



SHREE CHANAKYA EDUCATION SOCIETY'S

INDIRA GROUP OF INSTITUTES

POLICY MANUAL

The objective of this Manual is to compile the HR policies, SOP's, Code of Conduct etc. followed at Indira Group of Institutes (IGI). It also presents the general rules and regulations that govern the employees of the Institute. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual. The HR department of IGI retains the sole discretion to interpret, modify, suspend, or revoke, in whole or in part, any content contained within this handbook, with or without prior notice. The management's decision will be final and binding on all employees.

Dr. Tarita Shankar
Chairperson and Chief Mentor – IGI

Sandeep Gaekwad
Chief People Officer - IGI



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Section 1

INTRODUCTION

This manual is designed to acquaint the employees about the institutes run by Shree Chanakya Education Society and to provide them with information about working conditions, benefits, and policies concerning the employment of people working with the Society.

The information contained in this Manual applies to all employees of **Shree Chanakya Education Society**. Following the policies prescribed in this Manual, is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as the promise of employment or as a contract between the Society and any of its employees. The Manual is a summary of our policies, which are presented here for reference only as a matter of information and convenience.

Our primary goal is to foster a work environment that is conducive to both the professional and personal growth of our valued employees. We believe in open communication and a constructive atmosphere. Please be advised that any policy or procedural changes implemented in the future will supersede the information contained within this manual.

VISION

To create a center of academic excellence in the field of Management and IT Education with the purpose of fulfilling the industry requirements through holistic development of the future performers, who are also good human beings, and possess the right knowledge, skill sets & attitude towards their work and life.



MISSION

- To promote a learning environment that welcomes and honors men & women from diverse cultures for involving themselves in intellectual inquisitiveness, explore knowledge dimensions for future application in industry, business and life.
- To develop managers and entrepreneurs in the field of management and IT, who can serve as engines of national and global economic growth & innovation.
- To foster strategic alliances with industry for research and its application.
- To inculcate ethical, social and moral values in all our stakeholders, which is the basis of humane social order.

At a Glance

The Shree Chanakya Education Society's (IGI) was established in February 1994, under the visionary leadership of Dr. Tarita Shankar, with the aim to provide top quality post-graduate education in the fields of Business Management, International Business and Information Technology. Since inception, the Institutes managed by IGI, have maintained high academic standards and have successfully provided trained manpower to the industrial and services sector of the country. With a modest strength of 60 students pursuing a single course, IGI has grown steadily and today boasts of 13 Institutes, having around 18,000 students from all over India and abroad pursuing multi-disciplinary, SSC, HSC, graduate & post-graduate and Doctoral programs. Our aim of providing '*Management education in a corporate environment*', has been made possible to fulfil due to the sincere and dedicated efforts of the members of IGI with their invaluable experience in varied fields like academics, industry, service and social work.



Prelude

We at Indira Group of Institutes (IGI) strongly believe in our people, "The Human Asset" and offer a career for promising individuals. We try and provide a conducive environment and support to any self-motivated individual with total involvement and commitment to enjoy the taste of success while upholding our Value system. We are now in the Global Era. In such a highly dynamic and competitive environment only those organizations with excellent man power would have an edge over others.

We constantly monitor and recognize performance and provide inputs and guidance for individual development. Career oriented individuals should not spare any efforts for value addition so that they would be ready for growth with the increased space. Every employee must approach his/her task with determination & focus.

LIST OF INSTITUTES UNDER THE AEGIS INDIRA GROUP OF INSTITUTES

INDIRA INSTITUTE OF MANAGEMENT (IIMP)

INDIRA SCHOOL OF BUSINESS STUDIES (ISBS)

INDIRA SCHOOL OF BUSINESS STUDIES PGDM (ISBS PGDM)

INDIRA INSTITUTE OF MANAGEMENT PGDM (IIMPGDM)

INDIRA COLLEGE OF COMMERCE & SCIENCE (ICCS)

INDIRA COLLEGE OF ARTS, COMMERCE AND SCIENCE (ICACS)

INDIRA SCHOOL OF COMMUNICATION (ISC)

INDIRA COLLEGE OF PHARMACY (ICP)

INDIRA SCHOOL OF AVIATION (ISA)

INDIRA COLLEGE OF ENGINEERING & MANAGEMENT (ICEM)



INDIRA GLOBAL SCHOOL OF BUSINESS (IGBS)

INDIRA NATIONAL SCHOOL (INS)

INDIRA NATIONAL SCHOOL PRE PRIMARY (INSPP)

ABOUT THE MANUAL

PURPOSE

To standardize and systematize the policies and procedures covering and related to Service situation of all employees to whom these will be applicable.

SCOPE

APPLICABILITY:

These Service Rules and Regulations shall be applicable to following cadres of employees:

- (a) Employees working at Shree Chanakya Education Society's Indira Group of Institutes (i.e. the employees exclusively working and carrying out the administrative duties of the Society and are not the employees of any institution run and conducted by the Society).
- (b) The Teaching employees, working at all the autonomous institutions colleges, courses, etc. run and conducted by the IGI.
- (c) Non-Teaching Employees working at all the autonomous institutions colleges, courses, etc. run and conducted by the IGI.
- (d) All the employees working in the institutions affiliated to any University other than **Savitribai Phule Pune University (SPPU)** to whom no separate individual Service Rules or Regulations are applicable.
- (e) All the employees working at the institutions affiliated to SPPU but to whom the Service Rules of Pune University are not applicable due to any reason.



RESPONSIBILITY

Chief People Officer – IGI, is responsible for the implementation of these guidelines.

DOCUMENTATION

The Administration Department (Admin Dept.) is responsible for generating, processing, and maintaining all documents referenced in this manual, unless explicitly stated otherwise.

COVERAGE

- This Manual incorporates all previous circulars, notices and memos that may have been issued from time to time on subjects covered in this Manual and to that extent is up to date.
- Continuous Improvement and Updates: Since our organization is dynamic, our policies, procedures, and benefits are also liable to change.
- We will notify all employees of these changes. Changes will be effective on the dates determined by the Society, and after those dates, all superseded policies will be null.
- Authorized Policy Modifications: Please be advised that individual employees are not authorized to modify any coverage policy at any time. Should you have any uncertainties regarding a specific policy or procedure, we encourage you to seek clarification from your superiors or directly contact the Chief People Officer.



GENERAL OBJECTIVES:

This manual serves as a formal compendium of the Society's personnel policies and procedures. It outlines not only the established protocols but also the underlying rationale for each policy. This document functions as a working guide for both Society employees, in their day-to-day personnel administration duties, and other interested parties seeking to understand their entitlements, applicable procedures, and corresponding responsibilities.

The core objectives of these documented policies are to:

- **Enhance Understanding:** By providing clear and concise explanations, the policies aim to foster a comprehensive understanding among all Society members.
- **Promote Objectivity:** Well-defined policies and procedures establish a framework for consistent decision-making, minimizing the need for subjective interpretations in relevant situations. It is incumbent upon every IGI member to familiarize themselves with these policies. Furthermore, members are entrusted with the responsibility to administer these policies in a consistent and impartial manner, ensuring fairness and transparency in all decision-making and personnel administration processes.

IGI Manual Confidentiality Notice and Instructions

This document outlines the importance and handling procedures for the IGI Policy Manual:

Distribution and Control

- Each institute head receives a numbered copy of the Manual.
- The Admin Department maintains a master list of recipients.
- The Admin Department issues additional copies as needed.



Updates:

- Amendments, additions, and corrections will be issued as replacement sheets by the Admin Department.
- Institute heads are responsible for:
 - Immediately insert new pages into their Manual.
 - Returning (or destroying) old pages.

Policy and Disclaimer:

- The Manual provides general policies for guidance and administration.
- It does not supersede individual employee "conditions of service" outlined in Appointment Letters.
- IGI Management reserves the right to modify the Manual at any time

SCOPE & APPLICABILITY:

The policies and procedure contained herein apply to all employees of IGI, except otherwise stated.



Section 2

DEFINITIONS

- (a) "Rules & Regulations" shall mean the Service Rules & Regulations as framed by Shree Chanakya Education Society, from time to time.
- (b) "Appointing Authority" means the Authority competent to make the appointment to various posts of services. It may be the Secretary or any Authorized Officer for Shree Chanakya Education Society or a Director or any other officer so authorized for the institutions run and conducted by IGI.
- (c) "Forms" shall mean and include the various formats for appointment, disciplinary actions, resignations, etc. as specified in the rules framed hereunder.
- (d) "Continuous Service" means a service rendered by an employee without any break for the period of minimum two years or as may be prescribed by the Appointing Authority in the appointment order.
- (e) "Contract" means with reference to the teaching or non-teaching staff where an employee is appointed on Contract basis for the specific period, on the fixed emolument, he shall be treated to be Contract Employee and the appointment order of such employee shall specify his/her service conditions. In case anything is not specified therein, the present service rules shall be applicable to the said employee so far as they do not contradict the terms of the appointment order, however, in any case, such employee shall not be eligible to the provisions of continuous service, probation or service conditions regarding removal/termination as specified under the present rules as well as for the benefits accruing from the service such as pension gratuity etc.
- (f) "Management" means the Managing Committee of Shree Chanakya Education Society and the decisions thereof shall be communicated to the Secretary.



- (g) "Holiday" means a Sunday, a weekly off or any other day declared as off day by the Management of Shree Chanakya Education Society.
- (h) "Honorary" means recurring, or non-recurring payment granted to the teaching or non-teaching employee from Shree Chanakya Education Society as remuneration for special work of occasional or of intermittent character.
- (i) "Lien" means title of a teaching or non-teaching employee who holds substantively, either immediately or on the termination of period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- (j) "Leave" means permission to remain absent from duty granted by the Competent Authority under these rules.
- (k) "Probationer" means an employee appointed on probation for a stipulated period and on specific conditions for determination of his suitability for eventual substantive appointment to a permanent post.
- (l) "Permanent Employee" means an employee who has been appointed on the clear vacancy post through the procedure of selection or any other procedure for appointment of a permanent employee under the rules prevailing for the time being and who has completed the period of probationer service or has been directly conferred the status of permanent employee by the management in the appointment order.
- (m) "Teacher" means and includes a lecturer, professor, associate professor, assistant professor, reader, demonstrator, tutor, master of method, Trainer, director of physical education, principal/director of a concerned institution, vice-principal, deputy director, librarian, assistant librarian, part time or honorary lecturer/professor, adjunct faculty working in graduate or post graduate institutes and autonomous institutes.



DEFINITION OF EMPLOYEE STATUS

“Employee” defined as

An employee of Shree Chanakya Education Society, Pune is a person who regularly works for the Society or any of its institutes on a wage or salary.

Regular Full – Time

Employee who has completed the stipulated probationary period of two years & who is confirmed in the services of Shree Chanakya Education Society Pune is informed accordingly. Generally, he/she is eligible for Society's benefits packages, subject to the terms, conditions and limitations of each benefit.

Temporary (Full Time or Part Time)

He/she whose performance is being evaluated to determine whether further employment in a specific position or with the Society is appropriate or individual who is hired as interim replacement to assist in the completion of a specific project or for fill up a leave vacancy. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employee retains that status until he is notified of a change.

Contract Appointments

Consultants / Advisors can be taken on Indira Group of Institutes contract to serve the Society. All the clauses under Contract Employment of the Society would be applicable to such appointments.

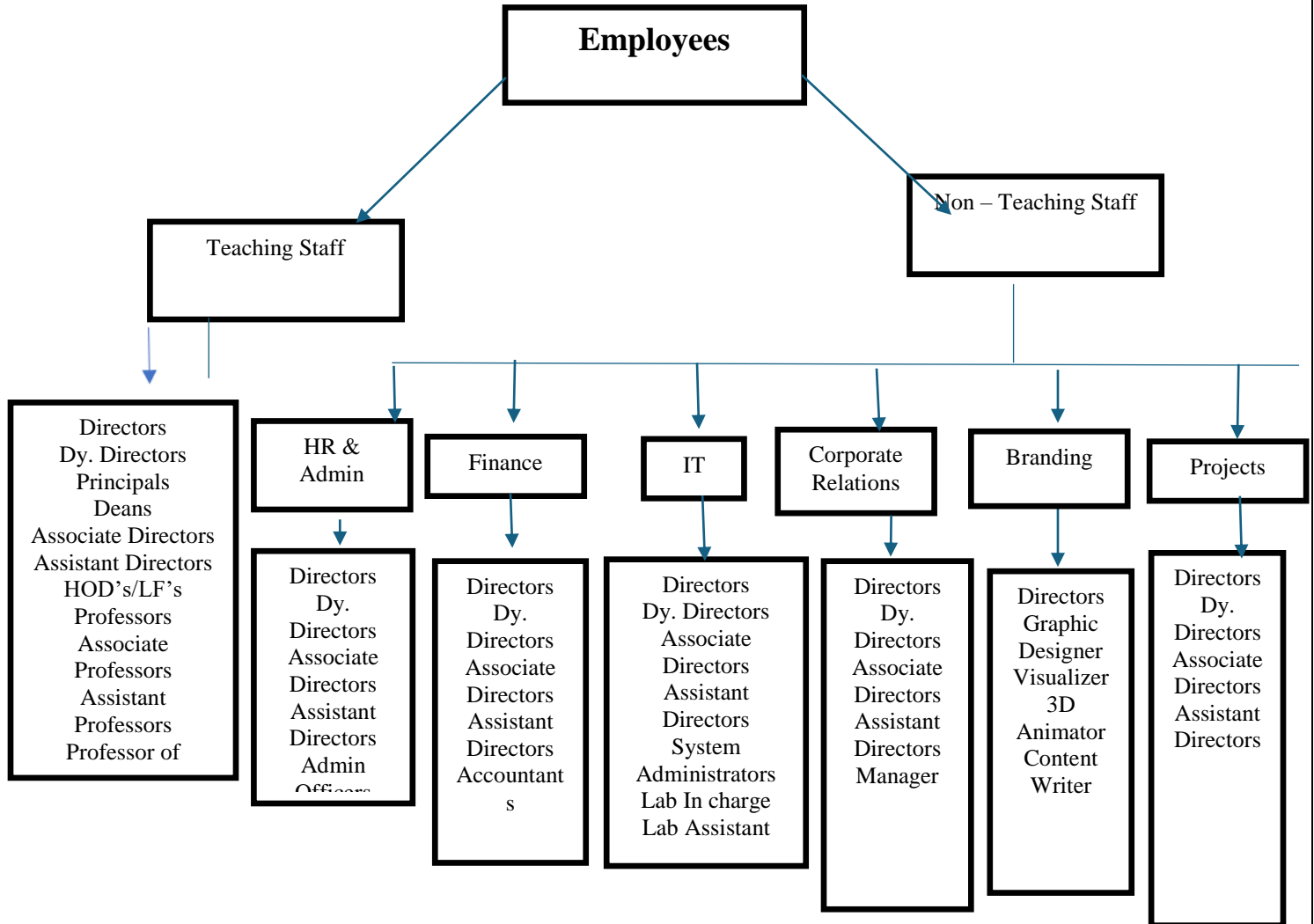


HIERARCHY

Sr. No.	Staff	Reporting Authority
1	Chief Executive Officer (CEO)	Chairperson & Chief Mentor - IGI
2	Advisor – Project	Chairperson & Chief Mentor - IGI
3	Advisor – Corporate Relations	Chairperson & Chief Mentor - IGI
4	Chief People Officer (CPO)	Chairperson & Chief Mentor - IGI
5	Chief Finance Officer (CFO)	Chairperson & Chief Mentor - IGI
6	Chief Quality Officer (CQO)	Chairperson & Chief Mentor – IGI and CEO
7	Chief Technology Officer (CTO)	Chairperson & Chief Mentor - IGI
8	Chief Corporate Relations and Outreach Officer (CCROO)	Chairperson & Chief Mentor – IGI and Advisor – Corporate Relations



CLASSIFICATION OF EMPLOYEES





TYPES OF APPOINTMENT:

FULL TIME TEACHING FACULTY

These are for faculty positions like professors, Associate professor, Assistant professors, etc. who will be on certain period of probation and will be confirmed based on the tenure of continuous service and performance matrix, they are entitled for benefits like leaves, timely performance-based appraisals, superannuation benefits like provident fund, gratuity, etc.

VISITING FACULTY

Visiting faculty may be taken for specific subject as an expert faculty or If workload of a particular subject is less than eight lectures per week then an eligible visiting faculty is appointed. Director/Principal of the institute issues a letter mentioning remuneration and lecture schedule as per requirement. He is paid on a clock hour basis.

ADJUNCT FACULTY:

Adjunct faculties are members of a college faculty who do not enjoy the same compensation, benefits, as staff-time faculty. One of the most common reasons to hire adjunct faculty is to supplement existing staffing.

Adjunct faculty is shown on teaching staff muster; he may be present full time or two to three days a week.

Adjunct faculty members may end up teaching just as many classes as full timers, depending on how the schedule is organized. They do not have access to benefits such as paid holidays, vacations, and other benefits provided to full timers.



AD-HOC: If some posts are not filled up due to category reservation or eligibility, to ensure smooth execution of programs, we can appoint full-time faculty on an Ad-hoc basis for that academic year.

The faculty member not approved or in the process of approval with one-year ad-hon approval by UGC and yet not completed two years in probation.

PROFESOR OF PRACTICE (POP)

Industry experts are appointed to this position as per the guidelines given by UGC/AICTE.



EILIGIBILITY OF TEACHING STAFF

Management Institute Teaching Staff Recruitment Eligibility

A. Assistant Professor – Level 10	Direct Recruitment
Qualification – Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM /C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.	Entry Pay – Rs. 57700/- (Consolidated/Pay scale) Experience- Minimum 2 years
B. Assistant Professor – Level 11	Direct Recruitments / Promotions for Stage –II
Qualifications prescribed for the post of Assistant Professor & at list 1 research publications in SCI journals /UGC /AICTE approved list of journals.	Senior Scale – Rs. 68900/- (Consolidated/Pay Scale) Experience – 4 Years
Assistant Professor - Level 12 (Promotion of Incumbents)	Promotion of Incumbents
Qualifications prescribed for the post of Assistant Professor (Senior Scale) & at list 2 research publications in SCI journals /UGC /AICTE approved list of journals.	Senior Scale – Rs.79800/- (Consolidated/Pay Scale) Experience – 4 Years
Associate Professor Level - 13A1 (To have acquired in the cadre of Assistant Professor)	Direct Recruitment Entry Level
Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch & At list 6 Research publications in SCI journals /UGC /AICTE approved list of journals.	Scale – Rs. 131400/- Experience - 8 years in teaching, 2 years post PhD.
Professor Level – 14	Direct Recruitment Entry Level -
Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. A. At least 6 research publications at the level of Associate Professor and at least 2 successful Ph.D. guided as Supervisor. OR B. At least 10 research publications at the level of Associate Professor	Scale – 144200 Experience - 10 years teaching, 3 years post associate professor
Director Level – 14	Direct Recruitment
Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch	Scale – Rs.144200/- with the special allowance



- At least two successful Ph.D. guided/ awarded as supervisor.
- Minimum 8 research publications

of Rs. 6750/- per month
Experience - 15 years in teaching, 3 years post professor

Eligibility for Recruitment of Pharmacy staff.

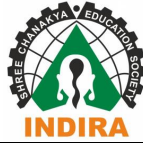
1. Principal	
<p>Qualification -</p> <p>a) Bachelor's degree in Pharmacy (B. Pharm).</p> <p>b) Registration as a pharmacist under the Pharmacy Act.</p> <p>c) Master's degree in appropriate branch of specialization in Pharmacy.</p> <p>d) Ph.D. degree (with first Class degree either at Bachelor's or Master's level in the appropriate branch of specialization in Pharmacy."</p>	<p>Experience -</p> <p>15 years' in Teaching / industry/ Research out of which 5 years must be at the level of Professor or above in Pharmacy.</p> <p>Desirable : Administrative experience in responsible position.</p>
2. Professor	
<p>Qualification</p> <p>a) Bachelor's degree in Pharmacy (B. Pharm).</p> <p>b) Registration as a pharmacist under the pharmacy act</p> <p>c) Master's degree in appropriate branch of specialization in Pharmacy.</p> <p>d) Ph.D. degree (with first Class degree either at Bachelor's or Master's level in the appropriate branch of specialization in Pharmacy.</p>	<p>Experience -</p> <p>10 years' experience in Teaching/Industry/ Research out of which 5 years must be at the level of Assistant Professor or equivalent.</p>
3. Associate Professor	
<p>Qualification –</p> <p>a) Bachelor's degree in Pharmacy (B. Pharm).</p> <p>b) Registration as a pharmacist under the Pharmacy Act.</p> <p>c) Master's degree in appropriate branch of specialization in Pharmacy.</p> <p>d) Ph.D. degree (with first Class degree either at Bachelor's or Master's level in the</p>	<p>Experience –</p> <p>3 years' experience in Teaching / Industry / Research at the level of Lecturer or equivalent.</p>



appropriate branch of specialization in Pharmacy."	
4. Assistant Professor/Lecturer	
Qualification - a.) Bachelor's degree in Pharmacy (B. Pharm). b) Registration as a pharmacist under the Pharmacy Act. c) Master's degree in appropriate branch of specialization in Pharmacy. "	Experience – No minimum requirement.

