



Dr. D. Y. PATIL EDUCATIONAL FEDERATION
Dr. D. Y. Patil Institute of Management and Entrepreneur Development
Approved by AICTE, Affiliated to SPPU Pune

Address: - Sr. No. 27/A/1/2C, Near Talegaon Railway Station, Towards HP Service Station, Varale, Talegaon, Pune, Maharashtra 410507. **Website:** dypatilef.com. dypatilimed.com **E- mail-** director.dypimed@dypatilef.com

Dr. D. Y. Patil
Founder Dr. D Y Patil Group

Dr. Sushant Patil
President

Dr. Priyanka A. Singh
Director

CRITERION VI
GOVERNANCE
LEADERSHIP & MANAGEMENT

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Sr.no	Content
1.	Staff Medical Insurance Policy
2.	Screen shot of welfare facilities
3	Sample appraisal form
4.	Employee manual



Royal Sundaram General Insurance Company Limited
(Formerly known as Royal Sundaram Alliance Insurance Company Limited)
201, 2nd Floor, Zenith Complex, S. No. 28/2, K. M. Gandhi Path, Shivaji Nagar,
Pune - 411005. Ph : 91-20-25530671/2/3/5 Fax : 91-20-25530676
e-mail : customer.services@royalsundaram.in Website: www.royalsundaram.in
Registered Office: 21, Patullos Road, Chennai – 600 002.
IRDA Registration No. 102 CIN- U67200TN2000PLC045611

Memoranda to be Attached and Forming Part of Policy No : AG00061970000101

Endt. No.PA1 - Benefit (5) – Temporary Total Disablement

It is hereby declared and agreed that in consideration of collection of additional premium, Benefit (5) of the Group Personal Accident Insurance Policy stands revised as below:

If the injury has resulted in temporary total disablement, then so long as the Insured Person shall be totally disabled from engaging in any employment or occupation of any description whatsoever,	We shall pay for the period of temporary total disablement at the rate of 1% of the Sum Insured for each week of duration of such total disablement or part thereof prorated, subject to a maximum of 104 weeks but not exceeding Rs.3000/- per week, or part thereof prorated. In case if the Insured person avails this benefit under any other policy either issued by us or otherwise, the benefit payable under this endorsement stands reduced to that extent.
	Such weekly compensation shall not exceed 25% of the monthly wages of the insured

Otherwise subject to the terms, exclusions and conditions contained in the policy and endorsements thereon.

Endt. No.PA3 – Wider Accidental Medical Expenses Benefit

It is hereby declared and agreed that the Medical Expenses Extension Cover of the Group Personal Accident Insurance Policy stands replaced with the following terms and conditions:

It is hereby declared and agreed that in consideration of collection of additional premium, the policy is extended to cover actual reasonable and customary medical expenses incurred towards treatment of bodily injury to the Insured person solely and directly due to accident caused by external, visible and violent means during the period of Insurance for a maximum limit of **Rs. 50,000/-** subject to the following conditions:

- a. This coverage is applicable only in respect of Accidental Hospitalization subject to the following conditions :**
- 1) Hospitalization should be for a minimum period of 24 hours
 - 2) Room rent is subject to a maximum of 1% of the medical expenses limit specified above or Rs.1000/- whichever is higher and
 - 3) for ICU 2% of the of the medical expenses limit specified above or Rs.2000/- whichever is higher.



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In case, the insured person is admitted in a room with rent higher than the eligible room rent limit, the total hospitalization claim shall be reduced in proportion of eligible room rent to the actual room rent paid.

b. Outpatient/Emergency Treatment not requiring Hospitalisation is subject to a sublimit as mentioned below :

- 1) 5,000/- of the above mentioned sub limit.
- 2) The Doctor's consultation fees should not exceed Rs.200/- per day.

c. Any medical expenses incurred after 60 days from the date of accident is not admissible.

d. All medical treatments for the purpose of this insurance will have to be taken in India only

The medical expenses, so incurred, should be substantiated by medical / diagnostic tests, doctor's report and certificate.

The overall liability under this benefit should not exceed the maximum limit of Rs. 50,000/-.

Otherwise subject to the terms, exclusions and conditions contained in the policy and endorsements thereon.

Endt. No. PA11 – Process for Mid-term Inclusion

During the currency of the Policy, inclusions will be permitted for new joinees.

A cash deposit is to be held by the client to effect inclusion of new joinees from the date of joining :

subject to

- o availability of sufficient premium in the deposit to effect the inclusion
- o the date of joining is in the preceding month to the date of declaration.

In case of any delayed declaration, the inclusion is from the date of receipt of declaration subject to availability of sufficient premium in the deposit to effect the inclusion.

If the cash deposit is not sufficient to effect the inclusion, inclusion is effected from the date of payment of premium.

Endt. No.PA18 – Accumulation clause



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It is hereby declared and agreed that **General Condition no.8** of the Group Personal Accident Insurance Policy attached stands revised as given below :

(a) It is warranted that not more than five (5) Insured Persons should travel together in the same air conveyance at one time. In the event of claim for more than five Insured Persons occurring whilst traveling by the same air conveyance, the benefits payable under this Policy to each Insured Person will be paid proportionately in ratio to the overall limit of top five (5) Sum Insured of the affected Insured Persons bears to the total amount claimed cumulatively by all the affected Insured Persons travelling in the same air conveyance. The Company's maximum liability is restricted to top five (5) Sum Insured of the affected Insured Persons travelling in the same air conveyance.

(b) The Company's maximum liability in case of losses arising out of single event is limited to **Rs. 75,60,000/-** In the event of claim arising out of a single event, where the Company's liability exceed the above limit, the benefits payable under this policy to each Insured person will be reduced proportionately in ratio of the overall event limit as mentioned above to the total amount claimed cumulatively by all the affected Insured persons in that event.

Otherwise subject to the terms, exclusions and conditions contained in the policy and endorsements thereon.

