



HR HANDBOOK

NAVJEEVAN
INSTITUTE OF MANAGEMENT

PREAMBLE

Navjeevan Institute of Management believes that, for a sustainable development, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resources policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the vision, mission and quality policies of the institution

This handbook has been developed and maintained as a guide for the employees so that human resources matters can be handled more consistently and equitably throughout the campuses. However, the contents of this handbook are not intended to create a contract or agreement between the organization and the employee. The policies stated in this handbook are subject to change at any time at the sole discretion of the institution. The updated information regarding any changes in policy will be conveyed time to time.

आमचे तत्वज्ञान / OUR PHILOSOPHY

“नवजीवन हे समग्र शिक्षणाच्या तत्वज्ञानात मुळ धरून आहे, जिथे ज्ञानाचे सामायिकरण नैतिक नेतृत्व प्रेरित करण्यासाठी नाविन्याला प्रोत्साहन देण्यासाठी आणि कर्तृत्वाच्या साधनेसाठी व्यक्तीला अज्ञानापासून ज्ञानाकडे मार्गदर्शन करण्यासाठी केले जाते”

“Navjeevan is rooted in the philosophy of holistic learning, where knowledge is shared to inspire ethical leadership, foster innovation, and guide individuals from ignorance to enlightenment in the pursuit of excellence”

ABOUT NAVJEEVAN EDUCATION SOCIETY

Navjeevan Education Society was established in 1983 as an ambitious educational body, registered by Society's Registration Act & B.P.T Act 1960. Our sheer ambition is to be useful for the rebuilding of this nation by supplying sincere, hardworking and totally dedicated youth. This Society and its Group of Institutions are the dream projects of its Founder Chairman Shri SUBASH G. DESHMUKH a visionary, an acknowledged educationist, a philanthropist, and a social worker. All the Campuses of NES are located in the heart of the city & campus of Navjeevan Public school is located in lush greenery and away from the maddening city hustle and bustle landscaped with well planned & aesthetically designed buildings that house spacious lecture halls, laboratories, workshops and library. All The Institutes are backed up with excellent staff & teachers.

Today the society has under its umbrella the following institution and schools:

1. Navjeevan Institute of Management, Nashik
2. D P Kharde Navjeevan College of Pharmacy, Nashik
3. Navjeevan Law College, Nashik
4. Navjeevan College of Science, Duber Naka, Sinner
5. Navjeevan Public School, Adgaon, Nashik
6. D.P. Kharde Navjeevan Day School, Nandur Shingote
7. Smt. Pushpavati Deshmukh Navjeevan Day School, Sinner
8. Navjeevan Day School, CIDCO, Nashik
9. Navjeevan Day School, Musalgaon
10. Navjeevan Day School, Sinner
11. Navjeevan World Peace and Research Foundation, Nashik
12. Navjeevan Credit Co-operative Society, Nashik
13. Navjeevan Foundation, Wavi, Sinnar

Name of the Society: Navjeevan Education Society

Registered Address: At Vinchurgawli, Post Madsangvi, 422003

Registration Number:

1. Public Trust Act/ Under B. P. T. Act: F- 826
2. Trust Registration / Under S. R. Act: Maharashtra / 879 – Nashik

ABOUT NAVJEEVAN INSTITUTE OF MANAGEMENT

Navjeevan Institute of Management (NIM), a premier business school established in 1994, is affiliated to Savitribai Phule Pune University (SPPU), recognized under AICTE (New Delhi), accredited by NAAC in 2004 and re-accredited in 2019 with B++ Grade. It is also an active member of CII Western region. Our aim is not only to impart quality education in the field of management but also to ensure holistic development of the students. The institute is in scenic Nashik, also known historically as the city of pilgrimage and recently as Asia's only wine park.

Address of the Institute: Shivshakti Chowk (Near Trimurti Chowk), CIDCO -4, Nashik - 422008

Contact Details Tel: 0253 – 2393827/2372236 Fax No. 0253 - 2390319

Website: www.navjeevanmba.com

AICTE Permanent ID: **1-13444841**, AICTE – **431/27-81/MCP (M) 94**

Govt. of Maharashtra ID: **NGC3594/MBA/7497/Mashi 3 -1994**

Institute ID Number by Directorate of Technical Education, Maharashtra: is registered under DTE (Directorate of Technical Education), Maharashtra and the Institute ID number is: **MB 5116**.

Savitribai Phule Pune University Institute ID: **CA/1386/1994. (0342)**

VISION

“To cultivate future leaders through entrepreneurship, research, innovation, and strategic partnerships, creating a premier institution recognized for academic excellence.”