Eligibility for Recruitment of UG Colleges (Arts, Commerce & Science)

Principal	
Qualification Ph.D. degree. Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.	Experience – 15 Years A minimum of 10 research publications in peer-reviewed or UGC-listed journals. A minimum of 110 Research Score.
Vice Principal	
Qualification An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.	Experience – 12 years A minimum of 8 research publications in peer-reviewed or UGC-listed journals.
Associate Professor	



<p>Qualification</p> <p>a) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines. b) A Master 's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed.</p>	<p>Experience –</p> <p>A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy-five (75).</p>
<p>Assistant Professor</p>	<p>(For Commerce and Science Faculty)</p>
<p>A Master's Degree with at least 55% marks (M.Sc./ MCA/ M.Com) (or an equivalent grade in a point-scale, wherever the grading system is followed) with SET/NET/Ph.D. is compulsory</p>	
<p>Assistant Professor</p>	<p>(For Management Faculty i.e. BBA/BCA)</p>
<p>A Master's Degree with at least 60% marks(MBA) (or an equivalent grade in a point-scale, wherever the grading system is followed), OR A Master's Degree with at least 55% marks (M.Sc./ MCA/ M.Com) With SET/NET/Ph.D.</p>	

NON-TEACHING STAFF

Staff: system Administrator, technical assistant, lab assistants, network administrators, librarian, library assistants, Electricians.

Administrative staff: Registrar, office superintendent, Human resource Executive, Finance officer, Accountant, Purchase Officer, Data entry operators, front office executive, clerks, hostel warden, receptionist.

Supporting staff: Lab attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Plumbers, Gardner's.



IGI ORGANOGRAM





RECRUITMENT POLICY & PROCESS

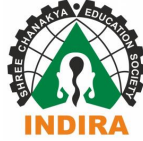
Introduction:

This policy provides a standard framework for the implementation of recruitment procedures and establishes/ sets out the minimum requirement of any recruitment process. The policy standard has been developed with the aim of ensuring that all recruitments are carried out in a fair manner and an open uniform policy is applied to all institutes under the aegis of SCES.

Objectives: The objective of this recruitment policy is to ensure that recruitment procedures are consistent with legislation, there are fair employment practices, and that the most suitable person is selected for a position. All recruitment will be governed by this policy.

Types of staff appointment:

1. Teaching Staff
 - A. Permanent
 - B. Adjunct
 - C. Ad-hoc
 - D. Visiting / Clock hour basis (CHB)
 - F. Professor of Practice (POP)
2. Non-Teaching Staff
 - A. Permanent
 - B. Contractual basis



Creation of a vacancy

Creation of vacancies may be due to -

- Increase in intake of the program.
- Natural growth in the program
- Resignations
- Transfers
- Termination of Services
- Increase in workload.
- Superannuation
- Separation due to death

Identification of source of recruitment

- Present employees (Up gradation / promotion / career enhancement)
- Unsolicited applicants
- Employment/ Placement agencies
- Advertisements in Newspaper
- References
- Job portals / websites
- Our Data Bank
- LinkedIn recruiter
- Consultancy

Recruitment & Selection procedure for teaching staff

Following is the recruitment procedure to be followed by all institutes/Colleges under IGI for the appointment of their Teaching Staff.

RECRUITMENT PROCESS

The recruitment process plays a critical role in ensuring IGI Institutes possess the necessary staff skillsets to achieve strategic initiatives and departmental /



individual growth objectives. However, effective recruitment necessitates proper planning and a thorough evaluation of identified needs.

JUSTIFICATION:

HR recruits to meet strategic goals (new positions) or adapt to changes (replacements). Both require justification:

- New positions: Align with SCES/ university/Institute goals and consider upcoming changes.
- Replacements: Conduct a job analysis to see if the role needs updating compared to the previous employee's tasks. To check required competencies.

HIRING POLICY AND PROCEDURES:

IGI recognizes that recruiting and retaining highly qualified personnel is fundamental to achieving our institutional goals. The Human Resources Department is committed to facilitating a recruitment process that identifies and selects the "Right Person for the Right Job," ensuring optimal performance across all departments. We strive to hire individuals with the necessary qualifications and experience to make significant contributions to their designated teams and the Institute as a whole.

ELIGIBILITY CRITERIA FOR DIFFERENT POSTS:

For recruitment to various posts the qualifications and other requirements of selection shall be in accordance with the norms of concerned regulatory bodies like UGC/ AICTE/SPPU etc.

STAGES OF RECRUITMENT

Recruitment consists of the following two stages: Pre-Recruitment and post-Recruitment. Processes are described as under:



HIRING PROCESS:

DEPARTMENT REQUISITIONS

Requisitions with justification should be initiated by the HOIs / HODs and then forwarded to the Human Resource (HR) department for assessment and sourcing of right person for the right job.

Department Requisitions should indicate the following:

- Position Title
- Number of vacancies and Proper Justification for the open position
- Essential Job Description and Qualifications
- Competencies required.
- Recruitment request form to be submitted to the HR dept. with necessary approvals. Refer Annexure A 1.1

JOB POSTINGS: External Requirement All posts are widely advertised in leading newspapers with particulars of essential / minimum and other desirable qualifications, if any, and admissible emoluments. Internal Requirement Open Positions are also posted on specialized sites like LinkedIn.

There are various other methods through which applications are sourced in HR, viz. through IGI Portal or through employee referrals. All applications for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

PRE-RECRUITMENT

1. The concerned HOIs/ HODs will share the requirement in the prescribed format at least two months in advance along with the Teaching Load, Student Ratio, and the Sanctioned Strength. In addition, a proper justification must be supplied by the Directors/ HOIs/ HODs of the respective departments.



2. All posts are to be widely advertised in newspapers and on social media sites with particulars of essential/ minimum and other desirable qualifications. Reasonable time should be allowed for applicants to submit their applications.
3. All the applicants received will be indexed post-wise and department-wise.
4. Screening & short listing of the CV's will be done carefully.
5. Preliminary interaction with respective HOIs/HODs and Director HR would be desirable.
6. Formulation of Interview Committee including Subject Matter Experts from Outside as required by UGC.
7. Final Remarks of the Selection Committee will be recorded in the Performa with confidential remarks.
8. Recommendation will be sent up for Chairpersons Approval.

INTERVIEW AND SELECTION PROCESSES

- All the applications received for a particular post are shortlisted initially at the HR department by the RS (Recruitment & Selection) Team as per SPPU/UGC Guidelines.
- Later screened by a Screening Committee which comprises of respective HOIs/ HODs of the respective department & Director HR. Technical/ Selection Committee comprising the HOIs/ HODs concerned, subject experts/ specialists assess the candidate's suitability.

The candidates shortlisted by the Screening Committee are invited for the Final Interview.



COMPOSTION OF SECLECTION COMMITTEE FOR TEACHING STAFF:

- Chairman of the Governing Body of the College or / his Institution nominee from amongst members of the Governing Body.
- Two nominees for the Vice-Chancellor (General and Reservation each) from SPPU.
- State Government Nominee nominated by Directorate of Technical Education.
- Two subject experts to be nominated by the Vice-Chancellor.
- Principal of the College.
- Head of the recognized department.

STAFF SECECTION PROCESS AS PER SPPU NORMS:

- The Norms for teaching posts, required cadre ratio and minimum qualifications need to be checked before recruitment of Faculty and to be approved by the Governing body of Individual institutes. Once the posts are approved by the Management, the posts can be published for SPPU Approval or Ad-hoc.
- All India Council for Technical Education Regulations, 2019 and subsequent amendments/ new Regulations from time to time to be referred for Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) / (Diploma) Regulations.
- Workload and Cadre ratio to be approved by Savitribai Phule Pune University.
- Roster to be approved by the Reservation cell of Savitribai Phule Pune University.



- Final Roster to be approved by Backward Class Cell, Pune.
- Advertisement to be approved by Reservation Cell and advertisement to be published widely in National and Regional Newspapers.
- Letters to be sent to various Reservation Cells/ Government Vikas Prakalpa asking for detailed information regarding eligible reserved category candidates e.g. University Reservation cell, University Employment Office, Ekatomik Adivasi Vikas Prakalpa Ghodegaon and Nashik, Adivasi Vikas Sanchalanalaya Nasik, Samaj Kalyan Maharashtra State Pune and Maharashtra State Co-op Adivasi Mahamandal Ltd., Nashik
- Letter to Academic Section of Savitribai Phule Pune University for formation of Staff selection committee.
- Compilation of List of applications received in response to the advertisement. (Minimum 15 days' period to be given to candidates to submit the applications).
- Compilation of Lists received in response to the letters sent to various Reservation Cells/ Vikas Prakalpa.
- Preparation of Summary sheets of all applicants with their educational qualifications and experience.
- List of eligible candidates to be complied with, whom to be called for interview (Both in hand applications and lists received from various reservation cells.)
- Letter of Staff Selection Committee to be obtained from Savitribai Phule Pune University.
- Letter to be sent to Directorate of Technical Education for State Government Nominee.
- Decision of Selection committee date and accordingly letters of invitations to be sent to all Hon. Committee Members.



- Call letters to be sent to eligible candidates at least 15 days prior to the Selection committee interview date.

PROCEDURE TO BE FOLLOWED ON THE DAY OF INTERVIEW

- Attendance sheets of present candidates to be maintained in three copies.
- Original Documents of the candidates to be verified and scrutinized thoroughly.
- Preparation of Evaluation sheets subject wise. Parameters- Subject knowledge, Experience, Research Contribution Communication Skills, Association with Industries, Academic Administration, Defense etc.
- Undertaking from Selection Committee members that all norms and regulations are verified, and the process is cross checked.
- Preparation of Selection committee reports, and submission of selection committee reports with required annexures to the Academic Section, Savitribai Phule Pune University within 72 hours.
- Offer letters to be issued to selected candidates.
- Appointment orders, joining reports and consent process to be done for newly selected faculty members.
- Teachers' approval forms to be submitted to Savitribai Phule Pune University within prescribed time frame and Teacher's approvals to be obtained.



PROCEDURE FOR STAFF SELECTION:

1. Needs Assessment and Advertisement

- **Faculty-to-Student Ratio:** The required number of teaching staff is determined based on student intake approved by AICTE. The formula used follows the AICTE norm of a 1:2:4 ratios (Professor: Assistant Professor: Lecturer).

Professor : No. of Students /15 x 7 - 1

Asst. Prof : 2 x No. of Students /15 x 7

Lecturer : 4 x No. of students / 15 x 7

- **Advertisement Proposal:** Following the calculation, an advertisement proposal is submitted to the University of Pune Reservation Cell in April each year. This proposal undergoes a review and approval process, with the university roster being updated accordingly.
- **Job Posting:** All teaching positions are advertised widely, categorized by post and reservation category as approved by the University's Reservation Cell. These advertisements detail minimum and other qualifications as prescribed by AICTE, along with offered emoluments. An adequate timeframe is provided for applicants to submit their applications.
- **Broad Reach:** Advertisements are published in leading newspapers, alongside essential/minimum and desirable qualifications, offered emoluments, and any internal open positions. Specialized platforms like LinkedIn are also utilized.
- **Additional Sourcing:** The Human Resources department may leverage other application sourcing methods such as the IGI Portal or employee referrals. All applications are evaluated based on qualifications and suitability for the specific role.



2. Pre-Selection and Interview: -

- **Reservation Cell Notification:** Upon advertisement publication, the SPPU Reservation Cell, Employment Office, Ekatmik Adivasi Vikas Prakalpa (Ghodegaon & Nashik), Adivasi Vikas Sanchalanalaya (Nasik), Samaj Kalyan Maharashtra State (Pune), and Maharashtra State Co-op Adivasi Mahamndal Ltd. (Nasik) are promptly informed. This ensures the provision of detailed information regarding eligible candidates from reserved categories and their educational qualifications.
- **Selection Committee Meeting:** A meeting date for the Selection Committee is set, allowing a 15-day notice period for committee members and candidates. In consultation with the Institution Head, particulars of each candidate called for the interview are distributed to committee members 15 days prior to the meeting.
- **Selection Recommendations:** Following interviews, the Selection Committee presents recommendations to the Management for faculty appointments.
 - A) The Selection Committee interviews and adjudges the merits of each candidate in accordance with the qualifications advertised, and reports to the Competent Authority the names arranged in order of merits, giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
 - B) The Competent Authority, with the approval of an expert nominated member by the University shall appoint from amongst the persons so recommended the number of persons required to fill in the posts, provided that, where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the



Selection Committee, it shall record its reasons in writing and refer to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. Therefore, the decision of the Competent Authority, if approved by the Vice-Chancellor, shall be final.

C) Recruitment Procedure for Non-Teaching staff

- Institute Heads / Department Heads present their requirements to HR Department after completing recruitment request form with final approval from Chairperson and Chief Mentor IGI.

Recruitment Procedure: Non-teaching staff:

- Requirement Finalization: All Head of the Department present their requirement to Principal / Human Resource Manager / Deputy Registrar in the Head of the Department meeting.
- Succession Plan: A process involves identification of internal individual or employee as the possible successors to the key or senior position if they are vacant. In this process Peon may be promoted to Clerk, Laboratory Assistant may be promoted to
- Technical Assistant, Clerk may be promoted as Head clerk & office superintendent, etc. Succession can be absolute succession if the identified candidate fulfills all conditions required for appointment; and hence no special conditions are involved in the appointment. iii. Advertisement: Publish advertisement, if required.
- Application: Eligible candidate for advertised posts should apply in the pro forma application, available on the institutional web site
- Scrutiny:
 - Collection of application & preparation of its database.
 - Scrutiny of data and short listing of eligible candidates.



3. Composition for selection of Non-Teaching & Administrative staff:

- Registrar
- Director HR
- Dean / Director / HOI of Institute / Department.

POST – RECRUITMENT

1. Offer Letter:

Upon selection, an official offer letter will be sent to the candidate outlining:

Date of Joining

Job Title & Department

- Compensation & Benefits Package
- Other Terms of Employment

2. Acceptance & Reporting:

- Candidate must confirm acceptance of the offer letter to proceed.
- On the designated start date, the new employee reports to the designated department.

3. Onboarding Process:

- **Induction:** The Induction Team provides a comprehensive overview of the Institute/Society, its culture, and policies.
- **Onboarding Team:** Assists with completing necessary paperwork and formalities.
- **Departmental Placement:** The new employee is directed to their specific department/institution and assigned work location.



4. New Employee Setup:

- **Employee Code Generation:** A unique employee code is assigned.
- **ID Card Issuance:** An official company ID card is provided.
- **Biometric Enrollment:** Employee registers for the biometric attendance system.
- **Personnel File Creation:** A comprehensive personnel file is created in desired formats.

REFERENCE CHECKS / PRE-EMPLOYMENT BACKGROUND VERIFICATION

HR conducts professional reference checks and employment verification of the candidates before the recommended candidates interview forms are sent for the approval of Chancellor at Head Office to ensure the workplace safety and avoid bad hires.

JOB OFFERS

After the approval is received from the Central IGI HR Office, an offer will be made contingent on the satisfactory completion of required joining reports and background checks. Once the HR department receives satisfactory results from the JIO (Joining, and Orientation) Section of the HR department, who prepares the Joining Report, candidates will be provided with a final Appointment Letter during the Orientation / Induction. If the candidate fails to accept an offer of employment within seven working days, the offer may be rescinded by the University

MEDICAL FITNESS

Pre-employment medical exams may be required to ensure the candidate's fitness for the job, without jeopardizing safety for themselves or others. If deemed necessary by management, all conditionally offered applicants for the position will undergo the exam.



GUIDELINES AND CRITERIA FOR PHYSICAL FITNESS FOR PRE-EMPLOYMENT MEDICAL EXAMINATION

1. AIM: -The aim of these guidelines is to select, for a particular post, a person who must be in good physical and mental health and must be free from any physical defect or disability that is likely to interfere with the efficient performance of the duties.

2. SCOPE:

a. Any person seeking an appointment at IGI. shall be required to undergo medical examination.

b. The Pre-employment medical examination shall be a part of the selection procedure of a candidate for a particular post.

TEMPORARY Appointments (UOP affiliated and AICTE recognized institutes)

All temporary appointments shall be done through the local staff selection committee.

Constitution of Local staff selection committee.

- Chairperson and Chief Mentor of Society or nominee
- One management representative
- Principal/Director/HOD
- Two subject experts

After selecting the required candidate, the Director/Principal of the institute must fill up approval form and attach all necessary details such as appointment order, joining report, academic qualification, caste details, experience certificate, marriage certificate (if applicable) and submit to SPPUs, academic's section.



Annexure A 1.1

Recruitment Request Form		Date:	
Employee Details (To be filled by HR Department)			
Institute			
Name Of Candidate		Designation	
Date of Joining		Reporting to	
Offered Salary			
Type of Post			
Designated place of sitting in campus premises			
Teaching		Full Time	
Non-Teachings		Permanent	
Ad- Hoc		Contract	
Temporary		Probation	
Trainee		Intern	
Reason for hiring		Source of Hiring (To be Filled by HR Department)	
		Newspaper Advertisement	
		Reference	
		Data Bank	
		Placement Consultancy	
		LinkedIn Recruiter	
Requester's Detail			
Name			
Designation			
No. of Vacancies			
Vacant Designation			
Offered Budget/CTC			
Requirement (Institute)			
Has an internal candidate been identified		Yes	
		No	
Requester's Sign		Director/Principal Institute	
Chief Executive Officer IGI		Chief People Officer IGI	
		Chairperson & Chief Mentor IGI	



CODE OF CONDUCT:

A. Work Behavior:

- **Professional Conduct:**

All employees are expected to adhere to a high standard of professional conduct. This includes following all established rules and regulations, both written and unwritten, as well as any additional directives issued by the IGI.

- **Dispute Resolution:**

Employees are expected to act as responsible individuals, capable of resolving conflicts constructively. This may involve seeking assistance from colleagues or superiors to reach amicable solutions. Resorting to disruptive or disorderly behavior is strictly prohibited. Self-discipline is paramount in all situations.

- **Teamwork and Courtesy:**

Employees are valued members of a team environment. They are expected to demonstrate professional courtesy towards all colleagues, regardless of position. This includes superiors, subordinates, and peers.

- **Ethical Behavior:**

IGI maintains a strong commitment to ethical conduct. Employees are expected to conduct themselves with integrity and honesty in all aspects of their work, both within the professional sphere and in their personal lives. Immoral, dishonest, or anti-social activities will not be tolerated under any circumstances.



B. Confidentiality:

- Employees will respect any confidential information or data that comes to their knowledge and will not divulge them to any person except during performance of duty IF WARRANTED.
- All inventions, improvements and discoveries made by the employee during his/her tenure of employment will be deemed to be the property of the IGI, and any such patents obtained will be assigned to IGI, who may reimburse reasonable costs at their discretion.

C. Private Trade & Employment:

This policy outlines expectations for employee focus and involvement with Employees:

- Must dedicate their full attention, time, and skills solely to IGI business.
- Cannot hold any other jobs or run their own businesses, directly or indirectly.
- Cannot accept any payments (emoluments) from outside sources.

Faculty:

- May engage in certain activities that enhance their professional knowledge:
 - Consulting
 - Short-term assignments
 - Membership in professional organizations
- May receive token fees for these activities.
- Must obtain approval from the Chairperson & Chief Mentor / Chief People Officer before participating in any such activities.

Key Points:

- Employees have stricter limitations on outside activities compared to faculty.
- Faculty should seek approval to ensure their outside pursuits don't conflict with their primary duties to Society.



D - Conflict of Interest:

- Employees should not have personal connections, direct or indirect, with any firm or organization doing business with the Society, including organizations providing goods, supplies, or services.
- They must declare any such connections or business interests of their relatives or family members to the Society in advance.
- IGI expects all employees to adhere to this policy and uphold the highest ethical standards.

E- Maintaining presentable appearance at IGI Campus

- IGI strongly believes that teaching and non-teaching staff should always be dressed in a professional way on all days.
- Code of Conduct for Teaching Staff is attached in **Annexure A 2.1**
Dress code guidelines – refer **Annexure A 2.2**



Annexure A 2.1

Code of Conduct for Teaching Staff:

Professionalism and Ethics

- Faculty members are expected to uphold the highest ethical standards, reflecting the dignity of the teaching profession.
- To maintain a professional relationship, faculty members are advised to limit socializing with students outside of the institute campus to academic or official purposes only.

Social Interaction

- The institute discourages informal gatherings involving faculty and students, such as parties, outings, or get-togethers, especially those that involve alcohol and smoking or use of banned substances.
- Cigarette smoking and alcohol consumption are strictly prohibited near all IGI campuses.



Annexure A 2.2

Dress Code

Days	For Women	For Men
Monday to Wednesday	Saree or Formal Business Suit(blazer) with appropriate footwear.	Formal Shirt/Trouser/Blazer/Tie with appropriate footwear
Thursday & Friday	Saree or Decent Salwar Kameez with Dupatta and appropriate footwear.	Formal Shirt/Trouser/Blazer/Tie with appropriate footwear
Saturday	Decent Casual Wear	Decent Casual Wear
All Festival's / Pooja Ceremony's at IGI campus	Compulsory Saree with appropriate footwear.	Traditional Wear with appropriate footwear.
On All Special Occasions/ Events & Programs	Compulsory Saree or Traditional Dress code as per planned event.	Business Suit or Traditional Dress Code as per planned event.

GENERAL CONDITIONS OF SERVICE:

- The services of employees will be governed by the rules and regulations of IGI, framed and amended from time to time.
- The Services may be terminated without any notice during the first three months from the date of appointment without assigning any reasons (whether appointed on probation or not).