Memoranda to be Attached and Forming Part of Policy No : AG00061970000101

Employee List

DR. D. Y. Patil College of Engineering & Innovation				
TEACHING STAFF				
SR NO	NAME	DESIGNATION	DATE OF BIRTH	Sum Insured (Rs.)
1	Dr. Suresh Namdeo Mali	Principal	31/07/1965	300,000
2	Prof.Ravindra Yuvraj Daspute	Assistant Professor	10/07/1984	300,000
3	Prof. Yogesh Deepak Nagvekar	Assistant Professor	20/02/1990	300,000
4	Dr. Alpana Adsul	Associate Professor	01/04/1974	300,000
5	Dr. Latika Desai	Associate Professor	05/05/1974	300,000
6	Prof.Dipannita Mondal	Assistant Professor	26/10/1984	300,000
7	Prof.Sandesh Subhashrao Patil	Assistant Professor	10/03/1986	300,000
8	Prof. Ashutosh Pandit Chandgude	Assistant Professor	25/10/1987	300,000
9	Prof. Ranjeet Pandurang Shinde	Librarian	09/08/1989	300,000
10	Prof. Vinod Balbhim Chavan	Assistant Professor	05/10/1984	300,000
11	Prof. Mahesh Rangrao Pawar	Assistant Professor	03/07/1990	300,000
12	Prof. Pooja Nilesh Kirange	Assistant Professor	14/06/1994	300,000
13	Prof. Ahilya Vishnu Narsale	Assistant Professor	28/10/1987	300,000
14	Dr.Kavita U Shinde	Assistant Professor	13/01/1988	300,000
15	Prof. Amol Kharat	Assistant Professor	31/12/1988	300,000
16	Prof.Rushikesh Londhe	Assistant Professor	18/09/1993	300,000
17	Prof. Siddharth Suman	Assistant Professor	06/04/1991	300,000
18	Prof. Sherin Kurian	Assistant Professor	29/03/1998	300,000
19	Prof. Mayuri B Ghadge	Assistant Professor	22/01/1994	300,000
20	Prof. Supriya Raut	Assistant Professor	13/07/1998	300,000
21	Ms.Lavina M Sharma	Soft Skill Trainer/ Counsellor	28/10/1990	300,000
22	Prof. Sheetal S Hotkar	Assistant Professor	27/05/1983	300,000
23	Mr. Venkatesh Dange	Assistant Professor	19/09/1973	300,000
24	Prof. Anita Shinkar	Assistant Professor	21/05/1977	300,000
25	Ms. Deepali Sale	Assistant Professor	07/04/1976	300,000
26	Ms. Poonam Deokar	Assistant Professor	30/06/1988	300,000
27	Ms. Laxmikant Malphedwar	Assistant Professor	17/08/1980	300,000
28	Mr. Sagar Ashok Dhanake	Assistant Professor	05/06/1991	300,000
29	Ms. Aradhana Mandar Pawar	Assistant Professor	31/07/1992	300,000
30	Prof. Anirvan Gupta	Assistant Professor	05/10/1985	300,000
31	Prof. Pratima Chougule.	Assistant Professor	30/06/1990	300,000
32	Prof. Shubhangi Kshirsagar	Assistant Professor	29/12/1989	300,000
33	Prof. Sarojini Naik	Assistant Professor	06/10/1981	300,000
34	Prof. Priya Dhage	Assistant Professor	23/11/1997	300,000
35	Prof.Pranali Pale	Assistant Professor	04/12/1996	300,000
36	Prof. Shital Sharad Sungare	Assistant Professor	15/09/1986	300,000
37	Prof. Snehal Ravindra Mangale	Assistant Professor	08/02/1989	300,000

Memoranda to be Attached and Forming Part of Policy No : AG00061970000101

38	Prof. Vishal Kisan Borate	Assistant Professor	31/07/1988	300,000
39	Prof. Pratiksha Ramchandra Patil	Assistant Professor	26/08/1996	300,000
40	Prof. Lakshmi Darshan Dalal	Assistant Professor	07/01/1998	300,000
41	Prof. T Arivanantham	Assistant Professor	11/05/1980	300,000
42	Prof. Madhuri Kethari	Assistant Professor	04/09/1986	300,000
43	Prof. Snehal Shinde	Assistant Professor	19/04/1995	300,000
44	Prof. Ram Nagorao Khandare	Assistant Professor		300,000
NON TEACHING STAFF				
1	Mr. Vidyand Mankar	Exe. Director	16/04/1973	300,000
2	Mr. Dattatray N Ranawade	Registrar	09/01/1964	300,000
3	Mr. Sanjay Bhor	Accounts Officer	01/07/1972	300,000
4	Mr. Rahul Jogendra Misra	TPO	25/11/1972	300,000
5	Mr. Ashish Sunil Jagtap	Sr. Clerk (Establishment)	06/10/1989	300,000
6	Mr. Satyakumar Kavathe	Sr. Clerk	27/06/1988	300,000
7	Mr. Rushikesh Garad	Jr.Accountant	08/02/1997	300,000
8	Mr. Atul Balu Dhumal	Jr. clerk (Establishment)	24/08/1988	300,000
9	Ms. Swapanali Lalit Fegade	Jr. Clerk	18/05/1989	300,000
10	Mr. Siddhi Sunil Jadhav	Instructor (workshop)	27/08/1994	300,000
11	Mr. Atharva Sanjay Kulkarni	Lab Assistant	18/04/1999	300,000
12	Mr. Rahul Dhanwade	Lab Assistant	06/04/1996	300,000
13	Mr. Sagar Lohar	Lab Assistant	29/09/1992	300,000
14	Mr. Rohan Kailas Yadav	Lab Assistant	06/06/1995	300,000
15	Ms. Mayuri Jagtap	Telephone Operator	14/01/1996	300,000
16	Mr. Parmeshwar Mahadev Raut	Peon	01/01/1994	300,000
17	Mr. Nilesh Prakash Bhati	Office Attendant	01/06/1990	300,000
18	Mrs.Mercy N Thomas	Executive Assistant	06/02/1969	300,000
19	Mr. Laxman Baburao Dhale	Driver	02/05/1987	300,000
20	Mr. Sumeet Rane	Driver	27/09/1985	300,000
21	Mr. Haridas Rajendra Jagtap	Driver	22/06/1992	300,000
22	Mr. Sagar Pawar	Driver	07/05/1984	300,000
23	Mr. Balkrushn N Marne	Driver	10/07/1983	300,000
24	Mr. Krushna Bhandalwalkar	Civil Site Engg.	10/05/1996	300,000
25	Mr. Rushikesh Shinde	Electrician	12/07/2000	300,000
26	Ms. Nisha Wadekar	Telephone Operator	23/07/1999	300,000
27	Mr. Rajendra Ranpise	Supervisor	05/07/1984	300,000

DR. D Y PATIL INSTITUTE OF MANAGEMENT & ENTERPRENEUR DEVELOPMENT

MBA

TEACHING STAFF

SR NO	NAME	DESIGNATION	DATE OF BIRTH	
1	Dr. Priyanka Singh	Director	25/12/1976	300,000
2	Dr .Harini Rajan	Assistant Professor	19/04/1984	300,000
3	MR. Deepakkumar Pore	Assistant Professor	09/06/1987	300,000