MISSION

“We are committed to educating and developing tomorrow's leader's and builders of the world, who create value for their stakeholders and society at large, by providing them the highest Quality and life – transformational learning experience.”

I am sure this staff policy document will be useful to all staff. I profusely thank Maharashtra Government Legislation and Savitribai Phule Pune University, Pune who set clear rules and guidelines to be followed.

To assist the management to execute the policies, this concise handbook has been drawn which covers issues related to human resource management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential.

Mr. Subhash G. Deshmukh
Managing Trustee
Navjeevan Education Society, Nashik

GOVERNING BODY

SN	Name	Designation
1	Mr. Subhash G. Deshmukh Managing Trustee Navjeevan Education Society	Chairman
2	Mrs. Vijaya S. Deshmukh Chairperson, Navjeevan Education Society	Vice-Chairperson
3	Mr. Vijay B. Kale Secretary Navjeevan Education Society	Member Secretary
4	Dr. Wagh Bhiwa G. (Educationist)	Member
5	Mr. Shrirang Sarda (Industrialist)	Member
6	Savitribai Phule Pune University, Pune	Nominee
7	AICTE WRO, Mumbai	Nominee – Ex-officio
8	MS-DTE, Mumbai	Nominee – Ex-officio
9	Mr. Yateen S. Nandanwar	Faculty Member
10	Dr. Nutan Thoke	Faculty Member
11	Dr. Suvarna R. Shinde	I/C Director

COLLEGE DEVELOPMENT COMMITTEE

(As per Maharashtra Public Universities Act, 2016)

S.N.	Name of the Members	Designation
1	Mr. Subhash G. Deshmukh Managing Trustee Navjeevan Education Society	President/Chairman
2	Mrs. Vijaya S. Deshmukh Chairperson Navjeevan Education Society	Vice-Chairperson
3	Mr. Vijay B. Kale Secretary Navjeevan Education Society	Member Secretary
4	Smt. Mangal Pawar	Local Member
5	Dr. Suvarna R. Shinde	I/C Director
6	Ms. Priyanka S. Mhaskar	Teaching Staff Representative
7	Prof. Yateen S. Nandanwar	Teaching Staff Representative
8	Mr. Arun. E. Bhalerao	Non-Teaching Employee
9	Mr. Mangesh M. Yadav	Non-Teaching Employee
10	Dr. Nutan Thoke	Coordinator

INDEX

Chapters	Content	Page No
1	Introduction	09
2	Eligibility Criteria for various posts	15
3	Recruitment & Selection	16
4	Induction	17
5	Working Hours and leave policies	18
6	Holiday Calendar	21
7	Code of Conduct and Discipline	22
8	Compensation and Benefits	33
9	Performance Appraisal	35
10	Resignation, Relief and Termination	36
11	Retirement	37
12	Grievance Policies and Committees	38
13	Welfare Facilities	39
14	Other policies	41
15	Help Desk	42

1. INTRODUCTION

Navjeevan Institute of Management (NIM), a premier business school established in 1994, is affiliated to Savitribai Phule Pune University (SPPU), recognized under AICTE (New Delhi), accredited by NAAC in 2004 and re-accredited in 2019 with B++ Grade. It is also an active member of CII Western region. Our aim is not only to impart quality education in the field of management but also to ensure holistic development of the students. The institute is in scenic Nashik, also known historically as the city of pilgrimage and recently as Asia's only wine park.

1.1 WHAT DOES NIM PROVIDE?

A platform for the students where they transform knowledge to practice and develop their technical skills and leadership quality

A friendly environment where teachers and students work together on different research projects and perform fieldwork to enhance the understanding of their subject

1.2 UNIVERSITY GRANTS COMMISSION (UGC) RECOGNIZED



NIM is covered under section 2(f) of the UGC Act, 1956 and is empowered to award degrees as specified by UGC under section 22 of the UGC Act, 1956.

1.3 APPROVAL BY ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE)



1.4 HUMAN RESOURCE'S PHILOSOPHY

We recognize the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:

- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

1.5 VISION

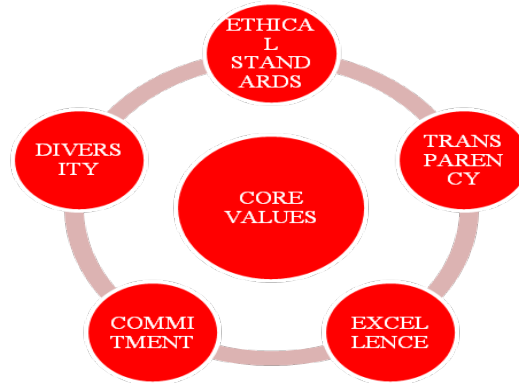
“To cultivate future leaders through entrepreneurship, research, innovation, and strategic partnerships, creating a premier institution recognized for academic excellence.”