- Beyond the six months' period of service, it may be terminated at any time by giving one-month notice or payment of one month pay month pay in lieu of notice period on either side, in case of temporary or confirmed employees respectively.
- The services of an employee are transferable to any other institute run by Shree Chanakya Education Society, its associate/affiliate at the discretion of the Management.
- Each employee will have to undergo medical examination and shall be required to produce a physical fitness certificate at the time of joining. Details are given in the annexure. Detailed SOP for medical checkup is attached in **Annexure A 1.2**
- In case, if any employee is found irregular and negligent of his/ her duties and his/her performance is found unsatisfactory, his/her services may be terminated without any notice.
- If any employee is found to be involved in activities contradictory to law or harmful to the Society, his/her appointment may be terminated without any notice.

DUTIES

While performing the duties, every employee must have.

- Utmost integrity.
- Devotion to duty and maintain healthy academic environment.
- Good behavior and excellent interpersonal relations.
- The Head of the institute should take all measures to ensure that all employees working under him are discharging their duties with integrity and devotion and there are no malafied intentions and acts which will jeopardize the interest of the Shree Chanakya Education Society's Indira Group of Institutes.



- Each employee must obey the orders and discharge the work assigned to him by his Senior Officer / Head of the Institution / Management. Each employee is expected to perform duties encountered by virtue of his/her designation.
- Unauthorized Absence:
 - Absence from duty without prior sanction or overstaying sanctioned leave (for more than 7 days) is deemed to be serious misconduct and may be deemed abandonment of service.
 - Similarly, habitual absenteeism, late coming, or shirking of duties is treated as dereliction of duty.
 - The essence of the employment being execution of the responsibility assigned to employees, the performance in their respective areas will be their responsibility even during their leaves or after working hours.
- Clause relating to amend, rescind, waive, or add Additional supplements, amendments to the policy manual will be updated and revised and copies will replace old ones.



Annexure A 1.2

SOP for medical checkup.

- Once the final interview is done, an offer email is sent to the candidate.
- As part of our onboarding process, we require all new employees to undergo mandatory health checkups to ensure their well-being and readiness for employment.
- A detailed list of tests to be done is given to employee and addresses and contacts of preferred hospitals are also shared.
- Detailed report is shared by hospital to an employee.

(Indira Group of Institutes) Pre Employment Health Check-up		
Employee Name:		DOB:
Date of Examination:		
Sr. No	Test Name	Mandates
1	Height, Weight	YES
2	Blood Sugar (Random)	YES
3	Blood Pressure	YES
4	ECG	YES
5	Audiometry	YES
6	Eye Check-up (Vision test)	YES
7	Any Preexisting conditions/Diseases	YES
8	Any Past surgeries if any	YES
9	Any Allergies	YES
10	Any Disabilities (Complete/Partial)	YES
11	Doctor Consultation & Examination and Fitness Certificate.	YES

EMPLOYEE SEPARATION POLICY



This document outlines the formal procedures for employee separation at Shree Chanakya Education Society, Pune. It covers both voluntary terminations (resignations) and involuntary terminations initiated by the Society.

1. Voluntary Termination (Resignation)

An employee who chooses to voluntarily terminate their employment must submit a formal letter of resignation addressed to the HR Dept. keeping in loop their HOD/Director department. The letter should provide a clear and concise notice period as stipulated in the employment contract or Appointment letter

- No Leaves shall be sanctioned during Notice period.
- Notice period should be served as per appointment/contract letter.
- Notice period must be served during working tenure and leave or vacation period falling within the notice period shall not be counted. In such cases the notice period should be extended appropriately.
- Management has the right to retain resigning employees.
- No balance leaves will be encashed in any circumstances.
- Unserved Notice period will account to deduction of salary in lieu of notice period.



2. Termination:

- No notice required for serious misconduct, attendance issues, or policy violations. Management reserves full right to terminate employment of staff in such conditions.
- Terminated employees will receive salary till termination date.
- Opportunity to respond to dismissal/suspension (except in emergencies).
- Any loss to property or damages will be recovered from the Full and final settlement of the staff.

3. Grounds for Immediate Termination:

- Violence or threats of violence
- Drug or alcohol use on duty.
- Carrying weapons on campus
- Theft or destruction of Institute property
- Insubordination
- Job abandonment

Before terminating an employee, a review of their personnel file and relevant documents must be conducted to ensure the action is lawful.

IGI shall be at liberty to discontinue his/her services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on his/her part.



4. Return of Society Property

Upon resignation, the departing employee is required to return all Society property in their possession. This includes, but is not limited to:

- Files and Records
- Keys
- Laptop Computer
- Mobile Phone
- Company Vehicle (if applicable)
- Toolkit
- Briefcase
- Customer Data
- Any other materials belonging to the Society.

5. Final Settlement

The Society will process the employee's final settlement upon the complete return of all Society property in good condition. The final settlement will include:

- The cost of replacing any non-returned or damaged Society property
- Any outstanding financial obligations owed to SCES.

Refer Annexure 6 for Final or No Dues form.

6. Objectives:

- Expedite full & final settlement.
- Facilitate duty & document handover.
- Ensure proper salary & deduction handling.



- Collect "No Dues" form from employee. (Refer Annex A 2)

1. Exit Interview

Exit Interview serves the purpose of both relieving the employee as warmly as possible and finding out resolutions to the possible causes that made him leave, so that such turnover might be avoided in future. (Refer Annex A 3 for Exit Interview Form)

Exit Interview should be conducted on the last working day of the employee. The exit interview form should be duly filled in by the authorities conducting it and should be handed over to HR, to file it in the employee's personal file.

AMENDMENT IN THE SERVICE RULES:

The Management / Competent Authority shall be empowered and authorized to delete / modify any rules or may relax the application of resignation of an employee depending upon the facts and circumstances of the case justifying the same in its discussion.



Annexure A 2
NO DUES FORM



SHREE CHANAKYA EDUCATION SOCIETY

INDIRA GROUP OF INSTITUTES

EMPLOYEE NO DUES FORM

Employee Name :- _____
Designation :- _____
Institute Name :- _____
Department (T / NT) :- _____
Employee ID No :- _____
Name of HOD :- _____
Date of Joining :- _____
Date of Resignation :- _____

(To be completed by H.O.D)

[Items Held Status: - "NR" – Not Returned / "R"- Returned / "NA" – Not Applicable]

Sr.No	Item Description / Departments	Items Held Status	HOD Signature
1			
2			
3			

(To be completed by Library)

[Items Held Status: - "NR" – Not Returned / "R"- Returned / "NA" – Not Applicable]

Sr.No	Item Description / Departments	Items Held Status	HOD Signature
1			
2			
3			



(To be completed by I.T Department)

[Items Held Status: - "NR" – Not Returned / "R"- Returned / "NA" – Not Applicable]

Sr.No	Item Description / Departments	Items Held Status	CTO Signature
1			
2			
3			

(To be completed by Admin Department)

[Items Held Status: - "NR" – Not Returned / "R"- Returned / "NA" – Not Applicable]

Sr.No	Item Description / Departments	Items Held Status	COP Signature
1			
2			
3			

(To be completed by HR Department)

[Items Held Status: - "NR" – Not Returned / "R"- Returned / "NA" – Not Applicable]

Sr.No	Item Description / Departments	Items Held Status	CPO Signature
1			
2			
3			

(To be completed by Accounts Department)

[Items Held Status: - "NR" – Not Returned / "R"- Returned / "NA" – Not Applicable]

Sr.No	Item Description / Departments	Items Held Status	CFO Signature
1			
2			
3			



Annexure A3 – EXIT INTERVIEW FORM



SHREE CHANAKYA EDUCATION SOCIETY

INDIRA GROUP OF INSTITUTES

EXIT INTERVIEW FORM

Employee Name : - _____
Designation : - _____
Institute Name : - _____
Name of HOD : - _____
Date of Joining : - _____
Date of Resignation : - _____
Duration of Service at IGI : - _____

Select Reason for Resignation: -

- a. Better Job Profile
- b. Better Salary
- c. Personal Reasons

What triggered you to look for change in new job: -

Your feedback & opinion about IGI: -



Kindly fill in your valuable response for IGI: -

(Response Options: - (Excellent, Good, Needs Improvement)

Sr.No	IGI Questioner	Employee Response	Remarks if any
1	Interoffice Communication within organization.		
2	Recruitment & Induction process at IGI.		
3	Salary Structure as per given Profile		
4	Growth Opportunities at IGI.		
5	Effectiveness of Appraisal Process.		
6	Coworkers & Staff Cooperation within Department.		
7	Guidance & Cooperation of Reporting HOD		
8	Overall Rating for IGI		

Your mailing address & contact details for future correspondence: -

Mob No: - _____

Email :- _____



Section 4 INDUCTION POLICY

Policy Statement

All new employees should attend an induction program upon their joining the Institution.

OBJECTIVE:

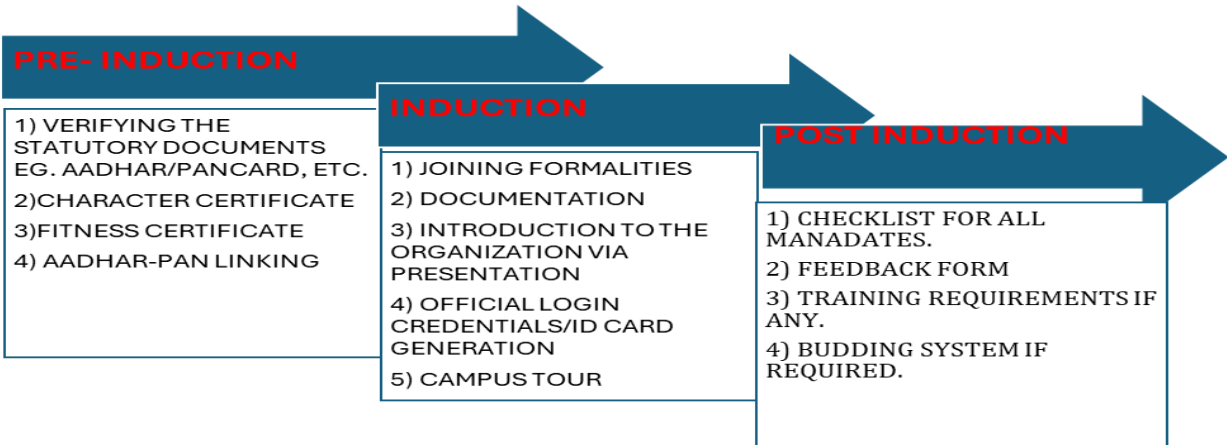
The objective of the Induction Policy is to familiarize the employee with the Institution, his/her job, colleagues, processes and policies with a view of ensuring that they can make a significant contribution to the Institution at the earliest.

PROCESS:

This policy is introduced to ensure that the employee settles down smoothly into the institution and that he/she reaches a standard level of performance as early as possible. The benefits of this policy are:

- It gives the maximum relevant information to the new employee.
- It eliminates the feelings of uneasiness, anxiety, apprehension etc. in the new employee.
- It familiarizes the new employee with the College's Vision and Mission, Institution's hierarchy and its functions, its people, Standard Operating Procedures (SOP) etc. to make him/her productive at the earliest
- It enhances the image of the Institution as a people's friendly Institution.
- It helps in reducing the attrition rate of the employees.

PS NOTE: The new employees must attend the first available Institution's Induction Program whenever conducted after his/her date of joining the Institute.



Joining Checklist Form

Check List to be given at the time of joining

Sr. No	Requirements	Status
	Forms to be filled	
1	Joining Report	
2	Personal profile	
3	Form for becoming PF Member (if applicable)	
4	Form for becoming ESI Member (if applicable)	
5	Acknowledged Copy of offer letter	
6	Acknowledged Copy of Appointment letter	
7	2 Passport Size photographs	
8	2 Copies of Pan Card	
9	2 copies of Aadhar card	
10	All Educational documents	
11	All Employment documents	
12	Salary account details (Cheque/Passbook details)	
13	No Corporal Punishment form	
14	Consent form from Director/Principal	



Section 5

EMPLOYMENT POLICIES.

➤ PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probation period for all employees will be two years unless specified otherwise.

The probation period would be as specified in their appointment letter. Departmental head would certify the recommendations of manager giving satisfactory performance of employee or otherwise for issuance of the confirmation letter or extension of probation.

The probationary period for regular employees lasts up to the last day of the period, from the date of joining. During this time, employees can evaluate IGI as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Management of IGI have a right to terminate employment giving advance notice as specified in the appointment letter.

All employees, regardless of classification or length of service, are expected to meet and maintain the standards set by IGI for job performance and behavior. Before confirming the employee his HOD / Immediate Superior would fill up the Performance Appraisal Form for the Probationer and submit it to HR department, which would then be filed in the employee's personal file.

OFFICE HOURS

IGI Institutes working hours for Teaching Staff reporting time is 9.30 am to 5.30 pm and Non-Teaching Staff reporting time is 9:30 a.m. to 6:00 p.m. or 10:00 am to 6:00 / pm. All staff members shall report as per their shift timing decided by the Director of the respective institute.

Weekly Holidays: Sunday is the weekly holiday.



Note: For operational convenience and efficiency, some department/ location may choose to follow different Office Hours, with prior approval and the same would be binding on all employees of such department/ location.

LUNCH BREAK

- Employees can only leave their work area to take a lunch break.
- Lunch breaks should be no more than 30 minutes long and can be scheduled around your workload.
- Eating breakfast, brunch, or any other meal at your desk or the canteen during work hours is not allowed.

ATTENDANCE / PUNCTUALITY

- Employees must be in the institute/department and ready to work at their starting time each day.
- Attendance and punctuality are recorded using a biometric face recognition system.
- Employees must login using face recognition.
- If forgotten, inform the Registrar and reporting authority immediately.
- 3 lates in a month deduct half a day's leave.
- This applies to all Shree Chanakya Education Society Pune employees.
- Strive for perfect attendance and arrive on time.
- Notify the Registrar and reporting authority within 1 hour if unable to report to work.
- If immediate superior is unavailable, inform the expected duration and return time of absence to HR.
- If absent for 3 days or more than the staff should provide Illness certificate.
- Excessive absences/lateness may lead to disciplinary action, up to termination.

PERSONAL FILE



Employee's personal file includes the following:

- Appointment documents: letter, annexure, accepted copy
- Job description
- Performance evaluations (probationary, regular)
- Training records
- Promotion, transfer, job rotation letters
- Recognition (appreciation letters).
- Compensation: salary history, increment letters.
- Qualifications: educational certificates, experience letters
- Disciplinary actions (if applicable)

Employee's personal files are the property of Shree Chanakya Education Society Pune and access to the information is restricted. Management personnel, who have a legitimate reason to review the file, are allowed to do so.

PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify their superior and HR dept. of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Names and number of dependents, and
- Individuals to be contacted in the event of an emergency.
- Marital status and subsequent changes in the legal nominee.
- Additional Qualifications
- An employee's personal data must be accurate and current always.



TELEPHONE USAGE

- Telephones are intended for the use of serving our stakeholders and in conducting the Society's business.
- Personal usage during business hours is discouraged except for extreme emergencies.
- All personal telephone calls should be kept brief, to avoid congestion of the telephone line and wastage of effective time.
- To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.
- All personal calls should be certified.

INTERNET USAGE

At Shree Chanakya Education Society Pune, employees are allowed use of the Internet and e-mail, when necessary, to serve our stakeholders and conduct Society's smooth functioning.

Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet and e-mail messages are public and not private. We reserve the right to access and monitor all files and messages on its systems.

If an employee is found to be deviating from this policy, he/she could be subject to disciplinary action.

PUBLIC IMAGE

A professional appearance is important anytime that an employee meets the public. Employees should be well groomed and well-dressed appropriately for our business and for their position considering the situation.



DISCIPLINARY ACTION

It is mandatory for all employees of IGI to follow certain work rules and standards of conduct. When an employee deviates from these rules and standards, the Society has the authority to take corrective action against the delinquent employee.

The usual sequence of corrective actions includes oral warnings, written warnings, explanation seeking, following statutory procedures like conducting enquiries where applicable and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action the management will consider certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to:

- 1) Theft in any form or any action disproving integrity.
- 2) Insubordinate behavior, vandalism, or destruction of Society property.
- 3) Unauthorized use of Society equipment and/or Society property.
- 4) Being untruthful about personal details like education, work history, last drawn remuneration, skills, training undergone etc.
- 5) Divulging Society business practices and misrepresentations to a customer, a prospective customer, the public about the Society business, products etc.
- 6) Moonlighting is strictly prohibited.



GRATUITY AND PROVIDENT FUND

As per the Payment of Gratuity Act and Provident Fund Act, these two components are paid to all the employees from their day of joining.

GRATUITY

Employees who serve at IGI for a minimum period of five years are entitled to a Gratuity. After the HR Department at IGI receives the Resignation Approval from respective Director of the Institute, gratuity of an employee is prepared as per the calculation given below: -

GRATUITY= [BASIC PAY x NO. OF YEARS OF SERVICE x15DAYS] /26 (No. of working days in a month).

POLICY FOR EMPLOYEE(S) ELIGIBLE FOR PAYMENT OF GRATUITY

Introduction: To bring uniformity in payment of gratuity to all permanent full-time regular on-roll employees (Teaching / Non-Teaching) of IGI, the policy of Gratuity has been produced.

Eligibility: All permanent full-time regular on-roll employees (Teaching/ Non-Teaching) of IGI shall be eligible to receive the "Payment of Gratuity" at the time of retirement or resignation or on superannuation provided the concerned employee(s) has rendered continuous service of not less than 5 years in any stage. Employee is also eligible for gratuity in case of death when in service.

Forfeiture of Gratuity:

The Gratuity payable to an employee shall be forfeited if his / her services have been terminated for causing damage or loss or destruction of property of IGI, to the extent of the damage or loss.

The Gratuity of an employee may be wholly or partially forfeited:

- If the services of such employee have been terminated for his/ her riotous or disorderly conduct or any other act of violence on his/ her part.



- If the services of such an employee have been terminated for any act involving moral turpitude (a corrupt act or practice) etc. or anything which is detrimental to the University.

The policies, regulations and procedures mentioned herein are subject to change without prior notice, if necessary.

This policy is to be reviewed once a year. The Management reserves the full right to make exceptions, review, change rules and other requirements as it may deem fit from time to time

EMPLOYEE PROVIDENT FUND (EPF)

IGI provides Employee Provident Fund facilities to the employees as per the law and standard of the Employee Provident Fund & Miscellaneous Provisions Act, 1952.

At IGI, the PF is being registered for those employees whose salary is INR 15,000/- per month or less and those who have already been registered with EPFO and have their UAN no.

At the time of their joining, the HR department provides Form 11 to all the employees, asking their preference for PF deductions.

PRESENT RATES OF CONTRIBUTION

BY	CONTRIBUTION ACCOUNTS			ADMINISTRATION ACCOUNTS	
	EPF	EPS	EDLI	EPF @	EDLI @
EMPLOYEE	12% / 10% *	0	0	0	0
EMPLOYER	Difference of EE share and Pension Contribution	8.33% *	0.5% *	0.50% \$ [w.e.f. 01-06-2018]	0 [w.e.f. 01-04-2017]



10% rate is applicable for:

- Any establishment in which less than 20 employees are employed.
- Any sick industrial company and which has been declared as such by the Board for Industrial and Financial Reconstruction
- Any establishment which has at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and
- Any establishment in following industries: - (a) Jute (b) Beedi (c) Brick (d) Coir and (e) Guar gum Factories.
- Contribution is rounded to the nearest rupee for each employee, for the employee share, pension contribution and EDLI contribution.
- The monthly payable amount under EPF Administrative charges is rounded to the nearest rupee and a minimum of Rs 500/- is payable.

Note: - If the establishment has no contributory member in the month, the minimum administrative charge will be Rs 75 /-.

@ In case Establishment is exempted under PF Scheme, Inspection charges @ 0.18%, minimum Rs. 5/- is payable in place of Admin charges.

In case the Establishment is exempted under EDLI Scheme, Inspection charges @ 0.005%, minimum Re1/- is payable in place of Admin charges.

Notes: UNDER EPF:

- The contributions are payable on maximum wage ceiling of Rs. 15000/-.
- The employee can pay at a higher rate and in such case, employer is not under any obligation to pay at such higher rate.
- To pay contribution on higher wages, a joint request from Employee and employer is required [Para 26(6) of EPF Scheme]. In such case employer must pay administrative charges on the higher wages (wages above 15000/-).



- For an International Worker, wage ceiling of 15000/- is not applicable.
UNDEREPS:
- Contribution is payable out of the employer's share of PF and no contribution is payable by employee.
- Pension contribution not to be paid: When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). When an EPS pensioner is drawing Reduced Pension and re-joins as an employee. In both the cases the Pension Contribution @ 8.33% is to be added to the Employer Share of PF. (Pension contribution is not to be diverted and total employer share goes to the PF). In case an employee, who is not existing EPF/ EP member joins on or after 01-09-2014 with wages above Rs 15000/- In these cases the pension contribution part will be added to employee share, EPF.
- In all other cases Pension Contribution is payable. A member joining after 50 years' age, if not a pensioner does not have choice of not getting the Pension Contribution on grounds that he will not complete 10 years of eligible service. The social security cover is applicable till he/she is a member.
- For International Worker, higher wage ceiling of 15000/- is not applicable from 11-09-2010.



