 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	1 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

# SHREE CHANAKYA EDUCATION SOCIETY

## INDIRA GROUP OF INSTITUTE'S POLICY MANUAL

### Certificate

This is to certify that this is the true and correct copy of the rules of the  
Shree Chanakya Education Society, Pune 411 033


**Dr. Tarita Shankar**

Founder Secretary

&

Chief Managing Trustee


Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	2 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## INDEX

TOPICS	PARTICULARS	PAGE NO.
1	INTRODUCTION	3-15
2	DEFINITIONS	16-20
3	RECRUITMENT POLICY & PROCESS	21-88
4	EMPLOYMENT POLICIES	89-97
5	PERFORMANCE APPRAISAL	98-116
6	PROMOTION & TRANSFERS	117-122
7	ENTITLEMENT & REIMBURSEMENT	123-124
8	BENEFITS & SERVICES	125-126
9	HEALTH /SAFETY & SECURITY	127-128
10	EMPLOYEE COMMUNICATION	129-130
11	LEAVE RULES	131-152
12	HOSTEL RULES & REGULATIONS	153-178
13	ANTI DRUG USAGE POLICY	179-181
14	PREVENTION OF SEXUAL HARRASSMENT	182-191
15	PURCHASE POLICY	192-249
16	TRAVEL POLICY	250-269
17	CONSULTANCY SERVICES POLICY	270-273
18	NOTES	274-275

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	3 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## 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.

You are responsible for reading, understanding, explaining and complying with the provisions (wherever relevant) mentioned in this Manual.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	4 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Our objective is to facilitate creating a work environment that is open and constructive to both personal and professional growth of our employees.

Any changes brought into the policies and procedures from time to time would be overriding those mentioned in this manual.


### VISION

To create a centre 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	5 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

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 the ethical, social and moral values in all our stakeholders, this is the basis of humane social order.

#### **At a Glance**

The Shree Chanakya Education Society (SCES) was established in February 1994, under the visionary leadership of Mrs. 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 SCES, 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, SCES has grown steadily and today boasts of **11 Institutes**, having around **8000** students from all over India pursuing multi-disciplinary, graduate & post-graduate programmes. 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 SCES with their invaluable experience in varied fields like academics, industry, service and social-work.

#### **Prelude**

We in Shree Chanakya Education Society, Pune 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

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



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 the determination & focus.

### **Various Institutes**

INDIRA INSTITUTE OF MANAGEMENT (IIMP)

INDIRA SCHOOL OF BUSINESS STUDIES (ISBS)

INDIRA SCHOOL OF CAREER STUDIES (ISCS)

INDIRA COLLEGE OF COMMERCE & SCIENCE (ICCS)

INDIRA SCHOOL OF COMMUNICATION (ISC)

INDIRA COLLEGE OF PHARMACY (ICP)

INDIRA COLLEGE OF ENGINEERING & MANAGEMENT (ICEM)


INDIRA INSTITUTE OF CAREER STUDIES (IICS)

INDIRA GLOBAL BUSINESS SCHOOL (IGBS)

INDIRA SCHOOL OF EVENT MANAGEMENT (ISEM)

INDIRA NATIONAL SCHOOL (INS)

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	7 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## ABOUT THE MANUAL

### PURPOSE

To standardize and systematize the policies and procedures covering and related to Service state of affairs 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 (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 SCES.
- (c) Non-Teaching Employees working at all the autonomous institutions colleges, courses, etc. run and conducted by the SCES.
- (d) All the employees working in the institutions affiliated to any University other than Pune University to whom no separate individual Service Rules or Regulations are applicable.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	8 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- (e) All the employees working at the institutions affiliated to Pune University but to whom the Service Rules of Pune University are not applicable due to any reason.

### RESPONSIBILITY

Director Administration and H.R is responsible for the implementation of these guidelines.

### DOCUMENTATION

All the documents mentioned in the manual would be generated, processed and maintained by Admin dept. unless mentioned 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.

However, 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.

No individual employee has the authority to change policies at any time. If you are uncertain about any policy or procedure, please check with your superior/s or with the Director Admin & H.R.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	9 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**GENERAL OBJECTIVES:**


This Manual contains statements of personnel policies and procedures of the Society and is also expected to clarify the rationale or purpose of the policies. It is designed to be a working guide for employees in day-to-day personnel administration and for others to be aware of the entitlements, procedures and responsibilities.

The objectives of these written policies are to increase understanding and eliminate the need for subjective decisions in such areas where well-laid policies and procedures exist. It is the responsibility of each member of the Society to be familiar with, and administer these policies in a consistent and impartial manner for decision-making and Personnel administration, as may be applicable.

**This Manual is to be treated as a confidential document, and kept carefully.**

This Manual will be issued to every institute head to provide a very important tool for them to serve as a source of information. Each Manual will be numbered, and a master list will be maintained in Admin Department, who will be responsible for issuing additional copies of the Manual as may be required. As and when amendments, additions take place, replacement sheets will be issued by the Admin. Department.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	10 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Nothing contained in the Manual is intended to replace the “conditions of service” for any employee stated in their Appointment Letter. This Manual contains general policies for guidance and administration, and the Society reserves the right to modify, add, amend, replace or make exceptions to the Manual at its sole discretion.

As and when any amendments, corrections or additional pages are issued, they should be immediately placed in the Manual, and the old pages returned (or destroyed) by the Manual copy holder. Suggestions for any changes or the need for further or new topics are welcome, and should be communicated to the Admin. Department for appropriate action.

**SCOPE & APPLICABILITY:**


The policies and procedure contained herein apply to all employees of the Shree Chanakya Education Society Pune, except otherwise stated.

**HR PHILOSOPHY:**

In order to meet the Society’s Mission and Vision the vital HR policies to maximize organizational and individual effectiveness are:

- Encouraging performance oriented behavior.
- Empowering individuals after setting clear objectives, goals and standards, in a well-defined organizational structure with balanced authority and responsibility.
- Provide a climate of openness and trust, and a participative style of decision making.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	11 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


- Foster teamwork and collaboration amongst employees, along with individual high performance and leadership.
- Encourage continuous improvements in performance, productivity and process, in a cost effective environment.
- Recognize and reward employees fairly and objectively for their contribution to the success of the organization.
- Respecting human values and fairness in all dealings with the employees.
- Provide/arrange Training and Development (including self development) opportunities for organizational and individual improvement.
- Respecting and compliance of all laws, rules or statutes.
- Be a responsible and concerned organization in the neighborhood, and society.

#### **CODE OF CONDUCT:**

##### **A. Work Behavior:**

- All employees are expected to maintain discipline by following rules and regulations, whether implicit or explicit, written or otherwise, or as may be issued or advised from time to time by the Society.
- It is expected that all employees are responsible individuals, and that they behave responsibly on their own. They must attempt to manage & solve any conflicts amicably, or through the counsel of colleagues, or superiors, without resort to any riotous or disorderly behavior. Self-discipline must be exercised at all times.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	12 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- Employees are expected to function as team members, and display reasonable courtesy to colleagues, superiors and subordinates.
- Immoral, dishonest or anti-social activities – both at work and in personal life, will not be tolerated.


**B. Confidentiality:**

- Employees will respect any confidential information or data that come to their knowledge, and will not divulge them to any person except in the course of 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 Society, and any such patents obtained will be assigned to the Society, who may reimburse reasonable costs at their discretion.

**C. Private Trade & Employment:**

- Employees are expected to devote their whole time, attention and abilities exclusively to the Society's business. They must not be engaged in any other employment or business, whether directly or indirectly, or accept any emoluments without previous consent of the Society in writing.
- Employees may however pursue such activities that are likely to add value to their professional knowledge or prestige, such as consultancy or short assignments, membership of professional bodies etc. (and accept token fees). Approval of the Society should however, be taken for such activity.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	13 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


**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.

**GENERAL CONDITIONS OF SERVICE:**

- A. The services of employees will be governed by the rules and regulations of Shree Chanakya Education Society, framed and amended from time to time.
- B. 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).
- C. Beyond the six months period of service it may be terminated at any time by giving one month notice months 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.
- D. The services of an employee are transferable to any other institution run by Shree Chanakya Education Society, its associate/affiliate at the discretion of the Management.
- E. Each employee will have to undergo medical examination by the Medical Officer of Shree Chanakya Education Society and shall be required to produce physical fitness certificate at the time of joining.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	14 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


- F. 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.
- G. 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

- A. Utmost integrity.
- B. Devotion to duty and maintain healthy academic environment.
- C. Good behavior and excellent interpersonal relations.
- D. The Head of the Institution 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.
- E. 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	15 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

F. 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 as abandonment of service.


Similarly, habitual absenteeism, late coming, or shirking of duties is treated as dereliction of duty.

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.

- G. Repeal and Savings (Clause relating to amend, rescind, waive or add). Additional supplements, amendments to policy manual will be updated and revised and copies will replace old ones.

**INDIRA**

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	16 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


## 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 SCES.
- (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

Authorized Signatory :				
------------------------	--	--	--	--




 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	17 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

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) "Honorarium" means recurring or non-recurring payment granted to the teaching or non-teaching employee from Shree Chanakya Education Society or the institutes run by SCES 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	18 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- (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.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	19 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### **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. He is not eligible for any of the Society's benefit programme, except for those which have been specified in his respective appointment letters / packages.

### **Contract Appointments**

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

### **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.


<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**ANNEXURE – I : GRADE AND DESIGNATION**

SR.NO.	CLASS	NAME OF THE POST
1	M	EXECUTIVE DIRECTOR / DIRECTOR / PRINCIPAL.
2	MIA	PROFESSOR / REGISTRAR-1/ ASSOCIATE DIR. / SYSTEMS MANAGER /ASSOCIATE PROF. / DIRECTOR
3	M1B	ASST. PROFESSOR / READER/ 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 SUPDT./ 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	STORE KEEPER / 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 SUPDT./ RECEPTIONIST/ LIBRARY ATTENDENT./SR.TEL.OPERATOR /SENIOR ASSISTANT ACCOUNTS
13	M3D	DATA ENTRY OPERATOR /TECHNICIAN /JUNIOR TELEPHONE OPERATOR /ASSISTANT CUM STORE KEEPER /HOSTEL WARDEN
14	M 4	JR.CLERK / ACCOUNTS CLERK/ LAB ASSISTANT II / CARPENTER / ELECTRICIAN / PLUMBER / RECEPTIONIST / OFFICE ASSISTANT /LABORATORY ATTENDANT./LIBRARY ATTENDANT./ MASON /WIREMAN /STORE KEEPER CUM CLERK
15	M 4 A	OFFICE PEON / SWEEPER / COMP. LAB ATTENDANT / COMP. LAB. PEON / AUDITORIUM ATTENDANT / DRIVERS/ LIB. ATTENDANT

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	21 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Section 3 - A

### 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 colleges under the aegis of Shree Chanakya Education Society.

**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 recruitments will be governed by this policy and supplemented by local/ institutes' policies wherever appropriate and applicable.

#### 1. Types of Institutes/colleges under Shree Chanakya Education Society:

##### 1.1 Institutes affiliated to University of Pune

- INDIRA COLLEGE OF COMMERCE & SCIENCE (ICCS)

##### 1.2 Institutes approved by AICTE

- INDIRA GLOBAL BUSINESS SCHOOL (IGBS)
- INDIRA SCHOOL OF BUSINESS STUDIES (ISBS)

##### 1.3 Institutes affiliated to University of Pune & approved by AICTE

- INDIRA INSTITUTE OF MANAGEMENT (IIMP)
- INDIRA COLLEGE OF PHARMACY (ICP)
- INDIRA COLLEGE OF ENGINEERING & MANAGEMENT (ICEM)

##### 1.4 Autonomous

- INDIRA SCHOOL OF CAREER STUDIES (ISCS)

Authorized Signatory :				
------------------------	--	--	--	--



- INDIRA SCHOOL OF COMMUNICATION (ISC)
- INDIRA INSTITUTE OF CAREER STUDIES (IICS)
- INDIRA SCHOOL OF EVENT MANAGEMENT (ISEM)

## 2. Types of staff appointment:

### 2.1 Teaching Staff

- A. Permanent
- B. Adjunct
- C. Ad-hoc
- D. Visiting / Clock hour basis (CHB)

## 3. Creation of a vacancy

Creation of vacancies may be due to -

- a. Increase in Intake of the course
- b. Natural growth in the course
- c. Resignations
- d. Transfers
- e. Termination of Services
- f. Increase in workload
- g. Superannuation

### 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

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	23 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### **Recruitment & Selection procedure for teaching staff**

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

**Recruitment Request – Authorization Form** is attached as **Annexure 1**.

#### University affiliated Institutes


The workload of the institute should be worked out in proportion to the student strength / teaching hours, conforming to the rules laid down by UGC/UNIVERSITY(**Annex-1A**), Faculty position as per UGC/UNIVERSITY norms to be filed in prescribed format (**Annex-2A**) for approval from Chairperson.

#### University affiliated & AICTE recognized.

The workload of the institute should be worked out in proportion to the student strength / teaching hours, conforming to the rules laid down by AICTE(**Annex-1B**), Faculty position as per AICTE norms to be filed in prescribed format (**Annex-2B**) for approval from Chairperson.

