

Dr. D.Y. Patil Institute of Management & Entrepreneur Development

HR POLICY MANUAL



Dr. D. Y. Patil Educational
Federation's

Dr. D.Y. Patil Institute of Management &

Entrepreneur Development

Varale, Talegaon Pune – 411 507

<https://www.dypimed.edu.in/>

HR POLICY MANUAL

ABOUT DYPIMED:

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 150 institutes across India and 6 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.

Tis Manual sows service rules, procedures, recruitment and Promotional policies.

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.

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.

Core Values

- 1. Student Centric***
- 2. Inclusiveness***
- 3. Discipline & Quality***
- 4. Quest for Excellence***

CONTENTS

SL. NO.	PARTICULARS	PAGE NO.
i	ABOUT THE ADMINISTRATORS	4
ii	KEY FEATURES OF THE INSTITUTE	9
I	RECRUITMENT & SELECTION PROCESS	10
	1. ELIGIBILITY CRITERIA	10
	2. JOB REQUIREMENT & SCREENING PROCEDURE	13
	3. RECRUITMENT PROCEDURE	17
	4. JOINING PROCEDURE	18
	5. DRESS CODE	20
	7. CODE OF CONDUCT	21
	8. PROBATION POLICY	26
II	WORKING HOURS & LEAVE RULES	27
III	PROVIDENT FUND & EMPLOYEE'S STATE INSURANCE	31
IV	PERFORMANCE APPRAISAL SYSTEM	32
V	EMPLOYEE GROWTH AND DEVELOPMENT POLICY	33
VI	PROMOTION POLICY	37
VII	RESIGNATION AND TERMINATION POLICY	39
IX	FINANCIAL POWER	40
X	POWER TO MODIFY RULES	41



Padmashree, (Dr.) D. Y. Patil
Founder, DYPEF

I am very proud to share that our College under D. Y. Patil Education Federation is one of the most eminent Higher Educational Institution today and is renowned for standards of its Faculties, Students and Alumni. It is constantly pushing the frontiers of knowledge and ensures the futuristic approach that keeps pace with the changing trends of the professional world. It is a matter of pride and privilege for me to see all of you doing well as Teachers and Students. Let me remind you that, academic success has always been cherished tenfold when coupled with achievements in the various other non-academic arenas. I wish and hope that all of you continue with same zest and contribute nobly as future pillars of the nation.

I wish the students studying at D. Y. Patil Educational Federation and Innovation, Varale, all the very best in their future endeavours and grand success to the faculties in their efforts to impart excellent education.

Padmashree (Dr.) D. Y. Patil
Founder, DYPEF



Dr. Sushant Patil
President, DYPEF

An educational institution has a profound role in building an individual, the nation and the society. It is a job of soaring responsibility when the recipient of that education is slated to perform roles of high responsibility. At DYPEF we have goal to encourage students to challenge the regular thinking and create the spirit of enquiry, to generate free exchange of thoughts and ideas.

We assure you Innovative Learning- which ultimately paves the path for successful career. The Social initiative of Engineer, this usually has students taking up social/environmental initiatives to spread awareness about the responsibility of Engineers towards the society. Providing the necessary infrastructure, welfare of students, teacher welfare will always remain as our core values.

Dr. Sushant Patil
President, DYPEF



**Adv. Anuja Patil,
Secretary, DYPEF**

We strongly believe that every young mind is to be moulded in a way best suited with the best skills that individual has and to bring out the best in him/her. To discover the hidden talents of students and to bring out their innovative best. To make our students champions in the professional world and personal level by nurturing them from the best of our mentors, who as a team set them an example by working together and making the place a second home where we value every dream.

A perfect blend of academics and dynamic environment, our campus is certainly going to motivate everyone – the management, faculty and students to deliver their best.

Along with excellent teaching skills, the faculty members are actively involved in the overall development of young students. Our primary objective is to generate a class of qualified, innovative and dynamic professionals to serve the society.

True awakening happens when one is gaining knowledge by continuous learning and implementation. Keep enlightening, keep rising!

**Adv. Anuja Patil
Secretary-DYPEF**



**Mr. Vidyanand Mankar,
Executive Director, DYPEF**

Dr. D. Y. Patil Educational Federation campus, a temple of learning and a hallmark of discipline, treads towards the pinnacle of glory by providing quality education to meet the global standards. The organization is one of the most eminent Higher Education Institutions today, and it is renowned for the standards of its teaching methodology, facilities and students.

By continuing a team of core faculty members, who are continuously pushing the frontiers of knowledge, we confirm a revolutionary approach that keeps pace with the rapidly changing technologies and trends in the competitive professional world through our global perspective. We believe that 'Knowledge is Power' for all young generation of our nation.