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4	Dr. Rajesh Kumar Jha	Associate Professor	15/05/1981	300,000
5	Dr. Ravi Kumar Chourasiya	Associate Professor	05/02/1984	300,000
6	Prof. Sachin Vasant Kumbhar	Assistant Professor	24/10/1974	300,000
7	Prof.Pramod Shivaji Jadhav	Assistant Professor	25/12/1989	300,000
8	Prof. Shrikant Shahuraj Waghe	Assistant Professor	20/04/1993	300,000
9	Prof. Yogita Vasant Shinde	Assistant Professor	12/11/1988	300,000
10	Prof. Mahesh Khude	Training & Placement Officer	28/09/1977	300,000
11	Prof. Sonal Nilesh Kotulkar	Assistant Professor	10/05/1989	300,000
12	Prof. Ritesh Madhavrao Phalke	Assistant Professor	18/02/1983	300,000
NON TEACHING STAFF				
13	Mr.Rahul A. Deomare	Librarian	01/07/1988	300,000
14	Mrs.Sandhya Mahesh Prabhu	Admin Office Clerk	22/03/1979	300,000
15	Mrs. Sulochana Shashikant Wayal	Asst .Librarian	01/06/1973	300,000
16	Mrs. Shraddha V. Pentalwar	Clerk	17/10/1974	300,000
17	Mr. Rahul Bhintade	Attendant	20/05/1993	300,000
18	Mr. Vitthal Mahadev Raut	Admin Office Clerk	04/07/1990	300,000
19	Ms. Ankita Rede	Telephone Operator	26/06/1997	300,000
20	Mr. Dattatray Jadhav	Office Superintendent	01/06/1978	300,000
21	Mr. Mangesh Sabale	Lab Assistant	02/11/1999	300,000
22	Ms. Disha Tikkas (Dahake)	MIS Jr Executive	02/04/1979	300,000
23	Mr. Tushar Kshirsagar	MIS Jr Executive	04/12/1993	300,000
24	Mr. Mahesh A. Tambare	Accountant	01/01/1992	300,000
25	Ms. Ashwini Tushar Kadam	Jr Clerk (Account)	30/04/1992	300,000
26	Ms. Maithili Kakuram Satkar	Clerk	23/09/2001	300,000
MCA				
TEACHING STAFF				
SR NO	NAME		DATE OF BIRTH	
1	Mr.Prasad Thakordas Shaha	Assistant Professor	25/07/1982	300,000
2	Ms. Harini Pawar	Assistant Professor	16/07/1997	300,000
3	Ms. Ashwini R Chavan	Assistant Professor	13/10/1981	300,000
4	Prof. Prashant Malvadkar	Assistant Professor	28/04/1986	300,000
5	Prof. Kiran Abasaheb Shejul	Assistant Professor	17/06/1989	300,000
6	Prof. Shweta Machindra Awaskar	Assistant Professor	30/04/1992	300,000
NON TEACHING STAFF				
7	Mrs. Sanjivani Waghalekar	Secretary to PA	07/10/1975	300,000
8	Mrs. Madhura Rahul Shinde	HR Executive	18/04/1985	300,000
9	Mrs. Shruti Devidas Nagulpelli	Process Cordinater	10/12/1989	300,000
10	Mrs. Poonam Mohan Pawar	HR Executive	16/11/1986	300,000
11	Mr. Sourabh Tekawade	MIS Jr. Executive	26/10/1993	300,000
12	Mr. Shivkumar Reddy	MIS Sr. Executive	04/09/1982	300,000
13	Mr. Kiran Sitaram Mali	Phy.Edu.Trainer	23/01/1986	300,000
14	Mrs. Rupali Laxman Kakade	Student Relationship Officer	25/05/1986	300,000
15	Ms. Sushma Wadekar	Student Counsellor	18/06/1996	300,000



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16	Ms. Indu Shailesh Singh	Executive	05/09/1982	300,000
17	Ms. Mayuri B More	Executive	13/03/1995	300,000
18	Mrs. Chhaya Sanjay Bhelake	Attendant	15/04/1970	300,000
19	Ms. Priyanka S Joshi	Student Counsellor	03/03/1992	300,000
20	Mr. Digambar Namdev Sapte	Electrician	10/03/2000	300,000
21	Ms. Chanchal Sharma	Lab Assistant	22/03/1992	300,000
22	Ms. Shivani Vishal Polkam	Jr. Clerk (Account)	01/08/1992	300,000
23	Mr. Vishnu Dagdu Gore	Clerk	13/06/1985	300,000

Dr D Y Patil Junior college Of Science

TEACHING STAFF

SR NO	NAME		DATE OF BIRTH	
1	Mr. Pramod Madhusudan Pandey	Principal	27/11/1972	300,000
2	Ms. Solanke Rina Srikrishna	Assistant Professor	31/05/1994	300,000
3	Prof. Prakash Puttewar	Assistant Professor	23/04/1976	300,000
4	Prof. Nishant Torane	Assistant Professor	11/03/1987	300,000

NON TEACHING STAFF

1	Ms. Yogita Sachin Chaskar	Laboratory Assistant	23/11/1990	300,000
2	Ms. Arati Chandrakant Awaghade	Typist	26/02/1994	300,000
Total Sum Insured (Rs.)				37,800,000



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Dr. D. Y. Patil

Founder Dr. D Y Patil Group

Dr. Sushant Patil

President

Dr. Priyanka A. Singh

Director

sports facility



high
DIRECTOR
DR. D. Y. PATIL M.E.D.
Varale Navai, Pune 410 507



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Dr. D. Y. Patil

Founder Dr. D Y Patil Group

Dr. Sushant Patil

President

Dr. Priyanka A. Singh

Director

Birthday party



Bigl
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale, Maval, Pune 410 507



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Dr. D. Y. Patil

Founder Dr. D Y Patil Group

Dr. Sushant Patil

President

Dr. Priyanka A. Singh

Director

Canteen Photo



Beig
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale, Maval, Pune 410 507



Dr. D.Y. Patil Educational Federation

Correspondence Address

27/1/ A /2C, Village Varale, Tal- Maval, Dist. - Pune. - 410 507

Regd. Off : D-901, Supreme Plams, Balewadi, Pune-411045

Web Site : www.dypatilef.com

Email : president@dypatilef.com

Dr. D. Y. Patil

Founder Dr D Y Patil Group

Dr. Sushant Patil

President

Ref. No / DYPEF / 27

Date : 02/06/2020

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is executed on Day, 02/06/2020

Between

Dr.D.Y Patil Educational Federation

Varale, Talegaon, Pune- 410 507 (hereinafter referred to as DYPEF')

on

FIRST PART

And

Dr.Mahadev Patil, Chief Operating Officer, Indrayni Hospital, Talegaon Dhabade,,Pune having its registered office at above address

on

SECOND PART

AND WHEREAS, DYPEF is running Dr.D.Y.Patil Institute of Management Entrepreneur Development, from academic year 2014 - 15 for award of a post-graduate program in Masters in Business Management

AND WHEREAS, Dr. Mahadev Patil, is a registered medical practitioner, engaged in Medical services of Indrayni Hospital

AND WHEREAS both DYPEF and Dr.Mahadev Patil, are desirous of associating with each other to provide the generic/routine medical services to the students studying in the above said proposed institute and Specific activities if any under this MOU will be identified through consultation between the two parties.

