



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA






POLICY DOCUMENT

HR MANUAL

Phone: 020-67206022

Website: www.zealpolytechnic.com

Email: polytechnic@zealeducation.com

Record No. :	Revision:	Date:
<p>This is to state that the following expert team has formed, reviewed and recommended the HR Manual for Zeal Polytechnic, Narhe, Pune.</p> <p>The Policy is published and implemented after approval from Governing Body (GB).</p> <div><div> Member 1</div><div> Member 2</div><div> Chairman</div></div>		

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



INDEX

Sr. No.	Content	Pages
1.1	Preamble	1
1.2	Establishment Of The Zeal Education Society	2
1.3	Statement Of Philosophy & Guiding Principles	2
1.4	Establishment Of The Zeal Polytechnic, Pune	7
1.5	Organizational Chart:	8
1.6	Definitions & Classification Of Employees	8
1.7	Recruitment, Appointment, Induction, Transfer & Etc...	9
1.8	Personal File	14
1.9	Identity Card	15
1.10	Service Book	15
2.1	Salary / Welfare Measures / Allowances Recognition /Terminal Benefits	15
3.1	Job Description	18
3.2	Qualifications And Experience	21
4.1	Duties And Responsibilities	22
5.1	The Duties And Responsibilities Of A Teaching Faculty	32
6.1	Service Rules And Regulations:	39
7.1	Consultancy, R&D And Teaching Assignments:	46
8.1	Service Conditions For The Staff:	47
9.1	Promotion Policies	48
10.1	Career Advancement Scheme (CAS)	49
11.1	Retirement From Service	49
12.1	Separation Of Services Of An Employee	50
13.1	Code Of Conduct	50
14.1	Performance Appraisal Of Employees & Increments:	52
15.1	Grievance Redressal Procedure	52
16.1	Procedure Conducting Enquiries	56
17.1	Sexual Harassment At Workplace	57
18.1	Enquiry Officer / Committee	59
19.1	Show Cause Notice	61
20.1	Grievance Redressal	61



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



21.1	Penalties And Appeal	62
22.1	Termination Of Services	63
23.1	Suspension	63
24.1	Domestic Enquiry	64
25.1	Punishment	64
26.1	Retirement	64
27.1	Resignation	65
28.1	Superannuation During Disciplinary Proceedings	65
29.1	Termination Of Service	66
30.1	Notice Period	68
31.1	Death	68
32.1	Documents To Be Submitted On Separation From Zes	69
33.1	General	70
34.1	Jurisdiction	70



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



1.1 PREAMBLE

Zeal Education Society aims to maintain a work environment that fosters personal and professional growth of all employees, irrespective of profile, designation and work approach. All the employees will have an additional responsibility of fostering a cohesive environment eventually developing respect towards each person.

- ★ The Manual is subject to modifications to reflect changes that the Institute may decide to undertake in its HR policies from time to time.
- ★ The policies laid down in the Manual and the subsequent amendments, if any, will supersede the relevant existing policies.
- ★ The regulations contained in this Manual shall be applicable to all the employees of the institute, including those appointed prior to adoption of these regulations by the Management.
- ★ In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.
- ★ The Management shall have the authority to modify, amend and repeal any of the policies and regulation.
- ★ On matters concerning the HR policies and procedures that are not covered in this Manual, the Institute will follow the rules, norms, and procedures prescribed by the appropriate Government from time to time.

It is the responsibility of all employees to:

- ❖ Foster and maintain cohesion, cooperation, fairness and transparent communication among each other.
- ❖ Treat each other in a fair manner along with dignity and respect. Evolve and promote peace, harmony and teamwork in all relationships.
- ❖ Strive for mutual and effective understanding of standards for performance expectations and communicate transparently to reinforce effective cohesion.
- ❖ Develop the quotients of emotional bonding and intellectual capacity in each employee by making “participation of each” as the backup.
- ❖ Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals in the respective institutes.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



1.2 Establishment of the Zeal Education Society

- ❖ Zeal Education Society was established in 1996 by Shri S.M. Katkar, an eminent industrialist committed to the noble cause of Education. The society runs institutes, right from Pre-Primary to PhD level. It caters to the educational needs of students and is continuously expanding to cope up with the growing demands in the field of Education.

1.3 Statement of Philosophy & Guiding Principles

1.3.1 Statement of Philosophy

- ❖ Molding true citizens is an intrinsic insight of transforming young populace with an advantage of learning functions, understanding and pursuing skills and realizing avenues of opportunities. Conversion of a quest or an urge as a realized option in an individual is possible only if a platform is given and the contributions are substantiated. Next Generation Internet articulate the perceiving status of market requisites, social structure and professionally self-heartfelt identity in individuals

1.3.2 Guiding Principles

- ✓ **Leadership:** The ZES's leadership at all sites and in all capacities, communicates the institution's goals and values. It facilitates teamwork, collaboration, partnership and rewards achievement of desired outcomes. It also supports continuous learning, improvement and encourages innovation and the capacity to respond to change. The institute fosters the use and development of each employee's capability. In doing so, the institute's leadership encourages each employee to take active responsibility towards achieving the mission and vision of the Institute.
- ✓ **Quality of Employment:** The ZES 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.
- ✓ **Continuous Learning and Development:** The ZES values and supports continuous learning, while understanding that continual learning is a core responsibility of each



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

- ✓ **Response to Change:** The ZES is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, ZES creates opportunities for employees to acquire the required skills to continue to advance the mission of the Institute. During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

Vision of Zeal Education Society

- ❖ Transferring dreams into reality by developing an individual's potential through the spread of knowledge and wisdom in an intellectual environment".

Mission of Zeal Education Society

- ❖ Our Mission is "To enrich knowledge with enhanced facilities to help Zeal students' structure their careers to a glorious future and to develop the students as a resource within and outside the organization through holistic focus on character building and integral student development through an array of curricular, co-curricular and extra-curricular activities. Implement comprehensive teaching learning processes to create competent students. Focus on character building through a range of curricular and extracurricular activities.

Quality Policy

Policy: Zeal Education Society is committed to provide all requirements in curricular and co-curricular areas of Education to our students and mold them with Knowledge, Soft Skills, Physical Education and Ethics to enable them become Professionals of International Standards. Zeal Education Society is also committed to strive for continual improvement of its Quality Management System through student satisfaction in terms of achieving academic excellence, total personality development and excellent placement opportunities for the students.

Core Value

- ✓ Student Focus
- ✓ Student welfare is the Center of our world.
- ✓ Making learning a joy.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- ✓ Academic Excellence.
- ✓ Development of professional skills with ongoing association and development.

Strong Work Ethics

- ✓ Accountability
- ✓ Reliability
- ✓ Integrity
- ✓ Diligence
- ✓ Initiative
- ✓ Team-work
- ✓ Helping each other grow
- ✓ Sharing and Caring

Striving for the Excellence

- ✓ Aim for the best
- ✓ Plan for the long term
- ✓ Seek the best talent and ideas
- ✓ Constantly be ahead / continuous improvement
- ✓ Think smart and act fast
- ✓ Cohesion
- ✓ Motivation
- ✓ Quality Consciousness
- ✓ Collaboration

Respect for All

- ✓ No discrimination based on race, language, caste, creed, color or gender
- ✓ Treat each other with dignity
- ✓ No job is small
- ✓ High level of service to each other

Social Development

- ✓ Social awareness among students and communities (understand the needs of the under-privileged and society)
- ✓ Innovate practical solutions to social problems
- ✓ Leverage the Institute's brain power and technology to propose impactful solutions



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



Human Resources Management

- ❖ Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resource is necessary to fulfill the goals and objectives of the organization. ZES is committed to set high standards of personnel management with due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programs and projects demands a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.
- ❖ The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of ZES. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organization. This Manual also defines the terms of employment and conditions of service of employees engaged by ZES management. The Manual covers provisions for improving the performance and effectiveness of the organization by maximizing the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions. It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management.
- ❖ The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that (which) promotes team spirit, shared responsibility and participatory functioning. This Manual though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management, should be able to create a congenial atmosphere for the staff to journey with the organization to respond to emerging needs of humanity. ZES reserves the right to interpret the meaning of the rules pertaining to the service conditions of its employees and the Supplementary Rules that may be issued hereinafter at any point of time by the legitimate authority.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- ❖ ZEAL has been working to ensure that the quality of the Products meets the requirements of the international standard ISO 21001:2018. The implementation of its outcomes in educational organizations has several benefits. These include:
 - a) The better direction of the Institute activities to achieve its vision, mission and strategic goals;
 - b) The enhancement of social responsibility by providing inclusive and equitable quality education for all;
 - c) The Consistent process and evaluation tools to demonstrate and increase effectiveness and efficiency;
 - d) The large participation of interested parties;
 - e) The Harmonization of regional, national, open, and other standards within an international framework;
 - f) The improvement of abilities to demonstrate compliance with the requirements of the EOMS.

The continual improvement cycle of PDCA cycle was used in combination with the following three methods and tools, such as process methods and risk-based thinking, in ZEAL. Their brief introduction:

Process approach: International standards recommend the introduction of process methods to establish, implement and improve the Educational Organization management system. This approach enables the organization to control the interrelationships and interdependencies among the processes of the system, so that the overall performance of the organization can be enhanced.

Risk based thinking: It allows one to identify the factors that affect the organization's process and EOMS to achieve the planned results; to reduce its negative consequences; to create conditions that take full advantage of the opportunities, and to exercise preventive control.

Continuous improvement PDCA (Plan-Do-Check-Act) cycle enables an organization to ensure that its processes are effective and efficient; that opportunities for improvement are determined and acted on.

This approach is generally used at ZEAL.

