



HUMAN RESOURCES MANUAL

OF SATISH MISAL EDUCATIONAL FOUNDATION

1) INTRODUCTION:

Satish Misal Educational Foundation, (For the sake of convenience referred to as Foundation/SMEF) is a Society and a Public Trust duly registered under the provisions of the Societies Registration Act, 1860, and Maharashtra Public Trust Act, 1950. The Trust was registered on 7/2/2012 by the Assistant Charity Commissioner, Pune, and bears P. T. R. No. F/31824(Pune). The Foundation is governed vide its own Memorandum of Association and Rules and Regulations since its inception. The registered office of SMEF is C/o Madhuri Satish Misal, Ramaynagari, 'D' Building Flat No. 3,4,5,6, Bibwewadi, Pune – 411 037.

- This HR Manual is a document that contains the policies of SMEF relating to the employment of its teaching and non-teaching staff, its goals, benefits, and expectations of SMEF from its staff and other information which an Employer & Employee will need in the course of employment with SMEF.

2) Mission:

SMEF Creates an open platform for learning that welcomes every student from diverse cultural backgrounds and unique thought processes. Giving every student the freedom to learn, and the encouragement to become life-long learners. Promoting education across all branches and sectors, thus promoting a holistic learning experience that extends beyond classrooms. Building a bridge between teachers and students to ensure open communication and promote a two-way learning process. Embracing the new role of teachers as facilitators, mentors, creative instructors, and even challengers at times. Developing social-emotional learning with skills like respect, listening, self-awareness and attention to foster mindfulness in education.



3) Objective:

The objective behind creation of this Human Resource Manual by the Managing Committee members of Satish Misal Educational Foundation (SMEF) is to have a hand book that will help in the smooth and efficient management and administration of the Foundation and at the same time maintain transparency and confidentiality between the management and its staff.

4) Applicability & Scope:

This Human Resource Manual shall be applicable to all the Teaching and Non – Teaching staff employed in “Satish Misal Educational Foundation”, its branches and Institutes being run under its ambit. The applicability of this Manual shall be limited only during the course of employment with SMEF. This Manual contains general statements of policy and should not be read as forming an express or implied contract. In addition, it is the responsibility of all the Institutes, branches, departments, Units etc. of SEMF to apply and abide by the policies mentioned in this Manual.

5) Philosophy:

- It is the fundamental policy of SMEF that all employees should be treated fairly and without any discrimination.
- SMEF would like to maintain cordial relations with its employees, afford easy accessibility, strengthen channels of communication and adopt a pro-active role to motivate its employees.
- No person/employee will be discriminated during his period of employment due to race, colour, religion, sex, gender, marital status, political belief, age, disability, ancestry, and sexual preference.
- This equal opportunity extends to all aspects of employment, including recruitment, hiring, training & development, promotions, termination, lay-offs, discipline and all conditions of employment and benefits/privileges in accordance with applicable statutory laws.



- SMEF will attempt to ensure that no employee is subjected to arbitrary decisions. All candidates for employment will be considered on merit.
- It is the responsibility of the Managing Committee of SMEF to ensure that fundamental human rights are not violated.
- SMEF shall strive to provide a safe and healthy working environment. SMEF expects that all individual employees shall maintain professional code of conduct and SMEF expects high standards of trust, honesty and integrity from all its employees.

6) DEFINITIONS/ TERMS & POLICIES :

a) Society/Trust :

Means "Satish Misal Educational Foundation" – SMEF having its registered office at, C/o Madhuri Satish Misal, Ramaynagari, 'D' Building Flat No. 3,4,5,6, Bibwewadi, Pune – 411 037, and its liaison office/s, located anywhere in Pune, Maharashtra / India or those which may be established in future.

b) Professor/Assistant Professor/Project Manager / Consultant / Director / Associate Director/Principal/Principal-in-charge:

Means any person so appointed by Managing Committee of SMEF as employee of SMEF with any of the above designations.

c) Recruitment :