1.6 MISSION

“We are committed to educating and developing tomorrow’s leader’s and builders of the world, who create value for their stakeholders and society at large, by providing them the highest Quality and life – transformational learning experience.”

1.7 CORE VALUES

Core values are the set of fundamental beliefs of a person or organization. These guiding principles dictate behavior and can help people understand the difference between right and wrong.



Core values must be in accordance with Vision and Mission of the Institute to make sure that we are on the right path to achieve them.

1.7.1 ETHICAL STANDARDS: NIM believes to imbibe ethical culture in its students and all the people associated with it. NIM believes that ethical standards are the core for any institute to become the great institute in the long run and hence it follows these standards rigorously without any exceptions.

1.7.2 TRANSPARENCY: The institute maintains transparency in its financial, academic and administrative functions since its inception

1.7.3 EXCELLENCE: NIM believes to make its students and faculty Excellent in their individual profiles for their holistic development.

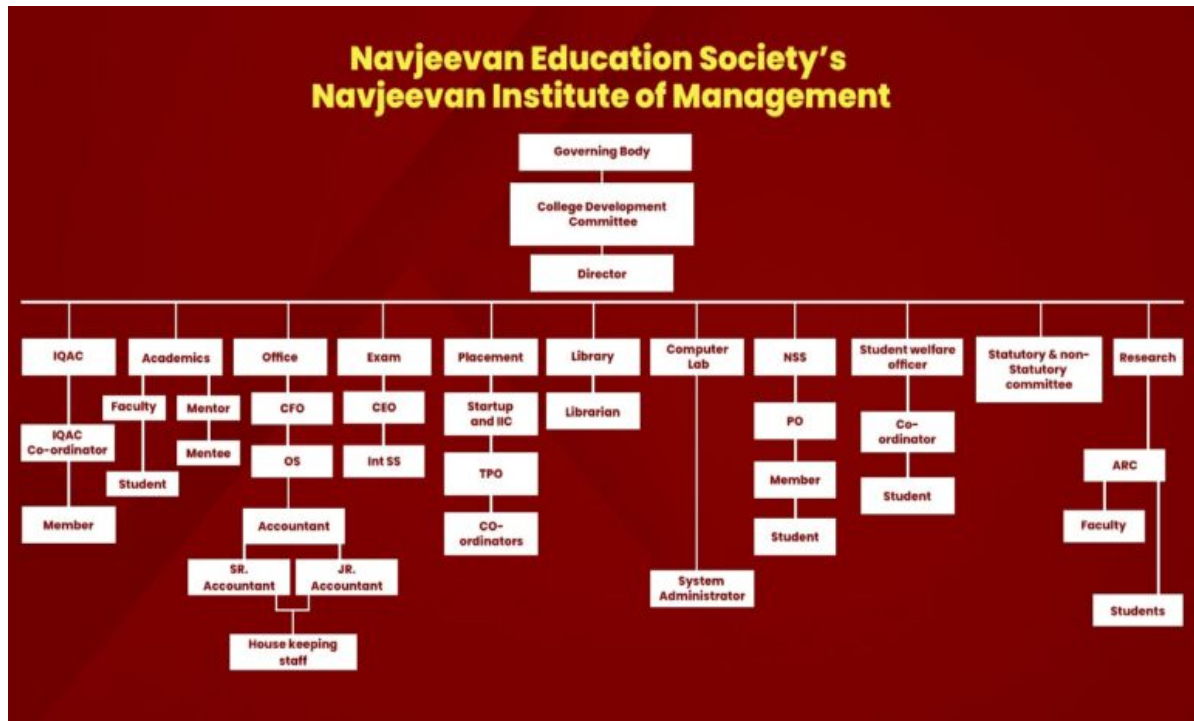
1.7.4 COMMITMENT: NIM is committed to provide Quality Education in Management to the students from various parts of the society, to make them academically and technically competent. NIM strives to do this on day to day basis through its effective functioning.

1.7.5 UNITY IN DIVERSITY: NIM believes in “Unity in Diversity”. The people associated with NIM are from different culture, class and background. NIM offers the opportunity to grow to all the people associated from diverse backgrounds. NIM started and still performs in accordance with this Value and aims to be one of the best Institutes in India and the World by following these Core Values.