Therefore, the knowledge which you will gain, the fine qualities which you will imbibe and the technical skills which you will learn in our campus is going to become asset to your parents, to the society, and to the nation at large. There are many challenges ahead during your journey ahead which needs lot of efforts but, always remember, great efforts bear the sweet fruit of success.

Mr. Vidyanand Mankar,
Executive Director-DYPEF, Pune
vidyanand.mankar@dypatilef.com



Dr. Meghana Bhilare.
Director , DYPIMED

I on behalf of Dr. D. Y. Patil Institute of Management & Entrepreneur Development appreciate your interest towards our institute. DYPIMED one of the best Management institute in Pune focuses on Overall development of its MBA & MCA students. The appropriate blend of Academic and Practical learning will enable them to acquire all necessary skills to contribute towards ever changing global community. Being a student centric Management institute with MBA & MCA, we encourage students to upskill their innovativeness and creativity. We emphasise in creating a quest for excellence which will sensitize our students to be a responsible citizen. We adopt learning culture by giving prominence importance to quality and inclusiveness with a right approach to bring out the unique potential in each of our student.

"The purpose of education is **to make good human beings with skill and expertise.** Enlightened human beings can be created by teachers". Our team strongly believe in the above lines said by Dr. A.P.J Abdul Kalam. Our diversified and experienced Faculty members make your class room learning experience enjoyable. We understand the learning experience outside the classroom is also equally important in this competitive era. Hence our team of intellectuals design each activity with a keen focus to instil inquisitive aptitude, a competitive spirit, technical acumen, personal skill which will result in enhanced employability.

Dr. Meghana Bhilare
Director, DYPIMED
director.dypimed@dypatilef.com

Key Features of DYPIMED.....

- ❑ Accredited by **NAAC** with “**B++**” **Grade**
- ❑ Affordable **Fees**
- ❑ Best **IT Infrastructure**
- ❑ Digital **Library**
- ❑ **Wi-Fi** Campus
- ❑ Qualified & **Experience Faculty**
- ❑ Strong **Academics**
- ❑ **Internship** Assistance & Support
- ❑ **Industry** – Institute **Interaction**
- ❑ **Industrial Visits**
- ❑ **Industrial Zone**
- ❑ 100% **Placement Assistance**
- ❑ Environmental & **Green Campus**
- ❑ Near **Talegaon Railway Station**
- ❑ **Parental Care**
- ❑ Student **Insurance**
- ❑ **Hostel** for Boys & Girls
- ❑ Campus **Canteen & Mess**
- ❑ **Sports** Facilities
- ❑ **Students’ Activities**
- ❑ **Start-up** and **Incubation Cell**
- ❑ **Student Support** Systems

RECRUITMENT AND SELECTION PROCESS

For Director

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Director	a) Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. b) At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

For Librarian

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Librarian	Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.	Experience Not Mandatory.

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	MBA or MCA & M. Com in relevant branch with first class or equivalent in any one of the degrees. Besides that, candidate must have cleared the NET or SLET/SET (OR) who have been awarded a Ph. D degree.	Experience not mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND At least total 6 research publications in SCI Journals / UGC / AICTE approved list of journals.	
Professor	Ph. D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 10 research publications at the level of Professor in SCI journals / UGC / Associate AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.	
	OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.	

RECRUITMENT AND SELECTION PROCESS

For Non-Teaching

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Lab Assistant	Diploma in the relevant field.	Experience Not Mandatory.
Jr. Clerk	Graduation / Post Graduation in relevant area	Experience Not Mandatory.
Clerk	Graduation / Post Graduation in relevant area	Experience Not Mandatory.
Office Superintendent	Graduation / Post Graduation in relevant area	Experience needed
Accountant	Graduation / Post Graduation in relevant area	Experience needed
HR	Graduation / Post Graduation in relevant area	Experience needed
CAO	Graduation / Post Graduation in relevant area	Experience needed

JOB REQUIREMENT AND SCREEN PROCESS

Recruitment The DYPIMED will issue all-India as well as Local news-paper advertisement for recruitment of the teaching posts in leading national dailies/electronic media and make appointments there to on all India basis on the recommendations of the selection committee as per UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in DYPIMED measures for the maintenance of standards in higher education. In order to attract best talents, the DYPIMED may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year. The advertisements are so given on <https://employsr.apna.so> I for continuous responses from the candidates willing to join the institute.

Minimum qualifications and Experience

The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by AICTE, UGC and sppu. Regulations on minimum qualifications for appointment of teachers and other academic staff at DYPIMED measures for the maintenance of standards in higher education and amended from time to time, shall be followed. The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as under:

Shortlisting of Applications

- Candidates fulfilling the prescribed qualification and experience are called for interview.
- The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the SPPU/ UGC Guidelines in consultation with the Vice Chancellor.

