

### 6.3.1 *The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff*

#### Staff Welfare

#### Staff Training & Development

Employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake training as and when required, which is viewed as a continuous process throughout employment.

One of the main activities of the organization is in the area of training & soft skills it is mandatory for all employees towards to communicate with each other in English during office hours.

Accountability for staff development and training rests with management at every level. Staff development and training provision will be evaluated and reviewed to ensure that it is adequate, relevant, and effective.

In considering the quality of work and achieving the institutional goals successfully, AEF committed for continuous learning culture within the institute. It will be possible on the basis and support of highly trained, adaptable and effective educators support staff to meet challenges and achieve the set goals of AEF. Accordingly, training and development initiatives are given from strategic plans and designed to work towards meeting the overall goals and mandate of the AEF.

Training programs at AEF are designed to:

1. Improve the effectiveness of staff members in current roles.
2. Increase adaptability of staff members for future challenges.
3. Ease the introduction of new technologies or methodologies.
4. Standardize work processes to increase overall efficiency.
5. Reduce costs by decreasing employee turnover.

Training benefits individual staff members by allowing them to:

1. Improve their professional skills and overall productivity.
2. Increase job satisfaction through understanding of the task to be performed.
3. Improve self confidence
4. Opportunity for career advancement.

Training Program at AEF:

1. Induction training
2. On the job training
3. Training outside AEF

#### Induction Training

All new recruits of AEF to receive a comprehensive orientation of

- AEF's SOP, vision, mission, core values organizational structure, key management, office procedures and entitlements, training and developments and also the AEF's expectations from the new recruits, such an induction program serves to build an internal culture of cohesion, clarity and focus.

#### On-the-job Training

After the induction training, the staff will go through a formal system of being "attached" to the concerned OS/HOD respectively for 7-10 days each for on-the-job training. This enables them to understand issues with the day to day implementation of desired functions, identify areas where they could contribute more meaningfully and also to build rapport with the existing staff.

The fledgling in fact need extensive orientation in the concerned issue. However keeping in mind the basic need this has been designed for 7 days wherein they are expected to interact with senior personnel and understand work. Any further required clarification needed can be taken up later during the service period of the individuals.

**Exposure Visits:**

Exposure visit may be organized for employee of the institute to understand the industry expectation. After all such visits, the employees are expected to submit training reports in which they can recommend changes to the existing policies and procedures.

**Training Outside AEF:**

AEF conducts various training programs for various components. AEF nominates staff according to their area of specialization to such training course/ workshops. Employee who attends training/ exposure visits outside AEF, should also submit a training report in which they can provide their comment on quality of the training they have attended & whether they would recommend similar training to the other employees in future. Educators are expected to give a presentation along with the reports to their fellow colleagues about their learning's & take away for the same.

**Training Evaluation:**

Management assess the impact of the training in terms of the expected results and investment made.

Training feedback format will be designed in consultation with HR Department along with training modules. Senior management may also attend some of the in-house training sessions and provide their feedback on the content and style of delivery of training separately to the HR department. The HR Department analyses the feedback and provides a summary to both senior management and the trainers and the recommended changes if any, are incorporated in the training content. This is how the external resource pool at the institute is decided.

**Training Planning:**

Planning, scheduling, coordination and evaluation of induction, on the job, refresher and motivational training will be done by HR department before the beginning of the financial year and will seek approval of the concerned heads.

### Travel Rules

The employees, for official work, may be required to travel locally as well as out station. Expenses will be reimbursed on the following basis:

Note –

1. The accommodation and meals reimbursement will be reduced proportionately if the accommodation and meals are arranged by the institute or are otherwise available like in training program etc.
2. While availing local travel facility, if the travellers are more than one to and fro same destination, the conveyance facility should be availed jointly.
3. Day starts from Zero hour. If the travel time is less than 12 hours related entitlement will reduce proportionately.
4. For outstation travel the ticket arrangements will be made by the employee only and services charges of the travel agent will be paid.
5. The bills for reimbursement of expenses must be submitted within 3 days of return from journey otherwise the travel advance taken if any, will be deducted from the salary of that month. The advance taken if any must be deposited back if the journey is not taking place within a day or two.