1. The internally approved vacant teaching post proposal has to be submitted to the University of Pune reservation cell for approval; reservation cell updates the roster and confirms reservations as per rules and statutes of Government of Maharashtra.
2. On approval from reservation cell, advertisement is released in min 2 daily news papers with minimum 1 lakh circulation. 15 days time should be allowed to receive responses from interested candidates.
3. On publishing the advertisement, the registrar informs the Pune University Academic section for Appointment of staff selection committee .The registrar also informs university reservation cell, university employment exchange cell, and Adivasii Vikas mandal, Ekatrik Adivasi Vikas Prakalp, Adivasi Vikas Sanchalanalay, and Adivasi Vikas Bhavan & Samaj Kalyan for

Authorized Signatory :


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	24 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

providing list of eligible candidates (Annexure –3A, UGC regulations for UOP affiliated institutes, Annex-3B for AICTE/UOP ) with their credentials.

4. After the last date of receipt of application the resumes are collected and initial scrutiny of application is done according to the post advertised and the post applied by the registrar.
5. Candidates are short listed as per eligibility criteria. Call letters to all eligible candidates those who have applied in response to the advt. and the names appearing in lists obtained from the organizations mentioned above. Call letters are sent by Registered Post and entries are to be made in the outward register of the institute. Clear 10 working days should be provided between the date of dispatch of call letters and the date of interview.
6. University selection committee meets on the scheduled date, generally 15 days notice is given to committee members and the candidates. Candidate details are sent to V.C nominees in advance, Composition of University staff selection committee depends on the vacant post. Refer (**Annex-4 UGC regulations**)
7. Attendance sheet of candidates who report for interview on the said date should be maintained. The original documents of candidates are checked and availability / non-availability of all required documents are recorded in data sheet (**Annexure –5 Record Sheet**). The candidate is required to put their signatures as a mark of their presence.
8. The Reservation nominee verifies the advertisement approved by reservation cell against the actual advertisement for any discrepancy. The procedure is liable to be cancelled in case of discrepancies.
9. Selection committee conducts interviews and recommends the selected candidates to the competent authority in a prescribed format, (refer selection committee report) (**Annexure – 6**) giving reasons for order of preference.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	25 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

10. The committee may reject all candidates if no eligible candidates are found, to ensure smooth execution of programmes, vacancies can be filled up by making appointments on Add-hoc basis (ref. add-hoc appointments).
11. For all employees 2 references check from sources other than mentioned by the candidate should be obtained from any of the two previous employers. Appointment order letter should be given only if the feed back is positive. Appointments will be subject to the candidates being declared medically fit by an approved medical centre, as a pre employment check..
12. Staff selection committee report has to be submitted to the Dy.registrar, university academics section within 72 hours after committee visit in sealed envelopes.
13. The concerned Director/principal provides details of selected candidates to Registrar to prepare and issue appointment orders (by hand or by post)

**TEMPORARY Appointments (UOP affiliated and AICTE recognized institutes)**

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

Constitution of Local staff selection committee.

- 1- Chairperson of Society or nominee
- 2- One management representative
- 3- Principal/Director/HOD
- 4- Two subject experts

After selecting the required candidate, The director/Principal of the institute has to fill up approval form (**Annexure -7**) and attach all necessary details such as appointment order, joining report, academic qualification, caste details, experience certificate, marriage certificate (if applicable) and submit to pune univ. academics section .

**AD-HOC**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



Document:

Page No.

26 of 269

**Title: Policy Manual**

Revision  
Date:

June 1<sup>st</sup>, 2012

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

**Annexure -1**

**Recruitment Request – Authorization Form**

**1. Institute:**

**2. Vacant Post:**

**3. Creation of vacant post due to :**

- a) Resignation   b) Transfer   c) Promotion   d) Termination   e) increased workload

**4. Type of Post :**

Teaching	<input type="checkbox"/>	Adjunct	<input type="checkbox"/>	Adhoc	<input type="checkbox"/>	Visiting	<input type="checkbox"/>
Non-teaching	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Temporary	<input type="checkbox"/>		
Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>				

**5. Source of selected candidate :**

- a) Advertisement   b) Reference   c) Data Bank   d) Placement Agency

If reference, please specify person's name -

**A) Direct Replacement :**

Name of Previous post holder: \_\_\_\_\_

Date of leaving: \_\_\_\_\_

Budgeted Salary for the post: Rs. \_\_\_\_\_

**OR**

**B) New Recruitment :**

Is the post covered in the budget of this year:   Yes     

**Authorized Signatory :**

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	27 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

If yes, please specify budgeted salary for the post:

Reason/justification for recruitment

**Remarks**

**Authorized**

\_\_\_\_\_  
**Director/Principal  
 President  
 Institute:  
 Education Society**

\_\_\_\_\_  
**Director HR & Admin**

\_\_\_\_\_  
**Secretary/ Vice**

**Shree Chanakya**

### **VISITING FACULTY**

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

### **ADJUNCT FACULTY**

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

**Authorized Signatory :**

--	--	--	--	--



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.

**Annexure: 1A**

**Workload as per University/UGC norms  
(per week per subject/paper)**

**The Direct Teaching hours should be as follows:**

<b>Lecturer/ Sr. Lecturer/ Lecturer(Sel. Grade) :</b>	16 hours
<b>Readers &amp; Professors:</b>	14 hours

	<b>B.Sc.</b>	<b>B.C.A.</b>	<b>B.B.A.</b>	<b>B.B.M(IB)</b>	<b>B.Com.</b>	<b>M.Sc.</b>	<b>M.Com.</b>
Theory per subject	3	4	4	4	4	4	4
Practical (per batch)	4	4	NA	NA	NA	3	NA
Practical batch size	15	20	NA	NA	NA	10	NA

**Authorized Signatory :**



Theory per subject	4	4	4	4	4	4	4
Practical (per batch)	4	4	NA	NA	NA	3	NA
Practical batch size	12	20	NA	NA	NA	10	NA
Theory per subject	4	4	4	4	4		
Practical (per batch)	4	4	NA	NA	NA		
Practical batch size	12	20	NA	NA	NA		

- **NA : Not applicable**

\*For UG Courses : 1 Theory lecture = 50 minutes  
1 practical = 3 hours.

\*For PG Courses : 1 Theory lecture = 1 hour  
1 practical = 3 hours.

## WORKLOAD CALCULATIONS

### F.Y. B.Sc

**Theory workload** = Number of Theory papers x 3 lectures (@ 50 minutes per week x Number of divisions

**Practical workload** = Number of batches x Number of practical papers x 4 lectures (@ 45 minutes) per week

Where,

Authorized Signatory :



Number of batches =  $\frac{\text{Total Number of students}}{15}$

**S.Y. B.Sc & T.Y B.Sc**

**Theory workload** = Number of theory papers x 4 lectures (@ 50 minutes ) per week x Number of Divisions

**Practical workload** = Number of batches x Number of practical papers x 4 lectures (@ 45 minutes) per week

Where,  
Number of batches =  $\frac{\text{Total Number of students}}{12}$

**M. Sc.**

**Theory workload** = Number of theory papers x 4 lectures (@ 1 hour ) per week x Number of Divisions

**Practical workload** = Number of batches x Number of practical papers x 3 hours per week

Where,  
Number of batches =  $\frac{\text{Total Number of students}}{10}$

Authorized Signatory :



**B.C.A.**

**Theory workload** = Number of theory papers x 4 lectures (@ 50 minutes) per week x  
Number of Divisions

**Practical workload** = Number of batches x Number of practical papers x 4 lectures (@ 45  
minutes) per week

Where,

Number of batches =  $\frac{\text{Total Number of students}}{20}$

**B.B.A / B.B.M(IB) / B.Com**

**Theory workload** = Number of theory papers x 4 lectures (@ 50 minutes) per week x  
Number of Divisions

**M.Com**

**Theory workload** = Number of theory papers x 4 lectures (@ 1 hour) per week  
x Number of Divisions

**Annexure: 1B**

**Faculty norms as per AICTE**

- (i) Engineering & Technology
- (ii) Pharmacy
- (iii) MCA
- (iv) Management Programme

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	32 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

(1) Teacher Student Ratio = 1:15 (for 15 student - 1 Lecturer)

(2) Faculty Cadre Ratio = 1:2:6

(i.e. 1 - Professor, 2 - Assistant Professor, 6 - Lecturer)



**Annexure: 2A**  
**Faculty position as per UGC/UNIVERSITY norms**

Course	Faculty requirement (as per norms)	Present Status				Shortage of Faculty
		Permanent Approval	Temporary Approval	Others	Total	
B.Sc. /M.Sc.	Computer Science					
	Electronics					
	Mathematics					

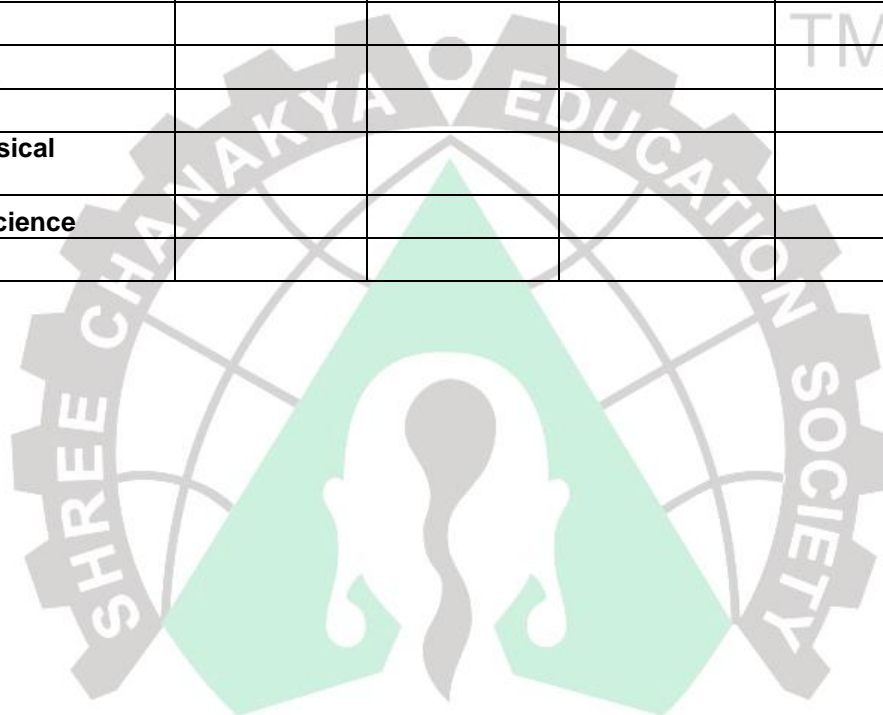
Authorized Signatory :





**Title: Policy Manual**


	Statistics						
B.C.A.							
B.B.A.							
B.B.M.(IB)							
B.Com./M.Com.							
Librarian							
Director of Physical Education							
Environment Science							
Total							



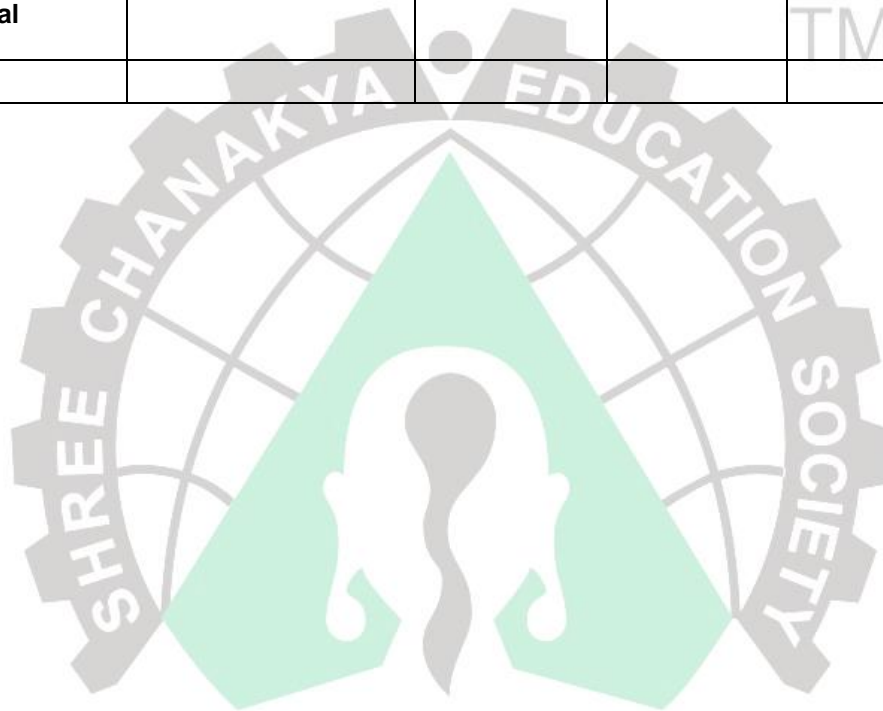
**Annexure: 2B**  
**Faculty position as per AICTE norms**

Course	Faculty requirement (as per norms)	Present Status				Shortage of Faculty
		Permanent Approval	Temporary Approval	Others	Total	
MBA						
MCA						
MPM						

Authorized Signatory :

 <b>Shree Chanakya Education Society's Indira Group of Institutes</b> Policy Manual	<b>Document:</b>	
	<b>Page No.</b>	34 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

MCM					
MMM					
Librarian					
Director of Physical Education				TM	
Total					



**ANNEXURE – 3A**  
**INDIRA**  
**UGC /UOP Regulations**

Minimum qualifications for the post of Professors, Principals, Readers and lectures in subjects other than Fine Arts, Management, Engineering and Technology in Universities or Colleges for appointment of persons through open advertisement and for their Career Advancement.

**1.0.0. DIRECT RECRUITMENT**

**1.1.0. Principal (Professor's Grade)**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E and F.
2. PhD or equivalent published work.
3. Total experience of 15 years of teaching / Research in Universities / Colleges and other institutions of higher education.