1.8 QUALITY POLICY

- Undertaking programs and projects for excellence in academics & administration
- Promoting the use of ICT in Teaching-Learning
- Continual development aligned with the vision
- To Facilitate Research & Innovation
- Worldwide Collaboration
- Social Responsibilities for 360-degree student development

1.8 ORGANIZATIONAL CHART



1.10 HIERARCHY OF REPORTING

Reporting by different staff members to higher authorities shall be as per the table:

Staff	Reporting Authority
Director	Managing Trustee
Head of the Departments	Director
Training & Placement officer	Director
Alumni Coordinator	Director
Social media Coordinator	Director
Librarian	Director
Examination-CEO	Director
Admission coordinator	Director
Co curricular Coordinator	Director
Teaching Staff	Director
Computer Laboratory Staff	Director
Office Staff	Director
Peons / Non-teaching Staff	Director

In absence of reporting authority as defined above, the staff members shall report to nominated person in charge.

2. ELIGIBILITY CRITERIA FOR VARIOUS POSTS

The qualification and experience required for the candidates to fill various posts shall be as per the norms prescribed by the AICTE/ Affiliating University/State Government.

3. RECRUITMENT & SELECTION

3.1 RECRUITMENT AND SELECTION CRITERIA

- 3.1.1 The requirement and selection of faculty members is need based also considering work load.
- 3.1.2 Selection of employees will be based on AICTE/ SPPU/DTE selection criteria.
- 3.1.3 A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.
- 3.1.4 The Management/ Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- 3.1.5 The candidates for assistant professor, associate professor & professor are required to give a demo lecture and take an interview by a internal selection committee followed by one-on-one interview by the Director.
- 3.1.6 Vacancies for various positions may be filled through internal promotions of eligible candidates based on performance appraisal & length of service in the institute

3.2 REPORTING

On receiving the offer letter from the institution, the staff member has to give in person his/her consent to the director for joining the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit photocopies of certificates along with two photographs, proof of age, qualification, experience and last pay drawn.

Probation: New joiner will be considering under the probation period for 60 days.

4. INDUCTION

- After Recruitment & Selection, there is an Induction programme for the new joiner.
- **Mentor:** when the person joins the institute, a Mentor will be assigned to him/her.
- **What is Mentor:** A person from the existing staff member who will help new joiner with all kind of queries related with his/ her work. A new joiner will be aligned with mentor and they both will work in sync with director.
- The person needs to be abiding by all the policies and rules framed by the institute.

5. WORKING HOURS AND LEAVE POLICIES

5.1 Working Hours - The attendance and punctuality are expected from all the employees. Employees are expected to report as per schedule. In case they are unable to attend they will have to inform the Director.

5.2 Institute working hours for staff is as follow

- **Teaching Staff:** 7.45 am to 2.45 pm
- **Non Teaching Staff:** 10.00 am to 5.00 pm
- **Lunch Break:** There is half an hour "Lunch Break" in the institute. During this period employees are not allowed to go out of the NIM premises.

5.3 Attendance Register - All employees of NIM have to sign the attendance muster immediately after entering the institute. The attendance muster will always be maintained and monitored by OS of the institute. Employee has to punch IN and punch OUT biometric on daily basis. In a month if an employee marks 3 late entries then one CL will be deducted for late coming.

5.4 Leave Policy: Leaves are broadly classified as

- Casual leaves
- Medical leave
- Duty leave
- Compensatory leave
- Maternity leave
- Leave without pay
- Sabbatical leave

5.4.1 Casual Leave: All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the director. Unused CLs do not get carried over to the subsequent calendar or financial year under any

circumstances. CL forms must necessarily be sanctioned by Director of the institute and further submitted to administrative department.

- ❖ Casual leave for half day may also be granted for forenoon/ afternoon.
- ❖ Newly joined / employees on during probation period shall normally avail one day CL in a month or in exceptional cases two CL in a month.
- ❖ However, the Director can use his/her discretionary power to sanction leave depending on the circumstances

5.4.2 Medical leave: All employees are entitled to 10 days of full pay ML, or part thereof in a calendar year depending on the date of joining. An oral (in exceptional cases) &/or written request will be required for availing ML due to illness or injury. For extension of medical leave, request has to be made to Director. For 1 to 2 days, no need of submitting medical certificate. For more than 3 days there is a need of submitting medical certificate from registered medical practitioner.

5.4.3 Duty Leave: DL is granted to staff when the Director and any other competent authority assign a duty that has to be carried out for the institute. Staff going for research work can be allowed for Duty Leave provided proofs are submitted.

5.4.4 Com-Off/ Compensatory Leave: Staff who works on holidays will be entitled to CO for an equal number of days that they have worked. COs cannot be carried over to the next calendar year/ financial year. Working hours must be not less than 4 hours also the person must work from institute. This leave must be used within respective semester from the date of joining of work/as per eligibility criteria.

