

## SERVICE RULES

### Human Capital Resource Policy

For sustainable growth, institutional effectiveness and employee satisfaction, it is imperative to have personnel policies that are dynamic and accommodative to create conducive working environment where employees can utilize their best in conformance to the objectives of the foundation.

The institution encourages its employees to think, express and share their views and concerns with the management to facilitate decisions and operations through collective wisdom; and follow a prudent approach recognizing their contribution through appreciation.

The HR Policy encourages the institution's staff to be proud of 'who we are' and 'what we do' within the broad framework of institutional culture, where motivation, ownership, involvement and development are the keys.

With focus on Human Capital Resource, the policy aims at

1. Building competence of staff through repeated exposures in refining their technical skills.
2. Opportunities for career development.
3. Development of Group dynamics and team spirit.
4. Sharing personal and professional problems.
5. Inculcation of 3 Ds :Discipline, Dedication and devotion

The Policy stays committed to support the overall development of its human resource.

#### Non - Discloser Policy

Broadly maintaining the "open" culture, the foundation, in order to serve and behold its interest, restricts the disclosure of classified information related to-

1. Personnel compensation
2. Research information
3. Training material developed
4. Personnel data
5. Certain kind of financial information
6. Developmental plans & accreditations, approvals in process.

All employees are required to sign a non-discloser agreement as a precondition of employment. Employees who improperly use or disclose secrets or confidential institutional information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

#### Employee Privacy/Individual Confidentiality

The Foundation will not release employee information to third parties unless the recipient has a business reason to know. The information will not be released to outside sources without the employee's approval, except to verify employment dates and most recent job title, or as required by law. Only the Human Resources Department is authorized to disclose employee information

In case monitoring of computer & internet usage within the foundation's network is needed, it can be done only on specific written approval of a respective Vertical Head.



**B. Joining Formalities:**

The HR Department initially issues the offer Letter and on acceptance by the selected candidate Appointment Letter for the selected candidates duly signed by the Director/ Chairman within 7 days.

The candidates at the time of joining are required to submit-

- i. Certificates/ marks sheets of educational qualifications
- ii. Experience Certificates
- iii. Proof of Age & permanent address
- iv. Blood group
- v. Certificate of fitness from the competent medical Authority
- vi. Police verification certificate (exempted for passport holders).
- vii. 2 latest coloured photographs
- viii. Last Pay Slip (Three months)
- ix. No Dues / Relieving Certificate from previous employer (can be submitted within 45 days from the date of joining)
- x. PAN card
- xi. Non Judicial stamp paper of Rs 100/ or 500/ as the case may be for entering into a contract with AEF Agreement/Contract letter provided by the HR Department.

New recruits are required to sign and submit a relevant undertaking at the time of joining. The entire employee's information is then entered into the employee database by the HR Department for timely executing the periodical appraisals and contract renewal. HR Department has to take the biometric images of right / Left thumb for daily attendance system.

Categories in which recruitment or engagement can be done

1. Members of the strategic business units- Directors, Principals, HODs
2. Core functions- Faculty members, Research heads.
3. Administration and support function- Administrative officer, - HR Dept., Account, Audit, Purchase, Store, Support staff, Class III & IV
4. Outsourced Support - Consultants, External Agencies, House Keeping, Garden Maintenance

Job Descriptions

- I - Director General
  - C) Director General of AEF is the CEO of the Higher Education and is responsible for the day-to-day affairs of the Institutes.
  - D) All the activities of the institute viz. Education, training, research, consultancy, specialized services etc. are carried out under his guidance and supervision.
  - E) S/He is also the administrative and financial head of the Institute.
  - F) As Member-Secretary of the Governing Body and EC.
  - G) The Director General is also responsible for organizing the meetings of these bodies and maintaining records of the proceedings
- I. Administrative Officer  
To support Director in





- H) All administrative and establishment matters concerning the institute.
- I) Recruitment, promotion, vigilance etc.
- J) Financial and budgetary control of funds, etc
- K) Matters relating to the meetings of the Governing Body/Executive Committee, etc.
- II. Professor Attached Separately
- III. Asso. Professor Attached Separately
- IV. Asst. Professor Attached Separately.
- V. PMS
- VI. Training & Development
- VII. Vehicle management
- VIII. Building maintenance
- IX. Accreditations, Liaisoning
- X. CSR initiative
- XI. Renewal of affiliation and licences

### 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



- Understanding of the Syllabus.
  - SOP, Vision & Mission
  - Syllabus
- F. Interaction with the educators on micro planning, syllabus, overall development of the students by principal/ director of the respective stream
- II. Nonteaching Staff: The following things will be provided in the Welcome Kit to Admin staff:
- A. Welcome Note
- B. AEF Brochure
- C. Stationary
- Notepad/ Diary
  - Pen, Pencils, Eraser, Sharpener
  - Stapler
  - List of Intercom numbers
  - HR Manual
- D. Interaction with the team and formal handing over the charge to lab assistants & stores in charge