Reservation Policy

The rules and procedures, prescribed by the Government of Govt. of India, MHRD, UGC and SPPU in respect of the Reservation categories shall be followed.

- The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma.
- Assess the ability for teaching and/or research aptitude through demonstration lecture classes in a class room situation or demonstration on the capacity to use latest technology in teaching and research at the interview stage.
- The process of selection of faculty member position shall involve inviting the bio data with duly filled Performance Based Appraisal system proforma developed by the University.

Selection Committee

The selection committee for the post of professor at DYPIMED shall have the following composition.

- The SPPU vice-chancellor or his/her representative shall be the Chairperson of the Selection Committee.
- An academician nominated by the vice-chancellor.
- One expert in the concerned subject nominated by the vice chancellor.
- Dean of the concerned Faculty wherever applicable.

The selection committee for the post of Associate professor at DYPIMED shall have the following composition.

- The vice-chancellor his/her representative shall be the Chairperson of the Selection Committee.
- An academician nominated by the Vice Chancellor.
- one expert in the concerned subject nominated by the vice-chancellor.
- Dean of the concerned Faculty, wherever applicable.

The selection committee for the post of Assistant professor shall have the following composition.

- The Vice chancellor or his/her representative shall be the chairperson of the Selection Committee.
- An academician nominated by the Vice Chancellor.
- one expert in the concerned subject nominated by the Dean of Faculty.
- Dean of the concerned Faculty Council.

The Selection committee, after considering a candidate for the post of professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. If any candidate is recommended by the Selection committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.