The recruitment process shall include conducting interviews and background checks by the Principal/Principal In Charge and the appointment / recruitment will be reviewed and finalized by the Director, SMEF. In addition, the Director is to ensure that all recruitments are within the budget approved by the Managing Committee of SMEF.

d) Employee:

Means any person appointed by SMEF (Teaching and Non-Teaching) for its establishment and includes an employee as defined under these service Rules and



Regulations. The singular shall include the plural, and the feminine, the masculine wherever applicable.

e) **Training**

The teaching, and/or non-teaching staff, once appointed, shall undergo training as per requirement for the smooth functioning of the Foundation and the Institutes being run by it.

f) **Attendance:**

Means presence of the Employee concerned at his/her designated place of work and in effect engaged in the allotted work. All employees are expected to be punctual and observe office timings.

g) **Probationer :**

Is a person who is provisionally appointed to a post and is under probation for the prescribed period. Upon satisfactory completion of the probationary period, the "Probationer" will be confirmed by an Order in writing. A break of 7 (seven) or less days as finalized by the Managing Committee may be given to the probationer.

Teaching Staff -

- The period of Probation for **Ad - hoc** faculty will be 24 (Twenty-four) months.

At the end of yearly appointment break of 7 days will be given before giving appointment for further period if required. Break will be given for minimum 2 years of service subject to satisfactory performance of the faculty. If faculty gets approved by Savitribai Phule Pune University (hence further referred as "SPPU") Selection committee before completion of 2 years of service, break will not be applicable.

- A fresh appointment letter will be issued by SMEF once the Ad- hoc faculty is selected by SPPU selection committee.
- In the break period faculty shall not be paid any remuneration.
- The faculty shall be eligible for employment on permanent basis after successful completion of period of probation and selection by SPPU - Selection committee.



- Once a faculty gets appointed, his/her personal file shall be maintained by the Foundation & Institute. The concerned faculty should submit all the necessary documents which include his /her CV, Appointment Order, all relevant certificates, and joining report etc. The faculty has to submit necessary approval letter issued by their concerned University.
- The faculty shall submit such Certificate/s acquired by them during the period of their service in the Institute from time to time.
- The faculty will be eligible for the service book that is maintained by the officer duly authorized by Principal after joining the Institute. The Service book will contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, period of probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the faculty concerned after the end of each academic year and his/her signature obtained.

Non Teaching Staff –

- The period of probation for Non-Teaching staff is 24 months. However, the period can be reduced at the discretion of the Managing Committee. At the end of 24 months Letter of permanent appointment can be given subject to satisfactory performance by the staff/employee. A fresh appointment letter shall be issued once staff gets permanent position in the Institute.
- Once non-teaching staff gets appointed, his/her personal file needs to be maintained by the institute. The concerned staff should submit all the necessary documents which include his /her CV, appointment order, all relevant certificate/s, and joining report etc.
- The non-teaching staff shall submit the new certificate/s acquired by them in the period of their service to the Institute from time to time.



h) **Confirmed/Permanent Faculty/Employee:**

If the faculty is selected by SPPU Selection committee in accordance with provisions of the bye –laws serves the Institute during the probation period of 24 months then he/she becomes Confirmed /Permanent Faculty. A separate letter/order shall be given to such faculty intimating the change.

i) **Contractual Employee/faculty:**

Such appointment shall be for a fixed period on full time basis which normally should not exceed one (1) year. The faculty which is appointed on contract basis will be given consolidated pay (which is written in contract). He /she shall not be eligible to secure any additional allowances. The contract may be renewable on mutually agreeable terms if both the parties desire to re–enter into the contract.

j) **Appointment on Ad-hoc Basis:**

Teaching -

The College Principal can appoint a candidate of proven merit for vacant post subject to condition that the post shall be advertised within (6) six months of such vacancy and selection made in accordance with provisions of the SPPU bye –laws. Such ad-hoc appointments should invariably be regularized subject to selection by SPPU.

The Institute can appoint faculty on Ad-hoc basis selected by Local Managing Committee (LMC) for a period of one academic year. This faculty should be eligible as per Council of Architecture & SPPU Norms.