**1.2.0. Principal (Reader's Grade)**

1. A Master's Degree with at least 55% of the marks or equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E and F.
2. PhD or equivalent published work.
3. Total experience of 10 years of teaching / Research in Universities / Colleges and other institutions of higher education.

**1.3.0. HUMANITIES, SOCIAL SCIENCES, SCIENCES, COMMERCE, EDUCATIONAL, PHYSICAL EDUCATION, FOREIGN LANGUAGES AND LAW.**

**1.3.1 Professor**

An eminent scholar with published work of high quality actively engaged in research, with 10 years of experience in post graduate teaching, and/or experience in research at the University National Level institutions, including experience of guiding research at doctoral level.

OR


An outstanding scholar with established reputation who has made significant contribution to knowledge.

**1.3.2 Lecturer**

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E and F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign university.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	36 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Note: NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having PhD degree. However, the candidate who have completed M.Phil degree or have submitted PhD thesis in the concerned subject up to 31<sup>st</sup> December 1993, are exempted from appearing in the NET examination.

#### **1.4.0 JOURNALISM AND MASS COMMUNICATION**

##### **1.4.1. Professor**

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the university/ national level institution including experience of guiding research at doctoral level in Communication / Journalism.


##### **1.4.2. Reader - Essential**

1. P.H. degree in Communication / Mass. Communication / Journalism from an Indian University or an equivalent degree from a foreign university.  
OR

Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an equivalent grade) at Master's level in the subject.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	37 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

3. Eight years experience of teachers and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to education innovation, design of new courses and curricula.

**OR**

10 years full time work experience in any area of Mass Communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established Industrial and Commercial Houses)

#### **1.4.3. Lecturer**


Good academic record with at least 55% marks (or a equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign university/recognized institution in Communication / Mass Communication / Journalism, Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Note: - NET shall remain the compulsory requirement for appointment as Lecturer even for Candidates having PhD degree. However, the candidates who have completed M.Phil Degree or have submitted PhD thesis in the concerned subject up to 31<sup>st</sup> December, 1993 are exempted from appearing in the NET examination.

#### **Desirable**

1. PhD degree in Communication / Mass Communications / Journalism from an Indian university or an equivalent degree from a foreign university.
2. Two years full time teaching / research / experience in any area of Mass Communication (news papers accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Governments, Public Sector Undertaking and established Industrial and Commercial Houses).

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	38 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## CAREER ADVANCEMENT

2.1.0 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil. and six Years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade) Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

2.1.1 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without PhD can go up to the level of Lecturer (Selection Grade).

2.1.2 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

### SEVEN POINT SCALE

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50 – 6.00	75 – 100
'A' – Very Good	4.50 – 5.49	65 – 74
'B' - Good	3.50 – 4.49	55 – 64
'C' - Average	2.50 – 3.49	45 – 54
'D' – Below Average	1.50 – 2.49	35 - 44
'E' - Poor	0.50 -1.49	25 - 34
'F' - Fail	0 – 0.49	0 – 24


2.1.3 The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.

## 2.2.0 LECTURER (SENIOR SCALE)

A Lecturer will be eligible for placement in a senior scale through a procedure of

Selection, if she/he has:

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	39 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

### 2.3.0 Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a PhD degree or equivalent published Work, and who do not meet the scholarship and research standards, but fulfills the other Criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the Institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining PhD and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

### 2.4.0 READER (PROMOTION)

2.4.1. A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she / he has:

- (i) Completed 5 years of service in the Senior Scale;
- (ii) Obtained a PhD degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports or referees, quality of

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	40 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

publications, contribution to educational innovation, design of new courses and curricula and extension activities.

- (iv) After placement in the Senior Scale participated in two refresher courses / summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- (v) Possess consistently good performance appraisal reports.

2.4.2. Promotion to the Post of Reader will be through a process of selection by a Selection committee to be set up under the Statutes / Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

## 2.5.0 PROFESSOR (PROMOTION)

In addition to the sanctioned position of professors, this must be filled in through direct recruitment through all India advertisements, promotions may be made from the Post of Reader to that of Professor after 8 years of service as Reader.

**2.6.0** The Selection Committee for promotion to the post of professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should be present herself/himself before the Selection Committee with some of the following:


- a) Self-appraisal reports (required).
- b) Research contribution/books/articles published.
- c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the election. The candidates should be asked to submit these in 3 sets with the application.

- d) Seminars / Conferences attended.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	41 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- e) Contribution to teaching / academic environment / institutional corporate life.
- f) Extension and field outreach activities.

2.7.0 The requirement of participation in orientation/refresher courses / summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.


The requirement for completing these courses would be as follows:

- (i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without PhD would be required to do one refresher course in addition.
- (ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).
- (iii) The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASC's for this level.

2.8.0 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in a feeder cadres were much more than those envisaged under this notification.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	42 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Notes:**


- 1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
- 2) A relaxation of 5% may be provided from 55% to 50% of the marks to the PhD degree holders who have passed their Master's degree prior to 19<sup>th</sup> September 1991.
- 3) B in the 7 point scale with letter grade O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the grading system is followed.
- 4) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having PhD degree. However, the candidates who have completed M.Phil degree or have submitted PhD thesis in the concerned subject up to 31<sup>st</sup> December 1993 are exempted from appearing in the NET examination.
- 5) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Directors of Physical Education and Deputy Directors of Physical Education, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, and Assistant Directors of Physical Education.
- 6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

**ANNEXURE – 3B**  
**AICTE / UOP REGULATIONS**

**I) ENGINEERING & TECHNOLOGY**  
**FACULTY CADRE RATIO = 1:2:6**  
**TEACHER STUDENT RATIO = 1:15**

**1. LECTURER :**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	43 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### **A) Qualification and experience for candidates from teaching**

First class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech) No minimum experience required.

**OR**

First Class Bachelor's degree in the appropriate branch of Engineering/ Technology or equivalent, valid GATE score, minimum 75 percentage; to complete M.Tech / ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.

### **2. ASSISTANT PROFESSOR**

#### **a) Qualification and experience for candidates from teaching**

PhD degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry/ Research at the level of Lecturer or equivalent.

**OR**


First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of lecturer or equivalent. Such candidates will be required to obtain PhD degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities / Universities departments and those institutes offering PG programmes / Research, PhD is a must. For candidates from Industry / Professional experience in R&D and patents would be desirable requirements failing which the increments will be stopped until PhD is earned.

#### **b) Qualification and experience for candidates from industry & profession**

Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology.

**AND**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	44 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Professional work, which is significant and can be recognized as equivalent to PhD\* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.

### 3. PROFESSOR

#### a) Qualification and experience for candidates from teaching

PhD degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in teaching / Industry/ Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.

- Unanimously declared equivalent to PhD by a 3-member expert committee duly appointed by affiliating university in case of affiliated institutes, university for others.

#### b) Qualification and experience for candidates from industry & profession

Candidates from Industry / Profession with Master's degree in Engineering/ Technology and with professional work which is significant and can be recognized as equivalent to PhD\* degree and with 10 years experience of which at least 5 years should be at a senior Level comparable to that of an Assistant Professor would also be eligible.

**INDIRA**

### 4. DIRECTOR / PRINCIPAL / HEAD OF INSTITUTE

#### a) Qualification and experience for candidates from teaching

Professor in relevant discipline with total experience of 15 (fifteen) years in the Field of Teaching / Industry / Research.

#### b) Qualification and experience for candidates from industry &

Authorized Signatory :

--	--	--	--	--

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	45 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### profession

The maximum age for holding the post of Director / Principal shall be 65 years.

### NOTE:

If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

If the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, "a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

### PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

## II) PHARMACY DISCIPLINE

**FACULTY CADRE RATIO = 1: 2 : 6**

**TEACHER STUDENT RATIO = 1: 15**

### 1. LECTURER

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	46 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**a) Qualification and experience for candidates from teaching**

First Class Master's degree in appropriate branch of specialization in Pharmacy (No minimum requirement).

**b) Qualification and experience for candidates from industry & profession**

First Class Master's degree in appropriate branch of specialization in Pharmacy. (No minimum requirement)

**2. ASSISTANT PROFESSOR**

**a) Qualification and experience for candidates from teaching**

Ph.D. degree (with first class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent

**OR**

First Class Degree at Master's Level in the appropriate branch of Specialization in Pharmacy with 5 years experience in Teaching / Industry/ Research at the level of Lecturer. Such candidates will be required to obtain PhD degree within a period of 7 years from the date of appointment as Assistant Professor.

**b) Qualification and experience for candidates from industry & profession**

Candidates from Industry / Profession with First Class Master's degree in

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	47 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

appropriate branch of specialization in Pharmacy and with 5 years experience would also be eligible.

### 3. PROFESSOR

#### a) Qualification and experience for candidates from teaching

PhD degree (with first class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor or equivalent.

#### b) Qualification and experience for candidates from industry & profession

Candidates from Industry / Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy and with 10 years experience of which at least 5 years experience at Sr. level comparable to that of an Asst. Professor would also be eligible.

### 4. DIRECTOR / PRINCIPAL / HEAD OF INSTITUTE


#### a) Qualification and experience for candidates from teaching

Professor in relevant discipline with total experience of 10 (ten) years the field of Teaching / Industry / Research.

#### b) Qualification and experience for candidates from industry & profession

The maximum age for holding the post of Director / Principal shall be 65 years.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	48 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Note:** If a class/ division is not awarded at Master's level a minimum of 60% marks in aggregate or equivalent OGP shall be considered equivalent to first class /division.

\*Unanimously declared equivalent to PhD by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council.

### III) MASTER OF COMPUTER APPLICATION (MCA) PROGRAMME

**FACULTY CADRE RATIO = 1: 2: 6**

**TEACHER STUDENT RATIO = 1: 15**

#### 1. LECTURER

##### a) Qualification and experience for candidates from teaching


First Class MCA Degree/ M.Sc (Computer Science)/ M. Sc (Information Technology) with NET qualification First Class B.E/B.Tech. in Computer Science /Information Technology Engineering/Technology with GATE qualification of minimum 80% percentile score.

##### b) Qualification and experience for candidates from industry & profession

First Class MCA Degree/ M.Sc (Computer Science)/ M. Sc (Information Technology) with NET qualification First Class B.E/B.Tech. in Computer Science/Information Technology Engineering /Technology with GATE qualification of minimum 80% percentile score

Authorized Signatory :



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	49 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 2. ASSISTANT PROFESSOR

### a) Qualification and experience for candidates from teaching

Ph.D. degree with First Class Degree at Bachelor's or Master's level in Computer Engineering / Computer Technology

**OR**

PhD degree in any relevant area of Computer Science/ Information Technology with first class Masters Degree

**AND**

2 years experience in Teaching/ Industry/ Research.

**OR**

First Class Master's degree in Computer Science /Information Technology/ Computer Technology OR First Class MCA degree and with 5 years experience in teaching / industry / research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/Information Technology /M Sc (Comp Sc)/ M.Sc (IT)/ MCA degree

### b) Qualification and experience for candidates from industry & profession

Professional work experience of 7 years in relevant industry. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.

## 3. PROFESSOR

### a) Qualification and experience for candidates from teaching

Ph.D. degree with First Class Degree at Bachelor's or Master's level in Computer Science/ Computer Technology / Computer Engineering /Information Technology

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	50 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**OR**

PhD degree in any relevant area of Computer Science/ Information Technology with first class Masters Degree

**AND**

10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/ or equivalent. Candidates from Industry/ Profession with First Class M.E / M.Tech. In Computer Science/ Information Technology.

**b) Qualification and experience for candidates from industry & profession**

Professional work experience of 13 years in relevant industry of which at least 5 years should be at a Sr. Level comparable to that of an Assistant Professor.

**4. DIRECTOR / PRINCIPAL / HEAD OF INSTITUTE**

**a) Qualification and experience for candidates from teaching**

Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.

**b) Qualification and experience for candidates from industry & profession**


The maximum age for holding the post of Director / Principal shall be 65 years.

**IV) MANAGEMENT PROGRAMMES**

**FACULTY CADRE RATIO = 1: 2: 6**

**TEACHER STUDENT RATIO = 1: 15**

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	51 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 1. LECTURER

### a) Qualification and experience for candidates from teaching

First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PG programmes (minimum 2 years duration) recognized by AICTE / MHRD /UGC and declared equivalent to MBA by AICTE/AIU.

### b) Qualification and experience for candidates from industry & profession

First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PG programmes (minimum 2 years duration) recognized by AICTE / MHRD /UGC and declared equivalent to MBA by AICTE/AIU.


**INDIRA**

## 2. ASSISTANT PROFESSOR

### a) Qualification and experience for candidates from teaching

Ph.D. degree or a fellowship of IIMs, ICA or ICWA or other institutions recognized by AICTE, with First Class Master's degree in Business Management / Administration/ other relevant management related discipline/ PGDBM / PGDM programmes (minimum 2 Years duration) recognized by

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	52 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 2 years experience in Teaching/ Industry/ Research/ Profession.


**OR**

First Class Master's degree in Business Management / Administration/ other relevant Management related discipline / PGDBM / PGDM programme (minimum 2 years UGC and declared equivalent to MBA by AICTE/AIU with 5 years experience in Teaching / Industry / Research / Profession. Such candidates will be required to obtain Ph.D. Degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution within a Period of 7 years from the date of appointment as Assistant Professor failing which the increments will be stopped until same degree is earned. First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.

**AND**

**b) Qualification and experience for candidates from industry & profession**

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	53 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

Professional work which is significant and can be recognized at national/International level as equivalent to PhD\* degree and with 2 year managerial experience in Industry/ Profession would also be eligible.