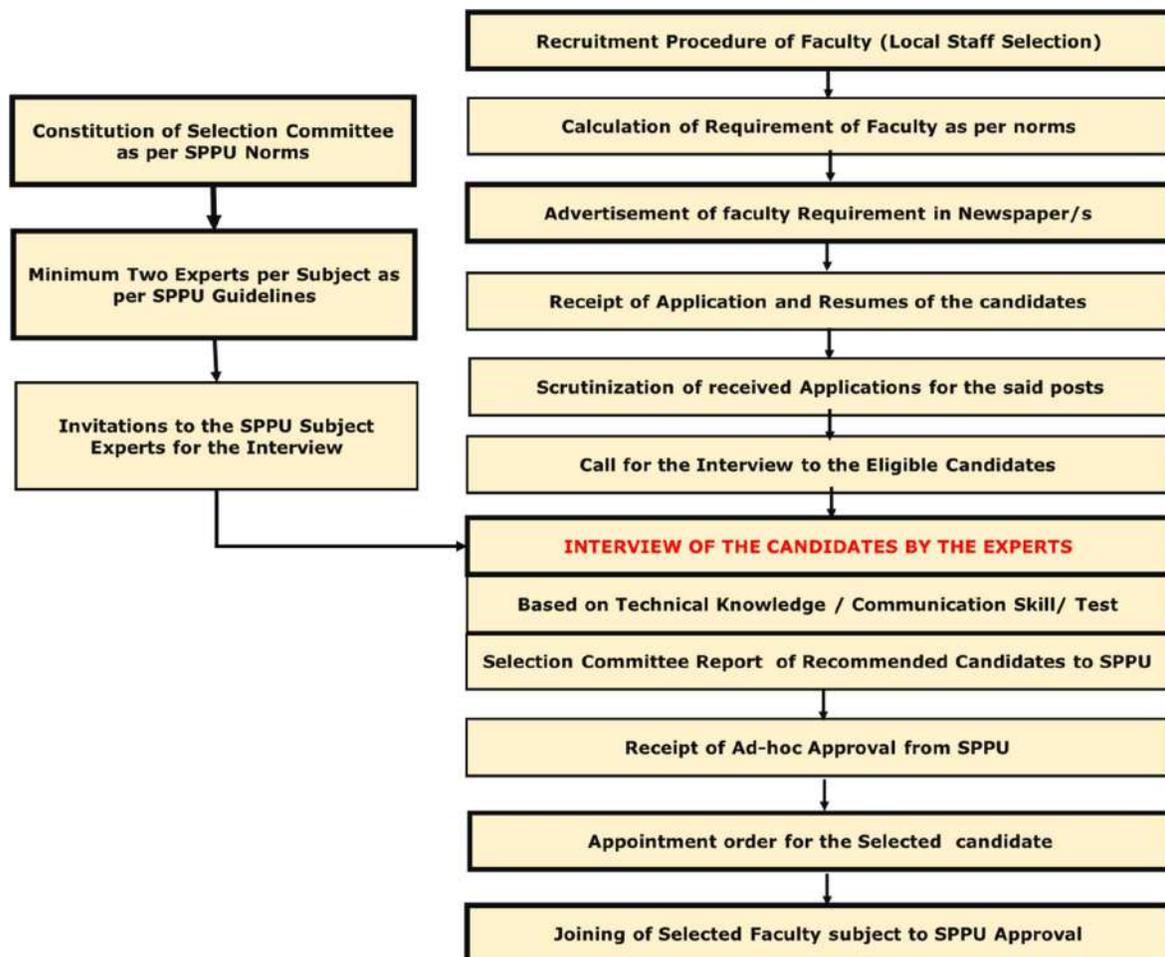
JOB REQUIREMENT AND SCREEN PROCESS

Appointment

In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

Number of posts advertised may be treated as indicative and not exhaustive. The **DYPIMED** shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

The selection committee's recommendations, shall remain valid for a period of one year from the date of such approval.



RECRUITMENT PROCEDURE

Recruitment Procedure

1.	The Head of the Departments should estimate the Manpower Requirement both Teaching and Non-Teaching three months before the start of each semester
2.	Director sort the vacancies which have to be filled and send the requirement to the HR Section.
3.	HR Section makes Formal announcement in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
4.	HR Section with the support of Director screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.
5.	The shortlisted candidates are called for an interview
6.	The candidates are to fill in the Application form of the institution and then subjected to a Interview with the Interview Panel with members includes Director, HoD of the Department and any Senior faculty
7.	Interview Panel decides on whether the candidate can be selected for the final round of interview with the Management Panel and then presents the potential candidates to the Management Panel.
8.	The Management reviews the performance of the candidate in the interview and checks for the stability, attitude and educational adequacy of the individual with the organizational culture and then selects the candidate for employment.
9.	The other terms of employment including monitory and non-monitory benefits are discussed with the candidate and Date of Joining is scheduled. If the employee satisfies the expectation of the Management an Appointment Letter is issued and the Date of Joining is decided

Joining Formalities

The new joiners are welcomed with a folder which contains Welcome Letter, List of Documents to be submitted, Employee Application Form, Bank Application Form, ID card Application Form, Website application form, Certificate Acknowledgement form, Central Library Membership Form. Softcopy of HR manual will be sent to the individual.

The Description of the above-mentioned documents is given below.

1.	A checklist is provided for every new employee so that he/she does not miss to submit relevant documents for personnel file. The documents to be submitted are (a) Address proof (b) ID Proof, (c) Age proof, (d) Education proof, (e) Relieving & experience certificate from last employer, and (f) Photograph
2.	Employee Application Form: This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in ERP software. This form is signed by employee hence becomes authentic document for future references.
3.	Orientation and HR Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures followed by the institution.
4.	Official mail id created for individual staff in order to have effective paperless official communication.

Induction of newly joined Faculty/Staff

Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the HR Section. The induction will include the following:

- a. Completion of joining formalities
- b. Overview about DYPIMED Group its services and its Institutions
- c. Introduction about the DYPIMED
- d. Orientation of Teaching Methodologies and its processes
- e. Orientation in the specific areas of work. Eg. ERP, NAAC, NBA etc.
- f. Training for 3 days for fresher on Teaching Methods and on Specific topics

Contract of Employment

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements, the terms and conditions of employment provided for employees are given below.

Classification of Employees:

a.	The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff.
b.	The employees who are not directly involved in the teaching/training the students are categorized as Non-Teaching Staff.

Dress Code for Faculty/Staff

Women	<p>Saree/ Chudidar are the dress code for the female faculties with the colour as prescribed by the HR section</p> <p>Hair should be well kept and neatly combed. Make up should be light and properly applied. Should wear low heeled shoes or sandals in good condition.</p> <p>It is recommended that the faculties wear over coat while handling classes.</p>
Men	<p>The employees should wear half sleeve/full-sleeve shirt and tie. It is recommended that colour of the shirt and pant as prescribed by the HR section</p> <p>Dress should be clean and not crumpled.</p> <p>Hair should be clean, neatly cut. It should be always well combed.</p> <p>Face should be clean shaven without beard or with trimmed beard.</p> <p>Well-polished Shoes</p> <p>Wrist watch and other accessories should be formal and with appropriate size.</p>

CODE OF CONDUCT....