Non - Teaching:

The Institute can appoint Non-Teaching staff on Ad-hoc basis for a period of (12) twelve months. The Institute can also appoint Non-Teaching staff on a contract basis for a period of (12) twelve months. After completion of contract period, the management can renew or break the contract with the staff subject to his/her satisfactory performance.



k) **Job Description :**

The document of responsibilities for each employee for the purpose for which he/she was employed (Teaching & Non-Teaching) is defined as 'job description.' Each employee would be issued a job description, which would include specific activities and the targets that need to be accomplished. The Managing Committee of SMEF reserves the right to revise, add or modify the job descriptions of an employee at any time. It is obligatory on part of the employee so appointed to abide by the job description.

l) **Resignation :**

A desire to be relieved from the services/employment of SMEF subject to acceptance of the resignation, from a particular period of time, usually giving 2 (two) months notice or as specified in the letter of appointment or confirmation or contractual agreement. Notice period for the post of Principal shall be 3 (three) months. If the employee fails to serve the notice within the stipulated time, then the employee is liable to surrender his/her (1) one month's salary and other dues from his/her full & final payment to the Foundation before getting relived Accordingly, all rights and benefits accruing to employee/s shall stand withdrawn from the last day of employment.

m) **Termination :**

If an employee is found to be repeatedly dis-regarding the Disciplinary Rules of SMEF in spite of 2 (two) notices in continuity, or if the performance of the employee (regular or contractual) is not up to the desired level or does not show signs of improvement even after being given the required training, the Managing Committee of SMEF may serve a notice of **termination for 1 month**. On Termination the employee should return all the movable properties held by him during the course of his employment such as printed materials/ dead stock, laptops, keys,



stamp, seals, cheque books, pass books and other important documents held by him/her as a condition to receive final pay/ cheque.

n) **Salaries:**

The salary shall be given on completion of 30/31 days from the date of joining the Foundation. Payment of salary will be in accordance with the Payment of Wages Act, 1936. The salary be given within 10 days after completion of the above period.

o) **Suspension :**

Employees who have violated the disciplinary standards and professional code of behaviour/ guidelines and who have failed to improve their conduct, intentionally or habitually, after warnings through written communications shall be suspended from services for such period as decided by Managing Committee of SMEF. During suspension period, the said employee will not be allowed to render any kind of duties.

p) **Annual appraisal /Increment**

The performance of the staff will be evaluated by the Director and Principal/Principal In-charge yearly in consultation with HR committee. The monetary appraisals/increment will be done yearly or once in two years, depending on the efficiency and delivery of work. The increment does not become a fundamental right of the employee and the Managing Committee of SMEF may, if so desire, decrease the percentage of increment, suspend the increment either temporarily or completely stop payment of appraisals/increments to employees it does not deem worthy of increment.



q) **Benefits:**

Employer's Contribution to the Group Personal Accident Insurance Scheme or any other benefits given to employees as decided by the Managing Committee of SMEF constitutes the Benefits to its employees.

r) **GRATUITY :**

Gratuity Scheme as per the Payment of Gratuity Act, 1972, is applicable to the contractual/permanent employees of SMEF. Gratuity shall be payable to an employee on the termination of his/her employment after he/she has completed the fixed term of his/her service or after rendering a continuous service for not less than five (5) years as the case may be.

- a) On his/her retirement or resignation, or
- b) On his/her death or disablement due to accident or disease prior to completion of five (5) years

Payment of Gratuity would be calculated as :

- a) Last Salary drawn x 15 days x No. of years served/(26/30)
- b) All Rules and Regulations as per the Gratuity Act will apply.

Gratuity will not be paid in full to any employee whose services have been terminated for any act of wilful omission or negligence causing any damage or loss to or destruction of property belonging to the Employer. The forfeiture would be to the extent of the damage or loss so caused.