#### Sanctioned mode of travel for AEF staff

#### Travelling /Dearness Allowance (TA/DA) Rules (All figures are in Rs.)

Category	Except metropolitan cities		Metropolitan Cities		Stay Facility	Travel Entitlement
	Lodging Max Limit	D.A	Lodging Max Limit	D.A		
A	Actual	Actual	Actual	Actual	Actual	Company Car, 2 <sup>nd</sup> AC Train, Air
B	700	300	1000	400	--	Luxury Bus, 3 <sup>rd</sup> AC, Train
C	600	250	700	350	--	ST Bus, 2 <sup>nd</sup> Class train, Luxury Bus
D	500	150	600	250	--	ST Bus, 2 <sup>nd</sup> Class Three tier train
Students	600	250	700	350	--	ST Bus, 2 <sup>nd</sup> Class Three tier train, Luxury Bus

Note :

1. A= Director General / Director, B = Principal, Vice Principal, Headmistress, Managers, C = Teaching Staff, Admin— Staff, Coordinators, A.O., HR, D = Office boys, Peons, Drivers
2. The employees who will be on duty shall inform the concern head and fill the OD; prior approval is needed from Higher Authority. The telephonic approvals must be converted into written ones immediately after reporting to the office
3. Lodging charges will be paid on production of actual bills issued by lodges / hotel subject to limits mentioned above. The lodging expense is not applicable, if the staying arrangement is done at the Office Guest Office. If the employee stays at the relative's house, 40% lodging expense can be given if demanded by the employee (In this case the employee has to give in writing and the address).
4. Driver will be paid Rs.50/- a Night Allowance for each night if they drive 11 pm onwards.
5. If the driver is on tour he has to make lodging arrangements as per chart mentioned above.
6. If two or more employees go together to the same destination or for the same job, all of them shall claim the travelling expenses either on actual or as per allowances.
7. Whenever expenses for guests are claimed, supporting bills and or receipts showing the names of people should be attached to the OD expense claim. Normally and whenever feasible, such expenses to be incurred with prior permission of the Higher Authority.

8. If the employee has to travel by the mode of transport not as per the above chart should get it pre-sanctioned from the concerned Higher Authority.
9. Only under special circumstances private vehicle will be allowed at the discretion of the Director General

**TA / DA for Sports, Performing Arts, Academics**

**For Staff Member:**

- Educators who get selected only for National level competition are entitled for this policy.
- Educator gets selected for National level through the foundation or on personal selection process, will be considered as "On Duty". Whereas they will be entitled for TA / DA as per above norms.

**For Students:**

- Students and accompanying staff member going for presentation / competition on Division/State/ National level will get an advance to cover TA DA. For which they have to submit TA DA form along with the presentation / competition proposal letter from the concern Divisional Sports Office / College / University or Institute.
- Staff member and students will not be entitled for DA, if all the arrangements like meals, accommodation etc. are made by the host. (Only TA will be applicable)
- For TA DA claim, all tickets, bills and other expenses documents are compulsory to attach along with the TA DA form.

Only under special circumstances private vehicle will be allowed at the discretion of the Director General /

Policy for local conveyance-Principals/Directors are authorised to sanction local conveyance incurred in official work by the employees under their control, subject to prior sanction and submission of relevant bills.

**Annexure:**

1. **Policy for Purchase** : The purpose of this policy is to give the authority to Purchase as per procedure.

Sr. No.	Position	Maximum limit of purchase
1	Director General	1,00,000/-
2	Director	25,000/-
3	Principal	10,000/-
4	Admin Manager	5,000/-
5	Admin Officer	1000/-
6	Purchase Officer	1000/-

- The purchasing is to be done as per the Purchase Policy.
- The material should be purchased which is included in the Budget and for non - budgeted item prior approval is mandatory from the Director General

2. **Policy For Marriage Gift:**

- Employee who has completed probation period will be entitled for marriage gift (Once in the duration of service).
- For getting marriage gift invitation card to be produced to HR Department.
- Marriage gift is given to employee or his close blood relative (siblings or children)

Sr. No.	Grade	Entitlement (Rs.)	
		Self	Blood relatives
1	F	501/-	151/-
2	E	1001/-	251/-
3	D	1501/-	501/-
4	C	2001/-	751/-
5	B	2500/-	1000/-
6	A	3000/-	1500/-

3. **Policy for Circular:**

- All circulars shall be issued from HR & Admin Department only.
- A copy of all other circulars of Academics though not related to HR Department shall be kept with HR Dept for record purpose.
- For the celebrations at office it will be the responsibility of PR Officer to give the invitation of the same over the phone for Director General, Directors and other dignitaries.
- Festivals celebrated at office (especially Important 6 annual events), the circular shall be sent to Board of Director along with their family by the Principal.