1. Objective

The objective of this MOU is to express the willingness of both parties to engage in an effort to provide the generic/routine medical services to the students studying in the institute and specific activities, if any, under this MOU will be identified through consultation between the two parties.

2. Coordination: DYPEF agrees to provide necessary assistance to Dr.Mahadev Patil to carry out required medical related activities that will improve or extend the support they provide to the students who fall sick during the Academic Session i.e. Students' stay in the college campus and in the hostel. As a preliminary activity, Dr.Mahadev Patil will conduct a routine health check up for all the students and to bring to the notice of administration about findings of critical ailments, if any through his diagnosis.

In order to carry out the above notified activities, DYPEF will appoint a responsible person as representative of the institution to coordinate the activities. Dr.Mahadev Patil and institutional



Beig
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale Maval, Pune 410 507

representative will meet at regular interval or as and when necessary to discuss about the planned activities.

3. Communications: All notice, demands and other communication under this agreement in connection herewith shall be written in English language and shall be sent to the address mentioned in this MoU., through email, or fax of the concerned party. Any notice shall be effective from the date on which it reaches the other party.

4. Technical Support and Financial Contribution: Both the parties will provide a detailed description of the role, responsibility, and financial contribution by DYPEF. Besides it is agreed upon that technical support and medical practitioner charges to be stipulated through mutual consent. Dr.Mahadev Patil has no other legal and financial obligations.

5. Confidentiality: Each party to the MOU agrees that it shall not, at any time, after executing the activities of this MOU, disclose any information in relation to these activities or the affairs without consent of both parties.

6. Insurance: It is the responsibility of DYPEF to insure all the students against any casualties. Dr.Mahadev Patil will not bear any responsibility for costs of sickness, accidents or any other liability of the students.

7. Duration of MOU: This MOU shall be operational upon signing and will have an initial duration of one year. All activities conducted before this date within the vision of the joint collaboration will be deemed to fall under this MOU.

8. Termination of MOU: The partnership covered by this MOU shall terminate upon completion of the agreed upon period. The agreement may also be terminated with a written one month prior notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the agreement with immediate effect.

9. Extension of Agreement: The MOU may be extended provided the parties agree upon, and can provide the necessary resources.

10. Amendment and Other Provisions: No amendment to this MOU shall be valid and binding to the Parties unless it is made in writing and signed by authorized representative of all Parties to this Agreement. The terms and provisions in this MOU also apply to any subsequent Addendum to this agreement. Both parties assume that this agreement does not go against the rules and regulations of the Appropriate Government.

In witness whereof the Parties have caused this Agreement to be executed by their duly authorized representatives on this 2nd Day of June 2020.

Name

Dr.Sushant V. Patil

President, DYPEF

Signature and date:

Witness

Name: Dr. Rajesh Jha

Signature and date:

[Handwritten signature]
05/06/2020
[Handwritten signature]



Name

Dr.Mahadev Patil

Chief Operating Officer, Indrayani Hospital

Signature and date:

Witness

Name: Mr. Atul Dhupal

Signature and date:

[Handwritten signature]
05.06.2020
DIRECTOR
DR.D.Y.P.I.M.F.D.
Varadhi, Pune 410 507

[Handwritten signature]
5/6/20

30504

CERTIFICATE OF REGISTRATION

MAHARASHTRA COUNCIL OF HOMOEOPATHY, MUMBAI

Similia Similibus Curentur

Certificate No. 37058

Date of Registration 25/03/2004



THIS IS TO CERTIFY THAT

Dr. Shri/Smt. Kurnari PATIL MAHADEV KISAN

has been duly registered under the Mumbai Homoeopathic Practitioners' Act, 1959 (Mumbai XII of 1960).

In witness whereof are herewith affixed the seal of the Maharashtra Council of Homoeopathy, Mumbai and the signature of the Registrar.

Subject to the provision of the Act, this certificate is valid until it is duly cancelled and the name of the practitioner is removed from the register.

This Certificate is valid upto24th day ofMarch.... of 20..19..... or till it is duly cancelled.



This is Colour Copy

[Signature]
Signature of the Registrar



DR. D. Y. P. ...
Varale, Maval, Pune 410 507



Dr. D.Y. Patil Educational Federation's
Dr. D. Y. Patil Institute Of Management & Entrepreneur
Development, Varale, Talegaon, Pune 410507

Performance Appraisal

Name in Full:

Designation:

Department:

Date of Joining:

Period of Assessment:

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future in terms of:

- A. Strengthen the relationship between you and the employee.
- B. Open up channels of communication.
- C. Appraise past performance.
- D. Recognize good performance.
- E. Identify areas that might require improvement.
- F. Enable you to assess your own communication and supervisory skills.

Performance Indicator

Sr No.	Assessment Heads	Average Self-Appraisal	Average Appraisal by HOD
1.	Staff Criteria		
2.	Criteria		
Average Score			

HR

HOD

Director



high
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale, Maval, Pune 410 507


Assessment Score

Excellent	Very Good	Good	Average	Poor	Non Satisfactory
5	4	3	2	1	0

SELF APPRAISAL

Sr No.	1. Staff Criteria	Score
1	Attendance & Punctuality :	
2	Efficiency : To complete tasks in an orderly and planned way-meet deadlines	
3	Quality of work carried out: To work to high standards of quality.	
4	Coping: To complete tasks under adverse conditions.	
5	Flexibility: To deal effectively with changes in tasks and conditions of work.	
6	Initiative: To be able to operate independently and to be pro-active.	
7	Ability to solve problems: To recognise and develop new ideas and solutions.	
8	Overview: To take into account consequences and implications of actions/solutions for a wide range of organisational issues and areas of business.	
9	Ability to influence: To win others over by setting an example and showing commitment to ideas, solutions and initiatives.	
10	Willing to accept responsibility: To be willing to take on additional responsibility and to stand up for decisions taken.	
11	Co-operation: To work well with others both within and outside own area and to communicate effectively.	
12	Computer Savy :	
Total		
Average		