5.4.5 Maternity Leave: Rights are reserved with Management body.

5.4.6 Leave without pay: All rights are reserved with institute. If an employee takes a leave without the permission of director all the absent days will be treated as LOP.

5.4.7 Sabbatical Leave (SA) Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties. All rights are reserved with the management.

***Note:** All the employees are requested to fill up their leave application, Com-off form or Duty leave form completely and submit the same to the Administrative dept and forms without the Directors signature will not be accepted in any case

6. HOLIDAY CALENDAR

SPPU's time to time published holiday calendar will be followed.

Note: In case, the Director of the Institute give additional holiday in exceptional circumstances, he/she may do so by compensating the same by keeping the institute working on Sunday or any other holiday.

7. CODE OF CONDUCT AND DISCIPLINE

All employees of the NIM are expected to follow the rules and regulations of the Institute as promulgated and modified from time to time.

7.1 SPEECHES/ PRESENTATIONS IN PUBLIC SEMINARS/ CONFERENCES

- All employees are required to seek prior approval from Institute for making speeches and presentations in public seminars and conferences mentioning following details:
 - Date and venue of the Seminars/Conferences
 - Purpose and theme of the Seminars/Conferences
 - Brief outline of the proposed presentation/speech
 - Likely audience
 - Reason for participation
- After participation in the seminar, the employee will be required to submit a report on the same.

7.1.1 COMMUNICATIONS TO THE MEDIA

- The Social Media committee of the NIM will manage all communications with the press, in coordination with Director. Direct interaction with the Press will be handled by the Director.
- An employee will deal directly with media on NIM related matters, only after proper authorization to do so.
- The use of internet or any other social media to reveal sensitive information is not allowed.

7.2 DRESS CODE:

- **Monday to Tuesday:** Institute uniform
- **Wednesday:** Institute's T-shirt
- **Thursday:** Business casuals
- **Friday to Saturday:** Institute uniform

7.2.1 Male: Full Shirt, Tie & Trousers.

7.2.2 Female: Salwar Suits / Saree and whenever there is function / committee visit in institute or NES Campus then saree is compulsory.

7.3 CODE OF CONDUCT AND DISCIPLINE

7.3.1 General code of conduct & discipline, Every employee shall:

7.3.1.1 Maintain absolute integrity and sincere devotion to duty and loyalty to the institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.

7.3.1.2 Abide by and comply with the rules and regulations of the institute and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.

7.3.1.3 Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

7.3.1.4 Endeavor to promote the interest of the institute and shall not act in any manner prejudicial thereto.

7.3.1.5 Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

7.3.1.6 Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the Institute's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

7.3.1.7 An employee of the Institute shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during his duty.

7.3.1.8 Employees shall abide by the rules and regulations of the institution framed from time to time. Every employee shall employ himself honestly, efficiently, and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.

7.3.1.9 No information related to any individual / firm engaged with the institution shall be divulged to any other employee of the institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)

7.3.2 No employee shall:

7.3.2.1 Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the institution.

7.3.2.2 Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the institution.

7.3.2.3 Misuse the amenities provided by the Institution for the discharge of his official duties.

7.3.2.4 Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the institute interests / goodwill or reputation of the institution and / or its associates.

7.3.2.5 Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

7.3.2.6 No employee shall: -

- Propagate / indulge in communal or sectarian activity or indiscriminate of any sort.
- Discriminate against persons on the grounds of caste, creed, language, etc.,
- Indulge in or encourage any form of malpractice.
- Accept private tuition.

7.3.2.7 No employee shall join or continue to be a member of an association for the objectives or activities which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the Institute shall follow the decision taken by the State Government / MHRD.

7.3.3 PROPERTIES OF THE INSTITUTION

7.3.3.1 Every employee shall: -

Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the institution. Besides the institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee

7.3.3.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in the institution and may result in any damage to the property of the institution or that of others.

7.3.3.3 Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the institution

7.4 PROFESSIONAL STANDARDS AND BUSINESS ETHICS

We, at Navjeevan institute of management assume that those associated with the institution will conduct themselves ethically and in accordance with what are generally accepted as "standard business practices". Being one of the largest education institutions, we are liable to set examples and require every individual

associated with the institution to demonstrate and exercise a high degree of personal responsibility, integrity, and sound judgment.

Each employee should be familiar with the policies and procedural guidelines that cover his/her responsibility. This requirement will vary significantly depending on the staff's position.

It is hoped that by clearly setting forth the standards of behavior that the NIM expects from its employees, any misunderstandings will be minimized, and any questionable situation can be brought to the attention of the responsible administrator and resolved.