**7 Annual events-**

- Founder's Day
- Independence day
- Educator's day
- Children's Day
- Excellence Day
- Sport
- Republic day



**8. Policy for Birthday celebration of Admin/Academic Staff**

- ✓ Front-Office (F.O) Executive and Receptionist will keep track of Birthdays of the staff. The F.O Executive will inform the Admin/Academic staff members to gather at the Staff Room or any common room to wish the particular employee on his/her birthday.
- ✓ The birthday will be celebrated during the recess or free time as per the convenient schedule of the staff members.
- ✓ The venue for the celebration of Birthday of Educators would be Staff Room of their respective floors and admin will celebrate the birthday at Admin Office. The respective coordinators and HR/admin will be responsible to make the arrangement for the Birthday celebration of the concern employee. If the employee is absent on his/her birthday than the celebration would be done before/after that day.

Entitlements for various gift categories of employees are:

SR. NO.	GRADE	ENTITLEMENT	BUDGET (IN RS.)	HONOR BY
1	Educator/ Admin Staff	Flower, AUS Card and Parker Pen (Quink)	85	Coordinator
2	Coordinator / Dept. Heads	Flower, AUS Card and Parker Pen (Ball Pen)	85	A.O
3	Admin Officer	Flower, AUS Card and Parker Pen (Beta BP Pre)	85	Admin Manager
4	Admin Manager	AUS Card, Bouquet, Paper, Pen	220	Director General
5	Principal, Director General	Bouquet, AUS Card, Cake	550	Director
6	Director	Bouquet, AUS Card, Cake	550	Director General

**9. Policy For Entitlement of Mobile Handset**

SR. NO.	Designation	Amount of Handset Rs.	AMOUNT OF BILL/ MONTH (RS.)
1.	Director General (Black Berry)	15,000	1500
2.	Director (Black Berry)	12,000	1000
3.	Principal (Black Berry)	10,000	1000
4.	AM	6000	1000
5.	Public Relation	2000	500
6.	A.O.	2000	500
7.	Transport In charge	5000	1000
8.	Purchase In charge	2000	500
9.	Drivers	2000	300
10.	Exe.Assist to chairmn	2000	500
11.	Academic Co ordinator.	2000	400
12.	AEF Co ordinator	3000	500
13.	Activity Co ordinator	2000	400
14.	Personal Assistant to Principal	2000	400
15.	Presiding Officer	2000	400

- The mobile handset and Sim Card will be issued after the analyzing the requirement and approval from the Authority.

### Induction Program for New Entrants:

The new recruits are welcomed and provided with accurate information relevant to his/her employment. New AEF employees are required to attend an Induction program designed to make new recruits: feel comfortable in their new work environment; learn about AEF employment, benefits.

### Objectives of Induction Program

AEF induction program is designed to help new hires feel welcome and inform them of what AEF offers, and what performance and behavior standards it expects.

- 1. Introduction to AEF:** New recruits are provided with information on Rensselaer's history, values, services, customers, and other programs. Representatives from various departments will brief about how their area supports employees either in the performance of their job duties, or for the employee personally.
- 2. Human Resource Policies, Procedures and Benefits:** Employees will receive their Welcome Kit with HR Manual depicting the different policies, Benefits and processes. The welcome kit will also include enrollment materials like Bank Account Opening Forms, PF Account Opening / Transfer forms, Mediclaims, Identity cards developed for the retention of the employee. If required the necessary information and guidance will be given to employee.
- 3. Tour of Campus:** Employees may be given a tour of the AEF campus.

The new recruits joining a designated category, i.e. Teaching & Non Teaching. The teaching category includes Principal, Faculties, Coordinators, and Educators. While nonteaching staff includes Lab Assistant, System Administrator, Librarian Admin & support staff of the foundation. Depending on the profile the staff members will be offered a proper work station, Computer with internet, Lockers, waste bin etc. The following things will be provided in the Welcome Kit:

- I. Teaching Staff :
  - A. Welcome Note - By Chairman
  - B. AEF Brochure
  - C. HR Manual
  - D. Stationary
    - Notepad / Diary
    - Pen, Pencils, Eraser, Sharpener
    - Stapler
    - Punch Machine
    - List of Intercom numbers
    - School Policy booklet, which will be available with concerned A.O.
  - E. Micro planning