- ✓ **Plan:** Establish the objectives of the system and its processes, and the resources needed to deliver results in accordance with learners' and other beneficiaries' requirements and the organization's policies, and identify and address risks and opportunities



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- ✓ **Do:** Implement what was planned
- ✓ **Check:** Monitor (where applicable) and measure processes together with the resulting products and services against policies, objectives, requirements, planned activities, and report the results;
- ✓ **Act:** Take actions to improve performance if necessary.

1.4 Establishment of the Zeal Polytechnic, Pune

ZES's Zeal Polytechnic is affiliated to Maharashtra State Board of Technical Education (MSBTE), Mumbai and conduct courses approved by the All India Council for Technical Education (AICTE), New Delhi and recognized by Government of Maharashtra. All the norms and standards set by AICTE as well as MSBTE are gratified by ZEAL POLYTECHNIC. The Zeal Polytechnic was rendered the approval by AICTE vide their letter no.: F-22-2726/2008 dated 08 July 2008.

ZES's Zeal Polytechnic was established in 2008 primarily to provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.

ZES's Zeal Polytechnic caters to the need of students willing to pursue technical education after the Secondary School Examination. Zeal Polytechnic is having the best infrastructure and facilities supported by an equally competent teaching faculty and a by an equally competent teaching faculty and a matching academic environment to make a delightful learning experience.

As stated in the mission statement Zeal Polytechnic takes the responsibility of providing quality technical education for social and economic growth of the nation. To ensure this; management is committed to offer quality technical education and is persistently determined to improve its value by taking appropriate measures.

All the courses offered by Zeal Polytechnic are honored with excellent grade by MSBTE's external academic monitoring which is done to pinpoint the performance of the affiliated institutes focusing on the key performance indicators like Faculty Development, Curriculum Implementation, Continuous Assessment, Result Analysis, Library Facilities, and Laboratory Standards etc.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



Our Vision

- To become a premier institute in technical education by imparting vibrant knowledge and skill based quality education with ethical values to cater the industrial and societal needs.

Our Mission

We, Zeal Polytechnic, Pune, are committed:

M1: To provide comprehensive technical education through academic excellence.

M2: To give industrial exposure to the students by industry- institute interaction.

M3: To inculcate Technical competence, spirit of inquiry, teamwork and entrepreneurship.

M4: To enhance ethical, societal, industrial concerns and lifelong learning skills.

1.5 Organizational Chart:



1.6 Definitions & Classification of Employees

1.6.1 Definitions:



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- ✓ **Premises:** Means and includes the Institute's building, compounds and any other land owned or leased by the Institutes and any place where the Institute performs or undertake its work including residential accommodation provided by the Institute, and its precincts thereof.
- ✓ **Director:** A person duly appointed by the management as a Director of Institutes or a person, who is authorized to exercise the functions of the campus
- ✓ **Principal/Director:** A person appointed as the head of the institute as per the guidelines of competent authority
- ✓ **Employee:** A person employed by the Institute in a Teaching or Non -Teaching capacity.
- ✓ **Teaching Staff:** A person who is either directly or indirectly involved in imparting knowledge to the students or engaged in regular assignments like Instructions, Research, Projects and all other academic related activities.
- ✓ **Non- Teaching Staff:** A person who is engaged in administrative assignments which directly or indirectly supports the core academic work that is carried out by the Institute and shall include personnel who provides technical support for all Academic / Non-Academic related work.

1.6.2 Classification of Employees:

- ✓ **Probationer:** Is one who is engaged to fill permanent employment by the Institute for an initial period of 24 months. This may be extended when considered necessary by the ZES Management / Director.
- ✓ **Permanent Employee:** Is one who is employed on a permanent basis and who has satisfactorily completed the prescribed period of probation & whose appointment has been confirmed by the ZES Management.
- ✓ **Ad-hoc Employee:** Is one who has been employed for work which is of ad-hoc nature & is likely to be finished within a specified period or on any particular project for a fixed tenure.

1.7 Recruitment, Appointment, Induction, Transfer & etc...

1.7.1 Recruitment:

- ❖ Recruitment is normally done twice in a year during May and November.
- ❖ Number of vacancies both teaching and non-teaching is notified by Principal/ HOD/ Designated Authority based on student strength / resignations or separations of staff members, to the management for approval / information.
 - ✓ Screening of applications received is done by the respective Department Head.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- ✓ Short listed candidates are informed through call letters /over telephones from the office
- ✓ At times, Walk- in interviews is also conducted for immediate postings.
- ✓ The minimum qualification as per AICTE Regulations as per table (05th March 2010).
- ✓ All the teaching staff shall be paid AICTE scale of pay.
- ✓ In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy.
- ✓ Management can also decide other allowances for Professor, Principal and Special Posts.
- ✓ Interview Committee consists of Chairman, Administrator, Principal/Designated Authority, and respective Heads of the department.
- ✓ A demo lecture is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
- ✓ Direct interview is conducted for senior posts.
- ✓ On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Lecturer. Recommendations of the selection committees will be placed before the Chairman of ZES, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Chairman.

1.7.2 Approval of Qualification:

A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

- ✓ **Planning for Human Resources:** ZES believes in professional excellence. To this extent ZES believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next few years. The requirements exist



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



in relation to the existence of the projects being sanctioned and implemented by ZES. The organization also needs to take into account the attrition rate of its employees annually based on the turnaround of the personnel in the last five years. The requirements arising out of these also need to be taken into account while planning for the human resources. Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated with the plan.

✓ **Appointing Authority**

The Honorable Secretary of Zeal Education Society shall be the appointing authority for the post of Director, Principal, Teaching and Non-Teaching staff for Zeal Education Society.

✓ **HR In-Charge:** Will direct and coordinate the administrative functions of the organization. They oversee recruiting, interviewing and hiring of new staff as well as training for current staff. HR plays an important role in strategic planning and serves as a liaison between employees and the management.

✓ **Recruitment Policy & Process:** Whenever a vacancy arises, the requirement will be notified to the HR office. The manpower requisition form will be scrutinized by comparing the forecasted workload. After forecasting, if the requirement is justified, the final approval will be given by the Principal, Director & Zeal Education Society Management and the same will be considered for further processing.

❖ **Teaching Posts:** Lecturer, Senior Lecturer, Senior Lecturer (Selection Grade) Workshop Superintendent, Head of the Department, Principal

❖ **Non-Teaching Posts:** As per Zeal Education Society Policy

❖ **Number of Posts:** As per criteria of competent authority

❖ **Qualification and Experience:** As per guidelines of competent authority

✓ **Advertisement:** Any vacancy or vacancies either to be advertised in the newspaper or will be posted on ZES website with the prior permission from Zeal Education Society Management. There should be a minimum of 7 days' gap between the date of publication of the advertisement and personal interview.

✓ **Scrutiny, Screening & Shortlisting:** At Zeal Education Society's level and as per norms of competent authority, the Principal along with their Team shall scrutinize the received applications and furnish a list of eligible candidates who may be called for an interview.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- ✓ **Interview Schedule:** H.R / Admin Officer in consultation with the Principal and Director will finalize the interview schedule.
- ✓ **Call for Interview:** Candidates who fulfill the eligibility criteria are sent interview intimation through email / phone, indicating the date, time and venue of the interview.
- ✓ **Selection committee:** A selection committee is constituted from among the following officers for any recruitment: Respective H.O.D, Principal & Director, Internal or External expert from the respective Domain / Subject may be called as and when required
- ✓ **Interview Assessment Process:** The assessment process for faculty and administrative staff recruitment shall have all or any of the following assessments: Teaching Demo, H.o.D interview, Principal Interview, Director Interview, Secretary ZES Interview. Non-Teaching staff shall be recruited based on the assessment of their skills, experience and knowledge.
- ✓ **Interview Rating Form:** The Interviewer's rating form is aimed to achieve two things - To map the process through which the candidate passes, To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.
- ✓ **Acceptance of Offer Letter:** The selected candidate is supposed to acknowledge the job offer. Only after acceptance further formalities will be processed.
- ✓ **Failure to Report for Duty:** An employee who is unable to report for work as per the commitment, he/she should notify the Institute at the earliest with a satisfactory reason for his/her failure to report for duty.
- ✓ **Joining Report:** On joining, the candidate should submit the joining report duly filled and signed at ZES Institute. If the candidate joins at the branch or field office, the joining report should be accepted and countersigned by the Person in-charge and forward the same to the main office.
- ✓ **Redeployment / Transfer:** Zeal Education Society can redeploy any member of the staff to the fresh vacancy or transfer a staff from one department to another or any other location. Any employee can be transferred depending on the needs and priorities of the organization. Transfer may be executed in any of the following manners:
 - From one department to another department within an office.
 - From one post/office to another post/office.
 - From one location to other location within the institutes of ZES
- ✓ **Induction of Staff:** It is the process for welcoming newly recruited employees and supporting them to adjust to their new roles, working environment and intended to familiarize them with the



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. Every newly inducted employee has to undergo a formal orientation session on the day of joining. Orientation sessions provides necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities etc. The HR/ Admin Department will take the responsibility of providing each new faculty / staff member with the necessary on job orientation with the assistance of the respective Head of the Department. The HR/ Admin officer shall intimate all concerned that whenever a new employee joins the Institute, the HR / Admin section will make him/her aware regarding the working procedures, rules and regulations, etc.

1.7.3 Probation and Confirmation:

- **Probation**

Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. All regular employees serve the first one year of employment on probation.

- **Evaluation in Probation Period**

Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate the employee about his / her performance or non- performance. If the Principal agrees with the evaluation, the employee shall be continued in-service else, he / she may be terminated from service. In case of termination of service, the employee loses the right to appeal.