**C. Hierarchy and Reporting System :**

Category	Reporting To
Director General	Chairman
Director, Human Resource Manager, Auditor, Budget Officer, Chief Accountant, Food Services, Purchase Officer	Director General
Faculties / OS/ Accountants / Account Officer / Cashier / Clerks	Principal, Director
System Administrator / Supportive staff / Any other staff/librarian	HOD & Principal
Purchase & Store Department	Purchase Manager
HR Executive / Admin Executive / Staff of the Department	HR Manager
Accounts staff not related with the institutes	Chief Accountant
Audits staff not related with the Institutes	Auditor

**D. Policy for Issuing Letter**

**Intent:** To issue Offer/Appointment/Confirmation/Increment/Warning letter/letter of appreciation/any o.n.c. memorandum, as per the requirement

**i) Offer Letter**

- The HR Officer will issue the Offer Letter to the newly recruited employee/ after the final interview with the Admin Manager/ Principal/ Director General. After confirming receipt of all the required documents
- Personal file of the employee will be created by the HR Officer and a copy of the duly signed Offer Letter will be filed in it. (along with assessment sheet and demo sheet which is mandatory)

**ii) Appointment Letter**

- HR will issue the Appointment Letter to the new employee on his/her date of joining duly signed by the Principal/ Director General within seven days.
- The Appointment Letter shall contain all the terms and conditions of the employment.
- A copy of the signed Appointment letter will be filed in the Personal file of the concerned employee by the HR.



**iii) Confirmation/Increment Letter**

- On completion of probation period mentioned in the appointment letter, the review of the performance of the employee will be taken by the concerned Co coordinator / Admin Manager / Principal / Director General. If performance is found satisfactory then only confirmation procedure will be followed. Otherwise the employee will be given the opportunity for improvement for specific period decided by the management by extending probation period.
- Probation period can be extended twice for a period of 3 months each time and extension of probation shall be communicated timely to concerned employee.
- On review of performance of the staff, increment is awarded during the next academic year i.e. April to March.

**iv) Warning letter**

- If any employee does an act of indiscipline, misbehaviour, insubordinate or fails to perform his/her duties which are likely to have negative effects on the management control and profitability of the institutes, a warning letter will be issued to such employee/ employees to this effect.
- Only Principal /Admin Manager as per the protocol will decide for issuing warning Letters and inform HR Department to issue such letters.
- HR department shall file such letters in the personal file of concerned employee.
- Director General may alter the increment as per regular Performance Appraisal system on the basis of such letters.
- Code of Conduct would be issued every year duly signed by Authority and the same copy would be signed and filed in the personal file.

**v) Appreciation Letter**

- If any employee performs any extraordinary job which has a positive effect on management control and profitability of the organization his/her efforts will be appreciated by issuing an Appreciation letter to the employee/ employees.
  - Principal, Admin Manager and HR / Admin Officer will decide for issuing appreciation letter and inform HR Department to issue such letter.
  - HR Department shall file such letter in the personal file of concerned employee.
- Director General may alter the increment as per regular Performance Appraisal System on the basis of such letters.

**Concurrent employment**

Consistent with applicable laws, any employee of AEF shall not, without the requisite, officially written approval of the foundation, accept employment or a position of responsibility (such as a consultant or a director) with any other institute, nor provide freelance services to anyone, with or without remuneration. In the case of a full-time director or the chief executive, such approval must be obtained from the board of directors of the foundation. Moderate speeches, writing, social activities, political affiliation is permitted.





#### Conflict of Interests

Employees should not allow their responsibilities outside of work to create a conflict of interest. If an employee has an opportunity to serve on another board or committee professionally they should first weigh the possibility of conflict. If conflict of interest is unavoidable, the employee should decline such offers to serve.

In cases where family members of employees are employed by or serve in companies of our clients, competitors, etc. you are required to notify human resources by a formal notification of such association.

#### Non Disclosure

All employees at one time or another will receive or be exposed to personal, privileged and/or confidential information. That information may concern other employees, the foundation's operations, recipes, customer lists, foundation affairs, product development, trade secrets, business models or other organizations with whom we do business. You are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether you are actively employed, on leave or your employment with the foundation ends (for any reason). Employees who disclose such sensitive information will be disciplined, up to and including immediate termination or legal action.

In addition, employees are not permitted to photograph, record, photocopy, or otherwise preserve foundation forms, lists or other materials belonging to the foundation without prior authorization. This is especially critical for items that were prepared or saved for an employee's own or someone else's current or future use.

#### Personnel Records:

Basic information of staff will be collected and maintained by the HR department in separate staff personal files. Following documents are to be maintained in personal files of each staff.

1. Application for the Post with resume
2. Joining Report
3. Self Attested copies of Certificates / Mark sheets of educational qualification, Experience Certificates which should be endorsed by the Administrator of AEF after the verification of the originals.
4. Original Relieving Letter from previous employer
5. Pan Card
6. Permanent Address Proof
7. Original Last Pay Slip
8. 2 latest coloured Photographs

Agreement/ Contract letter provided by the HR department (If Any)

Subsequently the following will be added to the personal file

- Copy of certificate : seminar, conference, workshop, FDP attended; paper presentation / paper publication
- Copy of reports on training programs attended by the staff
- Leave Records
- Personal data update form (to be filled by concerned faculty/staff as and when changes occur in his/her personal data).