### 3. PROFESSOR

#### a) Qualification and experience for candidates from teaching


Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class Master's degree in Business Management / Administration/ other relevant Management related discipline/PGDBM /PGDMprogrammes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/ Industry/ Research out of which 5 Years must be at the level of Assistant Professor. Candidates from Industry/ Profession with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.

**AND**

#### b) Qualification and experience for candidates from industry & profession

Authorized Signatory :

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	54 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

Professional work which is significant and can be recognized as equivalent to PhD\* Degree and with 10 years managerial experience of which at least 5 years should be at a Senior level comparable to that of an Assistant Professor would also be eligible.

#### **4. DIRECTOR / PRINCIPAL / HEAD OF INSTITUTE**

##### **a) Qualification and experience for candidates from teaching**

Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.

##### **b) Qualification and experience for candidates from industry & profession**

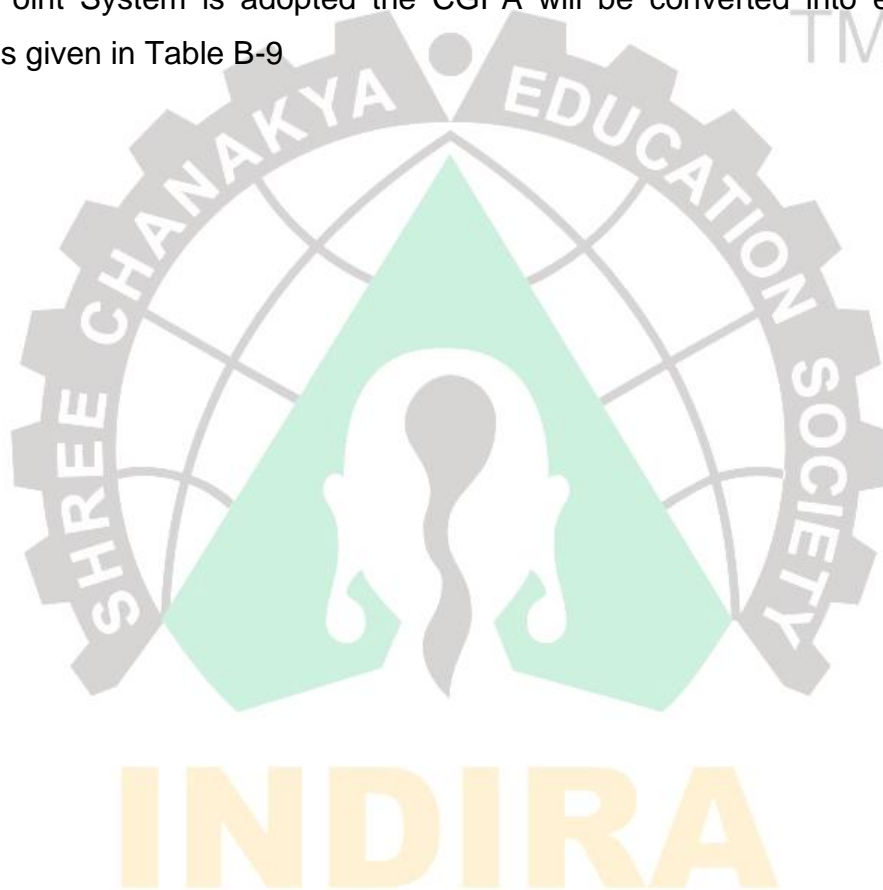
The maximum age for holding the post of Director / Principal shall be 65 years.

**\*Unanimously declared equivalent to PhD by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council.**

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	55 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Note:** If a class/ division are not awarded at Master's level a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as given in Table B-9




**Annexure: 4**

**SELECTION FOR THE POST OF LECTURER IN UNAIDED COLLEGE  
AFFILIATED TO /OR APPROVED BY UGC / UOP / AICTE**

**Composition and Eligibility criteria for the members of selection committee panel**

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	56 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- 1) Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
- 2) The Principal of the concerned College.
- 3) One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.
- 4) Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
- 5) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor.

For Government Colleges, the State Public Service Commissions must invite three subject experts for which the State Public Service Commissions will involve the University in the Selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.


The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

### 3.3.0 SELECTION FOR THE POST OF READER

The process of selection should involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate,

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	57 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

COMPOSITION AND ELIGIBILITY CRITERIA FOR MEMBERS OF SELECTION COMMITTEE.

**Vice Chancellor to be the Chairperson of the Selection committee.**

1. An academican who is the nominee of the Visitor/Chancellor.
2. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
3. Dean of the Faculty.
4. Head/Chairperson of the Department.


At least four members, including two outside experts, must constitute the quorum.

**3.4.0 SELECTION FOR THE POST OF PROFESSOR**

The process of selection should involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee.

The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of a Reader.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	58 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

In the case of posts of Readers and Professors in Colleges, besides the Chairperson Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of whom will be the Dean of College or equivalent position in the University, who will substitute the Visitor's nominee and the VC should be substituted by the VC's nominee.

### **3.5.0 SELECTION FOR THE POST OF COLLEGE PRINCIPAL**

#### **COMPOSITION AND ELIGIBILITY CRITERIA FOR THE MEMBERS OF SELECTION COMMITTEE.**


1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice Chancellor's nominees, out of whom one should be an expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a professor (to be nominated by the Governing Board) out of a pane. Any experts approved by the Vice chancellor.

At least four members, including two experts should constitute the quorum.

**The process of selection should involve the following:-**

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	59 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

c) Ability to analyze and discuss.

**d) Optional:** Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.

### Annexure - 5

#### Attendance cum document verification sheet

Sr.No.	Name of the candidate	Signature	Documents verified	Documents pending for submission	Signature

**Director of Institute / Principal**

**Annexure - 6**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

Document:

Page No.

60 of 269

**Title: Policy Manual**

Revision  
Date:

June 1<sup>st</sup>, 2012

The candidates recommended by the Committee fulfill all qualifications required / does not fulfill the qualification required. However, the Committee has recommended his/her name taking into consideration the following facts.

	NAME	SIGNATURE
1. Chairman	→	_____
2. Nominee of the Vice-Chancellor	→	_____
3. Vice-Chancellors Nominee (Belonging to Reserved Category)	→	_____
4. Subject Expert Nominated by the Vice-Chancellor	→	_____
5. One Nominee of the Director of Higher Education	→	_____
6. Subject expert nominated by the Chairperson from out of the recommended panel	→ a) → b)	_____ _____
7. Director / Principal of College	→	_____
8. Head of the Concerned Department of the College Institution	→	_____

**LIST OF ENCLOSURES-**

- A. Copy of the advertisement's (Pasted on separate sheet mentioning date of publishing & name of the news paper). : Attached Separately
- B. List of the candidates. (this list contains applicants applied through advertisement, Names received from other agencies like Employment Exchange, Social Welfare, Reservation Cell etc.) : Attached Separately
- C. Information about action taken with regard to advertisement. :

Authorized Signatory :



Document:

Page No.

61 of 269

**Title: Policy Manual**

Revision  
Date:

June 1<sup>st</sup>, 2012

**ACTION TAKEN REGARDING ADVERTISEMENT**

1. (a) Advertisement issued on (Date) :
- (b) Name of the News Papers :
2. No. of vacancies for the ----- :
- in -----
3. Nature of the post advertised : (a) Reserved / Open  
(b) Vacant/Newly Created
4. Last date to submit application : 15 Days after the advertisement
5. (a) Interview calls issued on (Date) :
- (b) Interview calls issued to B.C. Candidates by :
6. Date of the interview :
7. No of Reserved category :
8. Whether names were called from other agencies (If, yes mention letter No./ if no why)
  - a. Reservation Cell -
  - b. University Employment Bureau -
  - c. Social Welfare Officer, -
  - d. Tribal Development Directorate, Nashik Road -
  - e. Tribal Development Officer, Pune -
  - f. Project Officer, Sal -
  - g. M.S. Co-op. Tribal Development Corporation, Nashik. -
9. If qualified person is not selected the reason for the same may be furnished :
10. Any other information (if Committee wants to specify) :


**NAME**

**SIGNATURE**

- |  |              |                |
|--|--------------|----------------|
| 1. Chairman  | →            | _____          |
| 2. Nominee of the Vice-Chancellor  | →            | _____          |
| 3. Vice-Chancellors Nominee<br>(Belonging to Reserved Category)                        | →            | _____          |
| 4. Subject Expert Nominated by<br>the Vice-Chancellor                                  | →            | _____          |
| 5. One Nominee of the Director of<br>Higher Education                                  | →            | _____          |
| 6. Subject expert nominated by the<br>Chairperson from out of the<br>recommended panel | → a)<br>→ b) | _____<br>_____ |
| 7. Director / Principal of College   | →            | _____          |
| 8. Head of the Concerned<br>Department of the College Institution                      | →            | _____          |

**Authorized Sig**

\*\*\*\*\*

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	62 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### Annexure – 7: University of Pune - TEACHER'S APPROVAL FORM

Information in respect of candidate recommended by the selection for the post of

- .....
- (1) Name of the College  
.....
  - (2) Nature of the Post  
.....  
(SC, ST, DT/NT, OBC, OPEN)
  - (3) Date of Advertisement Approved  
.....
  - (4) Advertisement published on  
..... Newspaper.....
  - (5) Name of the candidate  
.....  
Name) (Surname) (Name) (Father's/Husbands  
(Devnagari Script)  
.....
  - (6) Address for Correspondence  
.....  
.....  
No..... Pin Code.....Tel.  
.....
  - (7) Date of Birth Birth..... Place of Birth.....
  - (8) Appointment Order No. & Date  
.....  
(Plz Attach a Copy)
  - (9) Date of joining (Pl z Attach joining Report)  
.....
  - (10) Category (SC, ST, DT/NT, OBC, OPEN)  
.....

Authorized Signatory :



**Document:**

**Page No.**

63 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

(11) Designation of the Post with Subject  
.....

(12) Nature of Appointment  
.....

(Full Time/Part Time/CHB)

(13) Whether Temporary/Permanent  
.....

(14) Period of Appointment

from..... To.....

(15) Whether the University Selection Committee produce is followed

Yes

No

(a) Date of the Meeting of the Selection Committee  
.....

(Enclose Selection Committee Report)

(b) Whether University Subject Expert

Yes

No

(c) The Vacancy filled by the Local Selection Committee  
**(Enclose Selection committee report)**

Yes


No

(16) Education Qualifications

(Please enclose attested copies of certificates)

Examination Passed	University	Month and Year of passing	Subjects offered Special General	Marks Obtain Out of	Percentage of Marks	Class/ Division/ Grade
1	2	3	4	5	6	7
(i) Bachelors Degree (BA/B.Com/B.Sc/BCS/B.ED./BE/LLB etc)						
(ii) Master's Degree						
(iii) M. Phil. Degree						

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	64 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

(iv) Ph. D Degree						
(v) NET/SET (CSIR)						

**(17) Teaching Experience**

**Please enclosed attested copies of certificates)**

University/Collage/ Institute	Designation of Post Held	Month and Year of Passing	Period of Appointment with Date	Nature of Appointment	Approved by the University.  Date of Approval
1	2	3	4	5	6

**(18) Professional Experience**

.....  
Please give details on separated sheet)

I here by declare that the statements made above in so far, as they relate to me are true and correct.

Date: .....  
Appointment

Signature of the Teacher

- (i) I have personally verified the educational qualifications and the information regarding the professional experience mentioned above.
- (ii) The appointment is maid in accordance with work load prescribed by the university / Government.

The entire attested true copies of statements of marks, degree certificate, cast certificate (If any), Experience certificate, marriage certificate (If any) the Selection Committee report (University/Local) are enclosed.

**Authorized Signatory :**

--	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	65 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Date: .....  
Chairman/President/Secretary

Signature of the

(Stamp of Society/Institute)

**To be filled by the University office**

- 1) Since the candidate posses good academic record with at list 55% marks in the relevant subject Master's degree and passed the NET/SET/CSIR BE APPROVED.
- 2) Since the candidate fulfils the necessary conditions the appointment is approved.
  - (a) On permanent w.e.f. ....
  - (b) For the academic year .....
  - (c) For the period from.....to.....
  - (d) From.....to the end of first/second term (ad-hoc) of the academic year.
- 3) Since the candidate possesses qualifications for professional courses i.e. Engineering, Law Education etc. laid down by the University/Respective Councils appointment BE APPROVED.
- 4) The appointment may be approved w.e.f. .... From.....to ..... for the academic year .....
- 5) Since the candidate dose not possess the minimum required qualifications/ experience his/her appointment be NOT APPROVED.

Section Officer  
Registrar [Academic]

[Assistant Registrar (Academic)]


Deputy Director [BCUD]

Vice- Chancellor

**Incomplete forms will not be entertained.**

**Authorized Signatory :**

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	66 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Selection Committee Process For Recruitment of Faculty for AICTE approved courses.

- ❖ AICTE recognized.

The workload of the institute should be worked out in proportion to the student strength / teaching hours, conforming to the rules laid down by AICTE (Annexure --1B),

Faculty position as per AICTE norms to be filed in prescribed format (Annexure -2B)

For approval from Chairperson.

- ❖ The Selection committee panel

The selection committee panel is composed of minimum 5 members from different areas viz;


1. Chairperson Nominee
2. Management Representative
3. Director
4. Subject Expert
5. Industry Expert

- ❖ Eligibility criteria for the members of selection committee panel

### 1. Chairperson Nominee

A nominee from the management in the grade of Professor or Doctorate with minimum of 10 yrs of academic/Industrial experience.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	67 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## 2. Management Representative

A representative from the management board in the grade of Assistant Professor or so, having sound knowledge of academics as well as functioning of an institute.