- **Continuance of Probation**

If the employee's service during the probationary period is deemed unsatisfactory but, if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remains in probationary status should be forwarded by the Head of the Department to the HR/ Admin and Principal. Upon consultation with the Management the probation period may be extended. In all such instances, the employee must be



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



counseled and notified in writing regarding the extension of the probationary period.

- **Confirmation of Services**

After successful completion of probation period the employee will be treated as a permanent employee unless confirmed in writing.

- **Suspension /Termination of the Services**

As per the guidelines of the competent authority

1.8 Personal File

A personal file shall be maintained for all employees. It shall contain the following:

- Application of the candidate
- Bio-data
- Certificates of Birth, Education and Medical Fitness
- Appointment Letter
- Joining Report
- Personal details of employees like PAN, AADHAR, and Permanent & Current address proof, blood group, etc.
- Relieving letter or experience certificate from the previous employer or last employer.
- Two passport size color photographs.
- Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds & etc.
- Any other personal information..
- Resignation / termination letter.
- No Claim Certificate.
- Any other information deemed appropriate by Zeal Education Society. The HR / Admin will maintain personal file of all employees. The employee shall have to inform HR / Admin in writing whenever there are changes regarding marital status, contact address, etc.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



1.9 Identity Card

All Zeal Education Society employees are required to have photo ID cards which they should carry along with them to their respective workplace and in the course of travel. HR / Admin will issue these ID cards to new staff within seven days of their joining at the Institute. At the time of cessation of service, employees are required to return their Identity Card to the HR / Admin department immediately.

1.10 Service Book

It is a statutory document with record of all the events occurring in the employees entire service period and career. Each and every administrative action concerning the employee is recorded right from the stage of his /her recruitment till retirement.

2.1 SALARY / WELFARE MEASURES / ALLOWANCES RECOGNITION /TERMINAL BENEFITS

2.1.1 Type & Fixation of Initial Salary

In general, the type and fixation of initial salary is subjected to the statutory requirements of competent authority & ZES policy pay scales. Salary is fixed at the discretion of management.

2.1.2 Consolidated Salary

Usually non-teaching staff are paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation depends upon post, qualification, experience as well as employee service at Zeal Education Society. It is fixed as per management decision.

2.1.3 Increments as Per Pay Commission / Pay Scale Cadre Wise

Teaching and Non-Teaching staff is eligible for getting pay scale as per eligibility, experience and management's discretion.

2.1.4 Salary Increments (Rationalization)

2.1.4.1 Time Scale of Pay

Means a scale in which the salary rises, subject to the conditions prescribed in the SPPU / AICTE statutes by periodical increments, from a minimum to maximum. Every employee is



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



entitled to an annual increment in the salary subject to the recommendation of the Head of the Department as per the requirements of SPPU / AICTE pay scales. The recommendations based on the Performance Appraisal of the employee are reviewed by the HR Manager, Principal and Management.

2.1.4.2 Debt Repayment and Monetary Responsibility

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

2.1.4.3 Payroll Schedules

Employees are paid for all the days of the month. Payment is directly deposited with the designated Bank in the employees account.

2.1.4.4 Higher remuneration

The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

2.1.4.5 Payroll Deductions

Income-tax, professional tax and contributory provident fund are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution/ co-operative society, etc without explicit written permission from the Management / Principal.

2.1.5 Welfare Activities for Employees

- Free / Concessional Medical Facility: A small medical Facility with full time nurse and part time doctor is available at the campus. Emergency medical facility in the form of an ambulance is available.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- Group Insurance Scheme for Employees: ZES has implemented to all Teaching and Non-Teaching staff a Group insurance scheme with life cover and accident cover up to (entitlement to be mentioned)
- ZES operates transport facilities via buses for the benefit of employees and students on all working days.
- Full-fledged canteen facilities are available in the campus at reasonable prices with utmost hygiene and high quality to students, employees and visitors.
- Other facilities like gym, sports, cultural center, hostel and food court are also available within the campus.

2.1.6 Allowance Granted In Lieu of Salary

Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

- **Types of allowance are as under:**

Dearness Allowance, Compensatory Local Allowance and House Rent Allowance are admissible from time to time at the place of duty to the employee and are determined by the Government by a general or special order.

- **Traveling Allowance**

Traveling allowance is given for official travel to all staff members.

2.1.7 Salary Advance

ZES discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of direct dependent etc. can be made with the special approval of the management.

2.1.8 Provident Fund

ZES is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund account along with the contribution of the organization as per the provisions of the said Act. Employees must



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

2.1.9 Gratuity

Is a benefit which is payable under the Gratuity Act 1972. ZES is committed to provide gratuity to an employee for the services rendered in the institution. In order to be eligible for gratuity, the employee should have completed a minimum of 5 years of continuous service. Gratuity is paid only when the employee leaves the institution.

3.1 JOB DESCRIPTION:

3.1.1 Reporting for Duties on Time:

- ✓ College working hours is, normally from 7.45 AM to 3:45 PM. However, those who have academic, administrative, examination or any other such work shall follow any other timing as directed by Administrator/ HOD/ Principal.
- ✓ A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 8.00 AM to 3.00 PM.
- ✓ All members of the staff shall be at their workplace (offices, classrooms, Labs etc.) at least 5 minutes before their reporting time.
- ✓ Anyone coming late / leaving early for more than 5 minutes on 3 occasions in a month may be allowed by HOD/Principal /Administrator.
- ✓ Anyone needing to go out of the College premises during working hours shall seek necessary permission from HOD/Principal and register his/her absence (i.e. OUT and IN timing Register kept at office).
- ✓ Staff members shall compulsorily wear College ID while in the College premises.
- ✓ Staff members shall submit their investment details to the Account Section before 7th June each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- ✓ Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- ✓ Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- ✓ All members of staff are expected to present themselves in decent attire.
- ✓ Faculty shall communicate to each other and with students only in English.
- ✓ Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.

3.1.2 Service Condition (Cadre, Qualification & Experience as per AICTE & MSBTE)

3.1.2.1 General

There shall be designations in respect of teachers in Polytechnics, namely, Lecturer, Senior Lecturer, and Head of the Department and Workshop Superintendent.

3.1.2.2 Lecturer

- Persons with B. Tech qualification in appropriate branch / discipline either entering the teaching profession Newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 5000 and will move to AGP of Rs. 6000 on completion of Masters in qualification in appropriate branch / discipline.
- Persons with M. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000.
- A Lecturer with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
- A lecturer possessing a Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years' service as Lecturer.
- Lecturers who do not have Ph.D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 6,000 only after completion of 6 years' service as Lecturer.
- Lecturers who do not have Ph.D or a Master's degree in the relevant branch / discipline of a



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



program shall be eligible for the AGP of Rs. 7,000 only after completion of 9 years' service as Lecturer.

- The upward movement from AGP of Rs. 5000 to AGP of Rs. 6000 and from AGP of Rs. 6000 to Rs. 7000 for all Lecturers shall be subject to their satisfying other conditions as laid down by AICTE.
- The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
- Lecturers with completed service of 5 years with the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE to move up to the AGP of Rs. 8000.
- Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400- 67000 with AGP Pay of Rs. 9000 and shall be continued to be designated as Lecturers (Selection Grade).
- Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly designated as Lecturers (Selection Grade).
- Lecturers (Selection Grade), completing 3 years of teaching with the AGP of Rs. 8000 shall be eligible, subject to other conditions, as may be prescribed by AICTE, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.
- Posts of HOD shall be in the Pay Band of Rs. 37400-67000, with AGP of Rs.9000. Directly recruited HOD shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- Head of the Department (HOD), completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible, subject to other conditions of academic performance as laid down by the AICTE, shall be placed in Rs.37400-67000 with AGP of Rs. 10000.
- For initial direct recruitment at the level of Lecturers, HOD and Principal, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through regulations.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

3.1.2.3 Workshop Superintendent

Workshop Superintendent is treated at par with Lecturers and is to be considered for upward mobility similar to that of Lecturers.

3.1.2.4 Principal

Appointments to the posts of Principal in Polytechnics shall be based on the conditions of eligibility In respect of educational qualifications and teaching/research experience laid down by AICTE from time to time, the posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 2000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 and shall be eligible for a special allowance of Rs. 2000 per month.

3.2 QUALIFICATIONS AND EXPERIENCE

3.2.1 Lecturer/Workshop Superintendent

Bachelor's degree in Engineering of the relevant branch with First Class or equivalent. If the candidate has a Master's degree in Engineering then first class or equivalent is required either at Bachelors or Master's degree.

3.2.2 Head of Department

Bachelor's and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent to either Bachelor's or Master's level

OR

Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level and Ph. D or equivalent, in appropriate discipline in Engineering / Technology



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



3.2.3 Principal

Master's degree in Engineering / Technology of the appropriate branch with First Class and Ph.D. in engineering along with min 10 years of experience in the capacity of the head of the institute.

Note:

- Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
- PhD shall be from a recognized University.
- In case of research experience, good academic record and books / research paper, publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to head of the department with active participation record in designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.
- For the Post of Head of Department and Principal flair for Management and Leadership is essential as deemed fit by the expert members of the selection committee.
- If a class/ division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as per the respective university

4.1 DUTIES AND RESPONSIBILITIES

Each and every employee in the institute has their own responsibilities and the employee should carry out all the tasks assigned to them to the fullest of ability.

