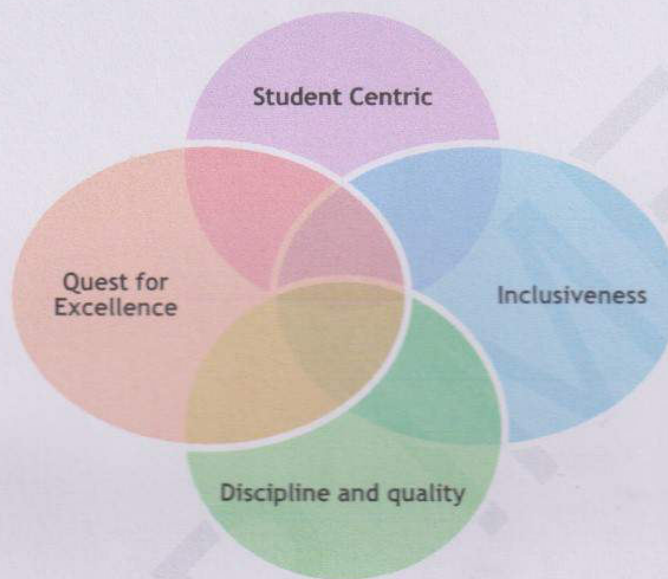


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To impart quality education through an effective teaching-learning process.
To nurture and maintain an environment of academic excellence, research, innovations and entrepreneurship through a strong industry interface.

Core Values:



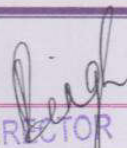
Student Centric:

- Anticipate and respond to the timely need of the students and community at large.
- Dedicated to facilitate best educational experience possible to every student.

Inclusiveness:

- Continuously evaluate and improve program, system, services and policies to meet the identified needs.




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- Endorse trust among the stake holders through professional courtesy and fair treatment
- Recognize appreciate and Celebrate diversity as strength
- Ensure fair and equal access for all the resources of the institution to all.

Discipline & Quality:

- Emphasize quality in every functionality of the institution like, staff, services, programmes and facilities offered etc.
- Believe and exhibit highest ethical standard

Quest for Excellence:

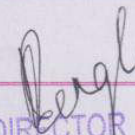
- Promote decision making at the level of implementation
- Quest for institutional and personal integrity in everything we do.

Quality Policy

Develop, implement and sustain a quality culture aimed at overall quality improvement of the institute driven by commitment, continuous effort and involvement from all levels of the management.

Guiding Principles




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i. Leadership:

The Institute's leadership in all levels, communicates the institute'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 Institute and foster the development and use of each employee's capability.

ii. Quality of Employment:

DYPIMED group 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. Continuous Learning and Development:

The Institute 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.

iv. Response to Change

a. The group is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, DYPIMED creates opportunities for employees to acquire the needed skills to continue to advance the mission.

b. During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible.

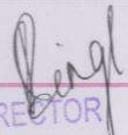


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c. In support of these principles, the group commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.




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Classification of Employees

DYPIMED group includes varied institutes like Engineering, Polytechnic, Pharmacy and management institutes. The employees employed in each institute are in accordance with the need of the academic requirement of the institute. Below given is the table explaining the classification of employees along with reporting authority.

Table showing classification of employees and corresponding reporting authority

| Designation | Reporting Authority |
|------------------------------|------------------------|
| Executive Director | President/Secretary |
| Director/Principal | President/Secretary |
| Head of the Department | Principal/ Director |
| Training & Placement officer | Principal/ Director |
| Class Coordinator | Head of the Department |
| Teaching Staff | Head of the Department |
| Office Staff | Principal/ Director |



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| | |
|----------------|---------------------|
| Library Staff | Principal/ Director |
| Stores staff | Campus Office |
| Peons | Principal/ Director |
| Cleaning staff | Campus office |

Classification of Employees

DYPIMED classify the staff on the functional basis, this will enable the employees to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

Terms Used:

Teaching Staff:

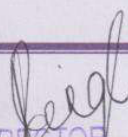
It comprises of persons who are involved in teaching /Research at the institute on a full time or part time basis. Teaching Staff aids the academic function of the institute. It is further classified as Professor, Associate and Assistant staff.