## 3. Director

A person designated as a director of the institute.

## 4. Subject Expert

The subject expert is called, one or two as per requirement, generally in The Professor grade with minimum of 10 yrs of academic experience in a particular discipline.


## 5. Industry Expert

A person from the industry with minimum of 10 yrs of industry/ Professional experience.

### Formation of Selection committee

The persons from different areas as mentioned above are contacted and the date of selection committee is finalized. The date of interview is conveyed to the candidates who have applied for the faculty position and the interviews are conducted on the said date.


Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	68 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### Faculty Selection Procedure


1. Under normal circumstances the selection process will be held once in the academic year, during the months preceding the new academic year.
2. Exceptional cases such as additional intake of seats, new courses etc. may require a change in the scheduling of the selection process.
3. Governing council (Annex-8) reviews current status and any shortfall which may arise during the academic year and approves the appointments to be done for the current academic year accordingly.
4. Advertisement should be released after the approval of Governing council in the leading news paper for faculties as per AICTE norms & requirement and reviewing the current status of faculties for the academic year.
5. Eligible candidates have to send the updated Resumes with attested copies of mark sheets Experience certificate etc. to the address given in the advertisement by Post, e-Mail, Fax, Personally to the Inward section of ISBS within 10 days (mentioned in the advertisement) from the date of publication of advertisement .
6. After the last date of receipt of application the resumes are collected and initial scrutiny of application is done according to the post advertised and the post applied by the registrar.
7. Candidates are short listed as per eligibility criteria and called for Interview via e-mails/ordinary post/telephone calls as per requirement needed normally within 10 Days from the last date of receipt of application.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	69 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

8. Selection Committee Panel consist of Subject Expert, Industry Expert, (based on the requirement) Chairperson Nominee, Management Representative & the Director conduct the Interview for the short listed candidates on a Scheduled Date, Time & Venue mentioned in the call letter.
9. After the expert comment and recommendation from the selection committee. Selected candidates list is prepared and put forward for the approval of Governing Council. List of preference/option is also provided in case candidate does not join on the given date. The Governing Council approves the candidates with the Joining date as per the requirement.
10. The selected candidates are informed via e-mail, telephone calls etc. The offer letter is given to the selected candidates and consent letter signed by the candidate is taken against the offer made for making appointment letter.
11. A formal Appointment letter is given to the candidate at the time of joining and a certificate of joining exclusively for ISBS is taken from the candidate.
12. Normally the processes mentioned above should be over within 40 days from the date of advertisement.
13. In case a candidate does not join or resign during the year, the Director has the right to appoint a faculty which selection committee has recommended and forwarded to Governing Council for approval. *(From the list of preference/option)*
14. In case of faculty resigns during the academic year the vacant position will be filled after the scheduled selection process.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	70 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Model Constitution of the Governing Body of private technical Institution:**

Ref: 1) AICTE regulations 304/CCF/REC/94 (Approval) dated 31/10/1994, sub regulations 6(vi).

- 2) Based on decision of the council as its meeting held on March 27, 1998 (Item 4.02), the following guidelines have been prepared by AICTE for Model Constitution of the Governing Bodies of Private Technical Institutions.

The Governing Body shall have at least 11 members including the Chairman and the Member-Secretary. The Registered Society/ Trust shall nominate 6 members including the Chairman and the Member-Secretary, and the remaining 5 members shall be nominated as indicated below:

1. Chairman to be nominated by the Registered Society/ Trust.
2. 2 to 5 members to be nominated by the Registered Society/Trust.
3. Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio).
4. An Industrialist/ Technologist/Educationalist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
5. Nominee of the affiliating body/University/State Board of Technical Education.
6. Nominee of the State Government –Director of Technical Education (Ex-officio).
7. An Industrialist/Technologist/Educationalist from the nominated by the State Government.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	71 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

8. Principal/Director of the concerned technical institution (as nominee of the society/Trust) - Member Secretary.

The number of the members can be increased equally by abiding nominees of the registered Society and by adding an equal number of educationalists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall however, not exceed 21.

**Appointment of the Chairman of the Governing Body:**


The Chairman of the Governing Body shall preferably be a technical person either entrepreneur or an industrialist or an educationist of repute who is interested in the development of technical education and has demonstrated an interest in promotion of quality education.

**Tenure:** Tenure of all the members on the Governing Council may be from 3 to 5 years.

**Mode of appointing members:** By nomination.

(These things have to be included in the resolution passed for formation of Governing Council)

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	72 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

❖ **AICTE RULES FOR GOVERNING BODY**

Model Constitution of the Governing Body of private technical Institution:

Ref: 1) AICTE regulations 304/CCF/REC/94 (Approval) dated 31/10/1994, sub regulations 6(vi).


Ref:2) Based on decision of the council as its meeting held on March 27, 1998 (Item 4.02), the following guidelines have been prepared by AICTE for Model Constitution of the Governing Bodies of Private Technical Institutions.

The Governing Body shall have at least 11 members including the Chairman and the Member-Secretary. The Registered Society/ Trust shall nominate 6 members including the Chairman and the Member-Secretary, and the remaining 5 members shall be nominated as indicated below:

9. Chairman to be nominated by the Registered Society/ Trust.
10. 2 to 5 members to be nominated by the Registered Society/Trust.
11. Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio).
12. An Industrialist/ Technologist/Educationalist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	73 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

13. Nominee of the affiliating body/University/State Board of Technical Education.
14. Nominee of the State Government –Director of Technical Education (Ex-officio).
15. An Industrialist/Technologist/Educationalist from the nominated by the State Government.
16. Principal/Director of the concerned technical institution (as nominee of the society/Trust) - Member Secretary.

The number of the members can be increased equally by abiding nominees of the registered Society and by adding an equal number of educationalists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall however, not exceed 21.

**Appointment of the Chairman of the Governing Body:**


The Chairman of the Governing Body shall preferably be a technical person either entrepreneur or an industrialist or an educationist of repute who is interested in the development of technical education and has demonstrated an interest in promotion of quality education.

**Tenure:** Tenure of all the members on the Governing Council may be from 3 to 5 years.

**Mode of appointing members:** By nomination.

(This things has to be included in the resolution passed for formation of Governing Council)

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	74 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Section 3 – B: Recruitment Policy & Process for Non-teaching staff

### Introduction:

This policy is designed to provide a standard framework for the implementation of recruitment procedures and establishes/ sets out the minimum requirement of any recruitment process for Non Teaching staff of Shree Chanakya Education Society. 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 colleges under the aegis of Shree Chanakya Education Society.

### Objectives:

The objective of this recruitment policy is to ensure that recruitment procedures are consistent with established format, there are fair employment practices and that the most suitable person is selected for a position. All recruitments will be governed by this policy and supplemented by local/ institutes' policies wherever appropriate and applicable.

The policy is applicable to all types of Institutes/colleges under Shree Chanakya Education Society affiliated to **University/AICTE or autonomous.**

#### 1. Types of Non Teaching Staff appointment:

- a) Permanent
- b) Contract Basis
- c) Consultancy basis

#### 2. Creation of a vacancy

Creation of vacancies may be due to –

- a. Resignations
- b. Transfers
- c. Termination of Services
- d. Increase in workload
- e. Superannuation

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	75 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Identification of source of recruitment**


- Present employees ( Up gradation / promotion / career enhancement)
- Unsolicited applicants
- Employment/ Placement agencies
- Advertisements in Newspaper
- References
- Job portals / websites
- Institute's Data Bank

**Procedure of Recruitment of Non-Teaching Staff**

Recruitment procedure to be followed by all institutes/colleges/Establishments under Shree Chanakya Education Society for the appointment of the staff under non-teaching category.

1. The non-teaching workforce of the institute is divided in proportion to the students' strength. This distribution pattern creates a clear picture of the requirement of vacant posts.
2. Vacant non-teaching posts to be filled require an approval from the management to be proceeded to HR Dept.
3. After receiving an approval from Director of the respective Institute and Director-H.R and Admin, an advertisement may be released for all non-teaching positions in two local newspapers. Prior to release of advertisement, HR Dept tries to match suitable resumes for the vacant posts from in-house applications, Data banks, and references.
4. The H.R. Dept scrutinizes the applications received, short lists eligible candidates; ref. eligibility regulation norms. Minimum 15 days time period is suggested to allow the applicants to submit their applications.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	76 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

5. Call letters are sent by Registered Post and entries to be made in the outward register of the institute/college. Ten working days are provided from the date of dispatch of call letters to the date of interview.

**Local Selection committee conducts interviews and recommends the selected candidates to the competent authority (ref. respective dept. heads) in a prescribed format, stating causes for order of preference.**

1. The concerned Director/principal provides details of selected candidates to H.R Dept. An offer letter signed by the Director -Admin & HR will be issued to the selected candidates on the date of selection.
2. Salary - Remuneration is based on the grade level and experience.
3. Institute HR/Administration Dept. issues an Appointment Order (by hand or by post). Appointment order to be signed by the Chairperson /Group Director/Director- Admin & HR depending upon the nature/seniority of the post.
4. The director/Principal of the institute has to fill up sanctioned 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 the H.R Dept.

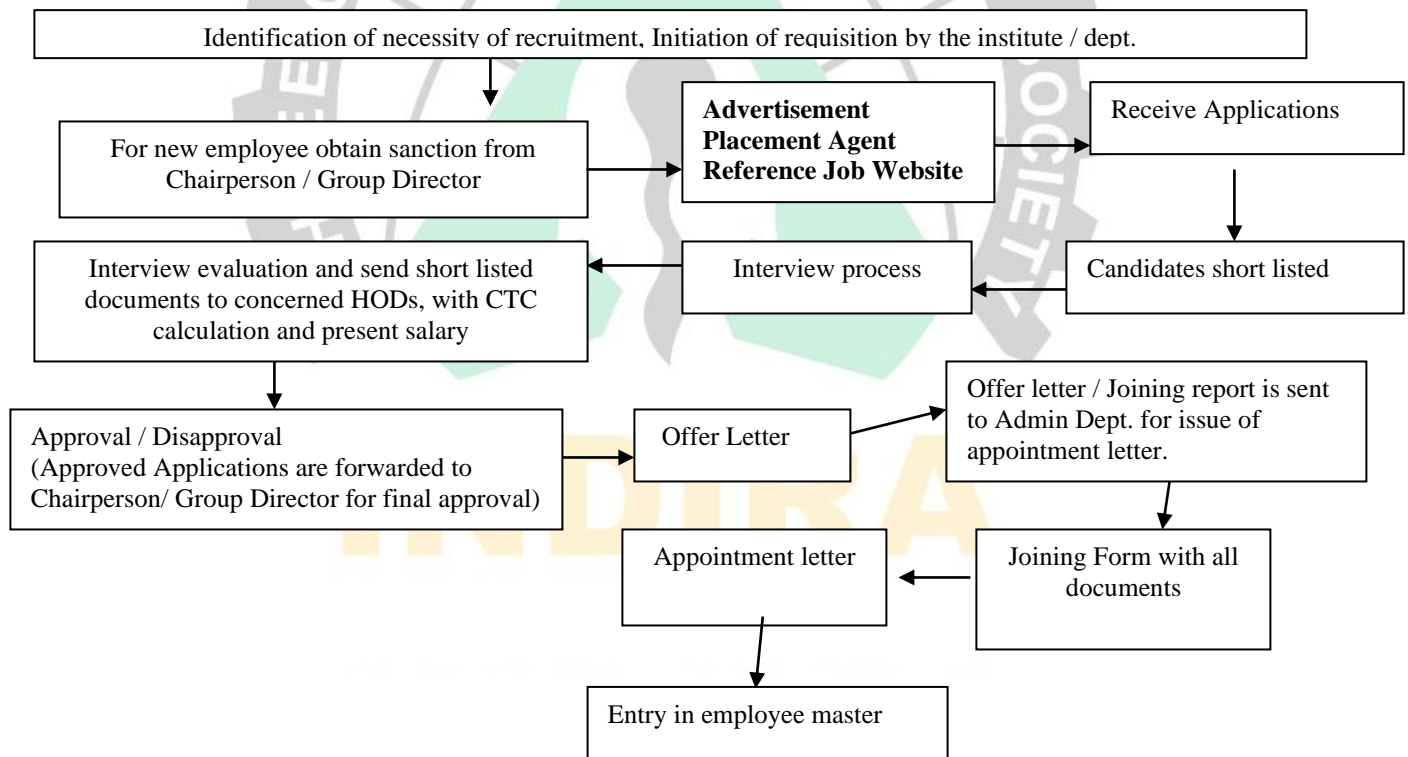
Authorized Signatory :



5. For all selected candidates two references checks from sources other than mentioned by the candidate are to be obtained within a week - from any of the two previous employers. Offer letter is issued only if the feedback is positive
6. Appointments are subject to the candidates being declared medically fit by an approved medical centre, after a pre-employment medical check-up.