4.1.1 Director

- Be responsible for educational, financial, academic and administrative management of all the institutions under the directorate under the overall policy guidelines laid down by the AICTE, MSBTE, SPPU.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Shall prepare five year plans and Annual plan proposals and Budgets for the Technical Education.
- Organize staff development activities for the Institute for effective implementation of the function of the department and to advise management on all matters of staff welfare.
- Shall coordinate the activities connected with different levels of Education under council schemes. Look after functioning of ZES Academics, Administration & Placement through proper allocation of duties and responsibilities to all the staff, their functioning and progress, data generation, documentation and achievement with reference to targeted aims and goals.
- Shall be instrumental for providing necessary exposure initiatives to students and faculties through proper sensitization of the Principals, HODs and faculties of the colleges on various industry, institute linkages.
- Assist in building and maintaining good and enduring rapport with various Corporates, Industries and Companies to forge ahead with collaborative industry academic activities.
- Shall assist in providing necessary industrial exposure initiatives to students and faculties through all possible measures and effective coordination with all concerned.
- Shall assist in the establishment of MOUs with major Companies/Corporates/Industries/Educational and Research organizations to bring about qualitative improvement in academics and to ensure industrial exposure to both students and faculties through exchange and sharing of infrastructure know-how and human resource.
- Be responsible to strategically plan and work rigorously towards promoting student placements of all campuses through outsourcing of companies / corporates and such other government and non-governmental agencies.
- Shall assist in the resume preparation of students, record maintenance on Placement and training, conduct of Alumni, Association, Parent Teacher Meets, students club, students Associations, brand building of ZES Institutions and colleges and in the conduct off campus events of all kinds for improved industrial / corporate relations.
- Be fully responsible for ensuring placements of all students in the various disciplines of campuses with a steady increase in the number of giant, prominent and reliable recruiters who could offer decent positions and reasonably higher remuneration.
- Shall compile department wise database of industries to be contacted for Placements, Industrial visits, Guest Lectures, distinguished guests and student's project.
- Motivate the staff for Publication of books, documents, reports, Drafting of promotional and



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



research schemes for various nature. Work-shop, conferences, courses & programs

- Prescribing norms for fees, student's admission, pay scale of teaching and non-teaching staff, welfare schemes for women, handicapped.
- Quarterly audit of general administration, financial matters, budget, recruitments, stores and purchases, advertisement, institute websites.
- Conduct of periodical and surprise inspections of various departments, sections, examine files, documents etc and suggest suitable remedial measures for rectifying the irregularities observed.
- Coordinating visits of the expert committees to various institutions.
- Participation in the co-curricular & extracurricular activities.
- Sincerely prioritize the responsibilities entrusted by the management from time to time.

4.1.2 Principal

- The Principal of the ZES institution shall be solely responsible for the management of all administrative, academic and research related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- Formulate and present management policies and guidelines of all administrative, academic, research related activities pertaining to the college in order to maintain excellence in teaching and research.
- Provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, staff and students towards academic excellence.
- Effectively coordinate the administrative, academic and research related activities of all the departments of the institution and ensure smooth functioning of both teaching and research activities.
- Be responsible for the successful conduct of all the approved degree programs of the institute as per the norms stipulated by the Savitribai Phule Pune University, AICTE & MSBTE and shall be responsible for carrying out all such instructions and directions communicated from the University and from other statutory bodies.
- Be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Be responsible for monitoring the registration and the progress of students admission to various



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



degree programs of the institution.

- Be responsible for the preparation of annual budget as per the requirement of the college.
- Be responsible for the procurement and purchase of stores, equipment, lab material, instruments and other such items as may be necessary from time to time by following the conventional procedures ensuring both quality and economy.
- Constantly monitor and review the academic and research programs through adoption of evaluation tools like, surprise checks, spot inspection, calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs, faculties and students and through performance appraisal of both teaching & non-teaching staff with due observance of regulations of ZES.
- Be responsible for acquiring quality certification from National / International agencies and maintain the academic & administrative standards to that extent.
- Be responsible for maintaining and up keeping of the discipline of both staff and students.
- Conduct the periodical meetings of the faculty members for effective administration of the Institute.
- Make the employee and students aware of the rules, policies and procedures of the institute and see to it that they are enforced.
- Initiate recruitment of teaching & non-teaching staff as per rules laid down by ZES.
- Sanction the leave of the staff as per the norms.
- Monitor and update the institute website ensuring that all information related to the institute is available.
- Communicate with Savitribai Phule Pune University, AICTE MSBTE & UGC for necessary compliance.
- To monitor, manage and evaluate the administration of the institute.
- Monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events, Placement & Training etc. Recommend allocation of budget for the departments as requested by the Head of Departments.
- To authorize cash advances for immediate purchases required in the institute. To ensure that all financial transactions are executed as per the ZES norms.
- Work as academic and administrative in-charge of the institution.
- Re-sourcing necessary manpower for the institution as & when required.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Have an overall control on the internal communication within the departments & training and placement activities, Industrial visits, practical's, etc.
- Co- ordinate the activities & official correspondence with AICTE, MSBTE & SPPU.
- Maintain the academic atmosphere amongst the faculty and control the students.
- Maintain public relations & interaction with the community.
- To perform all other duties as directed by the Management from time to time.

4.1.3 Head

- The H.O.D shall be solely responsible for all administrative, academic and research related activities of the department in order to maintain and uphold the academic supremacy and competence of the Department.
- Assist the Principal in formulating policies and guidelines on all administrative, academic, research and activities pertaining to the discipline in order to maintain excellence in teaching and research of the Department.
- Provide expert counseling, guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all other related activities.
- Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialization and to use their expertise and input in upgrading the teaching and research standards and in building up world class infrastructure of all kinds.
- Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- Personally inspect and satisfy that the courses / subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and management.
- Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal are correct and true and are duly supported by proper evidence and records.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality and content and updating.
- Report on the performance of staff and students to the Principal after assessing them through scientifically designed evaluation procedures including student's feedback.
- Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programs, Internships, higher qualification and all such other human resource development means.
- Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant upgradation of the same to facilitate world class teaching, learning and research activities.
- Assist the Principal in the procurement and purchase of stores, equipment, lab material, instrument and such other items as may be necessary from time to time.
- Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
- Strive to promote / motivate the students for their participation in extra and co-curricular activities besides inter collegiate, district and state, and national level competitions.
- To coordinate term work assessment and conduction of practical /oral examinations as laid down by concerned authority.
- Assist the Principal in the maintaining discipline of both staff and students of the department.
- Endeavor to render special and well-conceived coaching to students for empowering them to face the Campus interviews confidently.
- Assisting the Principal in acquiring quality certification of the institution from National and International agencies and to this extent ensure departments participation in the process through academic upgradation.
- Responsible for entering into MOU with related Industries and Institutions to establish a healthy Industry institutional relationship.
- Responsible for proper care and maintenance of the department.
- Responsible for performing all other duties & responsibilities as desired by the Principal, Director & Management from time to time.



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



4.1.4 Senior Lecturer

- To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class as well as the academic standing and communicating the observations to the parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- To obtain feedback from students and modify the teaching and training as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance.
- To keep in touch with parents and update them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD & professor in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution.
- To maintain all academic records as stipulated by the respective universities.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will try to propose projects from all possible funding agencies and help in the improvement of research and developmental activities of the Institution.
- Will attend to any other specific works of the department as assigned by the HOD & Professor.
- Will also execute and perform any other duties as assigned by the management from time to time.

4.1.5 Lecturer

- Handle effectively the subjects assigned, in a regular phased manner and completion of full syllabus within the semester.
- Monitor the attendance of all students in the class as well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- Obtain feedback from students and modify the teaching and training methods as per the student's



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



suggestions.

- Aim for better performance of students in the subjects handled and to counsel them based on their performance
- Keep in touch with parents and update them with the student's attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- Maintain all academic records as stipulated by the respective universities.
- Strive for excellence in teaching and learning process and to assist better placement of students.
- Will attend to any other specific works of the department as assigned by the HOD
- Will also execute and perform any other duties as assigned by the management from time to time.

4.1.6 Training & Placement Department

- Maintain complete information regarding students appearing for placement activities.
- Conduct placement activities smoothly and ensure all students are getting placed.
- Decide and arrange personal development programs for students.
- Update and maintain the contact details of companies interested in recruitment activities.
- Send invitations to industry and company for campus recruitment
- Notify the students about the events and take necessary action.
- Take feedback from industry about the students recruited.
- Place students in core companies with higher salary packages.
- Execute any other work given by Management.
- Conduct seminars for students to improve necessary skills.
- Visit the corporate companies & other Ltd. Pvt. Companies.
- Conduct campus interviews for the students.
- Train the students to appear in an interview.
- Maintain the list of companies & their HRD Heads.
- Maintain record of the companies visited.
- Maintain the record of the students recruited in companies.
- Display on notice boards the advertisements of leading newspapers for vacancies.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- Maintain good relations in the corporate world & companies.
- See that maximum number of students will be recruited from the institute.

4.1.7 Office Superintendent

- Assist office Administration in day to day routine work.
- Prepare and make day-to-day correspondence.
- Administrate the work of internal examination, AICTE, MSBTE & SPPU Examination.
- Maintain the record of fees along with its outstanding
- Follow & execute the work as per instructions from the Principal.
- Coordination between students, institute & council: ACITE, MSBTE & SPPU
- Handle council correspondence in consultation with the Principal.
- Contact and communicate with the council for examination, question papers, result preparation etc.
- Settle an account with the councils pertaining to paper checking, student fees, and examination fees.
- Streamline all the work related to administration, academics and council.
- Receive and deliver council documents like student's mark sheets, circulars, etc to the students & institute
- Solve problems related to council, administration and academics.
- Execute any other work given by Management.