Note: - In case an existing EPS member (as on 01-09-2014) whose Pension contribution was paid erstwhile EPS wage ceiling of 6500/- contribution to above Rs 15000/- wage ceiling from 01- 09-2014he will have to give a fresh consent and an amount of 1.16% on wages above 15000/- will have to be contributed by him in pension Fund (A/CNo10) through the employer. UNDER EDLI:

- Contribution to be paid on up to maximum wage ceiling of 15000/- even if PF is paid on higher wages.
- Each contribution is to be rounded to nearest rupee. (Example for each employee getting wages above 15000, amount will be75/-)
- EDLI contribution to be paid even if member has crossed 58 years' age and pension contribution is not payable. This is to be paid as long as the member is in service, and PF is being paid for Share is difference of the EE Share (payable as per statute) and Pension Contribution



Section 6

Performance Appraisal

Purpose and scope:

- IGI is committed to the continuous improvement and growth of its employees, fostering knowledge, efficiency, and maximizing human resource potential. Regular performance appraisals are a key driver of this commitment.

Performance appraisal objectives:

- To motivate employees to improve their performance
- To improve communication between seniors, H.O.D and subordinates
- The appraisal document serves as inventory of the Society's human resources.
- To review, monitor closely to assess the past performance so as to enable the incumbent to carry out present job better and be capable of higher responsibilities in future.
- To identify development needs based on strengths and weaknesses.
- Provide opportunity to self-evaluation and self-introspection.
- Create a positive and healthy work environment so that an employee contributes and enjoys his work. Use the instrument in the form of compensation and reward linking performance/contribution.



Procedure:

The performance appraisal shall be carried out with a prescribed format mentioning the job and individual personal data in a particular area.

(Ref. Annexure A to A5 for Teaching Staff & Annex. B for non-teaching staff.)

It shall be the responsibility of the institute Director to complete the performance appraisal ratings and review once a year. IGI believes in a fair and open performance appraisal system where the individual develops faith in such a system.

Appraiser and appraisee should be educated through training workshops so as to have clear understanding for the entire process.

Recommendation will be discussed by each departmental head/Director of the concerned Institute, after completion of the Performance Appraisal exercise. Then it will be discussed with Chief People Officer IGI and Chairperson and Chief Mentor -IGI.



ANNEXURE -A
IGI - FACULTY ASSESSMENT SYSTEM
(From Month/Year – To Month /Year)

PERSONAL DEMOGRAPHICS
FOR PROF. /ASSOCIATE PROF. / ASSISTANT PROF.
FACULTY PROFILE

1.Name: -

2. Age: -

3. Current designation:

4. Designation at the time of joining:

5. Experience: -

Industry (No. of years)

Teaching (No. of years)

Research (No. of years)

Consultation (No of Years)

6, Academics: -

Undergraduate

Postgraduate

Research (PhD)

Post doctorate (D. lit- Honoris Causa)

Others (Certifications if any)



7. Academic Performance:

No	Parameters	
A	Lectures, seminars, tutorials, Feedback from students (Rating from the students) : Average rating	
B	Lectures or other teaching duties more than the UGC norms (specify) Extra lectures / inputs in addition to regular teaching load	
C	Preparation and imparting of knowledge / instruction as per curriculum; syllabi enrichment by providing the additional resources to students CLDP Industrial Visit, Guest lecture	
D	Using Innovative teaching techniques for updating content, course improvement (Cases, Role Plays, Assignments, Films, Res papers)	
E	Evaluation: Paper setting, Invigilation Evaluation, Assessment of Answer books	
F	Professional Development activities i.e. Conducting seminars, Short Term Training courses, Invited Guest Lectures, Professional Memberships.	



8. Research and Academic Contributions

No	Parameters	
A	Attended Research Conferences National International	
B	Research Paper Submission at Conferences International National State Local Other	
C	Research paper published at ISSN, ISBN publications, Refereed Journal – Name and year of Publication	
D	Authored as : Books Authored / Co-authored/ chapter written in books, Developing Cases/ Case lets.	
E	Sponsored Research projects: Finalized done in Process	
F	Research Consultation (where every project costing Rs. 50000/- and above) To Industry To Business Schools To Other bodies	
G	Research Guidance for (each student guided faculty will get 1 point) M. Phil Ph. D, D. Litt	



9.Administration:

No	Parameters	
A	Sessions and Counseling; (for respective MBA or equivalent courses)	
B	UOP paper assessment and moderation; (Contributions at University CAP)	
C	UOP Viva or Panel (Contribution as a Chairman/ Examiner for orals)	
D	Events Management and Logistics (Institute / Indira Group Level)	
E	Contributions in Documentation and filing	
F	Contributions towards NAAC/ NBA, AICTE/DTE/UOP work	
G	Contributions to Department; (Fin /Mktg/ HR/ Sys/ Operations)	
H	Contribution to Placement / Placement Cell	

Annexure A1 - ACADEMIC PERFORMANCE

No	Parameters	Maximum Points	Actual Score
1	A. Lectures, Lectures, Seminars, tutorials, contact hrs. as per percentage of lectures allotted (1.5 points per lecture per week)	20	
	B. Feedback from Students (6 points X rating out of 5)	30	
2	Lectures or other teaching duties in excess of the UGC norms (any extra lecture/ inputs in addition to the regular teaching load other than UGC or UOP guidelines.)	10	
3	Preparation and imparting of knowledge in line with curriculum; syllabi enrichment by providing the additional resources to students(CLDP, Industrial Visit, Guest lectures)	10	
4	Using Innovative teaching techniques for updating content, course improvement (Cases, Role Plays, Assignments, Films, Res papers) Role plays/ Assignments/ Res Papers: Maximum 5 points Management Films: Maximum 3 points Case Studies: Maximum 12 points (For every case discussed 3 points)	20	
5	Paper setting, Evaluation, Assessment of Answer books (Paper setting Maximum 8 points; for every paper set 2 points. Invigilation Maximum 7 points (for every invigilation 1 point	25	



	and Assessment Maximum 10 points (for every 60 papers assessed 1 point)		
6	Professional Development activities i.e Conducting seminars, Short Term Trg courses, Invited Guest Lectures, Professional Memberships.	10	
Maximum Score		125	

Annexure A2 - RESEARCH & ACADEMIC CONTRIBUTIONS

Research and Academic Contributions			
No	Parameters	Maximum Points	Actual Score
1	Attended Research Conferences (national and international) (faculty has physically attended the said conference/s per year, every conference attended 5 points.)	5	
2	Research Paper Submission at Conferences (Contributed to research paper submission at diff national/ state/ international level conferences, per conference submission is 5 points.)	10	
3	Research paper published at ISSN, ISBN publications, (Refereed) (Research Paper published in National /international refereed journals, per paper published 10 points)	20	
4	Books Authored / Co-authored/ chapter written in books, Developing Cases/ Caselets. (any books written, chapter written along with other authors, Cases written in respective books), (Book less than 100 pgs. is 15 points, More than 100 pgs. is 25 points, and Chapter's in Books / Cases is 10 points,)	25	
5	Sponsored Research projects done / in process (Research sponsored by Industry/ UOP/ AICTE/CSIR/Central or State University; for every Res Project worth Rs.50000/- and above deserves 10 points)	20	
6	Research Consultation (for every project worth Rs.1 lakh – 15 points)	15	
7	Research Guidance for M. Phil / Ph. D, D. Litt students (per student guided 5 points, it will also apply to faculty who is a Co-Guide from different universities)	5	
Maximum Score		100	



Annexure A3 - ADMINISTRATION

C: Administration			
No	Parameters	Maximum Points	Actual Score
1	Admissions and Counseling; (for respective MBA or equivalent courses)	10	
2	UOP paper assessment and moderation; (Contributions at University CAP)	5	
3	UOP Viva or Panel (Contribution as a Chairman/ Examiner for orals)	5	
4	Events Management and Logistics (Institute / Indira Group Level)	15	
5	Contributions in Documentation and filing	10	
6	Contributions towards NAAC/ NBA/AICTE/DTE/UOP work	10	
7	Contributions to Department; (Finance/Marketing/ HR/ Systems/ Operations)	10	
8	Contribution to Placement / Placement Cell	10	
Maximum Score :		75	

Parameters for Assessment	Score	Remarks
Academic performance		
Research and Academic Contributions		
Administration		
Total:		



FACULTY DEVELOPMENT PLAN

<p>(a) Key Accomplishments: <i>What according to you are your key accomplishments in the last year?</i></p>
<p>(b) Areas of Improvement: <i>In which areas could you have been more effective, or could you have achieved more?</i></p>
<p>c) Growth and Development Goals:</p> <p>c.1 What will you (faculty) do</p> <p>c.2 What can the LF/ HOD/Institute do to support this?</p>

Annexure A4 - Minimum Standards required for Full Time Faculty for Regular Increment:

Appraisee's Signature		Date and Sign	
Appraiser's Signature LF		Date and Sign	
Appraiser's Signature (DD)		Date and Sign	
Reviewer's Signature (Director)		Date and Sign	



Name of the Appraise:

Department:

<u>Criteria</u>	<u>Professor</u>	<u>Associate. Professor</u>	<u>Assistant. Professor</u>
Academics –A	75 out of 125	75 out of 125	75 out of 125
Research and Academic Contributions – B	55 out of 100	45 out of 100	25 out of 100
Administration- C	30 out of 75	40 out of 75	40 out of 75
Total Scores Min Reqd.	160/300	160/300	140/300

<u>No</u>	<u>Criteria</u>	<u>Recommendations</u>
1	Total Eligible points achieved as per grade of faculty	01 natural increment in the basic with regular scale as per UGC sixth pay.
2	Faculty who has achieved 200 points & above	Eligible for increment
3	Faculty who has achieved 200 min required points in 3 consecutive yrs.	Eligible for additional increments.

1. The FAS model is prepared by maintaining all the possible criteria levied by UGC norms.
2. The decision on incentives and additional increments is at the discretion of the Committee headed by Chairperson and Chief Mentor- IGI.



Annexure A5 - Individual Development Plan

Name of the Appraisee:

Department:

Major Areas of Responsibility & Expectations (for the next review period): these typically relate to the major activities that you perform on your job and/or the goals that have been established by your H.O.D and discussed with you. This is also an opportunity to describe noteworthy accomplishments.

(a) Key Accomplishments: *What according to you are your key accomplishments in the last year?*

(b) Areas of Improvement: *In which areas could you have been more effective, or could you have achieved more?*

(c) Growth and Development Goals: *Describe two or three of your top strengths and one or two growth/development opportunities. Provide this to your HOD for discussion and review.*

C.1 **What will you (faculty) do?**

.....

C.2 **What can the LF/ HOD do to support this?**

.....

.....

* Signature acknowledges receipt of feedback discussion. Return signed original feedback form to CO-ORDINATOR.



Section 7

Training and Development

Policy: IGI prioritizes employee development as the foundation for continual growth. Effective training ensures optimal utilization of all resources.

Objectives:

- Develop and refine employee skills.
- Enhance performance and potential.
- Improve business results and teamwork.
- Foster entrepreneurial spirit.

Process:

- Training Needs Analysis: Identify training requirements through analysis.
- Plan Development: Build upon existing plans or create new ones based on needs.
- Trainer Selection: Select qualified trainers based on performance, reputation, communication skills, technical knowledge, and attitude.

Methodology:

- Department heads, in consultation with Directors, will drive training initiatives.
- We prioritize quality training while developing internal resources to create engaging experiences.
- We will selectively send employees to external programs and invite external faculty for in-house training to provide broader knowledge and enhance our internal capabilities.



PROMOTION & TRANSFERS:

Transfer: Management reserves all the rights of transferring people from one location to another, from one department to another and from one function to the other (occasionally).

- Employees can be transferred between institutes run by IGI.
- Pay, allowances, and other emoluments remain the same after transfer.
- Refusing a transfer is a breach of service rules and can lead to disciplinary action.
- Employees must report to the transferred institute after receiving the transfer order.
- Unapproved absence after transfer order is considered a disciplinary offense.
- All transfers will not necessarily be with promotions, however in some cases both may happen together.
-
- An employee who is being transferred must be advised accordingly.

Promotion policy

Objectives

Promotions are normally based on Merit (80%) although seniority (20%) in the current grade would also be taken into consideration.

Following are the suggestions:

Rating on the appraisal form and recommendations by reporting authority and concerned Director plays crucial role.



Performance

- Merit-based: Promotions prioritize exceptional performance (80%), with some consideration for seniority (20%).
- Consistent "Outstanding" ratings on evaluations for the past 3 years are required to be eligible for Promotion
- Employees placed in higher-level roles may be eligible for promotion in the following year.
- Promotions require a minimum of 3 years in the current grade.

In case a recommended person is being posted into a new / higher level of responsibility, he will be considered for a promotion in the subsequent year.

In case promotion is being offered for motivational purposes, then to promote should have worked in the existing grade for at least 3 years.

Promotions from

- 1) Management to Senior Management
- 2) Junior Management to Management
- 3) Executives to Junior Management

1 & 2 will be based on performance and potential, 3 will be based on performance.



JOB ROTATION & INTERNAL TRANSFER.

To Identify talented employees with diverse skills.

- Develop high-potential employees through cross-functional exposure.
- Motivate managers and prevent stagnation.
- Increase employee engagement and understanding of the company.
- Strengthen the Institute through well-rounded employees.

- Transfers require notification to department heads and staff.
- Staff can be transferred within the group/Institute.
- Prior approval needed before moving staff from work area.
- Staff cannot be used for personal tasks during work hours.
- Movement register must be maintained and signed by heads.
- HR introduces new staff to their working institute.
- Leave approval by functional head with notification to institute head.



Section 9

BENEFITS & SERVICES

Shree Chanakya Education Society Pune offers a benefits program for its regular employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

OTHER BENEFITS

- Medical Insurance policy for teaching and non-teaching staff - IGI provides a platform for all interested employees to get a Health insurance cover for self and family.
- Gym Facility for Staff.
- Prestigious awards for our committed and competent employees at these awards are given at prestigious platforms.
- Indira Medical Centre (IMC) - all employees of IGI can get themselves checked and treated for minor illness /injuries at IMC. A qualified medical Doctor is appointed at IMC from 10 am to 6:00 pm, Monday to Saturday.
- Ambulance is stationed at IGI premises 24*7



SECTION 10 RETIREMENT POLICY

Retirement age is 60 years for all employees unless specified otherwise.

The retiring staff will be eligible for his/her Retirement benefits like Provident Fund, Gratuity, Pension or as applicable.



Section 11

STAFF HIGHER EDUCATION ASSISTANT POLICY FOR THOSE WISHING TO JOIN SOME OF THE AVAILABLE COURSES PROVIDED BY INDIRA GROUP OF INSTITUTES

- The management has always endeavored to encourage employees to pursue higher education in the institutes run by the society to ensure their overall development.
- It is decided to lay down a policy to ensure clarity and transparency.
- Employees are encouraged to pursue the courses offered by the institutes run by the society subject to fulfilling the eligibility criteria.
- This facility is available only to the permanent employees of IGI and its institutes.
- Employees are to pursue the courses in their own time. Admission to any course offered by the institutes does not guarantee permission to attend classes or other course-related activities during office hours.
- The employees availing this facility will have to give an undertaking to work for min 5 years for a PG course and 3 years in case of UG course.
- Employees will have to manage the leave for examinations etc. from their entitled leave.
- Based on the need and requirement of the profile the management will take a decision on sponsoring the course fees although not always mandatory.
- The employee will have to follow all the rules applicable to students in the institute.



Section 12

HEALTH/SAFETY/SECURITY

HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, pregnancy, should notify their superior and Admin Dept. of health status. This policy has been instituted strictly to protect the employees.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their superior and Admin dept.

SAFETY

- IGI provides regular training on safety and health issues, including first aid and emergency procedures.
- Various awareness sessions and mock drills for Basic Life Support and First Aid, Emergency evacuations etc. are conducted biannually or as the need may be.
- It is everyone's duty and responsibility to follow safety rules and report unsafe conditions.
- Incident Reporting like any accidents and injuries, regardless of severity, must be reported to the reporting authority.

SECURITY AND SAFETY POLICY OF THE INDIRA GROUP OF INSTITUTES.

Purpose

This safety policy aims to create a safe environment for everyone at the institution by outlining ways to prevent accidents and emergencies.

2. Scope

IGI is dedicated to creating a safe and secure environment for everyone on its premises; by adhering to this safety policy, we aim to prevent accidents and emergencies, ensuring the well-being of our employees and students'



community. This policy applies to students, employees, visitors, and contractors on the premises of IGI.

To Follow/Procedure:

- Conduct regular safety Audits.
- To provide necessary resources for safety, training, and equipment
- Compliances with all local, state, and federal safety regulations
- All Stakeholders on campus (Student/staff/visitors/contractors, etc.) should wear Identity cards/visitor cards/Badge while on campus.
- Lost/stolen Badges or Identity cards should be reported to the concerned authority and temporarily new ID cards should be issued till the lost cards are replaced.
- On Retirement/Separation staff are required to return the ID/Badge to the HR department.

Visitor Management (Annex C)

- All visitors must enter through the main entrance.
- Visitors are required to sign in at the main gate.
- Security staff will issue a visitor badge, which must be always worn visibly while on campus.
- Visitors must return the badge and paper signed by the head of the visiting dept.

Staff and Contractors

- Adhere to all safety guidelines and protocols.
- Report hazards and unsafe conditions promptly.
- Participate in safety training and drills.
- Should wear their respective Identity cards when on campus.



Emergency Procedures:(Annex D)

- Fire Safety-Conduct fire drills appx twice a year (Annex E)
- Clearly marked fire exits and evacuation routes.
- Installation and maintenance of fire alarms and extinguishers.

Medical Emergencies (Annex F):

- First Aid kits are available at strategic locations.
- Staff training in first aid and CPR.
- Procedures for contacting emergency medical services.

Surveillance and Monitoring Procedure:

- Security cameras must be operational all the time and placed at strategic locations.
- Surveillance footage should be monitored by the Safety and Security department.
- Recorded footage must be stored securely and retained for 30 days.
- Access to surveillance footage is restricted to authorized personnel only.

Emergency Evacuation Procedure (Annex G)

- Upon hearing the evacuation alarm, staff must take students directly to the nearest safe exit.
- Proceed to the assigned assembly points using the designated evacuation routes.
- Ensure all individuals, especially those with disabilities, are assisted during evacuation.
- In case of emergency, coordinate with local law enforcement for security assessments.



Accident Response

- Emergency medical care: Call an ambulance for any medical emergency. Till then Provide first aid if necessary
- Report accidents to: Administration department Institute head.
- Investigate accidents to: Identify causes & to Prevent future occurrences.
- Document all accidents.

Other safety measures:

- Regular inspection of Buildings, Equipment,
- Promptly repair/ remove hazards.
- Clearly display safety instructions and procedures
- Make the safety policy and documents available to all.
- Use emails and meetings to discuss safety updates.
- Annually review and update safety policy and present report to the respective team
- Regular workshops and seminars on safety topics for employees.

Annexure C

SOP for Visitors

This SOP is for calling any visitors and the protocol to be followed by visitors while inside the campus.

Staff calling any visitors must obtain prior approval from their department heads, HR & Admin Head and same will be communicated to security gate well in advance.

Entry of visitors shall be regulated through the Security Gate and further guided by the respective Reception Office of each college.

The security can check government issued ID card to authenticate the credentials of the visitors.



The security & reception desk shall ascertain the purpose of the visit and obtain the concurrence from the host to be visited. All visitors will be issued passes to be endorsed by the host and the same will be submitted by visitors during exit at the gate security.

Visitors' vehicle shall not be permitted to enter the campus. Visitors who are escorted by IGI staff can be permitted to bring their vehicle inside based on availability of parking and their vehicle would be parked at designated parking areas for visitors.

The visitors will be guided by security & reception desk; they need not be escorted during their visit.

Visitors coming for admission will always be permitted to the admissions desk.

Annexure D

SOP for Emergency Response

Purpose: To ensure timely and effective response to emergencies on campus.

Scope: This SOP applies to all students, staff, and faculty members.

Emergency Classification:

- Level 1: Minor incidents (e.g., small fires, minor injuries)
- Level 2: Major incidents (e.g., large fires, serious injuries)
- Level 3: Critical incidents (e.g., natural disasters, active shooter)

Emergency Response Procedure: *

1. Notification:

Alert security and facilities teams.

Activate emergency response plan.

2. Assessment:

Determine incident severity and scope.

Identify potential risks and hazards.



3. Response

Level 1: Contain and manage incidents locally.

Level 2: Evacuate area and call emergency services.

Level 3: Evacuate campus and follow crisis management plan.

4. Communication:

Inform students, staff, and faculty via SMS, email, and public address systems.

Provide regular updates and instructions.

5. Support and Resources:

Provide first aid and medical assistance.

Offer counseling and support services.

6. Investigation and Review:

Conduct thorough investigation.

Review response effectiveness and update SOP as needed.

Discipline officers - 9834863296 (Tukaram Salokhe), 9975303169 (SK Bhapkar),
9309895006 (Sandeep Jadhav)

Security: Tapasya Campus - 020- 66168235

Universe Campus -020 - 66759609

Unity Campus - 020 – 67103991

INS Campus - 020 – 66731720 & 66731631

Facilities: 020- ABC 5678

Emergency Services: 108 (ambulance), 101 (police), 103 (fire)



Annexure E

SOP FOR FIGHTING FIRE EMERGENCIES AT IGI CAMPUSES

Fire Emergency SOP

Purpose: To ensure effective response to fire emergencies and ensure the safety of students, staff, and faculty.