## Recruitment Process

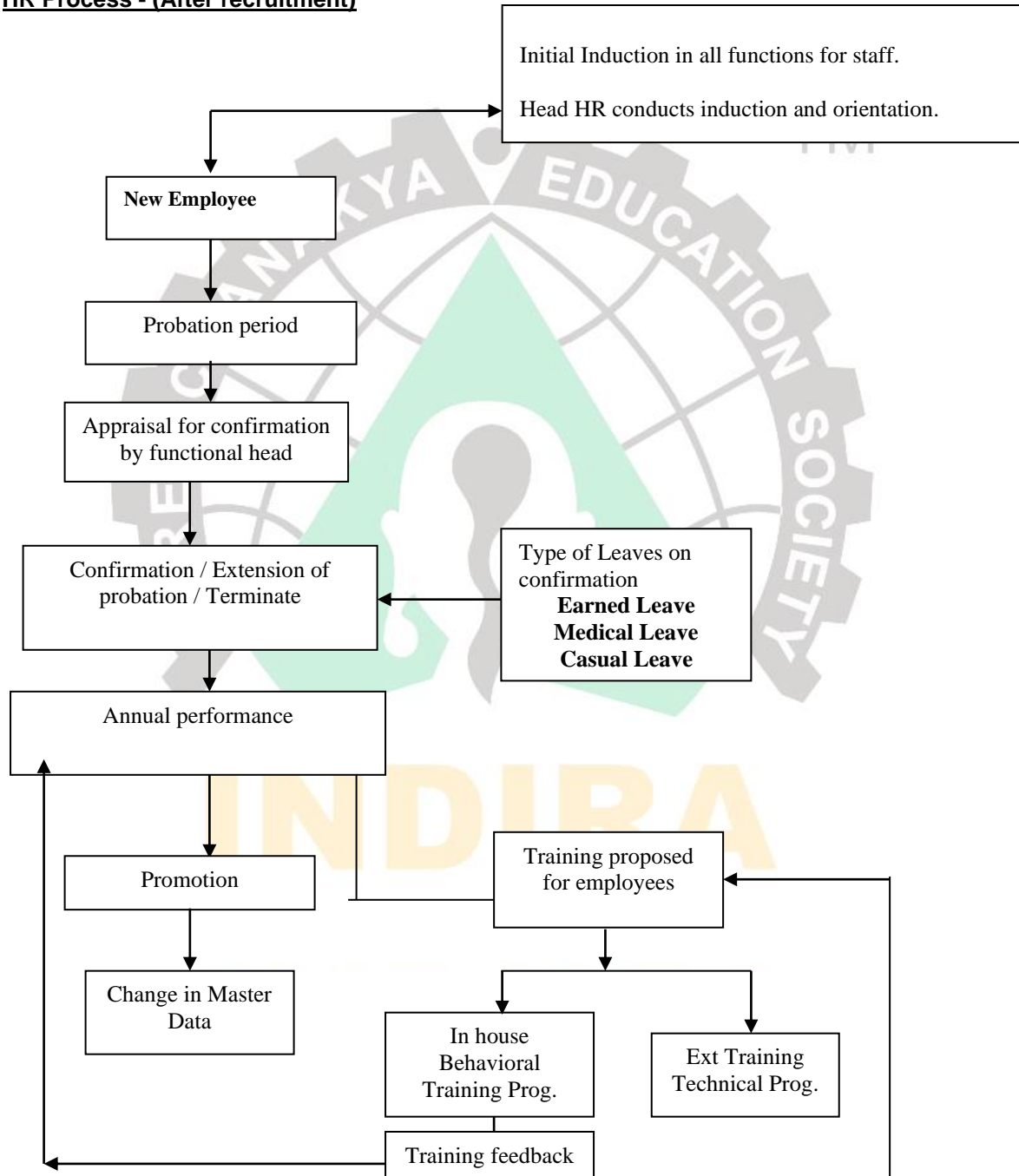
### HR Process - (During recruitment)




Authorized Signatory :

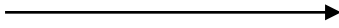


HR Process - (After recruitment)

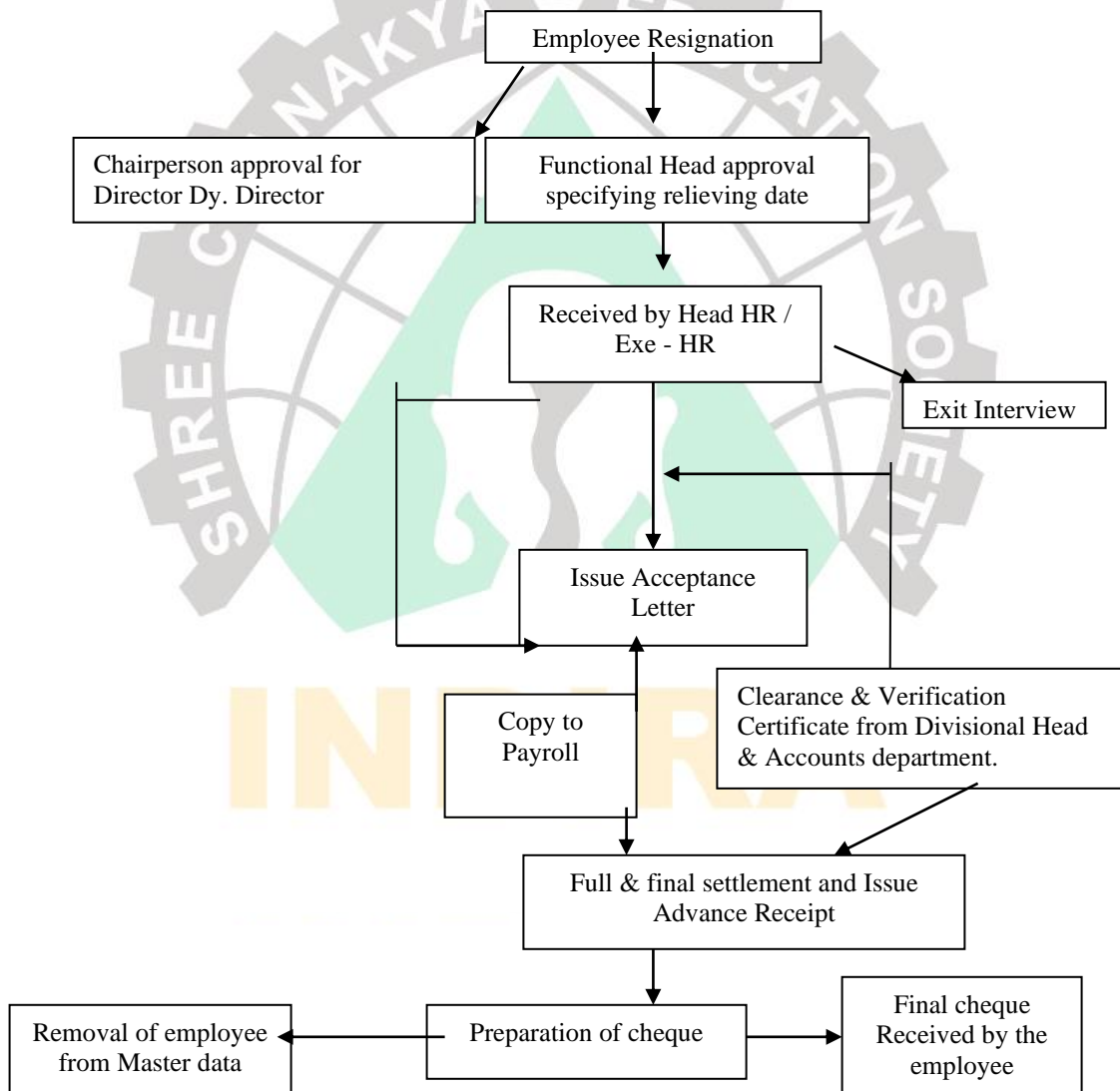


Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	79 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012



### Employee Separation



Authorized Signatory :

--	--	--	--	--



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

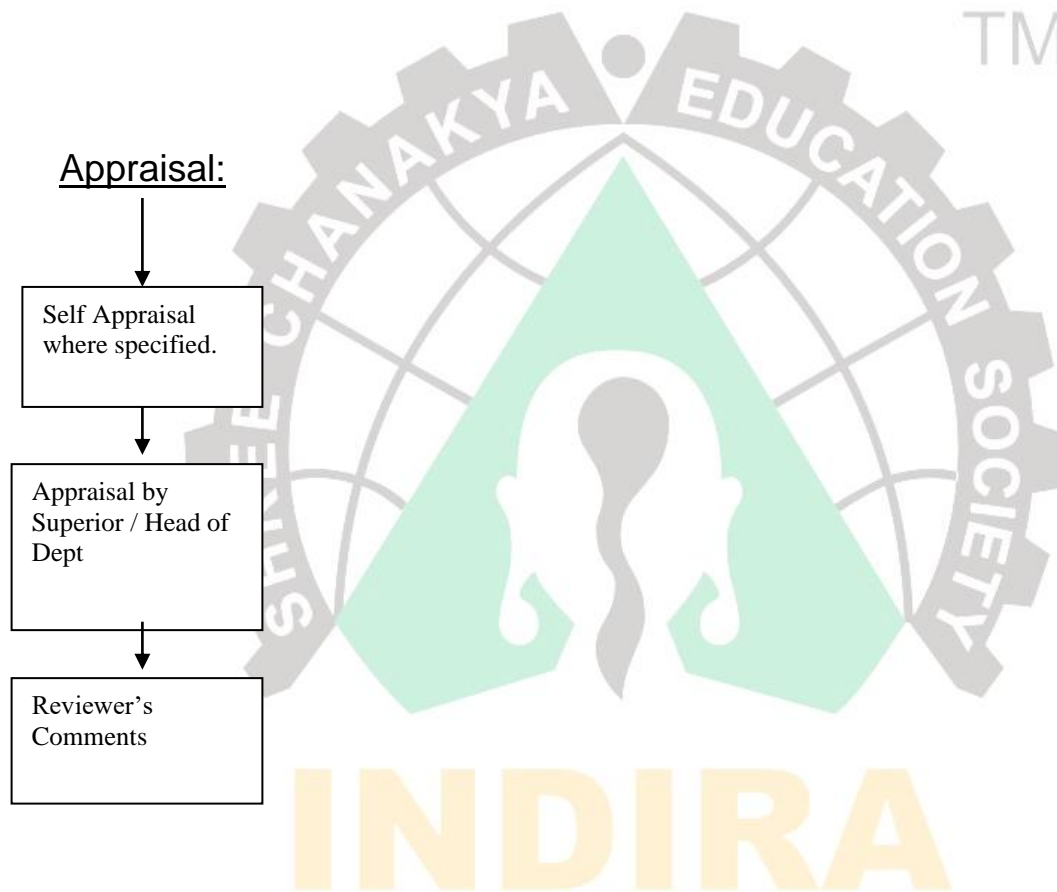
**Page No.**

80 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

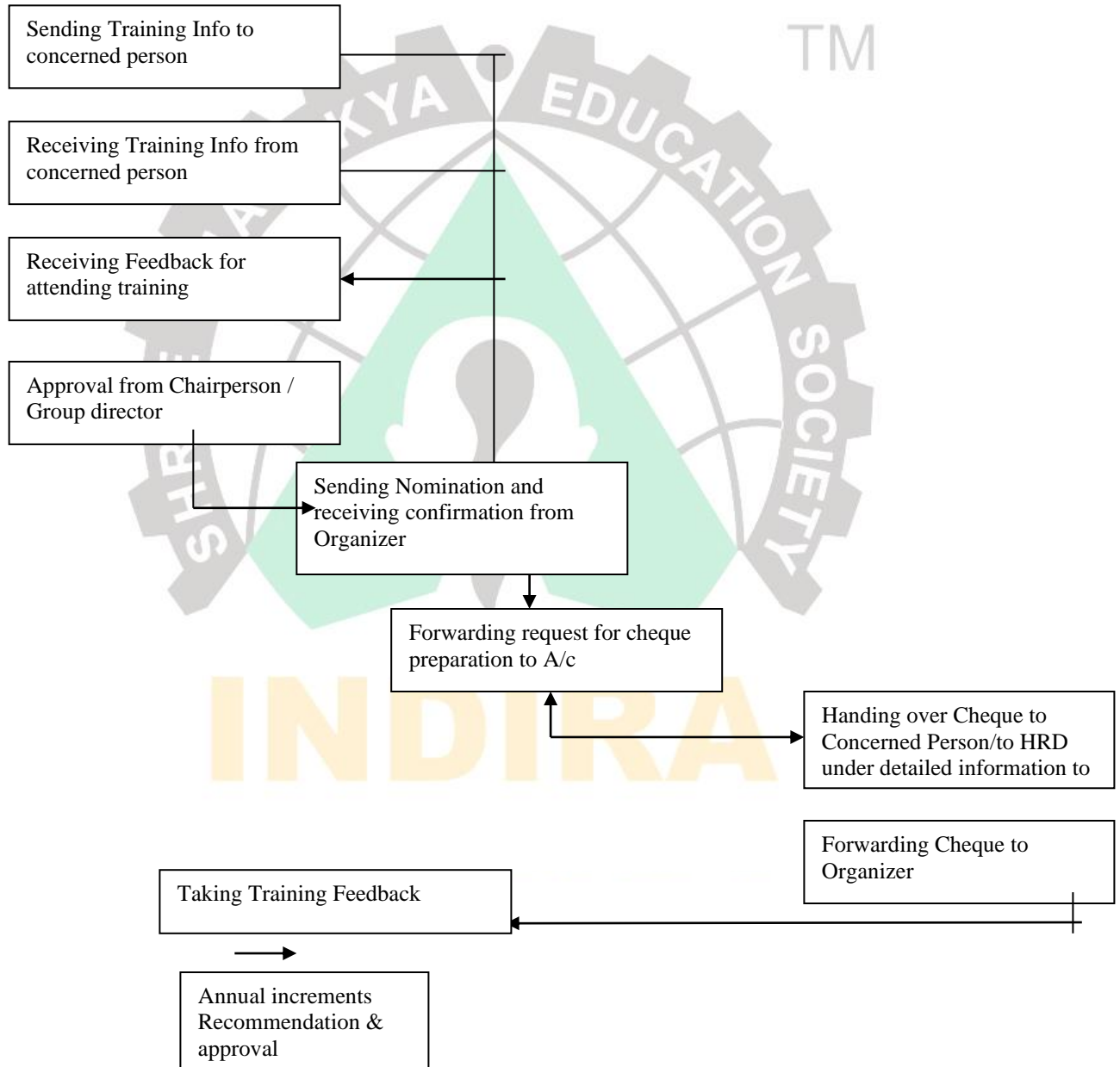


**Authorized Signatory :**






### Training Process



Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	82 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### **Induction:**

Induction is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the Society, and is prepared for the position. New employee induction is usually conducted by the Human Resources Department and includes an overview of the Society history, an explanation of the Society's core values, vision, and mission; and Society goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues and will be assisted in completing necessary paperwork, on joining.