DIRECTOR
DR.D.Y.P.I.M.E.D.
 Varale, Maval, Pune 410 507

Employee Signature

Appraisal by HOD

Sr No.	2. Criteria	Final Appraisal
1	Attendance & Punctuality :	
2	Understanding of the Job: Does the employee have adequate knowledge to complete the tasks required by the job?	
3	Institutional Commitment : Does the employee demonstrate commitment to institutional effectiveness and The College's mission?	
4	Quality of Work: Is the quality of work acceptable and do estimate established standards? Does the employee perform Accurately and efficiently?	
5	Productivity and Efficiency: Does the employee complete Assignments and manage time well?	
6	Reliability/Dependability: Does the employee follow through on assigned tasks to accommodate the work Expected?	
7	Initiative: Does the employee demonstrate initiative by taking action with a minimum of direction as situations arise?	
8	Service : Does the employee demonstrate a desire to serve and show willingness to provide good service to Students /faculty/staff and the public?	
9	Professionalism: Does the employee project and sustain a Positive image of the College within the educational and local communities?	
10	Ethics ; Does the employee exhibit honesty and high ethical Standards while performing his/her job duties?	
11	Communication: Does the employee provide accurate and clear written and verbal information, present information and listen effectively, comprehend and follow directions, and Ask appropriate questions?	
12	Teamwork: Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	
Total		
Average		




DR. D. Y. P. I. M. E. D.
 Varale, Mavai, Pune 410 507

HOD Signature

Note: Employee / HOD comments may be in terms of:

EMPLOYEE COMMENTS:

1. Training Requirement :
2. Facilities Requirement :
3. Suggestion :
4. Modification in policies :
5. Addition :
6. Methodology :

Employee Signature :

Date :

HOD COMMENTS:

1. Training Requirement :
2. Facilities Requirement :
3. Suggestion :
4. Modification in policies :
5. Addition :
6. Methodology :

HOD Signature :

Date :



DIRECTOR
DR. D. Y. P. I. M. E. D.
Varale, Maval, Pune 410 507



Performance Appraisal of Faculty

Name in Full: _____ Designation: _____
Department: _____ Date of Joining: _____
Period of Assessment: From: _____ to _____

Instructions

1. Self-evaluation scores for all the parameters of every assessment must be filled by faculty member as per the guidelines and enter total of every assessment head in column 'SA' of API table.
2. Your score may be more than the optimum score specified.
3. Completed appraisal form along with necessary proofs should be submitted to the HoD.
4. Head of the Department is supposed to verify scores for every parameter. If head is not satisfied with the 'SA' justification for the same is necessary and enter the scores in column 'HA' of API table.
5. If the difference of score in column 'SA' and column 'HA' of API table is less than 15, column 'FA' is equal to column 'HA' OR If the difference of score in column 'SA' and column 'HA' of API table is greater than or equal to 15, then average score of column 'SA' and 'HA' should be entered in Column 'FA'

Academic Performance Indicator (API):

Assessment Head: Optimum Marks	Self Appraisal (SA)	HoD Appraisal (HA)	Final Appraisal (FA*)
Student Engagement (SE): 115			
Professional Progress and Involvement (PPI): 45			
Research Achievements (RA): 25			
Appriaisal by HoD/Director (AHP): 15			
Total - 200			

FA* = Average of SA and HA if $|SA - HA| \geq 15$; Otherwise FA* = HA

Signature _____
Name of the Faculty

Signature _____
Name of the HoD



1) Student Engagement (SE)				[115]
1.1 Teaching- Learning (TL)				[35]
Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 8 points) • Makeup lecturers may be counted as against any leave			
		SEM-I	SEM-II	
	Total Number of lectures allocated			[09]
	Total Number of lectures conducted			
1.1.2	Seminars (S), Tutorials (T), practical (P), contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 8 points) • Remedial lecturers may be counted as against any leave			
		SEM-I	SEM-II	
	Total Number S, T, and P allocated			[08]
	Total Number S, T, and P conducted			
1.1.3	Extra Lectures, Remedial Lectures/ Practical or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise (2 hour excess per week = 2.5 points for each semester)			
		SEM-I	SEM-II	
	Number of Extra Hours conducted			[04]
	(Verification for 1.1.1 to 1.1.3 : Official Attendance Record)			
1.1.4	University examination duties (Question paper setting, evaluation of answer papers etc.) as per duties allotted (100% compliance = 3 points)			[03]
1.1.5	University Online/In semester/Internal test Examination work such as coordination, invigilation, flying squad duties etc. (100% compliance = 3 points)			[03]
1.1.6	College/Internal examination/Evaluation duties for internal/ continuous assessment work as allotted (100% compliance = 3 points) (Verification for 1.1.4 to 1.1.6 : Official appointment order)			[03]
1.1.7	Use of Innovative teaching – learning methodologies, Use of Information and communications technology (ICT), like k- point or any animation software, Updated subject content and course improvement, Subject material, Laboratory manual sharing with the students -(1 point per activity for all assigned subjects in AY)			[03]
1.1.8	Design and Development of Value Addition Program (VAP) for more than 10 Hrs. (3 points per VAP), (Verification for 1.1.7 Course file and for 1.1.8 exclusive VAP material)			[03]
1.2 Co Curricular & Extra Curricular (CCEC)				[25]
Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
1.2.1	Coordination of student centric activities, Creation of industry exposure opportunities for students (As a Coordinator (Institute level-5/Dept. level-2) Or as Member (Institute level-2/Dept. level-1) - (5/2/1 point pattern) Internship, Sandwich training, Industrial Visit for live projects and interactions, Memorandum of Understanding (MOU), Sponsored projects Placement Support, Any other ... (Personal liaison that benefits to the department to establish long term relationship with industry)			[15]

DYPI Performance Appraisal



[Signature]
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varala, Maval, Pune 410 507

Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD																						
1.2.2	<p>Coordination of activities mentioned in Sr.no.1 to 21) (5/2/1 point pattern) (Verification for 1.2.1 and 1.2.2 : Official appointment order/ certificate/attendance/any other relevant document)</p> <table border="1"> <tr> <td>1. Technical Festivals</td> <td>12. Value Addition Program</td> </tr> <tr> <td>2. National level competition</td> <td>13. Counseling/ Admission work</td> </tr> <tr> <td>3. Sports activity</td> <td>14. Magazine Committee</td> </tr> <tr> <td>4. Cultural activity</td> <td>15. Library Committee</td> </tr> <tr> <td>5. Co-curricular activity</td> <td>16. Result analysis Committee</td> </tr> <tr> <td>6. CSR activities like NSS/ NGO</td> <td>17. Time table Committee</td> </tr> <tr> <td>7. Entrepreneurship Cell</td> <td>18. Training and Placement support</td> </tr> <tr> <td>8. Alumni</td> <td>19. Teacher Guardian /Class Teacher</td> </tr> <tr> <td>9. Students Council</td> <td>20. Spoken tutorials/ Online course</td> </tr> <tr> <td>10. Students Training Program</td> <td>21. Educational Tour/Site visit</td> </tr> <tr> <td>11. Sanskriti/ Zion/ Parakram</td> <td>22. Any other need-based activity assigned by Director/HOD. (Pl. Specify)</td> </tr> </table>	1. Technical Festivals	12. Value Addition Program	2. National level competition	13. Counseling/ Admission work	3. Sports activity	14. Magazine Committee	4. Cultural activity	15. Library Committee	5. Co-curricular activity	16. Result analysis Committee	6. CSR activities like NSS/ NGO	17. Time table Committee	7. Entrepreneurship Cell	18. Training and Placement support	8. Alumni	19. Teacher Guardian /Class Teacher	9. Students Council	20. Spoken tutorials/ Online course	10. Students Training Program	21. Educational Tour/Site visit	11. Sanskriti/ Zion/ Parakram	22. Any other need-based activity assigned by Director/HOD. (Pl. Specify)	[10]		
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1.3	Student Attendance, Feedback and Results (SAFR)			[55]																						
1.3.1	<p>Attendance of Students: Average of the student's attendance in the entire Theory/Practical work load assigned during the entire academic year. (Final score is to be calculated based on Average of points scored in all the Theory/Practical work load assigned in both the semesters) (Verification : Official attendance record)</p> <table border="1"> <thead> <tr> <th></th> <th>SEM-I</th> <th>SEM-II</th> </tr> </thead> <tbody> <tr> <td>Theory 1</td> <td></td> <td></td> </tr> <tr> <td>Theory 2</td> <td></td> <td></td> </tr> <tr> <td>Practical 1/Tutorial 1</td> <td></td> <td></td> </tr> <tr> <td>Practical 2/Tutorial 2</td> <td></td> <td></td> </tr> </tbody> </table>		SEM-I	SEM-II	Theory 1			Theory 2			Practical 1/Tutorial 1			Practical 2/Tutorial 2			[10]									
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1.3.2	<p>Student feedback (TH/PR) : Score proportional to average of percentage of <u>student's Feedback</u> obtained for all assigned theory and practical Subjects in both the Semester.(Verification : Official feedback record)</p> <table border="1"> <thead> <tr> <th></th> <th>SEM-I</th> <th>SEM-II</th> </tr> </thead> <tbody> <tr> <td>Theory 1</td> <td></td> <td></td> </tr> <tr> <td>Theory 2</td> <td></td> <td></td> </tr> <tr> <td>Practical 1</td> <td></td> <td></td> </tr> <tr> <td>Practical 2</td> <td></td> <td></td> </tr> </tbody> </table>		SEM-I	SEM-II	Theory 1			Theory 2			Practical 1			Practical 2			[25]									
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1.3.3	<p>SPPU Results of students (TH/PR): More than average of previous three years results in the respective subject/practical – '20' points otherwise If the results are less by 10% compared to the average of three years - '0' points and in between give proportional points. (Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters of Specific University pattern) (Verification : University ledger)</p> <table border="1"> <thead> <tr> <th></th> <th>SEM-I</th> <th>SEM-II</th> </tr> </thead> <tbody> <tr> <td>Theory 1</td> <td></td> <td></td> </tr> <tr> <td>Theory 2</td> <td></td> <td></td> </tr> <tr> <td>Practical 1</td> <td></td> <td></td> </tr> <tr> <td>Practical 2</td> <td></td> <td></td> </tr> </tbody> </table>		SEM-I	SEM-II	Theory 1			Theory 2			Practical 1			Practical 2			[20]									
	SEM-I	SEM-II																								
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Practical 1																										
Practical 2																										
SE Total out of [115]																										



2) Professional Progress & Involvement (PPI)		[45]		
2.1 Professional Progress (PP)		[10]		
Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD
2.1.1	Qualification improvement (Ph. D – 10/Post Doctorate – 10) (Ph. D registered - 4) – for every progress report submission – 2 points	[4]		
2.1.2	Acquiring status of Certified trainer for skill development courses from reputed organization, Membership of Professional Bodies	[2]		
2.1.3	Certification of International/ National repute from reputed organization. (e.g. EdX offers free online courses and classes. Find the latest Massive open online course (MOOC) National Programme on Technology Enhanced Learning (NPTEL) and from the world's best universities including MIT, Harvard, Berkeley, UT etc.)	[2]		
2.1.4	Awards/ Recognition/ Any other achievement through professional bodies of national/international repute (e.g. Best Teacher, Young Scientist award given by ISTE). (Verification for 2.1 : Certificate/letter/report)	[2]		
2.2 Professional Involvement (PI)		[35]		
2.2.1	Contribution in conducting the activities of professional bodies (like IEEE, CSI, IETE etc.) for either to the students or faculty- (5 points for every activity like FDP, SDP, Seminar, workshop etc. conducted with individual as a main resource person)	[5]		
2.2.2	Interaction with outside world : A→10 points, B → 5 points per activity	[5]		
A	Externally Funded Project		B	Subject Expert for Interview panel Member
A	Invited as a speaker		B	Judge for National Conference
A	Live industrial projects		B	Reviewer - International/ National Journal
A	Any Other Please Specify	B	Resource person for conferences/ seminars/ workshops/ symposia etc	
2.2.3	Organization of Training program (FDP/SDP/STP/Workshop/Seminar etc.) : Organization of short term training courses - Two week duration (10)points/ One week (5 points) /for less than one week (proportional). Coordinator: Co-Coordinator: Member = (5:3:1)	[5]		
2.2.4	Participation in Training Program: Participation in short term training courses - Two week duration (10) points/ One week (5 points)/for less than one week (proportional)	[5]		
2.2.5	Internal Revenue Generation (IRG) : Other than the research grant IRG through organizing FDP/SDP/STP/Workshop/Seminar- 3 points for each Rs. 15000 or proportionate- Coordinator: Co-Coordinator: Member = (3:2:1)	[3]		
2.2.6	Brand Building Activity (BBA): Individual accounts on LinkedIn, Face book, Twitter, and Google+ and Building an audience and developing the brand name of the department and institute [3:2]	[5]		
2.2.7	Institutional/Department level Governance responsibilities assigned (Institutional : Departmental: Member – 3: 2 : 1) -NBA/NAAC/NIRF coordinator/Member - 3/2/1- IQAC Coordinator/Member - 3/2/1, SWO - 3:2, CEO – 3/2, Any other departmental responsibility – 3/2, Member of BoS/Faculty/Academic council / Senate : 2 each, Member of other college / university level committees: 2 each, Contribution in activities of statutory bodies: 2 each, Any other DPU level/Institute level responsibility allotted : 4 (Pl specify): -----(Verification for 2.2 : Office order/Attendance/ Certificate/ Account details/letter/report)	[7]		
PPI Total out of [45]				