Scope: This SOP applies to all higher educational institutions.

Responsibilities:

Fire Safety Team: Respond to fire emergencies and execute this SOP.

Occupants: Evacuate the area and call the fire department.

Procedure:

1. Alarm Activation:

- Fire alarm sounds and flashing lights alert occupants.

2. Initial Response: _

- The Fire Safety Team investigates the source of the alarm.
- If the fire is confirmed, evacuate the area and call the fire department.

3. Fire Extinguisher Use: _

- Use fire extinguishers only if trained and safe to do so.
- Follow PASS method: Pull safety pin, aim nozzle, Squeeze handle, Sweep nozzle.

4. Evacuation:

- Evacuate the building and move to a safe location.
- Do not use elevators.

5. Fire Department Response: _

- The fire department responds and takes control of the situation.

6. Accountability: _

- Conduct a headcount to ensure all occupants are accounted for.



7. Investigation:

- Investigate the cause of the fire and identify areas for improvement.

Fire Extinguisher Types:

- Class A: Ordinary combustibles (paper, wood, cloth)
- Class B: Flammable liquids (gasoline, oil, paint)
- Class C: Electrical fires (appliances, wiring)
- Class D: Combustible metals (magnesium, titanium)
- Class K: Cooking oils and greases

Fire Department: 101

Discipline officers –

9834863296 (Tukaram Salokhe),

9975303169 (SK Bhapkar),

9309895006 (Sandeep Jadhav)

- Security: Tapasya Campus - 020- 66168235

Universe Campus - 020 - 66759609

Unity Campus - 020 – 67103991

INS Campus - 020 – 66731720 & 66731631



Annexure F

SOP for Medical Emergency

This SOP has been drafted for Managing Health Emergency and also generating a report after any such emergency to capture all the details and effective monitoring.

Admin head at each institute will ensure implementation of this SOP and training of all concerned (admin, security, drivers) in effectively managing health emergencies at their campus. They will ensure all the campuses and institutes have adequate display boards with contact details of ambulance service & hospitals.

The following steps / points will be adhered to by everyone who are involved in attending the emergency. :-

1. Whenever any health emergency is notified to Admin & security, they will ensure it is attended as a priority. The patient will be taken to the nearest hospital by the safest & fastest means. In addition, ambulances will always be parked in the universe campus and its key will be kept near the security at the main gate of the universe campus.
2. During any health-related incident immediately inform the ambulance driver, the security supervisor on duty, local admin and the doctor at our universe health center.
3. In case the doctor at universe health center is unavailable then the patient will be immediately taken to any hospital (life point/ Aditya Birla, Jupiter, Ruby Hall)
4. Once the ambulance has left thereafter the hod of the department & others will be informed.



5. Ambulance vehicle logbook will be maintained by the driver.
6. The ambulance driver will ensure that the ambulance is always kept in a ready position with adequate fuel.
7. Campus admin will ensure that the nominated driver knows the route and the vehicle is inspected at regular intervals.
8. Campus admin will ensure there are adequate display boards in the campus with the contact of campus doctor, number of ambulance driver, security supervisor (near main gate, cafeteria, hostels & other at key points).
9. If the patient is female then admin will ensure that she is escorted by a lady.
10. If there is no one with the patient then the security supervisor will depute a guard to escort.
11. After admitting the patient in the hospital, a report will be generated by admin and shared with all concerned (health center, HOD, HR)



MEDICAL EMERGENCY REPORT FORM This form will be filled in by on duty Security shift supervisor and shared on WhatsApp/ SMS/ mail to HR, ADMIN, IGI Medical team whenever ambulance services has been utilized or after any hospital admission.

CAMPUS--

INSTITUTE --

DATE --

TIME OF EMERGENCY--

NAME OF PATIENT--

AGE --

SEX--

TYPE OF EMERGENCY---

ACTION TAKEN—

HOSPITAL ADMISSION -----YES/ NO

INFORMED TO HEALTH CENTRE -- YES/ NO

INFORMED TO INSTITUTE HEAD -- YES/ NO

ANY OTHER RELEVANT INFORMATION-----



Section 13

EMPLOYEE COMMUNICATION

Staff Meetings:

Regular meetings to be conducted. Present staff should attend the same.

Meetings allow employees to seek information on recent Society's activities, changes in the workplace or any important announcements.

Notice Boards:

Notice Boards are placed in various locations to provide employees with access to important information and announcements.

Employees are responsible for reading this information posted on the boards.

Suggestion Box:

SCES encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in suggestion boxes placed in different locations if this is done anonymously. Every care will be taken to preserve the employee's privacy.



Section 14

REDRESSAL OF GRIEVANCES

IGI is committed to providing a safe and conducive work environment where grievances are dealt fairly and promptly.

- A grievance Cell is functioning in the office of the HR Department.
- Any employee having any grievance / suggestion can bring it to the notice of the HR department.
- Grievance redressed in systematic way by involving the respective Department/ person connected to that issue.
- The grievance committee may hold its meeting from time to time as may be necessary.
- HR escalates the grievances / complaints to higher management if any case, the complaints, and grievances could not be handled.
- IGI aims to prevent misconduct rather than controlling through punitive measures.

Nature of Grievance could be: -

(I) Academic Grievance

- Examinations related issues
- Subject related issues
- Department / Laboratories related issues
- Any Other Matter related to Academics.

(II) Administrative Decisions, Services or Facilities

- Issues related to Transport Facility
- Issues about Canteen/ Mess
- Issues about other facilities provided (Water, Lift, Electricity, Maintenance, etc.)

(III) Unfair Treatment

- Grievance about Employee's Behavior towards other employees or students
- Grievance about Student's Behavior towards employees

(IV) Harassment and Discrimination

- Issues related to Harassment (Sexual)
- Issues about Discrimination or Racial Treatment.



Section 15 LEAVE RULES

Information given herein regarding leaves is applicable to all the institutes of IGI.

Leave: General Principles

The following general principles shall govern the grant of leave to the employees:

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for in advance through the proper channel.
- Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- Depending upon exigencies of service, the leave sanctioning authority may:
 - (a) Refuse, postpone, revoke, or reduce Leave of any type.
 - (b) Recall any member of staff from leave before it is wholly availed
 - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.
- Competent Authority may sanction or refuse the leave applied for by an employee.
- Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- If an employee who is on leave seeks an extension thereof, he/she shall make an application in writing to the competent authority giving



reasons for seeking the extension. Such an application shall be made sufficiently in advance, to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.

- No leave or extension of leave shall be deemed to have been granted unless it is sanctioned and communicated to the employee.
- Absence in excess of the sanctioned leave shall be treated as leave without pay. However, before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.
- Employees are admissible for leave after the end of their probation period. Besides, if the employee avails any leave during the period of probation, the leave is on approval by the concerned authority, will be considered as leave without pay, but it will be counted as a reckonable period of service. This period will be counted on for their service.
- When employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service. Hence, this period will not be reflected in their service counts.
- If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.
- No Leave is admissible to the employee during the notice period of resignation except Medical Leave.



TYPES OF EMPLOYEES:

A] Vacational Staff includes: -

All Teaching Staff of University affiliated colleges and AICTE approved institutes who have completed one year of continuous service.

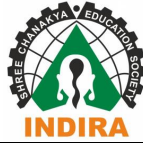
B] Non-Vacational Staff includes:

- All Teaching staff of the Institutes which are not affiliated to SPPU or approved by AICTE.
- All vacational & non vacational teaching & non-teaching staff who have not yet completed one year of continuous service
- All Head of Colleges, Institutes, Director/Principal, Executive Director, Head - Admin, Head-Finance, Head-Placement, Head- Events, Director and Deputy Directors, Advisors and Chief Officers.
- Librarian, Library Staff viz. Assistant Librarian, Library Attendant who have completed one year of continuous service.
- Laboratory Staff, Lab Technician, Lab Assistant, Lab Attendant, Lab In charge, Technical Assistants) who have completed one year of continuous service.
- All Administrative, Accounts, stores, maintenance, security related & support Staff.



SANCTIONING AUTHORITIES

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	CEO/ Advisors/ Executive Director, Director / Dean / Principal (Academics).	-	Chairperson and Chief Mentor - IGI	Chairperson and Chief Mentor - IGI
2	Professor / Head of Department	Registrar	-	Director
3	Asst. Professor / Manager IT/Project Facilitator (R&D), Manager Corporate Relations (ISC)/Reader/ Registrar/Vice Principal/ Deputy Director (Academics)/ Deputy Director (Corporate Relations) / Chief Librarian/Physical Director/ Chief Accounts Officer	Registrar	Dy Director / HOD	Director
4	Lecturer (Sr. Scale) / Accounts Manager/Lecturer/Asst. Registrar	Registrar	Dy Director / HOD	Director
5	Executive Asst. to Chairperson/Group Director	Registrar	Dy Director / HOD	Chairperson/Group Director
6	Accounts Officer / Finance Officer /Sr. Accounts Officer / Sr. System Administrator / Manager Purchase/ Sr. Exam Coordinator	Registrar	Dy Director / HOD	Director
7	Office Superintendent / System Administrator / head Clerk/ Examination Coordinator / Sr. Academic Coordinator / Manager Society Affairs	Registrar	Dy Director / HOD	Director



8	Research Facilitator (R&D)	-	HOD	Director
9	Maintenance Engineer / Maintenance Supervisor / Programmer / Asst. Office Superintendent / Estate manager Tech. Asst./ Accountant / Academic Coordinator / Gym Instructor / Language Lab In-charge / Lab Assistant / Asst. Librarian / Academic Coordinator / Coordinator Placements, Hostel Rector/ Secretary / Academic Administrator	Registrar	Dy Director / HOD	Director
10	Sr. Technician / Gym Instructor	Registrar	Dy Director / HOD	Director
11	Storekeeper / Stores In-charge/ Sr. Receptionist/ Asst. Exam Coordinator	Registrar	Dy Director / HOD	Director
12	Sr. Clerk / Steno-Typist / P A / Hostel Warden	Registrar	Dy Director / HOD	Director
13	Jr. Clerk / Accounts Clerk / Telephone Operator / Lab Assistant / Library Assistant / Carpenter / Electrician / Plumber/ Receptionist / Office Assistant	Registrar	Dy Director / HOD	Director
14	Office Peon / Library Attendant / Sweeper / Comp. Lab Attendant / Comp. Lab. Peon / Auditorium Attendant	Registrar	Dy Director / HOD	Director

Types of Leaves for Employees

The confirmed teaching/non-teaching employees shall be entitled for following types of leave:

1. Casual Leave
2. Earned Leave
3. Medical Leave /Commuted Leave
4. Maternity Leave
5. Study Leave
6. Extraordinary Leave
7. Special Leave
8. Sabbatical Leave



IGI is using Precise software for leave management. It is mandatory for all employees to use this software for all time, attendance and leave related work. Registrars of all institutes are entrusted with the responsibility of ensuring that all employees make use of Precise.

An application for leave other than the Casual Leave or extension of leave or to proceed on leave after vacation shall be made at least one week before the date from which the leave or its extension is sought. Even in exceptional cases where it is not possible to apply before having circumstance beyond the control of the employee, the application shall be made within 3 days from the date of absence.

In the case of a permanent employee, who without sufficient cause fails to apply for leave within 3 days from the date of his absence, it shall be treated as an act of indiscipline.

A permanent employee who is absent from duty continuously for a period exceeding 3 months shall be deemed to have voluntarily abandoned his services such employee shall cease to be in service from the date of his absence.

Casual Leave (For Vocational & Non Vocational Staff)

What is Casual Leave?

Casual Leave is a Leave provided for emergencies / unforeseen circumstances that may arise which are personal in nature.

Casual Leave Eligibility

Every Employee (Teaching/Non- Teaching) whether he/she is vocational or Non Vocational shall be entitled to avail Casual Leave.

Application and Approval

Casual Leave may be availed only with prior approval of approving authority. When prior approval is not feasible the employee has to intimate



his superior telephonically or by mobile and must seek approval on immediate resumption of duty.

Casual Leave Entitlement

Every Employee shall be entitled for 08 days' Casual leave in a calendar year in proportion to the service rendered.

- An Employee during his/her first year of service no other type of leave is admissible, is entitled to one Casual Leave per 40 days of continuous service up to 8 casual leaves in a calendar year.

General Rules: -

- The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with vacation.
- Holidays and Sundays falling between two periods of casual leave as well as holidays and Sundays immediately preceding or following the day/days of casual leave shall not be treated as casual leave.
- An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/ holidays.
- Prefix, Suffix & Intervening holiday: - Each employee shall not generally be entitled for more than four days Causal Leave at a time together with prefix or suffix Sundays / holidays. Holidays or Sundays falling between the periods of Causal eave shall not be counted as Casual Leave.
- Casual Leave shall not be prefixed or suffixed to vacation and all other types of Leave.
- Un-availed Casual Leave will lapse at the end of every calendar year.
- It is permissible to enjoy half a day's casual leave, if the period of absence is half or less than half a working day. Absence on the Saturday, if it is half working day or any other day, which is observed by



the Institute or Society as a half working day shall be treated as casual leave for full day and not as a half day casual leave.

EARNED LEAVE:

What is Earned Leave?

Earned leave is paid leave that all non-vacational employees receive for each completed year of employment.

Earned Leave Eligibility

Each permanent / regular, non-vacational employee who has completed one year of continuous service is entitled to Earned Leave.

Calculation of Earned Leave

A) Earned leave shall be credited to the leave account of the employee at the rate of 2½ days for each completed calendar Month of service which he is likely to render. The earned leave shall be calculated and credited at the rate of every six months of completed service.

B) While calculating credit of earned leave, fractions of a day shall be rounded off to the nearest day. The leave at the credit of the employee at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 50 days.

Application and Approval

Earned Leave should be applied for at least 7 days in advance of commencement of the leave. Prior written approval of the sanctioning authority must be obtained before proceeding on leave. The onus is on the employee to ensure that written approval is obtained before proceeding on leave.



General Rules: -

1. Accumulation of Earned Leave: - The total accumulated Earned Leave of any employee is restricted to 50 days. Beyond 50 days the EL lapses.
2. Prefix, Suffix & Intervening holiday: - Earned Leave could be prefixed and suffixed to holidays and weekends. Intervening holidays will be counted as a part of Earned Leave. Earned Leave cannot be combined with Casual Leave. Earned may be combined with Sick Leave & maternity leave, with specific approval of sanctioning authority.
3. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.
4. During the first year of service no employee is entitled to earned leave.
5. Earned Leave should not be taken along with Discretionary Leave (Vacational Leave), Casual Leave.
6. If any employee is transferred from the vacational Department to non-vacational department or vice versa then the rules of Earned Leave of the concerned department to which he is transferred will be applicable.

Earn Leave Entitlement

1) Earned Leave for Non-vacational Staff

Each permanent / regular employee is entitled for 30 days Earned Leave during the calendar year

2) Earned Leave for Vacational Staff

If an employee is detained during their pre-approved vacation period, they may be entitled to a proportionate amount of their earned leave for the duration of the detention, subject to a maximum of thirty (30) days within a calendar year.



MEDICAL LEAVE:

What is Medical Leave?

Medical leave is paid leave granted to an employee for a period of time during which the employee is unable to attend work due to illness or incapacity.

Medical Leave Eligibility

Each permanent / regular employee who has completed one year of continuous service is entitled to Medical Leave.

Medical Leave Entitlement

Employees shall be entitled to leave on medical ground 10 days to be credited in a calendar year (Jan. to Dec.) 5 days every six months.

Application and Approval

Application for Sick / Medical Leave beyond two days must be given along with an R.M. P's certificate.

General Rules: -

- 1 Medical Leave is applicable to every Vacational / Non Vacational Employee after completion of one year of continuous service.
- 2 Prefix, Suffix & Intervening holiday: - Medical Leave cannot be prefixed or suffixed with casual Leave. Intervening holidays will be counted as a part of Medical Leave. Medical may be combined with maternity leave, with specific approval of sanctioning authority.
- 3 Unused Medical Leave will not be reimbursed when employees leave the organization.



MATERNITY LEAVE:

Maternity Leave is a Leave that a pregnant employee takes for the birth of her child; and/or to enable her to be the child's primary caregiver.

Maternity Leave Eligibility

Maternity Leave of 90 days will be sanctioned by the competent authority to female employee who is permanent/ regular employee. This period is counted from the date of its commencement.

Application and Approval

The application for maternity leave from an employee shall invariably be supported by medical opinion as to the probable dates of confinement, and her undertaking to the effect that she shall communicate the date of confinement supported by a medical certificate.

General Rules: -

1. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement, and it shall run concurrent with the vacation
2. In the case of miscarriage or medical ruminantion of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to forty-five days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
3. In case of miscarriage, abortion, including medical termination of pregnancy, the employee shall be entitled to maternity leave for maximum period of six weeks.
4. Maternity leave shall not be debited to the leave account. In continuation of maternity leave, the lady employee can take



maximum 60 days leave depending on the balance of Earned or Medical Leave available and in case, no admissible leave is at her credit, may apply for leave without pay.

5. Maternity Leave may be combined with leave of any other kind except Casual Leave.
6. During maternity leave, leave salary equal to last pay drawn is admissible.

Maternity Leave Entitlement

- 1 All Permanent female married employee can be granted Maternity Leave for a period not exceeding 90 days from the date of its commencement.
- 2 Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee given birth to twins in the first delivery is not entitled for the maternity leave on the second delivery. However, a female employee with one living child on the first delivery is eligible for the maternity leave, even if she gives birth to twins on the second delivery.
- 3 The Maternity Leave will be considered as a special leave with full pay and it will not be debited. In the case of employee who has put in two years' continuous service or more on the date of commencement of such leave i.e. in case of a permanent employee, she shall be granted maternity leave with full pay.
4. Maternity leave shall be granted on half pay to an employee, who has put in more than one year's but less than two years of continuous service i.e. during the probation period before the date of commencement of such



leave. In such a case, the probation period will be extended accordingly, if applicable.

4. In case of female employee with less than one years' continuous service she shall be granted extraordinary (without pay) leave for a similar period. In such a case, the probation period will be extended accordingly.

STUDY LEAVE:

Study leave provides for periods of release from regular teaching and administrative duties for the primary purpose of research, scholarly work and advanced studies in the interest of society.

Leave for Qualification Improvement / Faculty Development / Vision Planning

General Rules: -

1. The teacher who has been sanctioned study leave for his doctorate shall submit to the HOD /Director /Principal monthly reports of his progress in his / her studies through Supervisor. If the report does not reach to the HOD /Director / Principal within the specified time, payment of the study leave salary may be deferred till receipt of such report. In case the teacher leaves the institute within one year, he/she shall be liable to refund the total amount received on this account to the institute.

2. The teacher

- a) who is unable to complete his studies within the period of study leave granted to him or
- b) who fails to re-join the service on the expiry of his study leave, or
- c) who re-joins the service but leaves the service without completing the prescribed period of service after re-joining the service.



d) Who within the said period is dismissed or removed from the service by the competent authority as per the procedure shall be liable to refund to the College / Institute the amount of leave salary, allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Objective

- To give an opportunity to the faculty to improve his Qualification along with his career path i.e. the job.
- To meet norms of sanctioning authorities – IGI initiative
- This qualification improvement may help him to progress vertically in his career path. This will assist him to enhance his academic and professional status.
- To give an opportunity to the sincere, dedicated, loyal faculty to progress along with the institution and society, thereby recognizing his qualities.
- To develop competent manpower having knowledge i.e. advanced study for the existing discipline or keeping in view the future requirement as per vision.

Types

- Leave for Ph. D/ Research -Local centers / Pune City Colleges/Outside Pune.
- Leave for Post-Graduation- Local centers /Pune city Colleges/ Outside Pune
- Leave for Summer School, Winter School, Conference, Workshop.
- Leave for study tours.
- Partial timetable adjustment for the post-graduation, research or continuing education (evening programmers)



ELIGIBILITY

- Full time, regular faculty who has completed probation satisfactorily.
- Minimum two CR's in consecution are with excellent grade.
- For a faculty completing probation, four six monthly performance reports must be with excellent grade.
- For ad hoc and temporary faculty no such leave to be granted.

CONDITION & SANCTION

- Incumbent shall be eligible for 50% of monthly salary for the period of leave.
- Faculty should give 3 years of service bond (Cognizable)
- If Faculty resigns earlier, basic salary to be recovered for the Period left for time, years along with salary paid in this period of study.
- The department should depute only one eligible faculty for Ph D and two eligible faculties for post-graduation once in two years.

STUDY LEAVE ENTITLEMENT

Study leave may be granted with full pay and allowances for Ph. D. in India. The study leave may be granted in the following manner. Total 14 hours for synopsis preparation @ 2 hours per day.

- In addition to that 2 hours per day may be granted for other research related work i.e. Lit. search, questionnaire, data collection, data interpretation, data analysis and rough draft as per the need to be decided by the HOD.
- Further 10 days may be granted for final thesis, report writing and submission. However, candidate can avail maximum 30 days leave on this account wherein 20 day's leave can be adjusted against his/her earned leave or L.W.P. as decided by the concerned Director.