Cadre Ratio:

All the institutes of DYPIMED follow Cadre Ratio As per AICTE norm as 1:2:6. (Prof: Asso: Asst.)

Teacher Student Ratio:




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DYPIMED group of institutes also maintains the teacher's student's cadre ratio as per norms of AICTE. The followed ratio is 1:20 (teacher: student).

Support Staff:

It comprise of staff who aids the support functions of the academics like accounts, students support, Sports, HR, MIS, library, stores, peon cleaning etc.

I. Staff Policies

I. Recruitment Policy

1. Objective:

1.1 Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined & unified recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability

2.1 All new teaching and Non Teaching recruits in all levels.

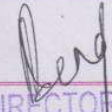
3. Policy & Procedure

3.1 Teaching, Physical & Library staff

3.1.1 The concerned institute shall propose the respective manpower position requisition to the corporate office seeking for approval.

3.1.2 The recruitment process will be decided in accordance to the time of requisition. If the recruitment is to be done during an Academic year then the process will initiated by the concerned Institute. But if the recruitment is to be




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done before the start of the academic session then the recruitment process will be through Centralized process.

3.1.3 DYPIMED shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.

3.2. Recruitment done at Institute Level (before the selection committee process)

3.2.1 The institute on receiving the approval from the corporate office will source the eligible candidates through internal references & direct walk-ins.

3.2.2 Further the concerned Institute will initiate the interview process and Demo.

3.2.3 Post the interview process and Demo, the demo report and Resume will be forwarded to the President office through HR for Further process.

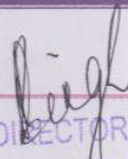
3.2.4 The final round of interviews along with the salary negotiations will be finalized in the President's office through HR for Further process.

3.2.5 The selected staff will be staffed in the concerned Institute. The prior intimation along with the appointment order will be sent to the concerned institute

3.3. Recruitment through Centralized Process

3.3.1 Every year the corporate office will organize a centralized recruitment process, for all branches under DYPIMED group as per the requirement received from individual institutes.




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3.3.2 DYPIMED as a group will invite applications from all eligible candidates defined as per norms through local newspapers advertisements.

3.3.3 The Interview will be conducted by the selection Committee appointed by the SPPU.

3.3.4 The selection will be based on the norms laid down in the Statues of SPPU including Category provisions.

3.3.5 The selected candidates will be staffed in the concerned Institute as per the requirement of the institute.

3.3.6 The candidates selected through the institute directly will also go through selection committee process.

Adherence to Statutes of SPPU:

This policy is in adherence with the Recruitment Statute of Savitribai Phule Pune University.



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3.2 Non Teaching & Supportive Staff

3.2.1 The recruitment process of the Non teaching & Supportive Staff for all the institutes will be initiated and processed by HR deptment through a centralized process.

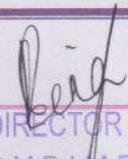
3.2.2 The selected staff will be posted at institutes as per the requirement.

3.2.3 In case of any additional requirement the department head will communicate the manpower requirement to the HR office through google form.

3.2.4 All the appointments of the non Teaching staff will be as per the norms of the concerned authority.

3.2.5 DYPIMED shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies




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II. Contractual Employment Policy

1. Objective

1.1 The objective of this policy is to provide guidelines and procedure to recruit employees in non-teaching and non-technical positions on a contractual basis

2. Applicability

2.1 Non-teaching staff of DYPIMED at entry level will be considered.

2.2 The employees on Regular full time rolls are not covered under this policy.

3. Policy

3.1 The recruitment process is as same as the process of non teaching staff recruitment process described in above point.

3.2 All subsequent process of recruitment of non-teaching staff shall be done as per the normal recruitment process of the organization which is through the centralized process organized by president office.

3.3 After the finalization of the candidate, and before doing the salary negotiation, it will once again be reiterated to the candidate that this is a contractual position.

3.4 The contractual employee will be considered for permanent positions whenever the vacancy arises. Those who bound to fulfill the requirement will be posted for regular employments.