The successful performance and reputation of DYPEF's Dr. D. Y. Patil Institute of Management & Entrepreneur Development is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation on integrity and excellence requires careful observance of all applicable laws and regulations, as well as the highest standards of conduct and personal integrity. To maintain that the following conduct rules were followed at our Campus:

Mobile Phone	Use of mobile phone for personal work is strictly prohibited. Making and receiving of personal phone calls must be limited to a maximum of five minutes' in duration, unless otherwise approved by the HOD.
Email	<p>Email has legal status as a document and is accepted as evidence in a court of law. Even what it is used for private purpose, the employees will be held responsible for the content of email messages, including any attachments.</p> <p>No material is to be sent as email that is offensive, in breach of copyright or business confidentiality.</p> <p>Email not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening and discriminatory, involves the harassment or concerns personal relationships.</p> <p>Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.</p>

CODE OF CONDUCT...

WhatsApp	<p>No material is to be sent as WhatsApp/ WhatsApp attachment that is offensive, in breach of copyright or business confidentiality.</p> <p>WhatsApp/ WhatsApp attachment not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening and discriminatory, involves the harassment or concerns personal relationships.</p> <p>Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation</p>
Internet	<p>The internet is a facility provided for official purpose. Using College internet access is not permitted for the following activities:</p> <ul style="list-style-type: none">• Attending to personal activities of a business nature.• Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.• Downloading or printing material as described above.• Repeated or prolonged use that is irrelevant to the employees' work. <p>Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.</p>

CODE OF CONDUCT....

Grievance	<p>Dr. D.Y.Patil Institute of Management & Entrepreneur Development supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behavior or action that effects their employment is unfair.</p> <p>We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as essential. Grievances will be dealt promptly with an objective manner.</p>
Feedback System	<p>The feedback system is the biggest forte at Dr. D.Y. Patil Institute of Management & Entrepreneur Development College of Engineering and Innovation. Any stakeholder of Dr.D.Y.Patil Institute of Management & Entrepreneur Development is open to write their feedback through the specified mail to The Managing Director.</p>
Misconduct	<p>Compliance with this policy of ethics and conduct is the responsibility of every employee and associated members.</p> <p>A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HR Section and will be signed by the employee. The employee will be given the opportunity to respond.</p>

CODE OF CONDUCT....

Misconduct..	<p>If the unacceptable behavior continues, a written warning will be issued and signed by the employee as being received and understood. The employee will be given the opportunity to respond.</p> <p>A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue and also signed by the employee as being received and understood.</p> <p>Employees who have been disciplined three times are subject to removal from the service (Termination).</p> <p>Details of disciplinary actions should be recorded on the employee's personnel file by the HR Section.</p>
Conduct with the Students	<p>The faculty members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.</p> <p>Any grievance related to the issue should be reported to the Director immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.</p>

CODE OF CONDUCT....

Visitors in the Work Place	<p>To provide safety and security of employees and facilities, only authorized visitors are allowed in work place.</p> <p>Restricting unauthorized visitors helps maintain safety standards, protect against theft, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.</p> <p>Hence, all visitors should enter the institution at the Security Gate/ Reception Area. Authorized visitors will receive directions or to be escorted to their destination.</p>
College Canteen	<p>Employers are allowed to go to college canteen only for limited amount of time/ along with the guests.</p> <p>With a great motive to keep the members of the faculty and staff energized, a college canteen may send tea/coffee/breakfast inside the department. It the responsibility of the individual faculty/Staff to keep the departmental place neat and clean.</p>

PROBATION POLICY

Probationers are those whose performance is being evaluated to determine whether further employment in a specific position with the institution is appropriate. Employees who satisfactorily completed the probation period will be notified of their new employment classification.

- Probation period is normally for one completed year.
- The management has the right to terminate the period of probation on completion of a year; or may extend the period of probation, further up to a maximum of six (6) months and monitor the work or the conduct of any employee, during the probation.
- The performance of the probationers will be periodically evaluated by the respective Head of the Departments (HOD's) and the Head of the Institution.
- The method of evaluation done through analysis of the 360-degree feedback mechanism. Analysis of the feedback from Students, Colleagues, Senior Faculty Members, Reporting Authority (HOD), Members of the Management and Result of SPPU Examinations will be used to decide on the performance of the Probationer.
- Confirmation of services of a probationer shall be in writing and in absence of such written order the employee shall be deemed to continue on probation.

WORKING HOURS AND LEAVE RULES

The institution works six days a week on a 7 hours swing, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and a lunch break for Thirty minutes.

Teaching Staff: The weekly off will be on all Sundays. However, if a faculty is assigned with any work by the Head of the Department/Head of the Institution, he/ she should report to the college.

Non-Teaching Staff: The weekly off will be on all Sundays. However, admin and supporting staff will work on all days as per the requirement of administrative work in the department and office.

C-OFF: Any teaching or supporting staff will entitle to take compensation-off (C-OFF) for the working during holidays subject to approval of the head of the institute.