3) Research Achievements (RA)				
Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD
3.1	Research Publication (journals) Number of articles in refereed International Journals (For every publication with Scopus indexed -5 points, Web of Science indexed - 3 points and Google scholar indexed - 2 points)	[5]		
3.2	Number of articles National/International level research papers in non-referred / journals, but having ISSN numbers and the list of journals prepared by the university and hosted on its website (2 points each)	[2]		
3.3	Number of full papers in Conference Proceedings, etc. (For every publication in International Conference Proceedings- 3 points, and national Conference Proceedings - 2 points)	[3]		
3.4	Number of Subject Books by other local publishers With ISBN/ISSN numbers or Number of chapters in edited books	[2]		
3.5	Organization of conference (International/National)	[3]		
3.6	Sponsored/ Funded Projects/consultancy carried out/ ongoing	[2]		
3.7	Number of Patents/Technology transfer / Commercialization/ Product /Copy right National/ International	[2]		
3.8	Research Guidance M. E. - 2 points for every awarded degree / B.E - 1 point for every awarded group Degree awarded Nos.: ----- Ph. D (Awarded/In progress) (8/1) Degree awarded Nos.: ----- Number of research scholars under guidance : -----	[2]		
3.9	Involvement in student Research activities 1 point for each of the following activity: <ul style="list-style-type: none"> • Encourage the students to pursue Master's and Ph.D. • Encourage students to participate in research related activities. • Inculcate research culture in the institute by arranging motivational lectures to emphasize towards awareness of research, patent, copyrights, research tools etc. • Motivate faculty for the BCUD research proposals. • Encourage students for participation in project competition. • Undertake projects with specialized themes and social needs. • Strengthen association with research organizations such as DRDO, ARAI, CWPRS etc. • Consultancy, sponsored projects, and industry interaction. • Promote interdisciplinary projects (Verification for 3.1 to 3.9: Published paper/URL/Books/ Certificate/account details/notification/letter/report)	[4]		
RA Total out of [25]				



5)	Appraisal by the HoD /Director (AHP)			[15]
5.1	Appraisal by the HoD			[10]
Sr. No	Parameter	Optimum Score	Appraisal by HOD	
5.1.1	Punctuality	[2]		
5.1.2	Integrity and Character	[2]		
5.1.3	Reliability	[1]		
5.1.4	Relation with the stakeholders (Internal/External) Peer review assessment	[1]		
5.1.5	Proficiency to shoulder department level Responsibility	[2]		
5.1.6	Command over English	[2]		
5.2	Appraisal by the Director			[5]
Sr. No	Parameter	Optimum Score	Appraisal by Director	
5.2.1	Contribution at institute and department level responsibilities	[3]		
5.2.2	Integrity of work	[2]		
AHP Total out of [15]				

Signature
Name of the Faculty _____

Signature
Name of the HoD _____

For Office use only _____

Director

DR.D.Y.P.I.M.E.D-Faculty Performance



High
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale, Maval, Pune 410 507

EMPLOYEE MANUAL

Dr. D. Y. PATIL EDUCATIONAL FEDERATION

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



Employee Manual

Staff Manual



Dr. D. Y. Patil
DIRECTOR
DR. D. Y. P. I. M. E. D.
Varaha, Marol, Pune 410 507

Table of Content

- About
- About the institute
- Vision
- Mission
- Core Value
- Quality Policy
- Guiding Principles
- Classification of Employees.
- Organogram

I. Staff Policies

II. Contractual Employment Policy

III. Induction Policy

IV. Working Days and timings

V. Leave Policy



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Varale 410 507
DYPEF DYPIMED
Varale 410 507

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



High
DIRECTOR
DR. D. Y. P. I. M. E. D.
Varale, Marol, Pune 410 607

EMPLOYEE MANUAL

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:



Handwritten signature
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale Maval, Pune - 410 507

EMPLOYEE MANUAL

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:

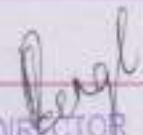
- Promote decision making at the level of implementation
- Quest for institutional and personal integrity in everything we do.

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




DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale, Maval, Pune 410 507

EMPLOYEE MANUAL

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.



Dr. D. Y. P. I. M. E. D.
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varate, Maval, Pune 410 507

EMPLOYEE MANUAL

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.



Singh
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varde, Maval, Pune 410 507

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



Signature
DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale Maval, Pune 410 507

EMPLOYEE MANUAL

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:



EMPLOYEE MANUAL

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



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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**Dr. D. Y. Patil Institute of Management &
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Varale Campus, Pune



STRATEGIC/ PERSPECTIVE PLAN - IQAC



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2021-26

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INTRODUCTION

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.



Vision:

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

Mission:

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



Core Values

**Student
Centric**

Inclusiveness

**Discipline &
Quality**

**Quest for
Excellence**

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.



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DYP IMED

Major Agenda

- To foster an environment for providing value based quality education to the students
- To provide a proper blend of Academic and Activities for robust students engagement and create a continual learning environment.
- To strengthen research facilities and motivate faculty & students to involve in research and Innovative activities to inculcate Research, ED & Innovations environment.
- To enhance the overall infrastructure of the campus and proper Monitoring system to ensure effective teaching learning process



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Pillars focused



**Empowering
Human Resource**

Governance



**Curricular &
Learning
Environment**



**Research and
Entrepreneur
Development**



Pillars focused



**Finance & Resource
Mobilization**

**Infrastructure
& Resources**



**Placements &
Industry Institute
Interaction**

**Stakeholder
engagements &
Interactions**



Empowering Human Resource

Long term Objectives:

- To empower the human resources in the organization to make them a competitive advantage of the institution.