Note: Teaching Staff will not be entitled for the Earned leave, they will be given a vacation instead. The vacation schedule will be evolved by the competent authorities, so as the counselling for the new admissions will be continued. However if any of the faculty is undergoing some additional course for the career advancement, his/her vacation schedule may be altered with the term end or Summer Vacation schedule

Nonteaching staff is entitled for the earned leave. The earned leave will be calculated on the basis of the no of days worked, i.e. 1 day will be credited to the employees account after working of 15 days. So, in total they will be getting 25 EL in one academic year. Employee can avail 15 days earned leave at his /her discretion after the approval of competent authorities mentioned in reporting structure. The rest of 10 days vacation s/he has to avail as per the summer vacation schedule prescribed by the organization.

Employee may accumulate the earned leave maximum for 3 years, there after the earned leave will be lapsed. (Balance Earned Leaves are converted into cash entitlements at the time of superannuation)

3. Vacation Structure for Teaching & non Teaching :

Sr. No.	Type of Leaves	Teaching Staff (In days)		Nonteaching, HR & Admin (In days)	
		Permanent	Probation	Permanent	Probation
A	Diwali Vacation	07	07	07	07
B	Term End Vacation	15	7	00	00
C	Summer Vacation Leave	1 month	15	15	07

4. Casual leave may be prefixed &/or suffixed holiday and Sunday.
5. The quantum of unavailing leave at the end of the year deems to be lapsed.
6. Sunday & holiday falling during a period of casual leave will not be treated as a part of casual leave.
7. The leave of concern staff will have written approval on the leave application form. In case of leaving the head quarter the candidate will have to seek prior approval and will have to mention the telephone number & leave address.
8. The concerned staff will give prior information to his/her superior even in case of availing casual leave. Telephonically sanction is to be regularized by written sanction within 24 hours.
9. If Sick Leave exceeds more than 2 days, employee have to submit Medical Certificate.
10. Any leave over and above the casual leave will be treated as Leave without pay.
11. Director will be the competent authority for sanctioning/ approving leave without pay for any institute/ college staff.
12. Only Permanent employee can avail maternity leave. Maternity leave can be availed only twice in a service period. The written application shall be submitted to the HR Dept. No one is allowed to take a maternity leave for third child or thereafter. (2 Leaving Children)
13. All employees are entitled for Examination Leave related to academic development & these leave can be availed
  - maximum 6 days only in each semester. These leave will be approved on production of original hall ticket & submission of self endorsed Xerox copy in front of competent authority.
14. 5 days special paid leave will be given in case of death of blood relatives (father, mother, spouse, brother, sister, son and daughter). It is applicable for: Confirmed as well as employees on probation at the discretion of the management. The leave shall be given from the date of the incidence. The applicant shall apply for leave in the leave form mentioning the leave as special paid leave, the employees those who are not confirmed can submit a written application.
15. Compensatory Off can be availed during that academic year only, (June – May) which the employee has worked. Compensatory Off has to be availed within two months. After that it will get automatically lapsed if not availed. Compensatory Off can be availed by Permanent as well as employees on probation Co-coordinator, Department Head, Managers, Principal are not entitled for the compensatory off. Compensatory off shall not be encashed.
16. A record of all the leave and leave without pay availed by the concerned staff member will be maintained in the personnel records of the staff.
17. In case any staff member remains absent from duty for more than 5 days without any intimation to the concerned authorities, is liable for the disciplinary action. The disciplinary action involves the memo to the concerned staff,



management. may take appropriate step if the explanation given, not found suitable. Any staff receiving three men in a period of a month will be terminated immediately.

18. All Casual & Sick leave will be credited to the concerned staff's account at the beginning of each year, and the leave remaining at the end of the year will automatically lapse. There is no provision of carrying forward leave to next year or of leave encashment to any AEF staff.

**Competent Authority to sanction leave & vacations:**

- .. Director General, Principal & Administrator are competent to sanction leave & vacation to staff working under them.
- . Leave & vacation of staff will be sanctioned by Director.

**Public holidays:**

AEF will remain closed on Sundays and all public holidays adopted by the list declared by Govt. of Maharashtra/SNDT University/University of Pune & respective local authorities. However if there is any work / event falls on Sunday or on any holidays, it is mandatory for all concern staff members to attend the office without fail. They will be entitled for the compensatory off thereafter. In exceptional cases director may allow any employee to avail compensatory off before working & s/He may be called for work on subsequent dates. However if any holiday falls on Sunday, no compensatory off will be given.