Gratuity payable to the Employee will be wholly or partially forfeited for any riotous and disorderly conduct or any other act of violence on the part of the employee, or for any act which constitutes an offence involving moral turpitude provided that such offence is committed by him/her in the course of his/her employment.



s) **Promotion:**

Employees shall be promoted to higher positions, on the basis of their past performance, competence, requisite qualifications and experience.

t) **Appointments:**

An appointment letter will be issued to all staff and subsequent to the receipt of the letter of invitation to join employment, the candidate would be expected to submit a joining report. All candidates should provide the following details:

- Copy of the relieving letter or 'No dues' certificate from previous employer ;
- Copies of experience certificates from all earlier employers ;
- Filled - in personal profile form of SMEF with two (2) passport size photographs ;
- Signed copy of the Conflict of Interest Statement ;
- Copy of pay slip or salary certificate of last drawn salary ;
- PF Nomination and PF Transfer Form, if applicable

u) **Standard appointment letter:**

A standard appointment letter will be given to the employee mentioning the terms of appointment such as the position, probation, tenure, remuneration, termination, clause of leaves, Health insurance/ESI, etc.

v) **Provident Fund:**

Employee/s shall contribute a fixed percentage, which is fixed and inconsonance with prevailing Law and procedure or as modified from time to time and will be deducted at source from their earned basic salary every month, which shall not include other allowances if the number of employees working/employed in SMEF crosses 20 (twenty). SMEF as an Employer, shall contribute such an amount



determined by the Government of India from time to time, and shall abide by all the Rules in this context. Employees shall be required to make a nomination conferring the right to receive the amount that may stand to his/her credit in the Fund in the event of his/her death before the amount standing to his/her credit has become payable, or where the amount has become payable before the payment has been made. This shall be as per the provisions under the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 or as modified from time to time.

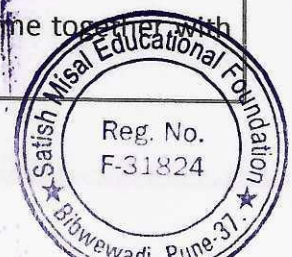
w) **ESI/Personal Accident Insurance Policy :**

All employees of SMEF, who are not governed and covered by the ESI Rules, shall be covered under Medclaim Policy / Personal Accident Insurance Policy for such sum of rupees to be determined by the Managing Committee of SMEF from employer to employee and the premium shall be paid by SMEF. The Managing Committee of SMEF has authority to change the fixed limit, however, the employee can get his name or spouse name and their children covered for the same, within the overall amount.

x) **Leave for Teaching staff:**

The following policy recognizes the Employee's need to have time off from work for various reasons such as religious, recreational, cultural, medical, personal or others. Leave shall be calculated with reference to the Calendar year i.e. 1st January to 31st December each year. Following kinds of leaves are included....

- 1) **Casual leave:** - The **confirmed faculty** and **faculty appointed on ad hoc basis** are eligible for 15 days casual leave in an calendar year and Contract faculty shall be eligible to get casual leaves according to their number of working days in a week. These are not combined with Holidays. The application for casual leave shall be sent at least one day before the date from which casual leave is required. The faculty shall not be entitled for more than (7) seven days casual leave at a time together with



prefix and suffix Sundays/holidays. *Holidays or Sundays falling between the periods of casual leave shall be counted as casual leave if leave is taken before Saturday and after Sunday.

- 2) **Medical Leave:** - Only confirmed faculty or faculty associated with the Institute for more than 2 years shall be entitled for leave on medical ground for 10 (ten) days on communication basis or 20 (twenty) days on half pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. Non confirmed faculty/ the faculty who has not completed 2 years is not eligible for Medical Leave.

Medical leave cannot be taken for less than 3 days at a time.

- 3) **Special Leave:** Confirmed Faculty attending the examination work of University/meeting/conference/ seminar/any other non-remunerative official business of Institute provided prior sanction shall be treated on duty.