Short Term Objective:

- To encourage the staff members in obtaining higher studies, attending training, arranging inhouse training and attaining Excellence in various domain.
- To establish Research Culture in the organization by supporting them to publish quality research papers and enabling them to access online research journals etc.
- To promote decentralization and participative management to foster an environment that gives plenty of development opportunity for the staff members and makes people feel genuinely valued



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Governance

Long term Objectives:

- Through good governance the Institute endeavors best substantial independence to the Institutions in all areas to ensure effective decision making process.

Short Term Objective:

- To encourage staff and students to involve in quality research work
- To establish an active and result oriented cell for research and ED and conduct various activities to promote research and ED attitude among staff and students



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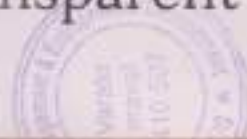
Curricular & Learning Environment

Long term Objectives:

- To Create a conducive environment for effective teaching learning process and enhance the learning experience of the students there by instilling the sense of Entrepreneurship among them.

Short Term Objective:

- To adhere to the system, developed by teaching the learning process with the help of Inhouse MIS (Plan, Implement & Monitor the Academic activity through academic calendar, Time table, course plan, MIS etc.)
- To follow a robust method in knowledge delivering process and focus on outcome based Education.
- To Define and plan the assessment and evaluation criteria and keep it transparent for an effective outcome.



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Research and entrepreneur development

Long term Objectives:

- To create a favorable environment for research and entrepreneur development.

Short Term Objective:

- To encourage staff and students to involve in quality research work
- To establish an active and result oriented cell for research and ED and conduct various activities to promote research and ED attitude among staff and students



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Finance & resource Mobilisation

Long term Objectives:

- To Define and implement a financial system to utilize the funds properly and ensure effective mobilization of various resources.

Short Term Objective:

- To enhance the forecast and estimation process of both revenue and expenditure.
- To define budget formulation and approval process
- To ensure proper allocation and mobilization of resources in an effective way.




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Infrastructure & Resources

Long term Objectives:

- To develop Infrastructure and resources which will be sustainable and enhance an eco friendly atmosphere.
- To upgrade the campus as completely green campus and fully equipped in terms of resources required for Academic, Library, Sports etc.

Short Term Objective:

- To increase the infrastructure facilities to foster best learning environment
- To create and maintain ICT enabled classroom and Eco friendly campus
- To ensure optimum use of ICT and other resources to enhance the Teaching learning process.



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Stakeholder engagements & Interactions

Long term Objectives:

- To establish and retain mutually beneficial relations with the stakeholders in all possible managers.

Short Term Objective:

- To encourage involvement of both internal & external stakeholders in various cells & committees for best interest of institute and stakeholders
- To strengthen the alumni association of the institute and encourage their engagement in various forms.



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Placements & Industry Institute Interaction

Long term Objectives:

- To enhance the Industry Institute Interaction activities to enable the students to explore and experience the corporate world before stepping into it.

Short Term Objective:

- To provide industry oriented training program to the students to make them corporate ready and thereby attracting top companies for the campus placements.
- To conduct more number of III activities in terms of industrial visits, guest lectures, MoU's, consultancies etc.. to understand and benchmark with industry requirements



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 Founder Dr. D Y Patil Group

Dr. Sushant Patil
 President

Dr. Priyanka A. Singh
 Director

MIS

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Plan for Faculties [Export to Excel](#)

Search Code: A/Fac On

ID	Unit No	Unit Description	Subject	Planned (0)	Emp	Start	End
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1002	102	Business Organization & Management	102	100	2020	2021	100
1003	103	Business Law	103	100	2020	2021	100
1004	104	Business Statistics	104	100	2020	2021	100
1005	105	Business Mathematics	105	100	2020	2021	100
1006	106	Business English	106	100	2020	2021	100
1007	107	Business Communication	107	100	2020	2021	100
1008	108	Business Information Systems	108	100	2020	2021	100
1009	109	Business Ethics	109	100	2020	2021	100
1010	110	Business Research Methods	110	100	2020	2021	100



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Dr. D. Y. Patil

Founder Dr. D Y Patil Group

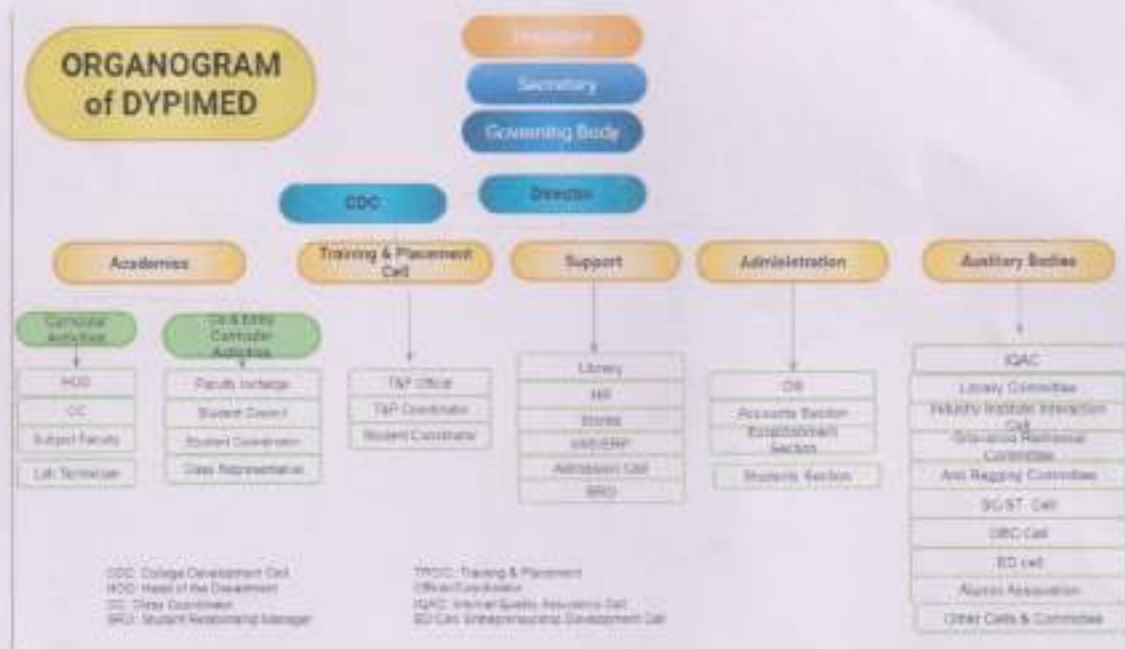
Dr. Sushant Patil

President

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Director

ORGANOGRAM



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