**List of Public Holidays:**

Makar Sankranti	Good Friday	Ganesh Chaturthi
Republic Day	Dr. Ambedkar Jayanti	Mahatma Gandhi Jayanti
Mahashivratri	Maharashtra Day / Labour Day	Dasera
Rangapanchami	Rakshabandhan	Bakri ID
Gudipadva	Independence Day	Diwali
Mahavir Jayanti	Ramzan ID	Gurunanak Jayanti
New Year	Declared by Collector (If Any)	Christmas

**Special Duty Leave (SDL) :**

In addition to leave policy, special DUTY LEAVE (DL) may be granted to AEF staff for academic pursuit & administrative pursuit including attending workshops, conferences, Administrative work at University, DTE, and AICTE. It's mandatory for all approved staff of the college to attend the University related work without fail as per the orders issued by the Director / Principals.

**Management**

**Addresses of staff**

Address of address of all the staff members, including their contact numbers, working in office/section is maintained in the office/section.

**Office rooms**

When leaving office, every member of the staff should see that all files, papers, books, registers etc in his/her custody are kept in proper place. Pending paper should be kept together in a separate folder appropriately marked.

It shall be the duty of the every staff member to ensure that the personal computers, fans, air conditioners, lights etc. are used only when necessary and that are switched off when not required during office hours and also every evening before leaving the office.

The telephone provided in the office is used strictly for official calls under no circumstances; the telephone should be reserved for private calls except in cases of emergency.

**Responsibility of the Staff:**

Each member of the staff is responsible for the work assigned to him/her. She/he is also responsible for all official papers and articles belonging to the office which are entrusted to her/him for custody/ use. A formal Key Responsibility Area (KRA) statement will be issued to all staff members in due course of time.

**Interest free loan for Education:**

- The Parents who are employed in Ashoka and have completed one year of service, their children seeking admission in Ashoka Buildcon Limited of Institution can avail this facility.
- The half of the tuition fees will be waived off by the management. However the rest of the fees like tuck shop other events, stationary etc. will be charged as per the norms.
- Rest of the Tuition Fees can be paid by self resources or obtaining advance from the concern company they are working in.
- The tuition fee is to be certified by school Coordinator addressing a letter to the Concern Parent.
- The certified copy received from the school has to be submitted to HR & Admin Department for approval.
- The certified copy shall be forwarded to concern accounts department for payment.
- The deductions will be made from the remuneration of employees in 8 equal instalments.
- The facility will be restricted to two children only up to 10<sup>th</sup> standard

**PF Norms / Bonus / Gratuity**

**PF Norms**

- Employee's Provident Fund & Pension Scheme, employees those who are on payroll will be entitled for PF as per the PF Act 1952.
- One copy of 3A (Employees, Employee's and Pension contribution for the year) will be forwarded to the employees.
- Yearly PF slips shall be forwarded to all the employees.
- Staff eligible under Employees State Insurance Scheme will be covered under the policy as per the ESIC Act.

**FUNERAL ASSISTANCE:**

- Funeral Assistance to be paid as per Funeral Benefit mentioned in ESIC Act, 1948 as amended from time to time.
- Payment to the eldest surviving member of the family of an employee who has died, towards the expenditure the funeral of the deceased employee.

**HR Initiatives/ Employee Engagement and Development Activity**

1. HR team responsible for facilitating employee welfare & team building activities to improve staff retention.
2. Initiate Fun at work, calendar to enhance morale and spirit of the employee
3. Roll out motivational activities.
4. Carrying out contests / arrangement for employee engagement activities for all categories of personnel.
5. Getting the families of staff involved in image building of AU.
6. Token of affection on personnel special occasions.
7. Birthday celebration of employee.
8. Skill development program for staff.
9. Monthly evaluation exercise.
10. Exit Interview of candidate leaving the job.
11. Identity card and dress code of employees.

**Recreation Activities:**

1. Games
2. Special days celebration
3. Picnic

**Recognize and Celebrate Excellence** : Design and implement employee Appreciation scheme  
**Know your colleagues** : An effort to introduce new employee to the entire Institute.  
**Employee Feedback and designing suggestion scheme.**

  
**Co-Ordinator**  
Internal Quality Assurance Cell (IQAC)  
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**PRINCIPAL**  
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