The single slot working schedule for **Teaching Staff** is from **9.00 am to 4.05 pm** and single slot working schedule for **Non-Teaching Staff** is from **9.00 am to 4.15 pm**.

WORKING HOURS AND LEAVE RULES

(A) Casual Leave (CL) :

- A1** Every employee held on the muster of the College is entitled to 01 day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- A2** A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of at one time
- A3** CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar Year.
- A4** CL shall not be admissible during first one month of service
- A5** CL cannot be taken in conjunction with any other kind of leave except compensatory off.

(B) Medical Leave (ML) :

- B1** Employee shall be entitled to leave on medical ground for (10) days for each year of completed service.
- B2** Medical leave may be granted in case of sickness of the employee and not his/her dependents. Medical certificate for a registered doctor would be required in case of absence of three days or more.
- B3** For every 6 months of service, 5 days of medical leave shall be credited to the leave account of the employee (on 1st of January and 1st of July calendar Year). Exceptional circumstances Medical leave not due may be sanctioned and such leave shall be deducted from his leave account subsequently.
- B4** Medical leave may be combined with other leaves for exceptional Medical circumstances.
- B5** Medical leave cannot be carried forward and accumulated (Amendment).
- B6** An employee who has been granted medical leave is required to produce a medical certificate of fitness before resuming duty. Leave sanctioning authority may be secure second opinion, if considered necessary.

WORKING HOURS AND LEAVE RULES

- As per this policy only accumulated CL will be approved for the AY .2024-25. w.e.f. 1st July 2024.
- Further any CL more that accumulated CL's will be treated as LWP.
- Remember there are only 6 CL & 5 ML for the semester-1, AY 2024-25 w. e. f 1st July 2024 to 31st Dec 2024.
- All faculty and staff will allow maximum of 3 times late marks (for 15 minutes) in a month. Henceforth, such late marks will be treated as 0.5-day CL (if available/ otherwise LWP)) deduct for every 3 late marks.

Punctuality:

Being punctual is one of the most important attributes that an employee should have and must always practice in the workplace. Though there are valid reasons why an employee has been late in a particular working day, making excuses for showing up late should not always be tolerated, especially if the employee has been doing the practice for a number of times already.

Therefore, all the faculty and staff are hereby instructed to **come in-time, i.e. on or before 9.00 am**. If any faculty / staff report to the college beyond the official reporting, serious action will be taken against them.

It must be kept in mind that every day marking in-time attendance at the college is important. In case employee fail to do so **on or before 9.00 am** then they will be marked as a late for the day and resulted into equivalent deduction in their leaves or may be consider as an LWP.

Similarly, outgoing timings of Teaching and Non-teaching staff is 4.05 pm and 4.15 pm respectively. Anybody wants to go early, must take prior permission from the head of the institute and submit the respective form to the HR section on the same day.

All leaves will be approved only if leaves are taken with prior intimation. Eleventh hour intimation through email/WhatsApp will not be consider.

WORKING HOURS AND LEAVE RULES

As per the prevailing system, a member of the faculty and staff is allowed to go out during the lunch break only after getting prior permission from the Head of the Institution

Faculty members going out of the campus during the lunch break must make their exit and entry in the biometric device.

The time taken to stay out of the campus should not exceed 30 minutes.

Every employee shall "Sign in" and "Sign out" his/her attendance at the time of entering and leaving the institution respectively.

The employee should also manually register attendance kept at the reception section/near Director Office.

Every employee shall be present at the place of his/her work in his/her respective department at the beginning of the day.

Any employee who after signing in is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action.

The members of the teaching faculty, if working two hours beyond the regular timing shall avail additional permission as required in the morning or evening. If the Over Time (OT) is accumulated to 8 hours, he/she may avail a work holiday/ C-OFF.

Dr. D. Y. Patil Institute of Management & Entrepreneur Development (DYPIMED) will grant holidays to all employees declared by the State Government, Central Government as well as SPPU.

Provident Fund:

As per the Employees Provident Funds and Miscellaneous Provision Act of 1952, Employees will be covered with EPF.

Eligibility: Employee should complete two years of service in DYPIMED/having EPF in the earlier organization

Employer's Insurance:

All employees are eligible to avail benefits under the Group Insurance Scheme provided by the management. The details of this Group Insurance Scheme are available in the HR Section.

PERFORMANCE APPRAISAL SCHEME....

To constantly monitor the progress, capabilities and achievements of employees and to facilitate the ongoing development of the faculty, DYPIMED is having the Performance Appraisal System.

Employees who have completed six months of service (one semester) with the institution will be put into the performance appraisal but they could not able to earn incentive.

Employees who have completed one year of service with the institution will be eligible for the annual performance appraisal proceeding with appropriate incentive based on the point score obtained by them in previous academic year.