EXTRAORDINARY LEAVE:

- The extra ordinary leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit. The extra ordinary leave may be granted for a period of 45 days in combination with any other leave admissible and available. In case earned leave is not available his/her leave will be treated as LWP.
- Employees may be granted leave without pay at their request and at the discretion of your leave approving official. It may be granted whether or not the employees have annual or sick leave to their credit. Extended leave without pay may be approved for such purposes as attending to parental or other family responsibilities, education which would be of benefit to the institute, recovery from illness or disability or protection of employee status and benefits pending action on claims for disability retirement or injury compensation.

SPECIAL LEAVE:

1. The leave sanctioning authority may sanction the special leave to the Employees who have put at least three-year continuous service, for attending conferences, seminars, examination work etc. on behalf of the society / institutes or for participation in any institute related work. Provided that, a special leave so sanctioned shall not be more than 10 days in a calendar year.

SABBATICAL Leave

- Sabbatical leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subject to the following conditions: -



- Only permanent faculty members of the leave of Professor/Associate Professor are eligible for the leave.
- Sabbatical Leave of one year will be permissible for every period of ten years of service as faculty in the constituent college/institute.
- In special cases, a maximum of two years of Sabbatical Leave may be granted for a period of fifteen years of service as faculty in constituent college/institute.
- The Board of Management shall decide about the pay during the period of sabbatical leave.
- The period of sabbatical leave shall count for seniority.
- A teacher desirous of availing this leave shall have to furnish a service bond for two years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned teacher.
- The applicant shall also have to provide a bank guarantee for an amount equal to three months' salary.
- Not more than one professor at a time shall be permitted to go on Sabbatical Leave in a department.
- On completion of Sabbatical Leave, the teacher shall submit a report incorporating the result of the work done during the period of Sabbatical Leave. This may be in the form of a memoir, a scientific report or a book.

VACATION:

What is a Vacation?

Vacation is paid holiday time that all vacational employees receive for each completed year of employment.

Vacation Eligibility

All Teaching staff of SPPU affiliated colleges and AICTE approved institutes who have completed one year of continuous service are entitled for Vacation.



GENERAL RULES: -

- All Vacational staff of Institutes which are AICTE approved should avail themselves of Summer Vacation. This period is counted from the date of its commencement during 1st May to 30th June of every academic year by rotation.
- All Teaching staff members of all institutes of IGI should take avail Summer Vacation by rotation depending on the closure of their semester /annual pattern as per University of Pune Circular.
- College / Institute has the right to call anybody during vacation for some assignments / duties. If such assignments duties are carried out for up to 20 days, then a teacher is entitled to get 3:1 EL.

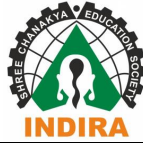
VACATION ENTITLEMENT

All Teaching staff / vacational staff who have completed one year of continuous service are entitled for Vacation Leave of 31 days Summer + 07 days Diwali + 08 Days winter vacation + 10 days' discretionary leave (total 56 days' vacation, Ref. UGC regulations No. F3-1/2009 dtd. 20th June 2010).

LEAVE FOR ADJUNCT FACULTY

Adjunct faculty indicates a part time or temporary appointment, also may denote a faculty member from other academic department whose research or teaching interests overlap substantially with those of the appointing department".

In case of Adjunct Faculty leave entitlement per year without accumulation will be as under subject to discretion of the concerned Director: -



<i>Work type</i>	Entitlement
Faculty with Six-day week	Leaves – 08
Faculty with Five-day week	Leaves – 07

LEAVE ON ACCOUNT OF 'BANDH'

When a “Bandh” is called /declared by any political party or any other organization, such “Bandh” day will be treated as a normal working day. In far some unforeseen reason, an employee is absent on that day, he / she would be required to apply for Casual leave. If such an employee does not have any casual leave balance in his / her account, then the day of absence would be adjusted against earned leave entitlement. If not, a single due admissible leave is available in the account of the employee, then such leave will be treated as a Leave without Pay.

LEAVE ON ACCOUNT OF NATURAL CALAMITIES

Because of natural calamities, mass dislocation of public transport systems employees may be permitted to avail one day Earned Leave or Casual Leave as a special case. However, a decision on this should be taken by management and it should be followed.



Section 16

SUBSTANCE ABUSE POLICY

PREAMBLE:

Indira Group of Institutes (IGI) is committed to creating and maintaining a campus environment that is free of alcohol and 'substance' abuse. 'Substance' abuse harms personal wellbeing, threatens the safety of the environment, and disrupts the educational process and defeats the purpose for which a student is being educated. While the IGI takes a serious view of alcohol and 'substance' abuse on its campus, it strongly believes that the best way to maintain an appropriate campus environment with respect to drugs, smoking and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems.

INTRODUCTION:

IGI policy on 'substance' abuse and practices regarding the possession, use and distribution of substances is based on the laws of the Government. The use, possession or distribution of a 'substance' is banned on the campus, in its facilities, in the functions and programs organized /conducted by its institutions. IGI will take disciplinary action as per the procedures set out in the policy, against any member of its community, if he/she is found to consume, possess, sell, purchase, transport or distribute any narcotic drug or psychotropic substance.

Students, teachers, and non-teaching staff should also be aware that, in addition to IGI rules, they may be subject to criminal prosecution under the laws of the country. According to the Indian Narcotic Drugs and Psychotropic Substances Act (1985), it is illegal for a person to produce, manufacture, cultivate, possess, sell, purchase, transport, store, and/or consume any narcotic



drug or psychotropic substance. Where appropriate or necessary, IGI will cooperate fully with law enforcement agencies to deal with all cases of possession, distribution of 'substance' that are found to be in violation of the national laws of the country.

SCOPE OF REFERENCE FOR IGI:

In formulating a policy on 'substance' abuse, the fact that IGI consists of several academic departments and administrative offices, hostels, canteen, and open area in IGI campuses. IGI has a community of more than 16000 students and one thousand employees. Some reside in hostels, owned, and hired by IGI. The area will include field trips, sports tournaments, conferences, College festivals and all other activities undertaken by any person as a member of IGI.

OBJECTIVES OF THE POLICY:

Following are the objectives of the Policy:

To provide a safe and healthy work environment and promote the general health and well-being of its students and employees.

To take all necessary measures to prevent, curb and eradicate 'substance' abuse on the campus.

To recognize abuse of or addiction to alcohol, tobacco and/or drugs as a serious health problem.

SCOPE:

The policy shall be applicable to all members of IGI (students and staff) and to all events or activities which are organized, conducted, or sponsored by the IGI, whether they occur at the IGI campus or outside.

In the above, the following definitions will apply:

'Members of IGI' includes students, teachers, residents, and non-teaching staff of Indira Group of Institutes

'Students' includes regular students of IGI.



'Teachers' includes any person on the staff of IGI or any of the constituent Colleges and all other academic departments, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include employees employed on a casual or project basis.

'Resident' includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to a student, teacher, and non-teaching staff.

'Non-Teaching Staff' includes any person on the staff of IGI, academic or non-academic departments, who is not included in the category of teacher. It shall also include contract workers and daily wages.

'Campuses' includes all places of work, or any institution located within the premises of IGI, it includes all places of instruction, administration, as well as hostels, sports grounds, (including streets and lanes), canteens, etc. on the campus of IGI.

'Outsider' includes any person who is not a member of the university. It also includes but is not limited to any private person offering food and other facilities to members of IGI who are residing on the campus or in any premises owned, hired, or controlled by IGI.

'Substance' This may be any material suspected to have a mind-altering effect on the user, such as drugs that may be administered orally, inhaled, sniffed, taken intravenously, or smoked.

'Abuse' means everything that is contrary to good order, established by usage. It also means immoderate and inappropriate use of any substance, especially those that have a mind-altering effect on the user, accompanied by other aggravating behavior.

'Substance' abuse may also be indicated by the presence of drug abuse related paraphernalia such as: syringes, tweezers, plastic bottles, small paper



sachets, small pieces of aluminum foil, cigarette paper, blades and any other item that may be suspected to have been used for the abuse of drugs.

Distribution: Unlawful sale, exchange, or giving of 'substance' to one or more persons.

All the institutions of IGI shall do the following:

Conduct an orientation/talk at the time of admission, to educate and sensitize parents/ guardian on:

Drugs and other external influences on young adolescents in general and students in particular.

What can and cannot be done with regards to monitoring of the students.

Role of parents especially in following up with their children and institution with regards to their academic performance, attendance, discipline, attitudes etc.

Conduct orientation class for the students on drugs and other 'substance' use at the time of admission.

Take all measures including assistance and help from the law enforcement agencies to ensure that its campus is kept safe and 'substance' abuse free.

Early Identification and Access to Assistance:

All teachers and staff are required to report immediately to the Head of the Institution or person designated by the Head of the Institution of any suspected use, possession, or sale of any 'substance.'

Students who are suspected of using or possessing 'substance' shall be referred to the police department.

Confidentiality in these circumstances will be protected in compliance with IGI policy.

**Enforcement:**

IGI therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

The unlawful possession, use, or distribution of drugs will not be tolerated on IGI campus or premises controlled by IGI.

Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, IGI will take appropriate disciplinary action, including, but not limited to, suspension, or expulsion and finally report the matter to local law enforcement agencies.

IGI INTERVENTIONS:

IGI views the use/abuse of 'substance' as a matter of both personal and community wellness and believes that any such behavior warrants decisive intervention.

To identify, receive complaints, deal with cases of 'substance 'abuse and to provide access to all, separate Committees have been provided at the constituent College and at IGI.

IGI Policy on 'Substance' Abuse' will be available on IGI website ([www:indiraedu.com](http://www.indiraedu.com)). An email id saynotodrugs@indiraedu.com has been created in the IGI website, for communication if any, from teachers, students, staff, and parents / guardians of students.

CONFIDENTIALITY:

All drug-related matters which involve students shall be dealt with in a confidential manner. IGI will attempt to maintain the confidentiality of the complainant's identity consistent with the goal of conducting a thorough and complete investigation. While every effort will be made to preserve the privacy of all persons involved, anonymity cannot be promised when the information is disclosed to a non-confidential source and/or when the well-being of an individual student or of the IGI community is at serious risk.



The members of IGI and all other parties who may be involved in dealing with these matters shall not disseminate any information to the public and the print and electronic media.

Access to records of these cases shall be in the custody of the Chair of the Committee in charge of dealing with cases of substance abuse, will be restricted. Prior written permission from the Head of the institution must be sought to access the records.

DISCIPLINARY PROCEDURES:

The use, possession, sale, and distribution of mood-altering substances on the campus will not be tolerated and is a breach of IGI rules.

The procedures provided herein will be applied under the direction of the Head of the Institution. The institutions will (i) treat all students equally and fairly; (ii) treat all incidences in a professional manner, and (iii) react in a manner consistent with the purpose of ensuring the wellbeing of all students.

Disciplinary sanctions can include dismissal (i.e., expulsion) from the institution, suspension from classes and other activities or privileges, or other penalties as decided by the institute head.

The following procedures shall be adopted to deal with cases confirmed of drug use through circumstantial evidence or drug screening test. The record of a student involved in substance abuse must be maintained by the institutional Substance Abuse Committee with all reports and actions taken on each level of violation.



Students are urged to be mindful of the fact that they are subject to all laws of the government related to the use, possession, and distribution of 'substance', that are in existence and promulgated from time to time, whether on or off the campus and IGI reserves the right to involve local law enforcement agencies.

Substance Abuse Violations:

In case of any subsequent violation, the student shall be summarily dismissed.

Disciplinary Action Against Distribution or Supply of 'substance':

IGI draws clear distinctions between the possession, use/abuse and the distribution or supply of 'substance' and will take more severe action, in these matters. Removal of a student from the hostel, and/or suspension or dismissal from the institution are the outcomes, where it is determined that a student is engaged in the distribution of substance.

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Section 17

POLICY ON PREVENTION OF SEXUAL HARASSMENT

1. PURPOSE

Every employee and girl / lady student in the college has the right to work in an environment free from harassing, intimidating or offensive behavior and in which issues of harassment will be resolved without fear of reprisal. Harassment of employees and girl / lady students in the college may include, but is not limited to, physical contact (back patting, extended handshake, hugging, etc) written and oral remarks, gossip, jokes and banter, defamatory or offensive language and comments; and bullying, indecent gestures where persons in authority abuse their position through insulting, intimidating or malicious behavior.

2. SCOPE

This policy applies to all employees and girl / lady students in the college of 'The Indira Group of Institutes'

3. POLICY

Harassment will not be permitted or condoned within the campus whether it is based on a person's race, colour, ethnic or national origin, age, gender, real or suspected sexual orientation, religion or perceived religious affiliation, disability, or other personal characteristic.

The use of the College property, including email, bulletin boards or documents as mode or medium for harassment in any form or manner is strictly prohibited. Constant calling on mobile phones or SMS's, MMS's also fall into the category of harassment.



4. RESPONSIBILITY

Management is expected to take the necessary steps to ensure that the employees and girl / lady students in the college have the right to work / study in an environment free from harassing, intimidating or offensive behavior. Management shall consider fully all complaints directed to their attention, fully maintain confidentiality compatible with resolving the complaint. All employees and girl / lady students in the college are expected to take personal responsibility for upholding the Institutes standards by treating with dignity and respect, all fellow employees and those associated with the institution either on a permanent, contract and temporary basis and any other individuals associated with the institution.

The institution has as a first step, constituted up a committee against sexual harassment of women and girl / lady students in the college / institution campus. The Management shall ensure that all investigations are conducted by the designated resource to ensure that prompt corrective action is taken where appropriate. The girl / lady students may contact their respective directors in case of harassment further to which if unsatisfied with the outcome the girl / lady student may contact the Committee as per the ruling of the Supreme Court which comprises of –

1. Dr. Tarita Shankar – Chairperson and Chief Mentor – IGI
2. Dr. Pandit Mali- CEO - IGI
3. Dr. Rita Dangre- Dy. Director- Admin & HR-IGI
4. Prof. Yestrela Vaz- Assistant Professor - MBA
5. Dr. Purvi Shah- Associate Professor - MBA



Sexual Harassment has been defined by the Supreme Court to include such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact or advances.
- Demand or request for sexual favors.
- Sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

In the event, any girl / lady student or female employee of the Company is sexually harassed by a male student / employee within the meaning of sexual harassment as defined by the Supreme Court, she may make a personal complaint, giving the details of such harassment to any of the members of the concerned Committee. The concerned Committee will investigate the matter and recommend appropriate action to the Management within a period of three weeks from the date of receipt of the complaint.

All concerned may be assured that the Committee and the Management will maintain the highest level of confidentiality in respect of all matters brought before it.

You may contact any member of the Committee in case of any clarification.



The GUIDELINES and NORMS prescribed herein are stated by the Supreme Court as under: -

HAVING REGARD to the definition of 'human rights' in Section 2(d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of **Women from sexual harassment in workplaces** and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in workplaces as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women:

1. Duty of the Employer or other responsible persons in workplaces and other institutions:

It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition:

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

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;



d) showing pornography;

e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating any may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage, her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps:

All employers or persons in charge of workplace whether in the public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

a) Express prohibition of sexual harassment as defined above at the workplace should be notified, published and circulated in appropriate ways.

b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules / regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.

c) As regard private employers' steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.



d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at workplaces and no employee woman should have reasonable grounds of believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings:

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

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

5. Disciplinary Action:

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.



Complaints Committee:

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

9. Awareness: Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment:

Where sexual harassment occurs because of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.



11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Accordingly, we direct that the above guidelines and norms would be strictly observed in all workplaces for the preservation and enforcement of the right to gender equality of the working women. These directions would be binding and enforceable in law until suitable legislation is enacted to occupy the field.



INDIRA Section 18

SCRAP DISPOSAL POLICY

IGI Institutes Scrap Disposal Policy

1. Scrap Identification

- The first step involves identifying items considered scrap within the institute.
- Examples of scrap include:
 - Old documents
 - Used papers
 - Empty ink cartridges
 - Broken office equipment
 - Obsolete technology

2. Recyclable Item Separation

- Once scrap is identified, segregate it into recyclable and non-recyclable categories.
- Recyclable materials include:
 - Paper
 - Cardboard
 - Plastics
 - Certain electronics
- Consult your local recycling facility to confirm accepted items.

3. Sensitive Information Security

- Scrap containing sensitive information (documents or papers) must be securely shredded before disposal.
- This prevents identity theft and other security breaches.

4. Donation or Repurposing

- Consider donating still-functional items to local charities or repurposing them within the institute before disposal.



5. Non-Recyclable Item Disposal

- Dispose of non-recyclable items appropriately. This may involve:
 - Landfills
 - Incinerators
- The disposal method depends on the type of waste.

6. Local Regulation Compliance

- Adhere to all local regulations regarding scrap disposal.
- These regulations may cover:
 - Proper disposal of hazardous materials
 - Restrictions on landfill items

Committee Composition

- A Scrap Disposal Committee will oversee the responsible and environmentally friendly disposal of IGI Institutes' scrap.
- The committee will have a minimum of 3 and a maximum of 5 members:
 - Institute Director/Principal (or Deputy Director in their absence)
 - Admin Director (or Deputy Director in their absence)
 - Accounts Director (or Deputy Director)
 - IT Director (or Deputy Director) - for IT-related scrap disposal
 - Director Projects (or authorized person) - for project-related scrap disposal

Scrap Disposal Process

Equipment Repair:

- Institute head identifies equipment for repair/disposal.
- Repairable equipment (fans, washing machines, etc.) is sent to Admin Dept. with a requisition signed by the Director/Deputy Director.
- Equipment is sent for repairs outside campus with a gate pass signed by Director and HR-Admin Director (or Deputies).
- Admin Dept. issues two gate passes for repairs, one attested copy for the vendor.
- Repaired equipment is returned with the gate pass attached to the invoice.



Scrap Disposal:

- Repairable parts are removed and stored. A separate register is maintained for these parts.
- A category-wise list (assets, consumables, paper, electrical, etc.) of scrap is prepared and approved by the respective Director (IT Dept. for IT scrap).
- IT scrap disposal follows E-waste disposal policy and requires it Director/Deputy Director -IT approval.
- A separate register (Annex-3) records all scrap disposal with signatures from Director/Deputy Director and committee members.

Vendor Payment and Material Release:

- Vendor weighs scrap material in presence of Admin and Institute representatives.
- Final receipt with material description is signed by Director/Admin Director (or Deputies).
- Vendor pays by cheque or cash to Accounts Dept. (material handover after cleared cheque).
- Accounts Dept. verifies documents and issues a cash receipt to the vendor (copy retained by Institute).
- A gate pass signed by Director/HR-Admin Director (or Deputies) is issued for scrap release.

Vendor Exit:

- Vendor submits the original gate pass at security.
- Security verifies documents (approved list, gate pass, vendor details, vehicle number).
- Approved vehicle exits the campus with scrap material after security attests the second gate pass copy.
- All receipt records are maintained by the respective Institutes.



Vendor Selection:

- Scrap Disposal Committee invites quotations and finalizes a yearly rate contract with a vendor.
- Rate list copies are kept at Institute Heads, Admin Dept., and Accounts Dept.

Reporting:

- Scrap Disposal Committee submits a quarterly report to the Chairperson, IGI



Section 19

TRAVEL POLICY

1. BACKGROUND

This document describes IGI's general policy and procedures relating to travel authorizations, travel advances issued to employees, business expenses incurred by employees, settlement of travel expenses, modes of transportation, hotel accommodations, credit cards, cancellations charges, international travel, and travel agent procedures.

2. PROCEDURES

2.1 Guidelines

- Any activity related to the movement of any employee, in local or national or international activities, must be planned and referred in the first instance to the immediate authority and a copy to be forwarded to Director- HR & Administration for advice.
- The institute has an accountable plan that allows it to reimburse employees for authorized business expenses with no effect on compensation. Advance written authorization is required when one of the following occurs:
 - the issuance of travel advances and
 - A business trip requiring an overnight stay or more.
- Employees must submit a Travel Request Form (TRF) and obtain recommendation from the appropriate authority and forward it for the approval of Chairperson / Group Director and Director HR & Administration.
- Expenses incurred by employees on official institute business will be reimbursed on the basis of maximum limits mentioned in Section 4.1



and/or actual reimbursement upon receipt of a properly completed Travel Expense Accounting Report (TEAR) and valid receipts supporting the reimbursement request.

- Claims for travel expenses reimbursement will be allowed only for actual expenses incurred within the limits and restrictions of these regulations.
- Official travel will be accounted for, since the time; an employee leaves his/her residence or regular place of employment for the purpose of furthering institute business and ends when the employee returns to his/her residence or regular place of employment. A Table showing Grades and Entitlements is given in Annexure I and II.
- For official travel inside or outside of Pune/PCMC area i.e. within the country, there are limits for meals and incidental expenses as per Grades given in Annexure I and II. In exceptional cases, actual expenses more than limits supported by receipts can be reimbursed. However, daily expenses incurred more than prescribed limits will require sanction of Chairperson / Group Director with recommendation from the HOD /Director.
- Original receipts must be attached to the TEAR for reimbursements claimed. When the original receipt is not available, a copy is acceptable with an explanation of why the supporting document is a copy. For the reimbursement of any questionable or unusual expense, written or verbal approval must be obtained before the expense is incurred.
- If possible, the accommodation/room may be shared while travelling together.
- Reimbursements for lodging and meals etc. are limited to actual expenditure incurred and do not exceed the maximum allowance indicated in Section 4.1 for national travel and in Section 4.2 for international travel.