Any employee who has a question about these issues, or the policies governing them, that cannot be answered by his/her supervisor is encouraged to direct the query to Director.

7.5 MISCONDUCT

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct, his/her services are liable to be terminated.

Without prejudice to the generality of the term misconduct, the following acts of omission and commission shall be treated as misconduct:

7.5.1 Theft, fraud, dishonesty, or misappropriation in connection with the business or property of the organization or of property of another person in the office premises

7.5.2 Willful insubordination or disobedience, whether alone or in combination with others of any lawful and reasonable order of the superior executive in connection with the organization's work.

7.5.3 Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.

7.5.4 Habitual negligence or neglect of work including slowing down of work.

7.5.5 Habitual late or irregular attendance.

7.5.6 Interference or tampering with any devices installed in or about the premises of the institute or willful damage to any property of the institute.

7.5.7 Furnishing false information regarding name, age, father's or spouse name, qualifications, previous service or any other matter of interest to the employment, at the time of employment or during the course of employment.

7.5.8 Drunkenness or riotous or disorderly behavior in the office premises or outside such premises where such behavior is related to or connected with, the employment.

7.5.9 Gambling within the institute premises

7.5.10 Smoking within the institute premises where it is prohibited.

7.5.11 Sleeping or dozing while on duty.

7.5.12 Commission of any act which amounts to a criminal offence involving moral turpitude

7.5.13 Commission of any act which is generally subversive of discipline or good behavior

7.5.14 Breach or violation of the rules, regulations or orders applicable to the employee

7.5.15 Commission of any act of sexual harassment of female employees such as physical contact and advances, sexual remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

7.5.16 Abetment, or attempt at abetment, of any act which amounts to misconduct.

7.5.17 Obtaining or attempting to obtain leave of absence on false pretext.

7.5.18 Refusal to work on holidays or on off-days when required to do so in the exigencies of the institute's work

7.5.19 Breach of confidentiality or loss of confidence by an act against the interests of the institute.

7.5.20 Absence from work-place without permission of the Director

7.5.21 Interference, tampering with records, attendance register etc either pertaining to himself or to any other employee.

7.5.22 Willful non-cooperation with fellow employees for proper discharge of duty at any time

7.5.23 Not wearing the complete uniform finalized by institute or wearing the uniform improperly during working hours.

7.5.24 Eve-teasing or sexual harassment in the institute's premises, or transport provided by the employer, if any

7.5.25 Attempting to obtain any benefit under false pretext or by making false statements

7.5.26 Refusal to accept any communication/order from the management either in person, or by post

7.5.27 Interfering in the work of any other employees and/or the management.

7.5.28 Willful slowing down the performance of work, or abetment or instigation thereof

7.5.29 Going on, or participating in an illegal strike or abetting for the same.

7.5.30 Copying or otherwise taking the extracts of official documents without permission.

7.5.31 Any other act or omission subversive of discipline or prejudicial to the interest of the institute

Note: The above instances of misconduct are illustrative in nature and not exhaustive.

7.6 DISCIPLINARY ACTION

7.6.1. Breach of any of the service conditions will be considered as misconduct, for which the Director may issue a Show Cause Notice to the employee concerned to explain his/her conduct.

7.6.2. In case the employee's reply is not found satisfactory, the Director may initiate disciplinary proceedings against the delinquent employee. For this purpose, the HOI or head of authority would be competent authority.

7.7 ABSENCES AND LATE COMING

7.7.1. Regular attendance is essential to the institute's efficient working and is a necessary condition of employment. When employees are absent, schedules and workload fall behind, and other employees must assume added workloads.

7.7.2. Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must inform/call the Director before their starting time. If the Director is unavailable, message should be left on official whatsapp group of the institute. If the absence is to continue beyond the day one, the employee must notify Director on a daily basis unless otherwise arranged.

7.7.3. Calling & informing about absenteeism is the responsibility of every employee who is absent.

Administrative department is responsible for keeping accurate records of an employee's absences and of sick leave earned and taken.

Navjeevan institute of management reserves the right to request a medical examination or doctor's certificate during or following an illness and through examination of the same by the doctors on panel of the organization.

7.8 MOBILE AND COMPUTER USE POLICY

7.8.1. The employees should limit their personal use of the mobile and computer during office hours. The institute mobile and email system has not only been provided to ensure smooth working of the organization but all messages sent by or received on those systems is considered as institute documents.

7.8.2. The institute reserves the right to access and to disclose the messages that are sent or received on the institute mobile and/or email systems. Employees who abuse this policy are subject to disciplinary procedures up to and including termination.

7.9 SMOKING POLICY

The institute maintains a non-smoking policy within the institute premises.