4) **Maternity Leave:**

- A non confirmed lady faculty, having not more than two living children, shall be entitled to maternity leave without pay for a period of 90 Days, subject to production of medical certificate. This period will be considered as break in service and faculty can resume their duties at the institute on the same post.
- Confirmed lady faculty, having not more than two living children, shall be entitled to maternity leave with full pay and allowances for a maximum period of 90 Days, subject to production of medical Certificate.

➤ **Paternity Leave:**

Permanent faculty/faculty associated with the Institute for 2 years, having not more than two living children, shall be entitled to paternity leave with full pay and allowances for a maximum period of 07 Days, subject to production of medical Certificate.



5) Academic Leave:

- **Confirmed faculty** /faculty associated with the Institute for more than 2 years shall be entitled to academic leave of 15 (fifteen)/ or 10 working days in the summer and 7 days in winter as term break only in the non teaching period.

The faculty shall be expected to undertake such work in the College during the academic leave, relevant to his/her duties as a faculty, as may be assigned to him/her.

***A Faculty appointed newly can not avail academic leave within the 1 year of their service.**

Application for any kind of leave mentioned above shall be made in the prescribed Leave Form for obtaining prior permission of the Sanctioning authority/Managing Committee of SMEF.

Leave Encashment/Surrender Leave: - Leaves are on a yearly basis. Those will lapse in that particular year. Left over leaves cannot be carried forward to next/subsequent year or en-cashed.

6) Study Leave

The faculty shall be associated with the Institute for minimum 3 years to avail the advantages of study leave. The Study leave shall be given to the faculty, perusing Master program or Ph.d coursework /Exam/Report.

Study leave for faculty perusing Ph.d

Faculty can avail maximum 2 days study leaves in one semester for Doctoral Research Committee (DRC)

Course Work: Faculty can avail 5 working days paid leaves in total for the said purpose.

Report Writing : 15 days leaves can be given for report writing in total.



Maximum 40 days non paid leaves can be given for report writing.

(Only one faculty can avail the benefits of the study leave at a time on first come first serve basis)

Leaves for PG

Faculty can avail the paid leaves for attending the examination.

All the above leaves will be given with prior approval from Director/Principal/Principal In Charge subject to submission documentary evidence from the faculty.

Financial Aid /Sponsorship:

All the faculty will be provide equal opportunity to participate in various programs, workshop, seminar and conferences, the sponsorship or financial aid of fixed sum will be given to faculty members for attending conference /symposia /worksho / seminar /Training Programme. The aim is to promote professional development and enhance academic expertise

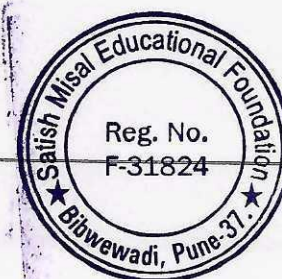
Faculty are not eligible to avail any financial sponsorship for attending Seminar/Workshop/Conference/Faculty Development Program within 1 year of their joining

y) Leave for Non-Teaching staff:

➤ Casual leave: -

The non teaching staff is eligible for 15 (fifteen) days casual leave in an academic year.

These are not combined with Holidays. The application for casual leave shall ordinarily be sent at least one day before the date from which casual leave are required. The staff shall not be entitled for more than seven (7) days casual leave at a time together with prefix and suffix S



undays/holidays. *Holidays or Sundays falling between the periods of casual leave shall be counted as casual leave if leave is taken before Saturday and after Sunday.

➤ **Medical Leave: -**

The permanent non teaching staff shall be entitled for leave on medical ground for 10 (ten) days or as decided by the Managing Committee on communication basis or 20 (twenty) days on half pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner.

Medical leave cannot be taken for less than 3 days at a time.

➤ **Maternity leave :-**

A non permanent non teaching staff, having not more than two living children, shall be entitled to maternity leave without pay for a period of 90 Days, subject to production of medical certificate. This period will be considered as break in service and staff can resume their duties in the Institute on the same post. Permanent non teaching staff, having not more than two living children, shall be entitled to maternity leave with full pay and allowances for a maximum period of 90 Days, subject to production of medical Certificate.