2.2 One Day Return Tours to Mumbai / Other Places

- For one-day return tour to Mumbai or other places, M and M1A Grade employees may use their own vehicle or office vehicle depending on availability. All other employees must use public transport like VOLVO Buses / Trains etc. to travel to Mumbai. Separate expense limits for one day tours are given in Section 4.1.
- The travel day commences at 6.00 A.M. and includes expenses for breakfast, lunch and dinner if an employee reaches Pune after 9.00 P.M.
- If feasible, the sharing of vehicles must be done by employees travelling to the same destination.
- Demand of vehicle from Pune for pick up at Mumbai airport should not be made.

2.3 Standards

- Employees share a basic responsibility for the use of good business judgment while incurring expenses. Employees are expected to exercise the same care while incurring business expenses as would be exercised at the time of incurring personal expenses. Effective control of expenses is a primary concern of everyone at IGI and should be kept in line with a reasonably economical and comfortable stay while on tours.

3. LOCAL TRAVEL

In the case of local travel, an employee will have to submit the requisition two days prior to the actual date of travel.



3.1 Travels within City of Pune/PCMC

- For an employee on official travel, using his/her own vehicle, the Institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forwarded to the Accounts Department. The prevailing rates of reimbursement are as under:
 - Two-wheeler: Rs. 7.00/ km.
 - Four-wheeler: Rs.12/km

3.2 Travel outside Pune - in the vicinity of 200 kms

- Whenever an employee travels for the purpose of extending the business of the Institute, the Institute will provide vehicle in case the travel is in the vicinity of 200 kms, after checking the availability. In case transport cannot be made available, the employee will make the necessary arrangements by public or private transport as may be applicable.
- The mode of transport will be as per employee Grades given in Section 4.1.
- For an employee on official travel, using his/her own vehicle, the Institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forward the same to the Accounts Department. The prevailing rates of reimbursement are as under:
 - Two-wheeler: Rs. 7.00/ km.
 - Four-wheeler: Rs.12/km

Besides the rates stated above, IGI assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official tour.



4. NATIONAL AND INTERNATIONAL TRAVEL:

Indiraites, may be required to travel nationally and or internationally for official work or attending training programs. Seminars, Conferences, participate in the business / technical discussions, exhibitions any other similar purposes having a bearing in the Institutes future plans and projects.

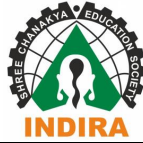
4.1 National Travel Policy

The Travel Request Form (TRF) must be approved by the immediate Authority I.e. Director / HOD etc. Prior to approval, the following points should be checked:

- The authenticity and correctness of the TRF
- The conformity of expenditure to be incurred with the obliging rule and regulations.

An employee traveling nationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

Grades	M and M1A	M1,B,C,D and M2	M2 A, M3, A, B, C, D	M4 & M4A
Mode of Travel	Air Travel Eco./ 1st A.C. Rail Based on prevailing fares	1Ind A.C./ cheaper Airline. (whatever is cheaper) Rail / Bus	1Ind Class Rail./ Bus	1Ind Class Rail./ Bus
Hotel - Metro Cities	Up to 4 Star Rs 7500/per day or actual whichever is less	Rs.3500/-per day or actual whichever is less	Rs.2500/per day or actual whichever is less	Rs.1500/per day or actual whichever is less
Hotel -Non-Metro Cities	Up to 3 Star Rs.4000/per day or actual whichever is less	Rs3500/-per day or actual whichever is less	Rs.2000/ per day or actual whichever is less	Rs.1000/ per day or actual whichever is less



Conveyance – Metro and non-metro Cities	Actual	Actual	Actual	Actual
Meals etc.	Up to Rs.900/- per day or actual whichever is less	Up to Rs.700/- per day or actual whichever is less	Up to Rs.400/- per day or actual whichever is less	Up to Rs.300/- per day or actual whichever is less
Misc. Expenses	Rs.200/- per day or actual whichever is less	Rs.100/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less
One Day tour – Mumbai	Up to Rs.500/- per day or actual whichever is less	Up to Rs.400/- per day Or actual whichever is less	Up to Rs.300/- per day Or actual whichever is less	Up to Rs.200/- per day Or actual whichever is less
One Day Tour – Other Places	Rs.400/- per day or actual whichever is less	Rs.300/per day or actual whichever is less	Rs.200/-per day or actual whichever is less	Rs.150/-per day or actual whichever is less
Authorized by	Chair-person/ Group Director	Group Director /Director Administration	Only after the Consent of the immediate Authority and final permission by the Director – HR & Administration.	Only after the Consent of the immediate Authority and final permission by the Director – HR & Administration.

National Travel – Grades and Entitlements

Note: Reimbursement for lodging is to the single room rate, plus applicable taxes. If more than one person occupies a room, the total room rate must be noted on the receipt/bill. If the room rate is the same regardless of number of persons in the room, then this too must be noted.

International Travel Policy:

International travel is considered travel outside the Country and its possessions. International travel requires approval from the appropriate authority and finally the consent of the Chairperson/ Group Director.



Excess luggage should be planned by Cargo.

Note: all expenses must be reported on the TEAR. Exchange rates must be noted on each receipt when receipts are represented in foreign currency and supported with external exchange rate documentation or submit a copy of the credit card receipt.

An employee traveling internationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

International Travel – Grades and Entitlements

Note: Reimbursement for lodging is to the single room rate, plus applicable taxes. If more than one person occupies a room, the total room rate must be noted on the receipt/bill. If the room rate is the same regardless of number of persons in the room, then this too must be noted.

Grades	M and M1A	M1,B,C,D and M2	M2, A M3,A,B ,C,D
Travel Mode	Economy Class	Economy Class .	Economy Class
Hotel – Stay	150 \$ -per day/ person – single occupancy (\$ 100 / day / person in case of sharing accommodation)	150 \$ -per day/ person – single occupancy (\$ 100 / day / person in case of sharing accommodation)	150 \$ -per day/ person – single occupancy (\$ 100 / day / person in case of sharing accommodation)
Meals etc.	50 \$ per day	50 \$ per day	50 \$ per day
Misc. allowance including local travel	100 \$ per day	100 \$ per day	100 \$ per day
Authorized by	Chairperson	Chairperson / CPO	Only after the Consent of the immediate Authority and final permission by the Director Administration



Advances

- If a travel advance is required, the TRF (refer Annexure II) must be forwarded first to the Chairperson / Group Director and then to Director- HR & Administration and after the approval is received, it should be finally forwarded to the Accounts Department prior to travel for payment of advance.
- An Employee can be given a cash advance as applicable depending upon period of traveling and expenses estimated as mentioned in the TRF only in the case of national or international travel.
- No advances will be made until a properly completed and approved copy of the TRF is received by the Accounts Department. The Accounts Department will give advance after receipt of an approved copy of the TRF.
- Advances must be settled within five working days after the return from the tour. An outstanding travel advance not settled within 30 days of return from a trip may be subject to payroll deduction and must be settled before the employee asks for a further advance.

Cost Containment

The following points should be observed while planning a business tour:

- Whenever possible, employees should plan their trips in advance and should take the benefit of discounted airfares.
- In many cases, hotel and automobile rates could also have been discounted by making reservations in advance. Any exceptions must be approved in advance by the appropriate authority in writing. Employees should use connections, one-stop flights, and alternate airports whenever feasible, to ensure cost effectiveness.



- Only airline tickets reserved and booked by the designated travel agent will be charged to IGI's centrally billed account.

Itinerary

- Each employee should leave an itinerary with his/her department and, if possible, information on how he/she can be reached during the trip. In case of any change in the approved itinerary during the trip, all such changes must be noted in the original TEAR and should be informed to the immediate Authority.

Travel Cancellation or Route Change

- Upon adequate notification by the individual traveling, the designated travel agency will cancel transportation reservations. All cancelled pre-authorized trips that have centrally billed airline tickets or travel advances need to be noted on the original TEAR.
- If a pre-authorized trip is cancelled and the airline ticket issued was centrally billed to IGI, return the ticket along with the associated TEAR to the Accounts Department. When the ticket is returned, provide the reason for cancellation and the charges from the TEAR.
- If a pre-authorized trip is cancelled and a travel advance was issued, immediately return advance to the Accounts Department and net the expense report to zero (if no other expenses were incurred).

REIMBURSABLE EXPENSES

Air Travel: To reach destinations outside of practical driving distances, IGI employees are typically expected to travel economy class. The IGI travel desk or the designated travel agent is required to book the most economical fare, keeping the traveler's convenience in mind. Requests for traveling on fares other than economy class must be approved in advance, in writing, by the appropriate department & Concerned Director.



Rail Transportation: First-class rail travel is IGI's normal standard. If the rail transportation is more expensive than available airfare rates, selection of air travel in lieu of rail transportation must be approved in advance, in writing, by the appropriate Authority or Director- HR & Administration.

Grade	Rail Class Approved
• M	1st Class AC
• M 1 & M 2	AC Three Tier
• M 3 A & M 3 B	Second Class
• M 4	Second Class

Privately Owned Vehicle: If an employee desires to use his/her own car in lieu of any other mode of transport, written approval from Director-HR & Administration must be obtained in advance.

When private vehicles are used for transportation, the reimbursement will be at the rate that is currently allowed; Rs.7/- per km effective April 1, 2010.

Parking: If an employee decides to drive his/her car to the airport and leaves it there for the duration of the trip, the cost for long-term parking should be considered. Receipts must be attached to the TEAR.

Living Expenses

For living expenses specified amounts for lodging and meals are mentioned in Section 4.1 and 4.2 will be made available to all employees. The expenditure above specified limits will be reimbursed only after the approval of Chairperson or Group Director. All expenditure claims must be supported by receipts, vouchers etc. and approved by the concerned Director / HOD.



Others

Employees with receipts or bills will be reimbursed for necessary expenses such as local transportation, parking, toll charges, telephone calls, postage, telegrams, faxes, registration fees and other charges incurred for IGI or sponsored activities. Reimbursement without required receipts is subject to the discretion of the Management.

Non-Reimbursable Expenses

Unreasonable or unnecessary expenses are not typically reimbursable. Examples, include, but are not limited to:

- Non-business-related expenses
- Movies, Alcohol or other personal entertainment
- Fines or other financial penalties for violations of laws or regulations
- Repairs to privately owned vehicles
- Gifts other than official.

Expense Reporting

After completion of a tour, TEAR (refer Annexure III) must be submitted within the stipulated timeline. The TEAR must include all items of expenses duly supported by receipts, vouchers etc. The expenses not supported by documentary proofs should be supported by self-receipts for items like local conveyance etc.

In case of international travels bills are not required for payment of daily allowance including local travels.

All expense items must be substantiated with receipts, credit card bills, paid bills or the like, wherever possible. The following expenses must have receipts:

- Lodging expenses
- Meals etc.
- Transportation expenditure other than local conveyance
- Other expenses (with an explanation note)



When making long distance telephone calls itemize and indicate the person called and points between which the call was made. Reasons for all long-distance calls should be given. Only institute business-related telephone calls will be reimbursed.

For local telephone calls, show total amount only and the number of calls made.

Indicate the expense head (including travel expense sub codes) to which expenditures should be charged.

Account sub codes for travel expense include the following:

- Fares- (attach details on a separate sheet)
- Registration fees- (attach details on a separate sheet)
- Lodging- (attach details on a separate sheet)
- Meals etc.–to cover meals and other incidental personal expenses
- Local Conveyance-(attach details on a separate sheet)
- Other Expenses -. (attach details on a separate sheet)

Once the tour is completed, the bills must be settled within five working days after the return from the trip. An outstanding travel advance not settled within 30 days of return from the tour may be subject to payroll deduction and must be settled before the employee can receive a further advance.

The above arrangement is subject to change as per the Management's decision.

EMPLOYEE CLASSIFICATION – GRADATION

The teaching and non-teaching employees shall be classified on confirmation into the grade from “M” to “M4” and the corresponding scales will be granted subject to approval of management.



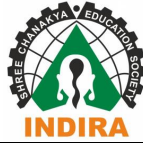
ANNEXURE – I : GRADE AND DESIGNATION FOR TRAVEL POLICY ONLY

SR.NO	CLASS	NAME OF THE POST
1	M	CHIEF OFFICERS/EXECUTIVE DIRECTOR / DIRECTOR / PRINCIPAL.
2	MIA	PROFESSOR / REGISTRAR-1/ ASSOCIATE DIR. / SYSTEMS MANAGER /ASSOCIATE PROF. / DIRECTOR
3	M1B	ASST. PROFESSOR / REGISTRAR-2 / VICE PRINCIPAL / DY. DIRECTOR-3 / CHIEF LIBRARIAN (SGR)/ PHYSICAL DIRECTOR (SGR) / LECTURER (SGR) / SYSTEM ADMINISTRATOR / CHIEF FINANCE (ACCOUNTS) OFFICER
4	M1C	LECTURER (SC) / LIBRARIAN (SC)/ FINANCE OFFICER/ DY. REGISTRAR / DY. DIRECTOR-2 / PHYSICAL DIRECTOR (SC) / SYSTEM ANALYST. /DEPUTY FINANCE OFFICER.
5	M1D	SR. ADMINISTRATIVE OFFICER / / LECTURER / SR.ACCOUNTS OFFICER / LIBRARIAN / DY.DIRECTOR -1/ SYSTEM ANALYST / PHYSICAL DIRECTOR / SYSTEM ADMINISTRATOR / EXE.SECRETARY(SGR) /TECH.LIBRARY ASST.
6	M2	ADMISISTRATIVE OFFICER / ASSISTANT FINANCE OFFICER. / MANAGER PURCHASE/ SR. EXAM COORDINATOR / ASSISTANT REGISTRAR. / PUBLIC RELATION OFFICER /EXE.ASIST TO V.C/ STENO GRAPHER(SGR) / P.A
7	M2A	HEAD CLERK / MANAGER SOCIETY AFFAIRS /SR. TECH ASST./ESTATE MANAGER (CIVIL / GENERAL)
9	M3	ASST.OFFICE SUPDPT. / ACCOUNTANT) / GYM INSTRUCTOR (SC) /. ASST.LIBRRIAN / CO-ORDINATOR PLACEMENTS / HOSTEL RECTOR / SECRETARY / ACADEMIC ADMINISTRATOR/ /PURCHASE OFFICER /RESEARCH ASSISTANT / MARKETING OFFICER
10	M3A	SR. TECHNICIAN / LAB INCHARGE I / GYM INSTRUCTOR /TECH. ASST
11	M3B	STOREKEEPER / STORES INCHARGE/ SR. RECEPTIONIST/ LAB INCHARGE II / ASST. EXAM CO-ORD / MACHINIST /FITTER / BLACK SMITH / LIBRARY ASST./SENIOR TEL OPERATOR GR-1/ EXAMINATION CO-ORDINATOR / ACADEMIC COORDINATOR
12	M3C	SR. CLERK /STENO TYPIST / PA / HOSTEL WARDEN / LAB INCHARGE III / ASSIST.OFF SUPDPT./ RECEPTIONIST/ LIBRARY ATTENDENT./SR.TEL.OPERATOR /SENIOR ASSISTANT ACCOUNTS
13	M3D	DATA ENTRY OPERATOR /TECHNICIAN /JUNIOR TELEPHONE OPERATOR /ASSISTANT CUM STOREKEEPER /HOSTEL WARDEN
14	M 4	JR. CLERK / ACCOUNTS CLERK / LAB ASSISTANT II / CARPENTER / ELECTRICIAN / PLUMBER / RECEPTIONIST / OFFICE ASSISTANT /LABORATORY ATTENDANT./LIBRARY ATTENDANT./ MASON /WIREMAN /STOREKEEPER CUM CLERK
15	M 4 A	OFFICE PEON / SWEEPER / COMP. LAB ATTENDANT / COMP. LAB. PEON / AUDITORIUM ATTENDANT / DRIVERS/ LIB. ATTENDANT



ANNEXURE II -TRAVEL REQUEST FORM – INDIRA GROUP OF INSTITUTES

Traveler Information	
Name & Employees ID No.	
Tel./Mobile No.	
Email id:	
Passport No. & Visa Type (For International Travel):	
Purpose of Travel:	
Travel from: Destination:	
(if travel is to several destinations, please continue to list detailed below)	
Departure date & time	Return date & time
Total days of travel	
Estimated expenses	
Domestic Air Fare	: Rs/USD
International Air Fare	: Rs/USD
Hotel expenses	: Rs/USD
Meals	: Rs/USD
Local conveyance	: Rs/USD
Other & Miscellaneous expenses	: Rs/USD

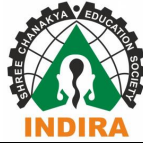


<i>Total expenses</i>	: Rs/USD
<i>ADVANCE DEMANDED</i>	
<i>Name & Signature of the Traveler</i>	
Concerned Director	Chief People Officer
Chairperson/Group Director	

ANNEXURE III

TRAVEL EXPENSES ACCOUNTING REPORT (TEAR)

1. Name:	2. Designation:	3. Grade:		
4. Institute / Department:				
5. Tour Details:				
Particulars	Date	Time	Places Visited	Number of Days
- Departure				
- Arrival				
5. Details of Expenses:				
5.1 Fares		Amount (Rs.)	Remarks	
From	To:			
Total				
5.2 Registration Fees				
5.3 Lodging Expenses:				



Total		
5.4 Meals etc.		
5.5 Local conveyance		
5.6 Other Expenses:		
Total Expenses		
6. Less Tour Advance		
7. Amount Refundable / Due		
8. Brief Tour Report		



Section 20

GUIDELINES FOR CORPORATE TRAINING & CONSULTANCY SERVICES BY INSTITUTES UNDER INDIRA GROUP

The guidelines for the procurement and execution of the consultancy assignments are as under:

1. The Consultancy Division of an institute would work as an independent profit center with the aim of generating additional revenue besides spreading the brand name of IGI across industries and other organizations.

This would also help the institutes in fulfilling the criteria for obtaining NAAC / NBA accreditations.

The consultancy assignments would be executed by the faculty, external experts / associates and staff of IGI.

2. The consultancy services would be offered to following:

- Public/Private limited companies
- Public Sector Undertakings
- Government Departments
- Municipal Corporations
- Educational Institutions

3. The consultancy services are provided in the following areas:

- Training
- Management Development Programs for middle and senior level executives
- Feasibility Studies
- Market Assessments / Research studies for consumer and industrial products
- Consumer Satisfaction Surveys
- Organization Reviews
- Corporate Planning
- Financial Planning
- Impact Assessment
- Monitoring and Evaluation



- Any other area

4. Director Responsibilities.

Project Leadership:

- Develop and asses' Project/assignments.
- Ensure on-time and budget-friendly execution.

Resource Management:

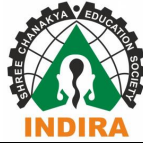
- Utilize faculty expertise for projects/assignments.
- Balance project/assignment work with faculty's core duties.
- Ensure core duties are completed efficiently and not hindered.
- Consider external experts when needed

5. The profit-sharing arrangements between the Institute and faculty, staff and external experts involved in the execution of the assignment will be as under:

All direct and indirect costs incurred for the development and execution of the assignment shall be borne by the Institute. The cost shall be broadly divided under the following heads:

Summarized Statement of Revenue & Costs Incurred

Sr. No.	Particulars	Basis of Estimate	Amount (Rs.)
A	Revenue		
	Consultancy Fees		
	Reimbursement of Expenses		
	Total Revenue		
B	Cost of Assignment		
1	Development Cost:		
1.1	Travel		
1.2	Mondays Spent (External Experts only)		
1.3	Stationery, Communication etc.		
1.4	Meetings, entertainment etc.		
1.5	Other Overheads		



	Sub-total (1)		
2	Execution:		
2.1	Travel		
2.2	Local Conveyance		
2.3	Stationery, Communication etc.		
2.4	Meetings, entertainment etc.		
2.5	Other Overheads		
2.6	Mondays Spent (External Experts only)		
	Sub-total (2)		
3	Total Cost (1+2)		
4	Surplus available for Distribution		

5.1 All direct and indirect costs incurred for the development and execution of the assignment shall be borne by the Institute. The cost shall be broadly divided under the following heads:

5.2 The details of all expenses incurred on the assignment should be recorded separately and then summarized in the above format.

5.3 The cost of the assignment should not exceed 40% of the contract's value. This cost is inclusive of expenses incurred for development up to 10% of the contract's value.

It may be noted that this ceiling on total expenses is indicative, and the actual cost may vary depending on the nature of assignment etc. Accordingly, because of this, the surplus available for distribution will also vary.

6. The surplus available after meeting all the costs may be distributed in the following manner:



6.1 Assignment Developed by the Institute

Sr. No.	Particulars	Basis of Allocation (%)	Amount (Rs.)
1	Trainers involved in Content Delivery	45	
2	Marketing & Salesperson	05	
3	Course content Developer	05	
4	Administrator	05	
5	Institute	40	
	Total	100	

6.2 Assignment Developed by the External Expert / Associate and Executed by the Institute

Sr. No.	Particulars	Basis of Allocation (%)	Amount (Rs.)
1	Trainer involved in Content Delivery	55	
2	Administrator	05	
3	Institute	40	
	Total	100	

7. The copyrights of all the courseware etc. will remain exclusively with the Institute.

8. The distribution of the surplus amount will be done after the receipt of entire amount of due from the client.

9. Service – tax and other taxes if any will be applicable at time of billing.



Section 21

Food and Drink – Guidelines

Shree Chanakya Education society strives to maintain an environment that is conducive to study as well as appropriate for the protection of classrooms. Food and beverage attract cockroaches, rodents and other unwanted pests.