In the month of October of every year, the performance appraisal will be done. The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority in the month of August (after the declaration of SPPU examination results of the previous Academic Year).

The Performance Appraisal Form rates the employee in Teaching Learning, Co-curricular Proficiency, Research, Professional Development activities, other skills such as interpersonal relationships, communication skills and attitude.

Performance Appraisal Audit is then scheduled with the employee by the panel members includes the HoD, Director and external academic experts.

The appraisal forms are evaluated and each of the fields in the form is weighted against a predetermined score card and the final score is calculated for each employee.

Based on the points scored by the employees in the performance appraisal, incentive will be sanctioned by the management as per the increment and incentive policy approved by the Governing Body (GB).

Faculty Development Programs:

To get updated in the current trends and techniques and to make the students Industry ready, Management will observe the performance of the Faculty Members and organize relevant/suitable Training programs for Teaching and Non-Teaching staff members during the semesters holidays.

All employees must indent to attend such training programs without fail.

The member of the faculty who undergoes online courses like NPTEL, Pay the registration fee by his/her own, the same shall be reimbursed on successful completion of the course.

Higher Studies:

The faculties are motivated to pursue Higher Education.

The Management approves OD for the faculties who are to appear for Examinations.

Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D subjected to the norms specified in the HR policy manual.

Consultancy:

To promote consultancy initiatives among the staff and students, the management of DYPIMED proposes the following guidelines. Under this scheme, the staff members who are directly involved in this venture will be herein after called as the director Investigator and the staff and students assisting the venture will be called as the co-investigator(s).

EMPLOYEE GROWTH AND DEVELOPMENT POLICY....

The director Investigator and the co- investigator(s) will be given an incentive based on the income generated. If there is no co-investigator, Director investigator will be given with total rate of incentive i.e., incentive of PI and co-Investigator put together.

The following guidelines need to be following for the consultancy services:

- Agreement between the concern offering the consultancy and the coordinator of the Applied Lab for each consultancy services
- Mutually agreed Time frame of work
- Name list of staff and students involved in the consultancy work

THE RATE OF INCENTIVE

Income Generated (RS.)	Rate of incentive		Contribution To Institution (%)
	Director Investigator (%)	Co-investigator (%) (if No Co-PI % will be added to PI)	
≤RS.1,00,000	30	20	50
>RS.1,00,000	25	15	60

Funded Projects:

To promote Research Initiatives among staff and students, the management of DYPIMED proposes the following guidelines. Under this scheme, the staff members who are directly involved in Research project and MODROBS will be herein after called as the director Investigator. The director Investigator will be given 2.5% of the fund received from any funding agency as incentive.

Increment and Research Incentive Policy:

CRITERIA FOR INCREMENT /MOTIVATIONAL BENEFIT/ INCENTIVE

1.	Minimum service of <i>TWO ACADEMIC SEMESTERS (one Year)</i> without any break
2.	Taught at least 2 subjects 1 practical or 1 subject 2 practical workloads division-wise
3.	Student Feedback for both the Semesters for the Th/PR must be 80% and above
4.	Academic result should be more than 80% in theory and practical SPPU Result (for 2)
5.	Participation in Organizing minimum 2 programs at institute/department level
6.	Transparently giving study material in softcopy form for both theory and practical
7.	Attended minimum 2 FDP of more than 5 days per semester
8.	Minimum 1 NPTEL enrollment and certification
9.	Faculties handling practical must give LAB MANUAL to students
10.	COURSE FILE must be updated with self-notes and PPT's
11.	CO-PO Mapping and outcome of CO's must be available for both semester TH/PR
12.	Out-of-box Thinking & bridging the gap to achieve expected CO
13.	Handled INSTITUTE LEVEL responsibility for ADMISSION WORK
14.	At least 1 COPYRIGHT per year
15.	At least 1 PATENT per year
16.	At least 1 RESEARCH PUBLICATION in reputed peer reviewed journal
17.	Receiving a GRANT from SPPU/AICTE/UGC/DST etc. (Use Different Policy for Fund Utilization
18.	Minimum 1 INNOVATIVE TEACHING PRACTICE per semester
19.	Minimum 1 Project-Based Learning (PBL) approach for 30 students
20.	Minimum number of LEAVES TAKEN in a semester (not more than the available)
21.	Minimum 2 INDUSTRY CONTACT to create liaison with the institute TPO/MOU/Expert lecture
22.	Active contribution in IQAC/NAAC/NBA/ISO/ at department/Institute level
23.	STTP/WS/Hands-on training conduction for students for minimum 30 hours (5 days)
24.	Participation/organization of SPORTS/CULTURAL events at institute level and/or TG
25.	Admission related companying, counselling, admin work for the benefit of institute