➤ **Paternity Leave:**

Permanent non teaching staff, having not more than two living children, shall be entitled to paternity leave with full pay and allowances for a maximum period of 07 Days, subject to production of medical Certificate.

➤ **Leave Encashment/Surrender Leave:-**

Leaves are on a yearly basis shall lapse in that particular year if not utilized. Left over leaves cannot be carried forward to next year or en-cashed.

z) **Holidays:**

There would be Holidays on Local & National Festivals (in all fourteen in a year). However, it is the discretion of the Managing Committee of SMEF, to finalize the list of holidays during a calendar year as per the SPPU directives.



The non teaching staff shall be entitled to holiday/vacation of (7) seven days in the summer and (7) seven days in Diwali festivals.

aa) **Hours of Work:**

Working hours will be from 8.00am hours to 4.00 pm hours with due interval for lunch from 12.45 pm_hours to 1.30 pm hours from Monday to Saturday. For office assistants, driver/s the attendance will be from 08.30 hours to 18.30 hours with due lunch interval.

Should the staff have to work beyond hours at any time, to complete their assignment, they would do so voluntarily, and in the interest of their own performance. However, if the work assigned is too big and the employee has to spare more hours every day/week the Managing Committee of SMEF can consider to give overtime incentive to such employee. The office bearers of SMEF have authority and discretion to fix the amount of overtime to be given to employee/s.

bb) **Confidentiality:**

The use of confidential information must be strictly limited to the regular and proper conduct of SMEF. Except as authorized by Managing Committee of SMEF or required by law, no staff member or others having access may disclose confidential information to any person, Company, Society/Trust/NGO or other entity.

cc) **Reimbursement of expenses :**

The Managing Committee of SMEF shall reimburse to its employee/s all actual expenses incurred by him/her/them for the activities of SMEF during the course of Employment.

dd) **RETIREMENT :**

- a. The employment shall terminate automatically on the employee attaining the retirement age, which shall be 60 years, for Principal's post retirement age shall be 62 years. **UGC guidelines will be applicable for Teaching faculty and Principal of the Institute/s.**



- b. The Managing Committee of SMEF, in exceptional cases, at its sole discretion, extend the retirement age, in blocks not exceeding 2 (two) years, at a time.

7) Miscellaneous :

a) Administration of the Code

This Code of Conduct has been approved by the Managing Committee of SMEF in its meeting dt. _____ and has the full support of the General Body.

b) Applicability of Acts.

All acts such as Maharashtra Shops and Commercial Establishments Act, Prevention of Sexual Harassment of Women at Workshop Act, 2013, Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971, Maharashtra Labour Welfare Fund Act, Minimum Wages Act and Equal Remuneration Act will be applicable for the time being in force.

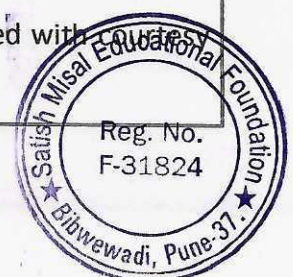
c) Individual Responsibility

It is the responsibility of each employee of SMEF to uphold this Code and the policies and procedures laid down under this Code. All employees are expected to administer and enforce it as a part of their responsibilities. An employee's conduct, in relationship to the Code and policies, may affect his or her performance reviews and job status. Violations or failure to report violations are grounds for discipline, up to and including termination.

- d) The Telephone, and E-Mail are to be used for official calls/use only.

e) Reporting Concerns

Anyone who wishes to report any Code compliance matters, may contact the Director of SMEF or Principal/Principal in charge. The Managing Committee of SMEF will support any employee who raises an ethical issue or question or reports wrong doing to them in good faith. All inquiries and reports will be treated with



and discretion, and no employee will suffer any reprisal, retaliation or career disadvantage for reporting questionable behaviour.

f) Improvement of the Code of Conduct

The Code of Conduct is intended to be a living document, always relevant for the smooth running of SMEF and situations which employees face during employment. Suggestions for improving the Code should be sent to Director / office bearers of SMEF.