4.1.8 Finance

- The College accountant will be responsible for preparing the colleges management accounts including financial analysis as and when required by the Director of Finance.
- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.
- Shall be responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.
- Computing taxes and preparing tax returns.
- Identify areas for improvement and implement improvements to processes



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



- Assist with and act as the primary point-of-contact for auditor requests
- Handle sensitive information in a confidential manner.
- Monitors revenue and expenses for departmental or unit accounts; ensures expenditure control and compliance with funding and reporting requirements and standard accounting procedures.
- Constructs routine spreadsheet applications, prepares financial data for input into finance and human resource system, and generates reports; performs calculations which may include interest and depreciation.
- Coordinates the preparation of regularly scheduled and special billings, costs reports, analyses, studies, inventories, and preliminary financial statements for local, state, federal and private funding sources.
- Reviews and approves expenditure, personnel, and purchasing documents for availability of funding, mathematical correctness.
- May coordinate and monitor data processing batches including suspense control, cash counts, and balancing.
- May assist in audit activities.
- Maintain the admission fee record register.
- Maintain cash & cheque book account register.
- Maintain dead stock register, voucher file.
- Keep an updated account and help the Auditor.
- Check outstanding bills & clear them.
- Maintain record of Collection of fees.
- Update petty cash registers on a daily basis.
- Performs miscellaneous job-related duties as assigned by Management.

4.1.9 Rector

- Hostel admission cards, registers and visitor pass will be maintained by the warden throughout the term of stay of the student in the Institution/College hostel.
- Responsible for allotment of rooms to the students.
- Responsible for maintenance of the hostels.
- Look after the quality of food served in the hostels.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- Keeps strict discipline among students of the hostels.
- Reports to the Director in case of any indiscipline or misbehavior by the students.
- Look into the grievances/complaints of the students if found genuine.
- Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.
- Ability to listen to and establish a rapport with students Liaison with administration and other relevant support / services.
- Ensure security of the students by coordinating with the security team and guards.
- They are expected to go beyond the call of duty and extend work hours in cases of emergency and if any need arises and be available 'on call-duty' whenever required
- Visit the students' rooms for their welfare and safety.
- Quarterly supervise all hostel rooms for the smooth running of the facilities provided and to plan for upgradation and maintenance of these facilities
- Periodically verify the furniture and fittings of the hostel rooms with the assistance of the team operations and take action for their repairs/replacement.
- Promote a collegiate environment, good order and social harmony with the student
- Complete necessary administrative tasks such as report writing, surveys, filing incidents, documentation and record keeping with respect to hostel and students.
- Execute any other work given by Management.

5.1 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY:

5.1.1 General:

- The Faculty Member should come to the college at least 10 minutes before the commencement of classes and should leave the college not earlier than 30 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be at least as follows as per AICTE norms:



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



1	Principal	4 hours / week
2	Vice Principal/ Dean	8 hours / week
3	Head of Dept.	12 hours / week
4	Lecturer	16 hours/week

- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending Seminars/workshops/ conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Groupies of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subjected to discipline proceedings.

5.1.2 In Department:

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentee's roll number should be noted every day in the attendance book as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



case of emergency, the HOD and teacher must be informed with appropriate alternate arrangements suggested.

- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The Teacher must update the course file regularly and put up for inspection by HOD/Principal as the case may be.
- To give counseling to the students if needed.
- To bring the student's misbehavior in the class to the knowledge of the Class Teacher/HOD/Principal.
- To carry out the administrative works of the department given by the HOD.

5.1.3 In Class Room Teaching:

- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise Teaching plan.
- The Faculty Member should get the Teaching plan and course file - approved by Module Coordinator and HOD.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year board question papers, notes, handouts, PPT, test/exam question papers, three model answer scripts for each test/exam, Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register.
- The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems / workbooks have to be handed over to the students at least one week in advance of actual class.
- The Faculty Member shall give all possible pattern (2-marks, 4-marks, 6-marks and 8 –marks) questions of each unit to the students.
- The Faculty Member should interact with the class teacher or counselor and inform him / her about the habitual absentees, academically weak student, objectionable behavior etc.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- The Faculty Member should make himself/herself available for doubt clearance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

5.1.4 In Laboratory:

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by next class.
- Allow the students inside the lab only on submission of the required records written up to date.
- To give crystal clear instructions.
- To attest the readings of the experiment. To let the students, know the percentage of error he/she commits for every experiment.
- To sign the manual /rough record before the end of each practical class.
- Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- In order to prevent theft, faculty members are advised to take the following action.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- ❖ Before starting the practical's/projects, students shall be asked to check the PCs/equipment's etc. and report in case of any missing items/irregularity to the lab In-Charge.
- ❖ As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- ❖ Students shall not be permitted to carry bags into the labs.
- ❖ In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

5.1.5 Student – Faculty Relationship:

- The Faculty Member should have a good liaising and control of students.
- As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class Teacher, HOD.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

5.1.6 Duties and Responsibilities of Class Teacher:

To assist students in their knowledge building and to maintain a close watch and build relationship with students and parents.

- To ensure that every student is well supported to fulfill his/her learning potential
- In order to monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- To maintain student discipline in the class as per the college policies.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- Address students' queries.
- Meeting the parents of students, especially defaulters.
- To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class.
- To lead an effective induction program and value added course for students in consultation with HOD.
- To produce the assessment plan for every semester well in advance
- To manage the production and dissemination of reports to students, parents, College Management, MSBTE, DTE, NBA, AICTE and other governing bodies from time to time.
- Implement the actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- Arrange Parent meetings and all common functions of the college to represent the class.
- Take charge of any special projects assigned by the management from time to time.
- Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- Be the academic leader of the designated class in the Department.
- To lead the development and maintenance of appropriate standards and quality assurance in the delivery of course materials, assignment and question paper setting and its valuation.
- To monitor the semester progress regularly based on semester and assessment plan.
- To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD.
- To encourage the students to participate in technical competitions conducted outside the college.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- To maintain the desired academic standards in the assignments and tests administered in the class.
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- Prepare a subject wise list of the final attendance, practical and lectures together and display on notice board within 3 days of a month closing in the prescribed format through HOD.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Arrange class committee meetings.
- Any other duty the HOD/ Chairman/ Principal/Administrator may assign.

5.1.7 Duties and Responsibilities of the Laboratory /Workshop In-Charge and Lab Assistant:

5.1.7.1 Laboratory and workshop:

To facilitate students for examining, assessing & building themselves through experiments, what they learn in the classroom.

- To maintain the Dead Stock Register and Consumable Registers.
- To find out the requirements of consumables for the laboratory and procure the same, before the start of every semester.
- To plan for the procurement of equipment for the coming semester well in advance. This can be done by contacting teachers who are teaching or have taught similar subjects in our college.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those who are responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment's/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman /Administrator from time to time.

5.1.7.2. In order to prevent theft/damage, the Lab In-charge shall take the following action:

- Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

6.1 SERVICE RULES AND REGULATIONS:

6.1.1 Leave

6.1.1.1 General

- Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- **Leave Application:** The leave application shall be submitted on well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged
- The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned teachers and HOD's. Casual Leave and Duty Leave application should be submitted in office. All other leaves forward to chairman for sanctioning through proper channel.
- No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.
- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

6.1.1.2 Kinds of Leave:

The staff members are entitled to enjoy the following leave benefits:

- Casual leave CL
- Leave without Pay LWP
- Earn Leave EL
- Duty Leave DL
- Compensation Duty Leave COFF
- Study Leave ST
- Vacation Leave VACATION
- Maternity Leave ML



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Medical Leave MED

6.1.1.2.1 CASUAL LEAVE (CL)

- Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty-four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year.
- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves.
- Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.
- CL up to total accumulated period may be granted under special circumstances.
- For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.
- CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

6.1.1.2.2 LEAVE WITHOUT PAY

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of one's authorization he may be granted, "Leave without Pay" at the discretion of the Chairman /Management subject to exigencies of service.
- Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. "Leave without pay" shall also be got sanctioned in advance as any other leave.
- But If the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

6.1.1.2.3 EARN LEAVE

- As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following: -
 - A. Prolonged sickness of self or a family member
 - B. Higher education
 - C. Forced exile/renunciation
- Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 300(three hundred) days at the time.

6.1.1.2.4 DUTY LEAVE (DL)

- An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
- Duty leave may be granted for one or more of the following purposes:
 - To deliver academic lecture
 - To work on behalf of the College or to attend technical workshops/ symposium of National/International level.
 - To read/present a research paper in a Conference/ Symposium of National/International level.
 - To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
 - To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions: -
 - There exists a written request from the competent authority.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- The paper has been accepted for presentation and a communication to this effect received in writing/mail.

6.1.1.2.5 OUT-STATION DUTY (OD):

- OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work other than MSBTE, OD will not be granted.
- Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of Board Practical Examination, Theory Examination and paper assessment. However, this limit is not applicable to centralized assessment centers.
- Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
- Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
- In all the cases, prior written permission has to be obtained from the Principal through HOD.
- The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

6.1.1.2.6 COMPENSATION DUTY LEAVE

It is the policy of ZES that staffs is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However, under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal,



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



administrator and H.O.D concerned of the college. Such approval of COFF rests solely at the discretion of the Principal/Designated Authority.