7.10 SAFETY POLICY

The institute is sincerely interested in the safety and well being of our employees. The institute will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly. If, despite our efforts to ensure safe working conditions, an employee has an accident or becomes ill during working hours, it should be reported to the Director immediately. They will see that prompt medical attention is provided.

7.11 DRUG AND ALCOHOL POLICY

The institute realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all staff. The institute is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on institute premises or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

7.12 BASIC OBLIGATIONS TOWARDS THE ORGANIZATION

7.12.1. Personal Conduct

From the very first day, every staff member is a representative of the institute. His/her personal appearance, actions and the impressions made- both during and after working hours- are important to his/her advancement and to the continuing development of the institute's image and reputation.

While there are no rigid rules for personal behavior, there exists a standard for personal conduct for a staff connected with the institute and it can be maintained by exercising good taste, good judgment and moderation at all times.

7.12.2. Harassment of Female Employees

All employees shall strictly refrain from sexual harassment of any female employee and endeavor to prevent and deter the commission of any act of sexual harassment in the workplace.

In case any incidence of any such act comes to his/her knowledge, the staff shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate authorities.

7.12.3. Secrecy Maintenance Agreement

Except to his/her direct superior authority, a staff will not give out to any person any of the administrative and/or organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being a staff of the NIM. All books, records and articles belonging to the institute shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed

from the premises to any other place without the prior permission of the Director/management.

No employee shall, except in accordance with any general or special order of the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

7.12.4. Acceptance of Outside Assignment

During the period of employment within the institute, every employee will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment- honorary or remuneratory or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the management. The employees will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the institute.

7.12.5. Taking Part in Politics and Elections

- No employee shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institute.
- No employee shall, without previous information & permission of the management stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner force his subordinates or his students against their will for canvassing of his election or any election without the permission of management.

7.12.6 Demonstrations and Strikes

No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the institute, or to the interest of public order, decency or morality.

7.12.7 Joining of Association by Teacher

No faculty shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.

7.12.8 Criticism of Institute, University or Government

No employee shall in any electronic broadcast or any document published anonymously or in his name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

- Which is in nature of character assassination, reflection on the personal life of institute employee
- Which is in nature of criticism of an individual as distinct from policy decision, provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters

7.12.9 Articles/talks/Interviews, etc

While all staff members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult Director. Unless authorized by the management; no employee is permitted to interact with the media, on behalf of the institute.

7.12.10 Office Property

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any employee.

8. COMPENSATION AND BENEFITS

8.1 SALARY

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter of the institute.

The various heads on which the Gross Salary of each employee is based is:

- Basic
- Grade pay
- DA
- HRA
- TA
- CLA (Compensatory local allowance)
- PF
- PT (Professional Tax)
- Gratuity
- Income tax (wherever applicable)
- PF & Gratuity deductions are done as per the law

8.2 ATTENDANCE AND SALARY CYCLE

The attendance for preparation and release of salary is taken on monthly basis. The salary is prepared monthly with reference to the attendance records of each employee.

8.2.1 Full Time Employees/ Contractual Employees- The attendance taken into consideration for preparation of salary for a month is from 1st of present month to 30th or 31st of present month.

The salary is also released on the basis of attendance cycle.

8.2.2 Part Time

(a) **Adjunct Employees:** The attendance taken into consideration for preparation of Salary for a month is from 1st to last day of the month. The salary is also released on the basis of attendance cycle.

(b) **Visiting Faculty:** The remuneration which is fixed on per session is released on the basis of the number of sessions from day one of the month to the last day of the month.

8.3 CONFIDENTIALITY OF SALARY INFORMATION

Salary information is strictly confidential. Only the individual employee, Director or his/ her immediate reporting Head and employees who process salary and benefit administration will have access to the employee's salary information. Employees should not disclose their salaries to persons other than their Director or his/ her immediate reporting Head. Employees who have access to salary information in the course of their duties handles the information with extreme care to ensure confidentiality.

8.4 ANNUAL PERFORMANCE APPRAISAL

Annual increment may be granted to each employee as a matter of course from day one of the month (if date of joining is before 15th else it is applicable from next month onwards) in which it falls due, unless it is withheld or postponed if his/her performance (work and conduct) has not been good/satisfactory, in the opinion of the competent authority. No increment shall, however be with-held without assigning the specific reasons in writing. An employee shall have the right to appeal to the higher authorities against the decision to withhold his annual increment

Provided that over and above the normal annual increment, the management may grant special pay/allowance or perks based on exceptional performance appraisal report of the employee

8.5 INCENTIVES AND AWARDS

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student in their respective subjects and Faculty Self-Appraisal form submitted by them. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments etc.