Upon joining of the candidate, HR will ensure that his joining formalities are completed the same day wherein the Joining report, past employment certificate & other documents as per the Joining formalities checklist are filed in his "PERSONAL FILE".

HR will ensure a brief presentation about the Society Profile, leaders at Shree Chanakya Education Society Pune-, HR policies and procedures.

The concerned employee will be taken by the HR dept. to all the Departments and their respective HODs for an introduction on the day of joining.

When an employee joins the organization the soft copy of a Circular will reach all the Institutes / Departments one day prior to joining, so that the new employee feels warmly welcomed and all his colleagues know their new family member.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	83 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

The concerned employee will also be informed by his HOD about his roles and responsibilities on the day of Orientation.

The Orientation schedule for two days will be worked out wherein the person will get Orientation of each department so that he gets accustomed to the operations, systems, procedures and policies of the Society. In the process of Orientation the employee will establish a rapport and feeling of belongingness.

Upon the completion of the “Orientation and Induction Plan” the HR staff will take observations / orientation report in writing.


This report would be filed in the Personal File of the employee and the Induction – Orientation file of HR, for records.

**Antecedents Verification:**

The antecedent’s verification shall be done by Admin. Department before confirmation of the services of the probationary employee, if required.

Performance analysis: The HR dept. shall float the “Performance Appraisal Form” to the concerned Institute Director for confirmation / extension of probation or putting a trainee on probation, in the services of Shree Chanakya Education Society Pune- The regular appraisal operations shall be taken care as per the Policy of “Performance Appraisals” For details we can refer to the Society’s Performance Appraisal System.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	84 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Manpower Training

The Society's policy is to continuously educate, train & develop employees at all levels, so as to bring qualitative change in terms of their performance and contribution for the growth of the Society and employees themselves.


Apart from in-house training, the employees are encouraged to enhance their knowledge by acquiring further education without affecting their regular work.

**I. Training plan:** Society believes in training and re-training employees by identifying the training needs of each as per our business requirements. This is for improvement of quality of output, for maintaining positive attitudes and maintaining harmonious employee relations.

**II. External Training:** External training is also encouraged where such resources are not available internally in order to ensure the widening of mental horizons of the employees. The employee nominated for external training will have to submit in writing that on his return from the training he would conduct a seminar with the help of HR, wherein he would impart the knowledge and skills imbibed in the training to his immediate colleagues.

This would be done within three days of his return from the training program. In case the employee fails to do this a strict action would be taken against him the impact of which would be reflected in his appraisal.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	85 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

iii. Training Evaluation: Training records including Induction and Orientation records are to be maintained in the personal file of each and every employee, indicating the subject matter covered and this is to be updated regularly. HR & Personnel department will maintain such records.

### **NON-DISCRIMINATION**


In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Shree Chanakya Education Society Pune will be based on merit, qualifications, and abilities. Shree Chanakya Education Society Pune does not discriminate in employment opportunities or practices, because of race, religion, sex, caste, or age. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their superior. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination, will be subject to disciplinary action, including termination of employment.

### **Employee Separation**

Termination of employment is an inevitable part of personnel activity and some of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

**Resignation** – voluntary termination of employment initiated by an employee.


Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	86 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**Termination** – involuntary employment termination initiated by employer. Since employment with [Shree Chanakya Education Society Pune] is based on mutual consent, both the employee and employer [Shree Chanakya Education Society Pune] have the right to terminate employment at will, with or without cause during the Probationary Period for New Employees

Any employee, who resigns from the services of the Society, shall return all files, records, keys, laptop, mobile phones, car, toolkit, briefcase, customer data and any other materials that are property of Shree Chanakya Education Society Pune No final settlement will be made until all items are returned in proper condition. The cost of replacing non-returned items will be deducted from the employee's full and final settlement. Furthermore, any outstanding financial obligations owed to the Society will also be deducted from the employee's final dues (Annexure 6).

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	87 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Separation Procedure

When employee submits his/her resignation to his/her immediate superior, the intimation should be given through e mail to HR on the same day or the day after the resignation is put forward. The other mode of communication (except oral intimation) can be used but the intimation should be reached on or before the prescribed time as mentioned above. It is the responsibility of immediate superior to intimate about the resignation with his comment. (Comments may be pertaining to immediate acceptance, acceptance after few days, specifying the relieving date and working out the retention plan).


### Objective of this intimation:

1. is to expedite the Full and Final settlement of the employee.
2. Handing over the duties and documents.
3. Keeping proper check on the Salary release.
4. Accounting for any deductions to be done from salary (Leave without pay, Advance Salary etc).

The intimation should be followed by submitting the hard copy (Original) of the resignation letter with comments and approval from divisional head to HR. In case of retention plan, the specific time frame should be mentioned to carry out the plan. Not in any case the execution and final remarks of plan should exceed more than a week.

Once the hard copy is received by HR, then issuing acceptance letter mentioning the relieving date.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	88 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

HR shall prepare full and final settlement and hand over to accounts for payment.

### **Exit Interview**

Exit Interview serves the purpose of both re-leaving the employee as warmly as possible and finding out resolutions to the possible causes that made him to leave, so that such turnover might be avoided in future.

Exit Interview should be conducted as per the table given below:


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 the same with respect to the any employee depending upon the facts and circumstances of the case justifying the same in its discussion.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	89 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 4

### EMPLOYMENT POLICIES.

#### ➤ PROBATIONARY PERIOD FOR NEW EMPLOYEES


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 employee lasts up to the last day of the period, from the date of joining. During this time, employees have the opportunity to evaluate our Society as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Society 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 Society standards 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.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	90 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## OFFICE HOURS

Our Institutes working hours are from 9:30 a.m. to 6:00 p.m. for non-teaching staff and 10.00 am to 5.30 for teaching staff, Monday through Friday.

On First and Third Saturday working hours will be from 9.30 A.M to 4.00 P.M for All.

Weekly Holidays: Sunday is the weekly holiday. However some employees may be given alternate off day in case of the requirement of duties.

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

An employee should leave the work area only for lunch break. For employees whose working hours are from 9.30 am to 6.00 pm, they will break for lunch depending on the work load and ensure that the time taken does not exceed beyond half an hour.

## ATTENDANCE

Your attendance is extremely important to the success of the Company. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	91 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012


If you cannot report to work as scheduled, you must notify your manager or the human resources department who will let your manager know your situation. If your need for time off is foreseeable, you must provide as much notice as possible. If your need for time off is not foreseeable, you must provide as much notice as practicable, but in no event less than one (1) hour prior to your normally scheduled starting time. Of course, if you cannot contact [e.g., your supervisor] yourself, you must have someone do it for you.

When you contact your immediate supervisor you must let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work.

You must submit documentation for absences due to illness of three (3) days or more. Generally, you must provide a document from your doctor or other recognized health care provider that would justify your absence. Likewise, you will need to provide documentation justifying your return to work.

Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If you are absent from work for three (3) consecutive days without notice, the company will consider that you have voluntarily resigned your position.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	92 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## ATTENDANCE/PUNCTUALITY

It is mandatory for the Society employees to be regular and punctual in attendance. This means being in the institute / dept., ready to work, at their starting time each day.

For recording of attendance and its punctuality we have a swipe card system at the entrance. The employee needs to swipe the card through the machine and it will produce a beep. This indicates that employees in / out timing is been recorded successfully. In case when an employee forgets to swipe or forgets to carry his card he should immediately fill in an "Excuse Duty Form", in his Department.

In case of loss of Swipe card a fresh application has to be issued, for which a fine will be charged towards cost of duplicate card.


In case an employee is found to be late 3 days in a month; half a day's leave will be debited. This rule would be applicable to all the employees of, Shree Chanakya Education Society Pune.

Employee attendance is extremely important to the success of the organization. Management expects from every employee to strive for perfect attendance and to arrive for work in time.

If an employee cannot report to work as scheduled, they must notify the Registrar or admin dept. and in any event within less than one (1) hour prior to your normally scheduled reporting time.

When an employee can not contact his immediate superior they must let them know for how long they will be out and when they expected to return or, as the case may be, arrive for work.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	93 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Employee must submit supporting documentation for absences due to illness of three (2) days or more. Generally, any employee must provide a document from their doctor or other recognized health care provider that would justify the employees' absence.


Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination.

#### **PERSONAL FILE**

Employee's personal file includes the following: Appointment letter along with annexure and all the connected documents, duly accepted, second copy of the appointment letter, job description, probation appraisals, confirmation/extension letter, documents related to employee performance reviews, records of participation in training events, promotion letters, transfer letters, job rotation letters, letter of appreciations, salary history, increment letters, and records of disciplinary action if any.

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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	94 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 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
- Awards received

An employee's personal data must be accurate and current, at all times.


## TELEPHONE USAGE

Telephones are intended for the use of serving our customers 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	95 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## INTERNET USAGE

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

Employees may use Internet when appropriate, to access information needed to conduct business of the Society.

Employees may use e-mail when appropriate for the Society business correspondence.

Use of the Internet must not disrupt operation of the Society's computer network. Use of the Internet must not interfere with an employee's productivity. 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 comes in contact with general public. Employees should be well groomed and dressed appropriately for our business and for their position in particular considering the situation.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	96 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### **SPEECHES AND PRESENTATIONS IN SEMINARS AND CONFERENCES.**

We encourage participation and presentations in the professional seminars and out side events. However proper discretion must be used, both in terms of time spent on such activities as well as the material used for such presentations. Advance permission needs to be taken.

### **DISCIPLINARY ACTION**

It is mandatory for all Shree Chanakya Education Society 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	97 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- 4) Being untruthful about personal details like education, work history, Last drawn remuneration, skills, trainings undergone etc.
- 5) Divulging Society business practices and misrepresentations to a customer, a prospective customer, the general public about the Society business, products etc.

**Inefficiency may be tolerated to some extent; but not indiscipline.**


#### **BONUS, 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.

#### **WAGE OR SALARY INCREASES**

Reward mechanism and salary increases will be determined on the basis of Performance Management System (PMS). Adherence to Society policies and procedures, ability to meet or exceed duties per job description, achievement of performance goals, personality traits and potential of an individual is evaluated. It is our management philosophy and commitment to recognize individual performance and link that reward mechanism.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	98 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## SECTION 5

### Performance Appraisal


#### Purpose and scope:

The Society policy is to bring continuous improvement and growth of each and every individual employee in terms of knowledge and efficiency and enhance capability for better utilization of the human resources. Performance appraisal is to be carried out periodically.

#### Performance appraisal objectives:

- To motivate employees to improve their performance
- To improve communication between seniors, H.O.D and subordinates
- 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.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	99 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Procedure:**

The performance appraisal shall be carried out with prescribed format mentioning the job and individual personal data in a particular area. **(Ref. Annexure A to A-5 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 in a year. The Society 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.

Record of review of goal setting and expectations is carried out bi-annually with open discussions. Training needs are to be identified by immediate superior and opportunity will be given to the appraisee to comment and give his/her own suggestions.

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 by the committee headed by the Founder Secretary & the Chief Managing Trustee of SCES assisted by Director- Administration & HR headed by the Chairperson, who shall be assisted by Dir. Administration & H.R, for the decision of Development Plan of the institute/Department.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**ANNEXURE -A**  
**SCES - FACULTY ASSESSMENT SYSTEM**  
**FOR PROFESSOR /ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR**  
**FACULTY PROFILE**

1. Name: - .....
2. Age: - .....
3. Designation :-  
Current designation .....  
Designation: At the time of joining .....
4. Experience:-  
Industry (No. of years) .....  
Teaching (No. of years) .....  
Research (No. of years) .....  
Consultation (No of Years) .....
5. Academics: - (tick whichever is applicable)

No.	Categori	Institute/College	University	Percentage/Division
1.	Undergraduate			
2.	Postgraduate			
3.	Post graduate +			
4.	Research( M.Phil/ PhD)			
5.	Post doctorate (D.litt- Honoris Causa)			
6.	Others (Certifications if any)			

Authorized Signatory :



## 6. Academic Performance:

No	Parameters	Details of workload & Assignments
A	Lectures , seminars , tutorials Feedback from students ( Rating from the students) : Average rating	
B	Lectures or other teaching duties in excess of the UGC norms ( specify) Extra lectures / inputs in addition to regular teaching load	
C	<u>Preparation and imparting of knowledge / instruction</u> 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) Role plays/ Assignments/ Res Papers : 5 points Films: 3 points Case Studies : 7 points Live case discussions: 5 points	
E	<u>Evaluation:</u> Paper setting, Invigilation Evaluation, Assessment of Answer books	
F	<u>Professional Development activities i.e</u> Conducting seminars, Short Term Trg courses, Invited Guest Lectures, Professional Memberships.	