Approved COFF

- Can also be combined with C.L.
- This leave must be availed within three months from the day of the duty carried out.
- COFF can be availed as full day only

6.1.1.2.7 STUDY LEAVE

- ZES appreciates and encourages faculty development by acquiring higher qualifications such as PhD. Study leave of up to 4 years will be granted to faculty who wish to pursue full time Phd.
- Faculty should have completed a minimum of 3 years of service at ZES to avail the above facility.
- Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin ZES and shall serve minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining ZES after the successful completion of PhD will be eligible for 3 increments.
- To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
 - Faculty shall give an undertaking to the effect that they will be continuing with ZES after completion of their PhD for a minimum period one year.
 - Faculty should have completed a minimum period of 3 years of service at ZES before applying for PhD under part-time.
 - The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
 - Permission to avail this facility will be given by the management based on the recommendation of the HOD/principal and considering the overall performance and seniority of the faculty.
 - Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
 - It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at ZES
 - An employee will not be entitled to draw the salary during study leave.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



6.1.1.2.8 MATERNITY LEAVE

- Maternity leave may be granted to a permanent female employee with half pay up to a maximum of two children.
- The leave pay granted only if she work for a period of not less than 300 days after rejoining. The leave salary shall be paid as 50% of maternity leave pay shall be paid during the period of leave on monthly basis.
- Remaining 50% shall be paid in 10 equal monthly installments after rejoining the duty.
All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days.

6.1.1.2.9 VACATION LEAVE

- The total number of VL days for members of permanent staff (vacation staff) is limited to 45 (forty-five) days, for a continuous service of 12 months in the institution. These 45 days includes the declared vacation during Diwali / summer.
- The remaining days can avail any time during the academic year in a single stretch. If any staff wants to avail in multiple stretches, the two days (Sunday, Saturday) not inclusive in their applications, the same will be deducted from their Vacation Leave.
- If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
- A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year.
- Any unused part of VL cannot be carried over to the next academic year.
- The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



6.1.2.10 MEDICAL LEAVE

- The entitlement of Medical leave is @10 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
- The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application
- Medical leave application shall always be accompanied by a medical certificate
- Sundays & Holidays can be prefixed/suffixed to medical leave; however intervening holidays are counted as medical leave.
- Medical leave is sanctioned with full salary benefits.
- Medical leave will be granted by the Chairman as per the recommendation of the HOD and Principal.

7.1 CONSULTANCY, R&D AND TEACHING ASSIGNMENTS:

- The College encourages its teachers to take consultancy assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/administrator in writing.
- A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- Where it is a project assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- In all other cases like consultancy assignments, it shall be 100% (to faculty).

8.1 SERVICE CONDITIONS FOR THE STAFF:

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- There shall only three designations in the respect of teachers in ZES namely Lecturer, HOD, Principal.
- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
- Any staff member, on appointment, except on contract, shall be on probation for a period one year.
- A member of the staff shall have his / her service separated by giving one-month notice or one-month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months' notice or three months' salary must be given. But during the close of academic year, one-month notice is sufficient for separation from service of ZES for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.
- A security amount equivalent to one-month salary is deducted from staffs during the service in convenient installment.
- A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



9.1 PROMOTION POLICIES:

- All promotions shall be considered on the basis of merit-cum-seniority basis or as decided by the management from time to time.
- The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with Establishment Director, principal and experts in the respective area.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
- Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva voce for PhD and on publication of 5 International Journal papers, being in the authors' area of specialization for the promotion to the post of HOD with Minimum of 5 yrs experience in teaching/research/ industry or (Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.
- The following information is required in the CV for reappointment and promotion of candidates:
 - ✓ Educational background
 - Academic and other relevant employment history.
 - Awards and appreciation if any.
 - Research and/or creative works, publications journal, conference proceeding, text book publications etc.
 - Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list etc.
 - ✓ Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
 - ✓ All decisions on promotions shall be taken up from the month of April/October every year.



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



- ✓ All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

10.1 CAREER ADVANCEMENT SCHEME (CAS)

Eligibility Criteria:

The rules and regulations as per the AICTE gazette 5th March 2010 has been followed for pay scale, service condition and qualification.

Process of Career Advancement Scheme:

- The faculty should apply in writing to the Head of the institute under CAS every year in the month of May.
- The faculty shall submit the Application form and supporting documents as per the guidelines from AICTE.
- The Head of institute shall form screening committee for evaluation of received applications.
- All the candidates applied under CAS appear for interview in the month of June in-front of screening committee.
- The recommendations given by the committee shall be forwarded to Management for final approval.

11.1 RETIREMENT FROM SERVICE

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 60 years.
- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Special Category appointments.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



12.1 SEPARATION OF SERVICES OF AN EMPLOYEE

- Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
- The Principal shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - Serious misconduct and willful negligence of duty; Gross insubordination; Physical or mental unfitness; and Participation in any criminal offence involving moral turpitude.
 - The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months' notice.
 - The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

13.1 CODE OF CONDUCT

- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
- If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- All members of the staff shall be governed by general rules / norms also practiced by college from time to time.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievance/s.
- The following acts of commission/omission shall be treated as misconduct.
 - ✓ Failure to exercise efficient supervision on the subordinate staff.
 - ✓ Insubordination or disobedience to any lawful Order of his/her Superior Officer.
 - ✓ Gross negligence in teaching or any other duty assigned.
 - ✓ Any act involving moral turpitude punishable under the provisions of the IPC.
 - ✓ Intemperate habits affecting the efficiency of the teaching work.
 - ✓ Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



14.1 PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS:

- Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JULY.
- Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
- Annual Staff Performance Appraisal Systems consists of
 - A. Appraisal by Students
 - B. Appraisal by Head of Department
 - C. Appraisal by Management
- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments
 - Paper publication: Journal/conference,
 - Patent: Apply/sanction,
 - Project: Apply/sanction
 - Testing/consultancy
 - Conduct/coordinate: Conference/Seminar/FDP/Workshop/Any similar event.

15.1 GRIEVANCE REDRESSAL PROCEDURE

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Director/Dean, administrator and Chairman.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The Grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Any teaching or non-teaching staff having a Grievance, he or she shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such Grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the Grievance warrants a meeting to be commissioned immediately.
- The Grievance shall be redressed immediately by the committee and by the Chairman/Correspondent.
- The Member-Secretary shall record and maintain the minute's the meetings.

15.1.1 Disciplinary Proceeding

15.1.1.1 Misconduct

An Employee who commits misconduct shall be liable to be dealt with in accordance with the provisions of these rules. For the purpose of these rules without prejudice to the general meaning of the term, the following acts and omissions shall constitute misconduct and the term 'habitual' shall mean as defined hereinabove:

- Willful insubordination or instigation thereof, disobedience or instigation thereof whether alone or in combination with another, of any lawful and reasonable order of a superior.
- Participation in an illegal or unjustified strike or abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others.
- Willful slowing down in performance of work or abatement or instigation thereof.
- Theft, fraud or dishonesty in connection with ZES business or property or theft of another employee's property or theft of any kind.
- Taking or giving bribes or any other illegal gratifications whatsoever.
- Habitual absence from work without permission or absence without permission for a period exceeding three consecutive working days. On the fourth day the concerned office will send the first show cause notice advising the employee to report back immediately on receipt of the official communication. If the employee does not report back after the first show cause notice, the second and the third show cause notice would be dispatched with a week's interval in between the second and the third show cause notice. Even after the third show cause notice, if the employee



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



fails to report back, the concerned office will take necessary approval from the Management and the employee will be terminated from the services in accordance with these Rules.

- Frequent or Habitual late attendance.
- Habitual breach or gross and deliberate violation of any standing orders, or any law applicable to the Institute or any rules made there under.
- Collecting contributions for any purpose whatsoever at any time in the Establishment without the permission of the Registrar.
- Engaging in trade within the Establishment without the written permission of the Registrar.
- Drunkenness or riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing other Employees or interfering with the work of other employees, assault or threat of assault either provoked or otherwise within the Institute or the commission of any act subversive of good and proper behavior within the Institute.
- Commission of any act or conduct subversive of discipline of ZES whether within the premises or outside in connection with ZES work.
- Habitual negligence or neglect of work.
- Habitual breach of any rules or instructions for the maintenance and operation of any department or the maintenance of the cleanliness of any portion of the Establishment.
- Damages, whether willful or due to irresponsible action or damage due to negligence or carelessness to work in process or to any property of the ZS or within the ZES or any instigation or abetment thereof.
- Organizing, holding, attending or taking part in any meeting within the Establishment without the prior sanction of the Registrar.
- Disclosing to any unauthorized person any information in regard to the processes or any interest of the institute which may come into the possession of an Employee in the course of his employment.
- Gambling within ZES
- Smoking within ZES.
- Failure to observe duly notified safety instructions or normal safety precautions or interference with any safety device or equipment installed within ZES..
- Engaging in other employment (full time/part time) whilst still in the service of ZES without the prior written permission of the Registrar.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Sleeping during working hours.
- Loitering, idling or wasting time during working hours or being within the Establishment after authorized hours of work without permission.
- Marking attendance of any Employee other than his own (proxy)
- Marking attendance and or giving additional marks for any Student for Monetary Benefits (in the form of cash, gifts, etc.)
- Declared and being carried in the registers of Police as a bad character or conviction by any court of law for any criminal offense involving moral turpitude.
- Doing private or personal work, within ZES with or without tools or materials belonging to the Institute without the prior written permission of the Registrar.
- Distribution or exhibiting within ZES - handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations any matter without the prior written sanction of the Registrar.
- Making false, vicious and malicious statements in public or otherwise against the Institute or any member or employee of ZES.
- Willful falsification, defacement or destruction of any records of the Institute, whether maintained by himself or by other Employees.
- Knowingly making false or misleading statements or misrepresentation at the time of employment.
- Unauthorized possession of any weapon in ZES.
- Failure to report damage or defects noticed in machinery, equipment and processes.
- Refusal to submit for medical examination when required to do so by the Registrar in the event of suffering from infectious diseases.
- Applying for leave or seeking ratification of absence for reasons found to be false.
- Running of chit funds or other schemes for raising loans within the establishment.
- Refusal or failure to wear uniforms/work dress (as applicable) within the premises with a view to intimidate or coerce or threaten the Management of the Institute or any other fellow worker in connection with his employment.
- Squatting or remaining anywhere within the premises of the establishment with a view to intimidate or coerce or threaten the Management of the Institute or any other fellow worker in connection with his employment.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Shouting any slogan within the establishment whether alone or in combination with others.
- Spitting in the establishment.
- Refusal to leave the work premises at the conclusion of duty hours.
- Refusal to wear or show the identity card.
- Willful or deliberate wasting of Water and Electricity in the premises
- Threatening any Employee alone or in combination with others or through any outside agency in connection with the employment in ZES
- Willful or deliberate misuse of any amenity provided by the Institute.
- Gaining admission to the premises by impersonation or by production of false identity cards or fake certificates.
- Conduct on the part of the Employee likely to endanger the life or safety of other Employee or ZEs.
- Habitual overstaying sanctioned leave without sufficient grounds and satisfactory explanation or leaving the premises or work spot when leave is refused.
- Refusal to receive charge sheet, order or other lawful or proper communications served in accordance with these rules.
- Making malicious statements against the Institute or its officers verbal, printed materials, electronic means or online internet / intranet facilities.
- Lending or collecting money or canvassing loans etc.
- Contesting any election for local body or others and engaging in Political activities.
- Consumption or possession of alcohol /narcotics.
- Bringing disrepute to ZES either directly or indirectly.