Criteria 1 to 12 are Mandatory @ Criteria 13 to 25 are Essential

CRITERIA FOR INCREMENT /MOTIVATIONAL BENEFIT/ INCENTIVE

Criteria to be fulfilled to get the equivalent Increment/ Motivational Benefit/ Incentive

Criteria to be fulfilled	Percentage Increment/ Amount per Month
16 out of 25 above Criteria must fulfill # Criteria 1 to 6 are Mandatory @ Criteria 7 to 12 are Essential	+3% of the Current Gross Salary
Course Plan 100% Execution as per ERP	Rs. 1000/- or Equivalent
1 patent Published*	Rs. 1000/- (for 1 Year Only)
1 copyright Published*	Rs. 1000/- (for 1 Year Only)
Published* in Scopus/WOS/SCI journal (Impact factor 1.5 and above)	Rs. 1000/- (for 1 Year Only)
Published international conference or reference journal (Impact factor less than 1.5)	Rs. 500/- (for 1 Year Only)
Handled responsibility as Head of the Department/Institute level Portfolio as an Incentive	Rs. 15/- per student
Handled responsibility as Institute Level Coordinator of Specific Activity Such as IQAC/NAAC/NBA/ISO (any One)	Rs. 2000/-
Supporting Staff	+5% to +7% depending upon performance

PROMOTION POLICY....

DYPIMED has established a detailed process for career progression for its staff members. The norms fixed by authorities like AICTE/SPPU are followed for the staff Promotion.

TEACHING FACULTY

The career progression for a faculty who joins as Assistant Professor is Associate Professor and then to the Professor. The faculty members are promoted considering their educational qualification, experience and the continuous performance appraisal points earned every year.

MBA Faculty:

Assistant Professor to Associate Professor (with PhD) – Total 8 years of experience, of which, 2 years shall be after completion of PhD.

Associate Professor to Professor – PhD along with a first class in Under Graduate/Post Graduate is essential. Total 10 years of experience of which 5 years should be as Associate Professor.

NON – TEACHING STAFF

ADMINISTRATIVE STAFF:

Assistant to Senior Assistant - Bachelor's Degree in Arts or Science or Commerce, A pass in Type-Writing English, Basic knowledge in Computer operations and 10 years of experience

Assistant to Accountant - Bachelor's Degree in Commerce, A pass in Computer Tally software, Knowledge of account maintenance through centralized automation

Accountant to Superintendent - Bachelor's Degree in Commerce, A pass in Computer Tally software, Knowledge of account maintenance through centralized automation and 15 years of experience

LAB IN-CHARGES / ASSISTANTS

Laboratory Assistant - ITI / Diploma in the respective trade and 5 years of Experience.

Laboratory Assistant Technical Assistant - ITI / Diploma in the respective trade and 10 years of experience

Technical Assistant to Instructor - ITI / Diploma in the respective trade and 15 years of experience

Library Assistant to Assistant Librarian – Master Degree in Library science with 5 years of experience and NET/SET Qualifier

Assistant Librarian to Librarian – Master of Library science with M Phil with 5 years of Experience and NET/SET Qualifier

Resignation Policy:

- Any employee desirous of leaving the service shall provide one months' notice or one month's wages in lieu of notice to the Management in writing.
- The HR Section and the Director/ Management Representative will conduct an exit interview with the separating employee to ascertain feedback on the institution and the management.
- All the leaves that the employee applies during the notice period should be approved by the Director with the prior consent of the Management.
- All payments due to the employee or the management will be settled in full before the discharge.
- Staff Exit Interview is conducted in order to get the feedback from the staff.

Termination Policy:

- In the case of termination of Service, a employee's one month notice or one month's period wage in due off may be issued
- The reason for terminating the employee shall be communicated in writing at the time of discharge.
- All payments will be settled in full before the notice period expires.

FINANCIAL POWER

Management has given financial powers and liberty to all the following administrators while taking the decisions during the academic processes:

- a) **The Director**, DYPIMED has given a power to spend Rs. 50,000/- with Rs. 5,000/- as a single piece of expenditure in addition to Rs. 5,00,000/- within the approved budget.

- b) **Heads of departments/ Relevant In-charges** have given power to spend Rs.10,000/ with Rs. 1,000/- as a single piece of expenditure in addition to the approved budget.

The circular will be issued from the Management on the basis of **Governing body meeting Resolution** regarding delegation of financial powers to the Director and Heads of the Department and relevant in-charges

POWER TO MODIFY THE RULE IN HR POLICY MANUAL

Rules mentioned in this HR Policy Manual above are subject to modifications or amendments as may be made from time to time by the Management.