#### Working Hours & Days:

1. There will be Six full working days in a week ( i.e. Monday to Saturday)
2. The total working hours for the teaching staff will be of 6.15 hrs. & for nonteaching staff will be 8 hrs with half hour lunch break. However it may be altered during the vacation or as per the change in management policy.
3. Working hours for AEF employees are from 9.00 am to 5.00 pm with lunch break for half an hour from 1.30 pm to 2.00 pm. However the timings for the institutes will be as follows...
4. You are required to clock in for your scheduled start time and clock out at the end of your scheduled shift. Your recorded time is a legal **evidence** of the hours you are at work and your pay check is based on the time recorded in the biometric system/attendance register.

Reporting for work regularly and on time is essential, since **unpunctuality** or absence interferes with the daily running of the FOUNDATION and places an extra workload on your fellow employees. Please use your personal days to schedule business, medical, dental and other appointments which conflict with your work schedule.



**Attendance :**

1. Attendance record is maintained in a manner that the record remains authenticated and unquestionable
2. Attendance register should be maintained along with biometric (fingerprint) attendance system. The office duty timings are mandatory for all staff members.
3. Every staff member should report on duty before the prescribed time as per the working timings of the Institute. The register should be sent to the Director / HR Manager after 9.00 am. Employees reporting late than the reporting time, a concession for first three times shall be given. Every fourth late coming will amount for half day deduction from the salary for all the employees.
4. If the same observed repeatedly, HR Dept of concern branch will send warning letter or strict action shall be taken against the employee.
5. Every staff member is expected to perform his / her duties at the scheduled time, unless s/he has previously obtained special permission for late attendance.
6. Similarly leaving the office early will be only with due permission of the Director/Principal and will be allowed in exceptional cases of emergencies only. 2 Hrs late-reporting or 2 Hrs. early leaving is allowed only once in a month.
7. The register will be maintained under the personal supervision of the HR-Head who will see that entries are made correctly. Strict measures are taken for the enforcement of punctuality. HR officers should be very particular in scrutinizing the attendance register.
8. In case of staffs that leave office early without permission before the time for closing of office, he/she is treated as absent.
9. In the event employees are on tour & if s/he return late night, reporting time is relaxed as follows
  - Before 10.00 pm - Normal reporting timing
  - After 10:00 pm - before 00:00 hrs- 1 hr. late to reporting timings
  - After 00:00 hrs - next day Half Day leave will be given.

**Holidays & Leave:**

1. All leaves shall be calculated from date of joining of the employee as per the academic year.
2. Leave structure for Teaching & non Teaching is as follows

Sr. No.	Types of Leaves	Teaching Staff (In days)		Nonteaching, HR & Admin (In days)	
		Permanent	Probation	Permanent	Probation
A	Casual Leaves (CL)	15	15	15	15
B	Sick Leave (SL)	07	07	07	07
C	Earned Leaves (EL)	00	00	15	07
D	Maternity Leave (ML)	90	N.A.	90	N.A.





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 memos 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:**

1. Director General, Principal & Administrator are competent to sanction leave & vacation to staff working under them.
2. 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.

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**PRINCIPAL**

Ashoka Education Foundation's  
Ashoka Center for Business and  
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## CODE OF CONDUCT FOR FACULTIES

Code of conduct form an integral part of culture of the institution. Faculty should follow code of conduct strengthening duties, responsibilities towards colleagues, students, parents, government and general populace.

### **Followings are the different aspect of code of conduct described in details.**

1. Treating students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations
2. Protecting students from harm
3. Being committed to students and their learning
4. Organizing learning to take account of the diverse social, cultural and special learning needs of their students
5. Working in partnership with parents and guardian
6. Acting against any form of harassment or unlawful discrimination

### **Teachers demonstrate a high standard in teaching and learning by:**

1. Engaging students in their learning
2. Working to achieve high level outcomes for all students
3. Maintaining records to manage, monitor, assess and improve student learning
4. Using research and student achievement data to inform professional practice
5. Engaging in reflective practice and developing their professional knowledge and teaching skills
6. Providing constructive feedback to colleagues that is considered and helpful
7. Assisting in developing and mentoring beginning teachers
8. Working cooperatively and collaboratively with others to achieve institutes and its system goals
9. Accepting responsibility for their own professional learning and development

### **Teachers should also:**

1. Accept responsibility for high quality teaching
2. Act with probity in their daily work activities and decision-making
3. Exercise efficient and effective resource management
4. Teachers' relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honest
5. Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.
6. Teachers' practice is motivated by the best interests of the pupils/students entrusted to their care. Teachers show this through positive influence, professional judgment and empathy in practice.



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