9. PERFORMANCE APPRAISAL

9.1 Faculty Self-Appraisal:

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal as annexed, filled and submit it to the Director which may taken into consideration at the time of increments or promotion.

Feedback will be taken from students and 360-degree appraisal will be followed for overall performance evaluation of faculty

10. RESIGNATION, RELIEF, AND TERMINATION

10.1 Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

In case applications are submitted through the institution seeking outside employment/ pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when employee is selected so that there shall not be any disruption to the academic programme in the college.

No	Category	Notice Period
1	HODs and Professors	One month notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month notice or salary in lieu of notice at the discretion of Principal
3	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

10.2. Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

11.Retirement

11.1 Every teaching and non-teaching staff of the Institution will retire from service on completing 65 years and 58 years of age respectively. However, faculty can be re -employed after retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty. Similarly, the non-teaching staff can also be re-employed on a contract basis. Rights for extension of service are reserved with management.

11.2. Persons, who are physically fit and whose services are considered necessary and beneficial to the institution, may be appointed on contract service on tenure.

11.3. In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

- **Handing Over Charge:** The faculty before leaving service shall hand over the charge of her/ his post to a duly authorized person and shall return to the Institute, all books, furniture, etc. issued to the employee and shall pay up in full all charges due from the employee. If s/he fails to do so, the Director shall not issue a clearance certificate and shall recover the amount due from such faculty on account of the above items from her/his last salary.
- **Discharge /experience Certificate:** The institute gives a discharge certificate to the faculty who leaves service after due notice or to the faculty whose services are terminated after making sure that the faculty leaving service, has paid off all amounts due, returned equipment or books due from her/him to the Institute. The discharge certificate is usually given to the faculty within a period of 45 days of her/his resignation application.

12. GRIEVANCE POLICIES AND COMMITTEES

Grievance cell is constituted at institution level by the Director for looking into the grievance of the staff members and redress them.

Committees: As per the university norms statutory committees will be formed at institute level.

13. WELFARE FACILITIES

a. Identity Card (ID):

- All NIM employees are required to have photo ID cards which they should carry with them to their respective work place.
- At the time of cessation of service, employees are required to return their Identity Card to the institute which should be destroyed by NIM immediately.

b. Professional Associations:

All departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as technical quiz, symposiums, workshops, guest lectures, technical fairs, seminars, industrial visits, Day with industrialist etc.

c. Library:

Institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate server, space and internet facilities which are available for faculty/staffs and students. The faculty/staff members can take the books by using their ID cards. The library subscribes for National/International journals to encourage and to create research atmosphere.

d. Transportation:

The faculty/staff members can claim transport facilities, any such event, during the conduct of conferences/workshops or any other institution related official work and they can use the institution vehicles for guest pick-up using the prescribed vehicle.

e. Medical Care:

The institution has appointed trained doctors & nurse with primary health equipment to attend on emergencies and / casualties and provide general medicine available for students and staff.

f. Food Court:

The food courts facility is available on the campus to cater the needs of the staff and students.

g. Sports and Games:

Indoor & outdoor Sports competitions are conducted during annual sports day celebrations of the institution. The winners and runner-ups are awarded with prizes & certification.

14 OTHER POLICIES

a. Safe Work Place: The Institute endeavors to provide each employee a safe and healthy place to work determines the kinds of safety training needed for employees, sensitizes employees to the need to work safely and follow safety rules.

b. Security & Vigilance on campus: Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras in classrooms, corridors and important locations as outdoor security monitoring.

c. Biometric Attendance facility: Every staff member of the institute is required to register the finger print in biometric system and must record attendance through this system. For signing Muster is also kept at office.

d. Internet Facility: They must use institute domain Email ID for sending official mails only for office and academic purpose. Staff must not be involved in sending unsolicited mails.

e. Non smoking, non alcohol and no-tobacco chewing policy: At NIM, zero tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as a serious issue and strict action shall be initiated against the staff members and students if found indulging in smoking, drinking and tobacco chewing.

f. Vehicle parking: All the staff members and students are required to park at the designated parking lots for proper management. Students are advised not to bring four wheelers on campus.

g. Personal file of every faculty member is maintained in which all documents with the staff member and Institute is recorded.

h. Employee Identification Cards are issued to all staff members.

i. Workload for Instructional Personnel: Workload for respective cadre is calculated as per Savitribai Phule Pune University, DTE and AICTE guidelines.

j. Encouragement for higher education: In case if faculties are pursuing higher studies, they are supported and research facilities in the Institute can be availed by them.

k. Contributory Provident Fund: Contributory Provident Fund Scheme is made available to employees.