3.5 The contractual employees in DYPIMED will generally be paid in daily basis unless and otherwise mentioned in the order.



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III. Induction Policy

1. Objective:

1.1. To facilitate the smooth accommodation of new employees in the organization.

1.2. To make the new employee familiar with the organization with respect to roles and responsibilities, structure, policy and procedures, available resources etc.

2. Applicability

2.1 Applicable For all the new employees in the organization at all level.

3. Policy

3.1 The HR department shall ensure that all the new employees undergo the internal induction properly on his very first day in the institute.

3.2 The new employees shall report to the HR who will conduct the induction program concerning the department to initiate the induction process.

3.3 The head of the department will introduce the new employee with the department and all takes the responsibility to make the new entrants aware about the roles and responsibilities, structure of the institute, policy and procedures and ways to avail the resources.

3.4 The above said process is applicable to both teaching and non teaching staff. In case of non teaching the senior most non teach employee in the organization is considered as the head of non teaching.

3.5 In-case of teaching staff the academic process and subject responsibilities will be familiarized by department academic coordinator.



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3.6 The above said procedure will also applicable for those employees who are transferred from other institutes of DYPIMED group.



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IV. Working Days and timings

1. Objective:

- 1.1. To give a proper guidance to the employees regarding the working days and timings
- 1.2. To make the employees adhere to a uniform timing throughout the institute.

2. Applicability

- 2.1 Applicable For all the employees in the organization at all level.

3. Policy

- 3.1.1 Institute shall remain open for six days a week Monday to Saturday
- 3.1.2 Depending on exigencies, the Institute may remain on Sundays as well.
- 3.1.3 All employees are supposed to be available at all time for official duties.
- 3.1.4 The normal working hours for the Institute shall be from 9.00a.m. to 5.00

3.2 Break.

- 3.2.1. the timings of break will be as per the timetable

3.3 Movement:

- 3.3.1 A staff member, who is required to go out on official duty with in the campus can do so with a prior intimation to the department head and must resume to his place within a reasonable time.



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3.3.2 A staff member, who is required to go out on official duty out of the campus during the working hours need to take the prior permission from the head of the institute, Make an entry in the movement register in the institute and also register the in time and out time in the campus gate.

3.3.3 The staff members will be allowed for reasonable time and occurrence of event must also be reasonable. The reasonable will be defined by the permitting authority.

3.4 Log-in

3.4.1 All the staff members will sign the muster twice in a day. They have to sign in the muster immediately they enter into the institute and other while they are leaving for the day.

3.4.2 Separate register will be maintained for teaching and non teaching in the establishment session.

3.4.3 All the entries like CL DL OD Vacation Late mark Maternity leave must be endorsed in the muster time to time by the concerned clerk.

3.5 Late

3.5.1 All the employees must strict to the reporting time in the institute at 9.00 the case may be

3.5.2 Those who report late will be marked with a late mark. All the employees are allowed for 3 late marks in a month. The Fourth late mark will be considered as a casual leave.

3.5.3 A late mark will be permitted for 15 minutes only.

3.5.3 Separate late muster will be maintained by the clerk.



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Maintenance of files and records.

1. Objective:

1.1. To facilitate a proper documentation throughout the activities in the institute.

2. Applicability

2.1 Applicable For all the employees in the organization at all level.

3. Policy:

3.1 All the staff members are requested to maintain all the concerned files for assigned responsibilities.

3.2 The format of the file and the index will be finalized by the concerning heads.

3.3 The files will be verified and checked by the institute head/monitoring committee time to time.

Holidays

1. Objective:

1.1. To facilitate uniformity throughout the group in regards to holidays.

2. Applicability

2.1 Applicable For all the employees in the organization at all levels.

3. Policy:



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- 3.1 The institutes under the DYPIMED group will have common holiday across the campuses
- 3.2 The HR office will issue a holiday calendar to all the institute to ensure common holiday
- 3.3 The holiday calendar will consist of public and religious holidays based on SPPU calendar.
- 3.4 The institute will declare holiday as per the given calendar .
- 3.5 separate holiday notice for each holiday will be produced and displayed by the establishment section in individual institute.