- IGI requires that students, faculty members and staff follow the food and drink policy to help preserve the sanctity of an education institute, with the exception of plain water in clear, reusable plastic bottles, there will be absolutely no food or beverage allowed in any classrooms, this prohibition extends beyond the classroom, into the walkways, libraries and other common access areas within the building.
- It is expected that staff should have their meals in the canteen or any designated area and not at their workplace.
- There could be occasions where certain student-related functions may be permitted in designated areas only, with permission from the institute director.
- To avoid food wastage, excess food should not be ordered, and meals provided inside the college premises for committee members and guest should be simple vegetarian executive meal.
- Serving dry fruits and shrews berry biscuits to committee members / guest should be avoided.
- Birthday celebrations for students are strictly prohibited within the premises.



No Food at Desk Policy

This is to remind everyone about our “No Food at Desk Policy” regarding eating food inside the office, this includes snacks, meals, beverages.

In order to maintain a clean and hygienic workplace environment, please be informed that cake or any kind of celebration or eating food at the workplace should be strictly avoided and should be enjoyed in canteen areas only.

Following guidelines to be observed strictly: -

- Birthday celebrations in classrooms, Corridors, passage, lobby, etc. are strictly prohibited.
- There could be occasions where certain student-related functions may be permitted in designated areas with permission from respective institute directors only.
- There will be absolutely no food allowed in the workplace, work desk, this prohibition extends beyond the classroom i.e. walkways, library or any other common areas within the building.

For everyone's safety and enjoyment, high hygiene and food safety standards are mandatory for all campus events. To ensure this, all food service will be provided by either the canteen or approved caterers.

To ensure hygiene following guidelines to be strictly adhered to.

- Food when brought from the canteen should be covered with lids until required.
- Food should be served on tables with clean white tablecloths.
- Clearly label and identify food while serving lunch or dinner.



- Use designated utensils for different types of food. Tongs, spoons, and other utensils should be used to serve food to prevent direct contact.
- Ensure hot food is served hot.
- Food handlers involved in food service should wear hair nets, disposable hand gloves and be properly dressed, this includes maintaining cleanliness in both their uniform and personal hygiene.
- Water is to be served in clean glasses; on some occasions you may have to provide water bottles.
- Provide paper napkins and sanitizing bottles at an appropriate place.
- Waste bins should be provided for use plates or thrown away from the place where food is served.

Institutes/departments are responsible for implementing and monitoring the protocols they request.

Your cooperation ensures a healthy and safe environment, fostering pride and positive influence on young minds.



Section 22

Community Quiet Standards Policy

IGI schools and colleges have resumed offline mode after a long hiatus and respective Institutes have various upcoming outdoor/ indoor events for the incoming and outgoing students, some outdoor events may have D J playing music and when its music played by a DJ its generally played on high pitch.

As you all know, Wakad colleges are located in the midst of residential area and keeping in mind that there are many students preparing for exams round the year, we as a responsible and reputed Education group, should abide with the time & loudspeaker rules of Supreme Court as stated below.

“The Supreme Court had banned the use of loudspeakers and music systems in public places between 10 p.m. and 6 a.m. (except in cases of public emergencies) citing the serious effects of noise pollution on the health of those who live in such areas.

In industrial areas, the permissible limit is 75 dB for daytime and 70 dB at night. In commercial areas, it is 65 dB and 55 dB, while in residential areas it is 55 dB and 45 dB during daytime and night respectively.”

In future, for any outdoor events from Wakad colleges which may require music to be played on high volume but within tolerable limits, it is advised to organize such events at Parandwadi campus, as there are no residential complexes in the vicinity.



Section 23

IGI LETTING POLICY

I. Scope

- This policy outlines procedures for renting college facilities (classrooms, playgrounds, auditorium) to third parties.
- College prioritizes protecting its property and avoids unnecessary rentals.

II. Purpose

- Establish a framework to minimize liability for negligence during third-party events.
- Ensure management awareness of activities planned for the rental.

III. Approval Process

- All third-party rentals require HR department approval.
- HR verifies:
- A Valid Memorandum of Understanding (MOU) exists, signed by both parties and the Institute Director.
- Complete communication with the hirer.
- Activity nature does not expose the college to legal issues or reputational damage.
- IGI reserves the right to terminate the MOU if activities are deemed inappropriate.



IV. Applying to Use Facilities

- Written application to HR one month in advance is mandatory.
- Management has the right to refuse applications without explanation, especially to protect reputation.
- MOU is mandatory before rental.
- A copy of the MOU goes to the accounts department.
- Payment must be made in advance to the accounts department.

V. Termination of MOU

- Management can terminate the MOU if the hirer damages property (fittings, fixtures or furniture) or breaches the agreement.
- Termination doesn't relieve the hirer of their obligations.

VI. Hirer Responsibilities

- A representative must be present during the rental and is liable for any property damage.
- Maintain cleanliness throughout the rental period.
- No food or drinks allowed in specific areas (auditorium, classrooms, sports arena).
- Leave the premises clean after use.
- Pay additional cleaning costs if necessary.
- Responsible for their own belongings (loss, theft, damage).



VII. Caretaking

- Rental fees include payment for the college caretaker.
- Hirer reimburses the college for:
- Additional staffing due to the rental.
- Repairing or replacing any damaged/stolen property OR part of the property during the rental.
- Management's final decision on damage/loss is binding.

VIII. Safety and Security

- No highly flammable substances allowed in the premises.
- Combustible decorations are not allowed without the caretaker's consent.
- Hirer ensures the safety of all personnel using the premises.
- Electrical/sound equipment brought in must be compatible with the college's existing equipment and power supply.
- Management is not responsible for issues arising from hirer's equipment and disclaims any responsibility for all claims and costs
- IGI does not provide support staff unless agreed upon in advance.

IX. Cancellation

- Management can cancel any letting for urgent academic needs. In such cases, the hiring fee is refunded.

X. Indemnity

- Lettings are made with the understanding that the hirer indemnifies the college against any loss.



Section 24

IGI- Interoffice Communication Guidelines

IGI recommends following the "IGI- Interoffice Communication Ethics" guidelines for all internal communication. This ensures timely responses and efficient workflows.

Key Points:

- Respond promptly to emails requiring action. Determine urgency and importance and acknowledge with a timeline for completion.
- Senders: Clearly communicate requirements, deadlines, and instructions.
- Receivers: Acknowledge emails and provide a specific completion date. If delayed, inform the sender immediately.

Overall, following these guidelines promotes effective communication within IGI.

Guidelines for staff movements during office hours

To optimize efficiency and minimize unproductive time, the following guidelines are established for staff movement (teaching and non-teaching) within IGI institutes during office hours:

- **Staff Movement Register:** Each department will maintain a staff movement register. Staff must record entry and exit times whenever departing from their workspace for a significant duration. The reason for leaving campus must be clearly stated.
- **Director/HOD Absence:** Directors, Deputy Directors, and HODs are expected to designate a staff member in charge during any out-of-campus absence during office hours.
- **Inter-Campus Movement:** Staff movement between campuses is restricted unless justified by official business.
- **Disciplinary Action:** Failure to register staff movements may result in disciplinary action.



Section 25

GUIDELINES FOR LOGISTICS

Inter-Campus Travel

- IGI staff are encouraged to utilize their personal vehicles for movement between Tapasya, Unity, and Universe campuses.
- IGI vehicles will be available in limited circumstances, subject to availability.

Travel to Distant Locations (SPPU, DTE, EDUCATION DEPT, ETC)

- IGI vehicles may not always be available for travel to distant locations.
- In such cases, staff can utilize:
 - Personal vehicles (reimbursement at prevailing rate per kilometer)
 - Ola or Uber taxis (reimbursement at actuals upon submission of receipts)

Please Note:

- Reimbursement requests for personal vehicle usage or Ola/Uber rides will be processed upon submission of proper documentation.
- The Transport Department should not be pressured regarding vehicle availability.

Air Travel

- Directors, faculty, and staff planning air travel require prior authorization from their reporting authority before incurring any travel expenses.
- Bookings can be made through:
 1. Online travel platforms (recommended)
 2. Authorized travel agents
- Personal credit cards can be used for airfare, with reimbursement available upon expense claim submission.
- Travelers must submit boarding passes and expense statements to the Accounts Department for reimbursement.
- Advance booking is highly recommended to secure the lowest fares.
- Airfare purchased with frequent flyer points is not eligible for reimbursement.



Section 26

Guidelines for Vehicle Usage by employees:

Purpose: Efficient and cost-effective management of IGI vehicles.

Vehicle Use: Official purposes and approved university activities only.

Reason for visit required on requisition form.

Vehicle Requisition:

Submit it to the Transport Dept. at least 1-day prior. (No request will be taken late evenings)

Vehicles will not be allotted for those visiting research centers as guides or any other related work.

First-requested, first-served basis (subject to availability).

No Overnight halt of vehicle at staff's home.

Only at the college premises (except with authorization).

Pick-up/Drop-off: College premises only (exceptions for late airport arrivals or drop).

Non-availability of vehicle: Reimbursement at prescribed rate for approved trips.

External Vehicle Rental: Only in emergencies.

Mumbai Visits:

Use Volvo or state transport buses (most stop at IT campus).

All registrars and office superintendents are directed to use state transport or Volvo buses for Mumbai official visits.

Airport Pick-up: Male staff - hire cabs at airports.

Driver Requirements:

Users are requested to sign the logbook which is kept with the driver.

Only approved college drivers can operate IGI vehicles.

Report rash driving incidents to HR/Transport Dept. immediately.

Accidents/Damages: Report immediately to HR/Transport Dept.



Section 27

Environment and Energy Policy

IGI shall be committed to promoting sustainability and environmental responsibility. We recognize the importance of reducing environmental impact, conserving natural resources, and supporting a healthy and sustainable future for students, faculty members, administration members, and staff. This policy outlines commitment to sustainable practices and sets the framework for responsible energy and environmental stewardship.

I. Energy Efficiency

- Goal: Reduce energy consumption and promote a culture of efficiency on campus.

Objectives:

- Implement energy-saving technologies and systems in buildings and facilities (e.g., LED lighting, smart thermostats, energy-efficient appliances).
- Establish clear energy conservation guidelines for students, faculty, and staff (e.g., turning off lights and electronics when not in use, adjusting thermostats responsibly).
- Set specific, measurable targets for energy reduction and track progress regularly to ensure continuous improvement.

II Renewable Energy

- Goal: Transition towards clean energy generation and reduce the institute's carbon footprint.



Objectives:

- Explore and adopt renewable energy sources like solar and wind power to meet a growing portion of the institute's energy needs.
- Investigate and implement additional renewable energy options as they become feasible.

III. Waste Reduction and Recycling

- Goal: Minimize waste generation and promote responsible waste management practices.

Objectives:

- Implement a comprehensive recycling program with clearly labeled and easily accessible recycling bins throughout campus.
- Organize educational campaigns to raise awareness about responsible energy consumption, waste reduction strategies, and the importance of recycling.
- Reduce the use of single-use plastics by offering and promoting reusable alternatives (e.g., water bottles, shopping bags).

IV. Water Conservation:

- Repair/replace faulty plumbing fixtures and maintain them regularly to improve efficiency.
- Educate students, faculty, and staff on the importance of water conservation.
- Implementation of Rainwater harvesting in our premises.

V. Environmental Education:

- Integrate sustainability topics into academic programs (curriculum).
- Organize seminars, workshops, and events to promote environmental awareness.

Responsibilities: The Institute administration, faculty, staff, and students are all responsible for implementing and promoting these policies and practices.



Section 28

GUIDELINE FOR USAGE OF IMAGES IN VISUAL MEDIA

- The use of images featuring foreign nationals in IGI visual materials (AVs, creatives, PPTs, advertisements, hoardings, printed materials) is restricted or limited as per the requirement.
- Images of foreign nationals can only be used:
- When essential to conveying the message or resonate with our target audience
- With prior management approval the above to be done.



Section 29

POLICY FOR USAGE OF IGI SOCIAL MEDIA PLATFORMS

This social media Policy applies to all Teaching and Non-Teaching staff of Shree Chanakya Education Society.

As the saying goes, the internet is forever. We all engage for a few hours on social media platforms (personal and official) every day. For some of you, social media may constitute a part of work (posting happenings/events at your college whether co-curricular or extra-curricular as they happen). Basic social media etiquette is like office etiquette. However, the lines of behavior may easily blur when personal and professional relationships co-mingle on social media. Hence, the following rules need to be strictly adhered to when you engage on various social media handles of Indira Group of Institutes.

- Be respectful and professional in your posts and respect the viewpoints of others, even though you may not agree with them.
- Harassment of any kind or use of offensive language, jokes, racist remarks, or profanities directed at a particular race, religion or gender are strictly prohibited on IGI social media handles. Topics involving Politics, Religion or Sexuality can be highly sensitive and you should refrain from addressing topics that may be deemed personal, objectionable, or offensive. If you have any doubts whatsoever about whether an opinion, photo or link is professionally appropriate, don't post it. Don't post anything you wouldn't say in person to those involved.



- Institutes should avoid repeatedly tagging the Chairperson and Chief Mentor IGI on an event/occasion on a particular day. Instead, the following schedule needs to be strictly followed by respective institutes:

- a) Monday: IIMP.
- b) Tuesday: ICP & ICCS.
- c) Wednesday: ISBS.
- d) Thursday: INS.
- e) Friday: ICEM, IGBS & INSPP.
- f) Saturday: ICAD.
- g) Sunday: ICACS.

Institutes may put multiple posts on a day; however, the Chairperson should be tagged in only 3 relevant posts on a given day.

- Don't tag people if they aren't in a photo. Don't tag yourself if you're not in the photo.
- Limit yourself to 2 or at most 3 hashtags. Also, these should be relevant to your post. Also, do not post the exact same thing on every IGI platform.
- Respect Confidentiality: Never use IGI social media to discuss organizational matters, disclose confidential or internal information through your interactions.
- Limit your use of social media at work and unless your job is in social media, you shouldn't be using your company's time, resources and money to be on social media while at work.
- You need to be responsible, think about what you are posting before you make it public.



- Should you come across any negative or disparaging post about the Indira Group of Institutes on any of its social media handles, please report the post Dr. Tarita Shankar Chairperson, IGI at taritashankar@indiraedu.com and Mr. Santosh Kumar, Director (IT) at skumar@indiraedu.com

- Should you have any doubts or queries regarding this policy, please get in touch with a) Mr. Santosh Kumar, Director (IT) at skumar@indiraedu.com.

Indira Group of Institutes reserves the right to monitor the use of its social media platforms and take appropriate action to protect against misuse that may be harmful to its reputation. Wherever any such misuse results in a criminal offence under applicable laws or an offence under Information Technology Act 2000, the management may conduct detailed investigation into the same and such information and reports may be handed over to the police in connection with a criminal investigation, besides appropriate disciplinary action against the concerned employee. Let's remember that we are all representing the Indira brand when we engage on any IGI social media platform. It is thus important for everyone to employ decency and mindfulness in our usage and presence on IGI social media. Treat people online the way you would treat them in person, be respectful of privacy and personal viewpoints. Remember that when you post comments on-line, it stays out there online, so be careful before you post.

Date: 31st March 2022.



Section 30

Social Media Policy

Applicability

- All Teaching and Non-Teaching staff of IGI.
- Visiting Faculty
- Contractual/Agency Staff

Social Media Etiquette

- Be respectful and professional in your posts.
- Respect the viewpoints of others, even if you disagree.
- Strictly prohibited – harassment of any kind, offensive language, jokes, racist remarks, or profanities related to religion, race, color, etc.
- Refrain from discussing sensitive topics like politics, religion, or sexuality or anything that is personal, objectionable, or offensive.
- When unsure about the appropriateness of content, don't post it.
- Avoid tagging people irrelevant to the post or photo.
- Use a maximum of 3 relevant hashtags per post.
- Avoid identical posts across different IGI social media platforms.

Confidentiality

- Never discuss organizational matters or disclose confidential information on IGI social media.
- Limit personal social media use during work hours unless your job requires it.



Reporting

- Report any negative or disparaging posts about Indira Group of Institutes to: Dr. Tarita Shankar, Chairperson and chief mentor, IGI: taritashankar@indiraedu.com

Monitoring and Enforcement

- The Indira Group of Institutes reserves the right to monitor social media usage and take appropriate action against misuse.
- Misuse resulting in a criminal offense may lead to a police investigation under the Information Technology Act 2000 and further disciplinary action.

Remember:

- You are representing the Indira brand on social media.
- Be decent, mindful, and respectful of privacy and viewpoints.
- Online posts are permanent, so exercise caution before publishing.



Section 31

FILMING/PHOTOGRAPHY APPLICATION FOR ALUMNI, STUDENTS & FACULTY

We at IGI are very welcoming to our Alumni/students & Staff who want to indulge in Filming/Photography. We encourage you to see things from a different angle.

Conditions of Permission & Security Clearance

1. Compliance with IGI Staff Instructions

All filming crew, production company members, or photographers must agree to follow the reasonable directions of IGI staff while on IGI premises.

2. Self-Contained Power Source

The production company is responsible for bringing their own generator set to avoid reliance on IGI's electrical resources.

3. Property Protection

No books, materials, equipment, or other staff of IGI should be moved from their designated locations.

4. Smoke-Free Environment

Smoking is strictly prohibited on the IGI campus.

5. Prohibition of Alcohol

Alcoholic beverages are not permitted to be brought onto or consumed within the IGI premises.

6. Liability for Injuries

The producer/production company assumes full responsibility for any injuries sustained by their crew members or IGI staff during filming, provided such injuries are caused by negligence on the part of the production team.



7. Maintaining Clear Access

All corridors, entrances, and access points within the IGI premises must remain clear of film or photography equipment to ensure unimpeded movement.

8. Repair of Damages

The production company/producer is financially responsible for promptly rectifying any damage arising from the use of the filming location and premises. If such repairs are not completed within 48 hours of filming to IGI's satisfaction, IGI reserves the right to undertake the repairs themselves and charge the producer accordingly.

9. Removal of Equipment

Upon completion of filming, all equipment and items brought onto the location by the producer or photographer must be removed.

10. Maintaining Cleanliness

The film crew/production company is responsible for leaving the location in the same clean and tidy condition as found upon arrival. IGI reserves the right to charge the producer or photographer for any necessary cleaning if the area is not left in a satisfactory state.

11. Prior Consent for Filming Individuals

Filming of any student/staff of IGI is not permitted. Alternatively, producers may choose to film in soft focus to avoid identifiable individuals or during times when the campus is unoccupied by students.

12. Use of IGI Name and Logo

The use of IGI name or logo is strictly prohibited without prior written consent from the institute.

13. Parking Regulations

Parking at IGI campus cannot be reserved.



Annexure 30.1

Application form for Filming / Photography

Details of the person in charge of production at IGI premises: -

Name : - _____
Contact number : - _____
Email Address : - _____
Position : - _____
Company : - _____

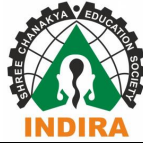
PRODUCTION OVERVIEW:

Project Title:	
Date filming /photo shoot begins:	
Date filming /photo shoot end:	
Number of crew:	
Number of vehicles	

PRODUCTION TYPE:

<input type="checkbox"/>	Development video	<input type="checkbox"/>	Promotional Piece
<input type="checkbox"/>	Documentary	<input type="checkbox"/>	Interview
<input type="checkbox"/>	Dance sequence	<input type="checkbox"/>	Short Film
<input type="checkbox"/>	TV Episode	<input type="checkbox"/>	Feature Film
<input type="checkbox"/>	Still Photography	<input type="checkbox"/>	Other (describe):

Purpose, content and tone of proposed filming or photography



Where will the end product be screened or used?

Is the proposed location indoors or outdoors?

Indoor _____ Outdoor _____

Date of visit

Time

Duration

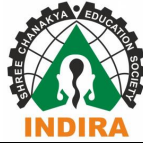
Details of Equipment coming onto campus

Equipment used: Tick in the box

Camera cars		Smoke/fog machines	RVS
Camera dolly on track		Camera crane	Snow machines
Cherry picker		Car(s)	Camera dolly on pavement
Generator		Cranes	Car with ext. camera mount
Rain machines		Hazard Materials	Forklift
Lighting stands		Scaffolding	Trucks
Other (describe):			

Security Deposit details:

Amount in	Cheque details (Bank name & cheque	Date
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Rs.	No.)	

Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of this Manual shall be ignored through the rules and regulations laid down by the Savitribai Phule Pune University, Pune. In case of conflict of rules laid down by AICTE, DTE and Savitribai Phule Pune University. a proper decision on a specific matter is left to the sole discretion of the Management. This Manual shall not remain a sacred book and may be subject to periodic amendments depending on the needs that arise from time to time.

We trust that by understanding these policies, you will be empowered to make informed decisions and contribute to a positive and productive work environment. Thank you for taking the time to view this policy manual. By adhering to these guidelines, we can ensure a safe, respectful, and productive work environment for everyone. We are excited to see what we can accomplish together as we move forward.

"Alone we can do so little; together we can do so much."

By - Helen Keller