16.1 PROCEDURE CONDUCTING ENQUIRIES

16.1.1 General

None of the provisions contained herein-below shall apply to proceedings before the Internal Complaints Committee constituted under the provisions of the Sexual Harassment in Workplace (Prevention, Prohibition & Redressal) Act, 2013, except to the extent specifically provided for.

16.1.2 Misconduct



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- Any act of deviation or transgression from an established Code of Conduct as contained in the HR Manual is a 'Misconduct'. An employee may be punished for misconducts as more fully contained in this Manual.
- Any misconduct committed within the Premises or the precincts of the Institute shall be acted upon.
- Any misconduct committed outside the Premises but has a direct nexus to the employment, shall also be proceeded with.

16.1.3 Charge Memo

- Disciplinary action shall be initiated with issuance of Charge Memorandum which shall broadly contain the allegations intended to be proceeded.
- Where the employee is not conversant in English, it shall be provided in vernacular. The charge memorandum may be issued by the Registrar of the Institute, the Dean of respective schools or such other officer as may be duly authorized.
- When charges are admitted: The condition precedent to the exercise of power of dispensing with the services of an employee on the ground of misconduct is holding of enquiry for the purpose of establishing the misconduct by recording evidence at an enquiry. When Law requires that a particular thing should be done in a particular manner it implicitly prohibits the doing of the same in any other manner. Hence, despite admission of guilt, the enquiry has to be conducted and completed as more fully contained herein,
- When charges are not admitted: On receipt of the Charge Memo, when the reply of the Delinquent is found unsatisfactory and the employee is to be punished, enquiry should be conducted and such decision shall be informed to the employee in writing. Such notice of enquiry shall reveal the name of the Enquiry Officer /Committee, date and the venue of enquiry, which normally is within the premises of the Institute.

17.1 SEXUAL HARASSMENT AT WORKPLACE

It shall be the duty of the Institute or other responsible person/s in work places to prevent & deter the commission of acts of sexual harassment by taking all necessary steps.

17.1.1 Definition



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



For this purpose, sexual harassment includes any unwelcome sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances
- A demand or request for sexual favour
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

17.1.2 Proceedings

In particular, ZES shall ensure that victims or witnesses are not victimized or discriminated against, while dealing with complaints of sexual harassment. The victims of sexual harassment shall have the option to seek transfer of the perpetrator or their own transfer.

17.1.3 Disciplinary Action

Any act of sexual harassment as more fully contained hereinabove shall amount to misconduct and appropriate disciplinary action shall be initiated in accordance with these rules.

17.1.4 Internal Complaints Committee

The Internal Complaints Committee (ICC) shall ensure time bound treatment of complaints. The ICC while inquiring into complaints of "Sexual Harassment" shall be headed by a Woman and more than 50% of its members should be females. To prevent the possibility of any undue pressure or influence from senior levels, such committee shall involve an external female member who is familiar with the proceedings provided in the Sexual Harassment of Women at Workplace [Prevention, Prohibition & Redressal] Act, 2013.

17.1.5 Employees' Initiative

All female employees should raise issues of sexual harassment in appropriate forums and shall be affirmatively discussed in such meetings.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



17.1.6 Awareness

ZES shall create awareness of the rights of Women Employees in this regard by prominently notifying these guidelines in a suitable manner.

17.1.7 Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Institute shall take all steps necessary and reasonable to assist the affected person in terms of support and action.

17.1.8 Punishment & Procedure

- Before any employee is punished for any complaint of sexual harassment, he shall be extended with opportunities in an Enquiry in accordance with the said Act.
- The proceedings of the committee shall be held in camera
- The Internal Complaints Committee shall ensure that the victim as the case may be, is not subjected to any sort of harassment by adopting any procedure that is likely to cause embarrassment to such victim. The ICC shall exercise caution while providing opportunity of cross examination of the victim by the opposite party.
- The victim may be extended with the opportunity to cross examine the accused or his witnesses.
- Every party to these proceedings including the members of the Committee are prohibited from disclosing in any manner whatsoever any part of the proceedings to any person, including the names or other identification of those subjected to the enquiry except to the extent as may be directed by the court of law.

18.1 ENQUIRY OFFICER / COMMITTEE

- The Appointing Authority shall appoint an Enquiry Officer or a Committee as may be considered expedient. Legal principles namely 'No man can be a judge in his own cause'; 'No one should be condemned unheard'; 'One who hears must decide', shall be followed in conduct of enquiry and imposing of punishment. The role of Enquiry Officer is not that of a Judge like in the court of law. The IO has to conduct a transparent inquiry & submit the report stating whether the delinquent is guilty or not.



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



18.1.1 Presenting Officer

The Principal who is authorized for this purpose as Presenting Officer. He can produce witnesses and documents on behalf of the Institute.

18.1.2 Evidence

- Anything related to the inquiry but on paper or any other concrete proof. It involves examining the management witnesses. The cross-examination of delinquent witnesses by the IO & management witnesses by the representative of the employee.
- The Presenting Officer shall furnish to the delinquent, a copy of the proceeding along with exhibits if any. Strict and sophisticated rules of evidence under the Indian Evidence Act shall not apply to these proceedings. All inquiry related material which is logically probative for a prudent mind is permissible. The basic principles of Evidence Law shall not be flouted. The witnesses shall be examined by the Presenting Officer in the presence of the employee against whom the inquiry is initiated.

18.1.3 Ex Parte Proceedings

- When charge sheet, memo, notice of enquiry etc. are refused to be received by the delinquent, the disciplinary authority shall proceed with the disciplinary action ex parte.
- Normally, when the delinquent refuses to receive notice/s in person, they are to be sent to his last known address as per our official records by registered post with an acknowledgment card. Postal endorsements like 'refused to accept' 'intimation given - not collected' i.e. the delinquent deliberately refuses, knowing the contents. These remarks are to be considered as sufficient proof for notices served. But return of postal cover with endorsements like 'left without notice', will not amount to sufficient service. In such cases, it shall be necessary to publish the notice in a Daily Newspaper having sufficient circulation in the area where the delinquent last resided. It is suggested that such advertisements be given in vernacular. In spite of such advertisement, if no intimation is received from the delinquent or he/she does not participate in the enquiry, it can be conducted ex parte.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- There are circumstances where the delinquent, in spite of receiving the notices, will choose to remain absent for the inquiry. In such cases, sufficient opportunities may be given by adjourning the enquiry, before the enquiry is conducted ex parte.

18.1.4 Enquiry Report

- The Enquiry Officer / Committee have to submit its report and findings based on the charges and the evidence presented before him/her. It is not for them to suggest punishment.
- The Disciplinary Authority may independently come to a different conclusion supported by necessary evidence available during the enquiry that has been overlooked by the Enquiry Officer/Committee. The difference in conclusion should be based on sound reasoning and should be mentioned in the show cause notice.

19.1 SHOW CAUSE NOTICE

- Any misconduct on the part of the employee will result in issuance of show cause notice to the concerned employee. The notice will contain the incident as per the complainant & the nature of misconduct. The employee is given 2-3 days to submit the explanation. On receipt of the explanation further action will be decided.

20.1 GRIEVANCE REDRESSAL

- The Grievance Redressal Committee shall comprise of the Principal, Employee Representative (10 plus years of service), Faculty Representative (10 plus years of service) and an External Member.
- Any Employee desirous of redress of a grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall in the first instance, submit a complaint in writing to the Principal, or any Officer appointed by the Principal on this behalf.
- The Principal shall forward the complaint to the committee & inform the complainant about the same. The committee shall inquire and investigate the complaint at such times and places as they may fix (preferably during working hours). A copy of the recommendations finally made by the committee shall be submitted to the Principal who will forward the same to the complainant.

20.1.1 Consequence of Misconduct



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



Offenses aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offense. The following steps are to be followed with regard to all disciplinary actions:

20.1.1.1 Verbal Warning

For a minor offense, the employee will be warned verbally in a formal meeting between the employee, the HOD, the Principal and Director. A noting will be made in the personal file of the employee.

20.1.1.2 Written Warning (Memo)

If the administration has sufficient grounds to believe that verbal warnings are not heeded or if the administration is satisfied that prima facie the employee is guilty of serious misconduct the Principal can issue a written warning.

21.1 PENALTIES AND APPEAL

21.1.1 Disciplinary Authority

The Disciplinary Authority in respect of the staff working in a particular Institute shall be its Principal.