V. Leave Policy

- Casual Leave
- Vacation
- Earn leave
- On-duty
- Maternity Leave

Leave Policy:

Leave is a provision made by the organization for the employee to remain absent from work due to personal/important work. This leave, by rule is granted by the concerned authority with prior approval. Leave cannot be



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claimed by the employees it always has to be pre approved for genuine reasons.

LEAVE RULES

- Leave of any kind will be approved by the HOD/Director on sole discretion.
- Record of no. of leaves availed is maintained by the administrative staff.
- Remaining absent from work without pre approval/intimation will result cut emoluments and will be considered as misbehavior.
- Any employee of the organization will not engage himself in any other employment /work during the period of leave.
- Medical leaves will be sanctioned only after rejoining the institute with proper medical certificate by a registered medical practitioner.
- In case of emergency any employee/s on leave/vacation can be called back to report to work on urgent basis without prior notice.
- All leaves will be availed only after prior sanction of the concerned authority. Casual leave will be considered only in case of sudden illness or any emergencies.

The staff members are entitled for the following leave benefits:

Casual Leave (C.L)

- Casual leave is granted to the teaching and non teaching staff to enable them in special circumstances to be absent from work. However to



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claim leave is not matter of right. The number of casual leaves allowed is 6 per Semester.

- Faculty availing the casual leave should arrange for substitute in his/her place with approval from HOD/Director/Principal.
- It is mandatory for the staff to get the sanction for his/her leave from the HOD/Principal/Director at least one day prior to the date of the leave applied.
- In case of emergency the staff can avail the leave telephonically from the concerned authority and also make substitute available for the work assigned during the leave period.
- Total no of casual leave at one particular spell should not exceed 3 days including Sundays and any other holidays.
- Only 3 days per month casual leave is sanctioned.
- Casual leave will be availed to the maximum of 6 days in a period of 6 months i.e. July to June (academic year)
- Unutilized casual leaves will automatically lapse at the end of every academic year.

On Duty (O.D)

- O.D. (On Duty) is permitted to the faculty member who is assigned official work. The nature of duties and the number of days of O.D. permitted are as follows:
- For the University work, practical examinations, observer for theory examinations, paper evaluation and any other University related work etc the Faculty members will be permitted on duty leave.



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- On duty of 8 days per semester will be granted for the faculty member for participation and/or presentation of paper in National/International seminars.
- The faculty member availing O.D. is permitted to receive the remuneration for the work assigned by the University or any other academic body/bodies.
- Faculty member/s are permitted to go on 'On Duty' for academic related work of the institutes/colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, AICTE, DTE, Resource person for other colleges etc after obtaining prior written permission from the H.O.D./Director/Principal.
- Staff members availing O.D. are entitled to draw their salary in full for the entire period of O.D. with proper documentation of the work done.
- In all the above cases, prior written permission has to be obtained from the concerned authority (HOD/Director/Principal)

Maternity Leave

- The leave is applicable to all the Women members of staff who have completed one year of service with the regular scale of pay only and can be availed only once in service tenure.
- This leave is admissible for 180 days only and may be taken before or after delivery as advised by the doctor for the first or second child only. Extension of leave after availing maternity leave is not allowed.

Semester Vacation:



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- The vacation period for teaching staff will be 15 days for those who have completed 1 year, and 30 days for those who have completed 2 years and above.
- The staff members are permitted to avail the vacation in the maximum of 2 spells only.
- The vacation is for a specific period in summer and winter. It is decided by the Principal/Director and the management.
- No staff member can take the vacation after the vacation period.
- The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- No other leave can be combined with vacation.
- All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management/Principle in all the cases is final.

Medical Leave:

Medical leave will be given to the staff members based on the merits of the respective cases as a matter of social obligation.

Earned leave:

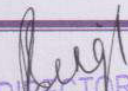
- Earned leave can be availed only by non teaching staff.



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- Prior written permission has to be obtained from the concerned authority (HOD/Director/Principal)
- The non-teaching staff will be given 10 days earned leave for those who have completed 2 ½ years of service.
- The staff members are permitted to avail the earned leave for maximum 7 days in one spell only.




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