21.1.2 Penalties

Without prejudice to the provisions of any Service Rule for the time being in force, the following penalties may for good and sufficient reasons, and as hereinafter provided, be imposed on the staff found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the staff for being heard and to defend him / her.

21.1.3 Minor Penalties

- Censure
- Fine
- Withholding of increment for a specific period. (shall not affect subsequent increment)
- Recovery from his pay or such other amount as may be due from him/her.

21.1.4 Major penalties



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Stoppage of increment with or without effect on future increments
- Reduction to a lower pay scale of, grade, post or service
- Compulsory retirement
- Termination of service
- Dismissal from service

22.1 TERMINATION OF SERVICES

- The staff appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his appointment.
- The staff appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made on that behalf.
- Termination of service of a staff appointed under agreement in accordance with the terms and conditions of such agreement Repatriation of the service of the staff whose service has been borrowed from outside authority or recalling the staff from foreign employment to such authority.
- Termination of the service due to abolition of the post(s).

23.1 SUSPENSION

- Where disciplinary proceedings against an Employee are contemplated or pending or where criminal proceedings against him are in progress and the Institute is satisfied that it is necessary or desirable to place the Employee under suspension.
- The Principal and Director may by order in writing suspend him with effect from such date as may be specified in the order. An Employee, who is placed under suspension be paid a subsistence allowance as per Allowance Act during the period of such suspension
- On the conclusion of the enquiry, or as the case may be, of the criminal proceedings, the employee has been found guilty of the charges framed, the final enquiry report will be sent to the concerned employee for seeking his/her views. The management will then propose the punishment & accordingly the order will be issued. Provided that when an order of dismissal or termination is passed under this clause, the employee shall be deemed to have been on loss of pay during the period of suspension and shall not be entitled to any remuneration for such period and that subsistence allowance already paid shall not be recovered.



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



- The Appointing Officer shall be the competent person to impose punishment. If an order imposing fine, stoppage of annual increment or reduction in pay is passed under this clause the Employees shall be deemed to have been on duty during the period of suspension and shall be entitled to the same Wages/Salary as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period.
- If on the conclusion of the enquiry or as the case may be of criminal proceedings, the Employee has been found to be not guilty of any of the charges framed against him/her then he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same Wages/Salary as he/she would have received for such period.

24.1 DOMESTIC ENQUIRY

Depending on the gravity of the misconduct, a charge sheet will be issued to the employee calling for the explanation. If the explanation is unsatisfactory, a domestic inquiry will be initiated against an employee). An enquiry officer (preferably a legal practitioner) will be appointed to conduct the proceedings. Equal opportunity will be given to the concerned employee for representation. After completion of the enquiry & depending on the findings of the IO, punishment will be decided by the management.

25.1 PUNISHMENT

Upon completion of enquiry and in the event of the employee being proved to have committed offense, the punishments will be awarded according to the gravity of the offense. The likely orders of punishments are as follows:

- Temporary Suspension
- Withhold the Increment (cumulative/without cumulative)
- Barring the Promotion
- Dismissal.
- Any other punishment ordered by the Principal and Director

26.1 RETIREMENT

The age of retirement of an employee of ZES shall be 60 years for Teaching Staff and 58 years for Non-Teaching staff.



ZEAL EDUCATION SOCIETY'S **ZEAL POLYTECHNIC, PUNE** NARHE | PUNE -41 | INDIA



26.1.1 Voluntary Retirement

An employee can opt for VRS before attaining the age of retirement. It becomes effective as soon as it is accepted by the Management. An employee will not be permitted to withdraw his/her application of VR once it is accepted. All payment of dues will be made with the approval of Management. Any employee who opts for VR shall submit a 'No Claim Certificate' upon which a relieving order will be issued by the Management.

27.1 RESIGNATION

- Resignation shall be accepted at Institute level, with the remark that the head of the institute shall forward it to the Office of Zeal Education Society.
- Based on the remark of the head of the institute, Zeal Education Society may conduct an interview to find the reason behind resignation. If required Zeal Education Society may give a chance to review the decision taken by the employee.
- After fulfillment of all terms and conditions of the appointment order and necessary clearance, employee shall get pending salary (if any) and relieving order from Zeal Education Society.

27.1.1 Resignation in the wake of Disciplinary Proceedings

- A staff member against whom disciplinary proceedings are pending shall not resign from the service in ZES without the prior approval in writing from the management and any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect unless it is accepted by the Principal and Director.
- Staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he is in service until the proceedings are concluded and final order is passed in respect thereof.

28.1 SUPERANNUATION DURING DISCIPLINARY PROCEEDINGS

- The staff concerned will not receive any pay and / or allowance after the date of superannuation.
- He / She will not be entitled for payment of retirement benefits till the proceedings are completed and final order is passed thereon except his/her own contributions to provident fund. Such



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



disciplinary proceedings shall normally be completed within a period of six (6) months from the date of superannuation.

29.1 TERMINATION OF SERVICE

- The staff appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his appointment.
- The staff appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made on that behalf.
- Termination of service of a staff appointed under agreement in accordance with the terms and conditions of such agreement.
- Repatriation of the service of the staff whose service has been borrowed from outside authority or recalling the staff from foreign employment to such authority.
- Termination of the service due to abolition of the post(s).

Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- Insubordination.
- Theft.
- Conviction of a felony involving moral turpitude.
- Bringing discredit to the Institute.
- Falsifying, grafting, or forging of any record, report, or information.
- Discourteous behavior.
- Any other misconduct interfering with performance of job tasks.
- Unauthorized absence from assigned work area.
- Sleeping on duty.
- Negligence.
- Dereliction of duty.
- Interfering in the work of another employee.
- Favoritism.
- Wasting material.
- Willful damage to equipment or property of the Institute.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Entering an unauthorized work area.
- Continued failure to perform assigned duties.
- Habitual absence or tardiness.
- Job abandonment.

29.1.1 Medical Grounds

During the on-going employment period, Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organization).

29.1.2 Termination on Disciplinary Grounds

During the on-going employment period, management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in the ZES HR manual.

29.1.3 Termination for Prolonged Absence

When a staff member is absent from work for a period of fifteen days (15) or more without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he/she has taken up employment elsewhere or when the management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available evidence. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of ZES

29.1.4 Termination on Grounds of Non-performance

The management reserves the right to terminate the services of a staff for the following reasons other than matters of discipline:



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- a. If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification
- b. For any reason whatsoever or if a staff becomes under-qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time.
- c. If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his/her performance.

29.1.5 Termination on grounds of Judicial Conviction / Observation

Notwithstanding anything contained in these rules, the competent Authority may impose any of the penalties specified hereinabove if the staff member has been convicted in a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial.

30.1 NOTICE PERIOD

In the case of Resignation/Termination, the notice period in the appointment order holds good. For staff on probation one months' notice by either party is necessary for voluntary separation by the staff or if the Management opts to terminate the service of the staff. Notice period may be waived by payment of one month's salary in lieu of notice. For all staff confirmed in service three month's notice from either side is mandatory for separation.

31.1 DEATH

In the event of an employee's death, the immediate next of-kin shall intimate the death to the management. The next-of kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



32.1 DOCUMENTS TO BE SUBMITTED ON SEPARATION FROM ZES

In the event of separation from ZEA the following documents are required to be submitted by the staff:

- In case of resignation, letter of resignation
- Non Liability Certificate
- ID Card issued from the ZES
- Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date.
- Other Properties of ZES in the possession of the individual Exit Report. ZES must provide Experience Certificate/Service Certificate to Staff on completion of min 6 months service on the event of his/her separation on his/her written request. However, ZEs retains the right for withholding certificates in situations including, but not limited to, failure on the part of staff to return to ZES its property or reconcile all outstanding payments, failure of the staff to produce the Non-Liability Certificate etc.

32.1.1 Exit Management Summary

Exit Management or employee off boarding is a process at ZES aimed at managing the full and final settlement of employees when they exit from the organization. When an employee resigns, retires from work, the required paperwork and formalities associated with employee exit must be through a systematic process. Exit interviews, clearance from various departments, replacement of the departing employee and full and final settlement of employee dues must be smoothly managed during employee off boarding.

Once the exit is accepted, the following process must be followed

- The department head must ensure that a formal resignation letter is handed over by the employee or should provide a termination form, for the employee to fill in.
- The department head must forward the letter within two days of acceptance to Principal
- Department head must inform the team about the resignation.
- Employee replacement process should be immediately initiated
- The work handover process should be documented and initiated in advance
- Recover ZES equipment and assets.



ZEAL EDUCATION SOCIETY'S ZEAL POLYTECHNIC, PUNE NARHE | PUNE -41 | INDIA



- Finance should prepare final payroll at least two days prior to exit, and permit the employee to review the statement to avoid any last-minute payment disputes.

33.1 GENERAL

33.1.1 Monitoring & Evaluation

It is essential for ZES to reflect on and review its HR practices from time to time, to ensure that the system remain robust, flexible, consistent and relevant to the organization's needs related to the mission, values, principles and culture

33.1.2 Policy Practice Compliance Audit

- Policy practice compliance will be assessed through regular, structured HR audits.
- Reviews will be conducted once every three years.
- Review teams may include peers from within ZES, including senior staff members, relevant staff members from partner organizations, external experts on HR or relevant members from minded organizations.
- These reviews shall be consistent with Accountability, Learning and Planning processes.

33.1.3 Amendments

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the management in this regard.

34.1 JURISDICTION

All disputes related to these rules may be deemed to come under the jurisdiction of the courts of law and hence the organization may sue or be sued only within Pune jurisdiction of the above mentioned courts of law

This HR Manual is deemed to be in force from _____

"This manual supersedes and replaces all policies, guidelines, and instructions previously in force."