Authorized Signatory :



Document:

Page No.

102 of 269

**Title: Policy Manual**

Revision  
Date:

June 1<sup>st</sup>, 2012

## 7. Research and Academic Contributions

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

Authorized Signatory :



### 8. Administration:

No	Parameters	Details of workload & Assignments
A	Admissions and Counseling	
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;	
H	Contribution to Placement / Placement Cell	

A-1

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	104 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


**INDIRA INSTITUTE OF MANAGEMENT- PUNE  
FACULTY APPRAISAL SYSTEM: FAS -SCES**

**YEARLY ACADEMIC PERFORMANCE**

No	Parameters	Std	Actual
<b>1</b>	<b>A. Lectures , seminars , tutorials , contact hrs as per percentage of lectures allotted</b>	<b>20</b>	
	(i.e actual delivery in class, percentage of syllabus covered, no of lectures per week, in addition if lectures are shared with sr. faculty)( 1.5 points per lecture per week)		
	<b>B. Feedback from Students -6 points multiplied by feedback rating out of 5</b>	<b>30</b>	
<b>2</b>	<b>Lectures or other teaching duties in excess of the UGC norms (1.5 points per lecture per week)</b>	<b>10</b>	
	(Any extra lecture/ inputs in addition to the regular teaching load other than UGC or UOP guidelines.)		
<b>3</b>	<b>Preparation and imparting of knowledge / instruction as per curriculum; syllabi enrichment by providing the additional resources to students( CLDP, Industrial Visit, Guest lectures)</b>	<b>10</b>	
	(effective lecture planning, involving cases discussions, book reviews ,articles reviews, research paper reviews etc)		
<b>4</b>	<b>Using Innovative teaching techniques for updating content, course improvement (Cases , Role Plays, Assignments, Films, Res papers)</b>		
	Role plays/ Assignments/ Res Papers : 5 points Management Films: 3 points Case Studies : 12 points <b>For every case discussed 3 points</b>	<b>20</b>	
	(adopting latest techniques in teaching pedagogies in adult learning)		
<b>5</b>	<b>Paper setting, Evaluation, Assessment of Answer books</b>	<b>25</b>	
	(Paper setting 8 points; for every paper set 2 points. Invigilation 7 points ( for every invigilation is 1 point and Assessment 10 points ( for every 60 papers assessed 1 point)		

Authorized Signatory :



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	105 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

<b>6</b>	<b>Professional Development activities i.e Conducting seminars, Short Term Trg courses, Invited Guest Lectures, Professional Memberships.</b>	<b>10</b>	
	(Faculty going outside the institute to deliver, proper documentation is reqd, Prof membership no's if any)		

**Maximum Score 125**



**ANNEXURE A-2  
INDIRA INSTITUTE OF MANAGEMENT- PUNE FACULTY  
APPRAISAL SYSTEM: FAS (TEACHING STAFF)**

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	106 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- **Research and Academic Contributions**

**Name of the Appraise:**

**Department:**

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


**Maximum Score 100**

**ANNEXURE A-3**  
**SHREE CHANAKYA EDUCATION SOC.**  
**FACULTY APPRAISAL SYSTEM: FAS**  
**C: Administration**

**Name of the Appraise:**

**Authorized Signatory :**

--	--	--	--	--

 Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual	<b>Document:</b>	
	<b>Page No.</b>	107 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Department:**

No	Parameters	Std	Actual
1	<b>Admissions and Counseling ;</b> (for respective MBA or equivalent courses)	10	
2	<b>UOP paper assessment and moderation ;</b> ( Contributions at University CAP)	5	
3	<b>UOP Viva or Panel</b> ( Contribution as a Chairman/ Examiner for orals)	5	
4	<b>Events Management and Logistics</b> ( Institute / Indira Group Level)	15	
5	<b>Contributions in Documentation and filing</b>	10	
6	<b>Contributions towards NAAC/ NBA, AICTE/DTE/UOP work</b>	10	
7	<b>Contributions to Department; (Fin /Mktg/ HR/ Sys/ Operations)</b>	10	
8	<b>Contribution to Placement / Placement Cell</b>	10	

**Maximum Score : 75**

<u>Parameters for Assessment</u>	<u>Score</u>	<u>Remarks</u>
Academic performance		
Res and Acad Contributions		
Administration		
<b>Total:</b>		

**Assessors:**

**Name:**


**Designation:**

**Sign / Date**

**Remarks by the Director:**

### ANNEXURE A-4

**Authorized Signatory :**

 Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual	<b>Document:</b>	
	<b>Page No.</b>	108 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Minimum Standards required for Full Time Faculty for Regular Increment:**

**Name of the Appraisee:**


**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 Req.	160/300	160/300	140/300

**INDIRA**

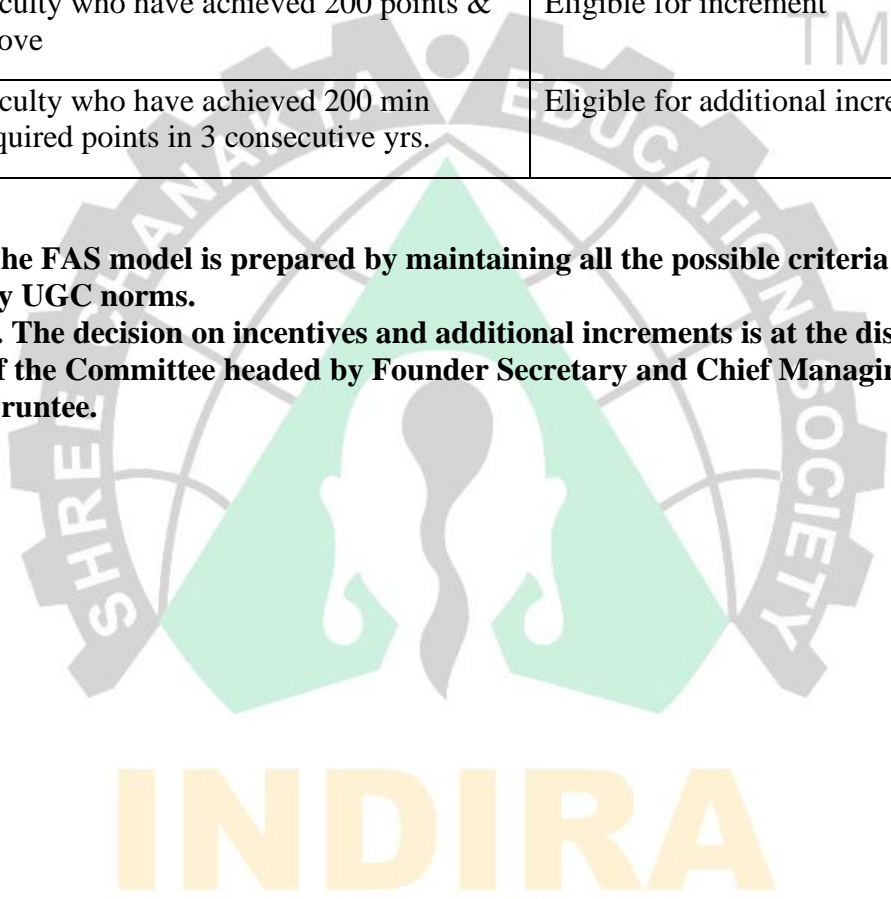
<u>No</u>	<u>Criteria</u>	<u>Recommendations</u>

**Authorized Signatory :**

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	109 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

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 have achieved 200 points & above	Eligible for increment
3	Faculty who have 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 Founder Secretary and Chief Managing Truntee.



**ANNEXURE A-5**  
**Individual Development Plan**

Name of the Appraise:

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	110 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**Department:**

**Major Areas of Responsibility & Expectations (for 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.

**ANNEXURE B**

**Authorized Signatory :**

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	111 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Shree Chanakya Education Society**  
85/5A TATHAWADE NEAR WAKAD POLICE CHOWKY, WAKAD, PUNE 33

ANNUAL CONFIDENTIAL REPORT OF NON TEACHING STAFF FOR THE YEAR  
ENDING \_\_\_\_\_

**PERSONAL DATA**

1. Name of the Employee \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Place of posting \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Qualification \_\_\_\_\_
6. Date of joining INDIRA \_\_\_\_\_
7. Date of appointment on the present post \_\_\_\_\_
8. Period for which the employee has worked under the Reporting Officer during the year under review (to be filled in by the Reporting Officer)
 

From :	_____
To :	_____

**INDIRA**

**APPRAISAL: TO BE FILLED IN BY THE REPORTING OFFICER**

**RATING GUIDE: A: OUTSTANDING B: VERY GOOD C: GOOD D: FAIR E: POOR**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



NOTE : Support your rating where such ratings is either A or E.

**1. JOB PERFORMANCE**

a) How will he maintain the standard of work?      A      B      C      D      E

**2. ADHERENCE TO INSTRUCTIONS**

a) How will he understand the various instructions?      A      B      C      D      E

b) How he obey these instructions?      A      B      C      D      E

**3. INSTRUCTIONAL SKILLS**

a) Presentation skills      A      B      C      D      E

b) Methods adopted      A      B      C      D      E

c) Responses & innovativeness      A      B      C      D      E

**4. SECURITY & SAFETY AWARENESS**

a) Awareness      A      B      C      D      E

b) Inculcativeness      A      B      C      D      E

c) Skills on trouble shooting      A      B      C      D      E

**5. DISCIPLINE & GENERAL BEHAVIOUR**

a) Does he show proper courtesy and good manners towards the people using staff      A      B      C      D      E

b) How cooperative is he with his

i) superiors      A      B      C      D      E

ii) peers      A      B      C      D      E

**6. REGULARITY & PUNCTUALITY**

a) How regular is he in attendance?      A      B      C      D      E

b) How punctual is he in reaching office?      A      B      C      D      E

**7. TECHNICAL KNOWLEDGE**

a) How capable is he for attending petty repairs      A      B      C      D      E

Pg-11

Authorized Signatory :

--	--	--	--	--	--





**Document:**

**Page No.**

113 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

of the machine?  
b) How well he knows about the main parts of machine?      A      B      C      D      E

**8. RECORD KEEPING**

Whether he takes timely action for getting proper Entries made in the log book/records?      A      B      C      D      E

**9. INTEGRITY**

A. ABOVE BOARD      B. NOTHING DEFINITE CAN BE SAID      C. DOUBTFUL  
(if anything adverse has come to your notice, please specify)

**10.** Employee's potential for development. Specify, if any Special training etc. is required to be imparted to him.

TOTAL POINTS SCORED:


<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	
<b>E</b>	

**INDIRA**

\*GENERAL COMMENTS OF THE REPORTING OFFICER

1. Do you consider him fit for

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	114 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- a) Accelerated promotion Yes/No  
b) Promotion in due course Yes/No

\*COMMENTS OF THE REPORTING OFFICER

Signature with date \_\_\_\_\_

\*COMMENTS OF THE HEAD OF THE DEPARTMENT

Signature with date \_\_\_\_\_

COMMENTS OF THE DIRECTOR

Signature with date \_\_\_\_\_


- Reporting & Reviewing Officers are expected to give detailed remarks about the performance of the employee and other remarks if any, that are not covered in this format.

**INDIRA**

**Director – Administration & HR**  
**Shree Chanakya Education Society**

Authorized Signatory :

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	115 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Training and Development

### 1) Policy

Key to continual growth of an organization is the development of its human resources. Such development alone will ensure optimal utilization of other resources like money, machines and materials.

We in Shree Chanakya Education Society Pune believe in the consistent training and development of our Human Resources and motivate every employee to undergo definite, identified, need based training /development process for 16 hours per year.

### 2) Objective

Develop & improve skills. Enhance and achieve the potential.

Improve business results through optimum utilization of all resources & improve team work.

Enable employees to develop entrepreneurial skills.

### S3) What is needed?

Do training need analysis.


Look at our existing training plans/schemes

Develop new training plan and schemes

### 4) Training Plans

Select Trainers with following competencies:

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	116 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- Good on the job performance
- Good Consistent Record/ Reputation
- Communication skills
- Technical Knowledge
- Proper Attitude

### **Training Methodology**


The training initiative will be driven by the Department head in consultation with Head HR.

Focus will be on giving quality inputs to the employees and simultaneously develop internal resources to make the initiative more interesting and challenging to the employees.

We shall continue to selectively send people to outside training Programmes, so that windows to the world of knowledge are kept open.

We shall also invite knowledgeable and experienced outside faculty to deliver in-house programme wherein our internal faculty will participate and learn the mechanics and other finer points to be effective.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	117 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 6

### PROMOTION & TRANSFERS:


The employees working with the society are given the clear idea that, their jobs are transferable jobs. That, as such the management has every right to transfer the services of the employee from one institute to another and the employee shall not raise any objection to the same.

However, the every care shall be taken that, the pay scale and the emoluments even an allowances given to the employee while working at one place shall be protected and remain the same even after the transfer also and he shall not be affected due to the same.

However the employee shall have no right to refuse the transfer. Refusing to accept the transfer shall amount to breach of the Service Rules and the employee shall be liable for disciplinary action on this ground.

In spite of the service of the transfer order, if the employee remains absent or does not join at the transferred place, the absenteeism shall be treated to be the absenteeism without leave and in that case the employee shall be liable for disciplinary action against him on the ground of breach of Rules and breach of orders.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	118 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Promotion policy

### Objectives


- Motivate Employees providing growth opportunities.
- Proper placement of people resulting in utilizing skills and talents.
- To fill up a vacancy in higher grade with internal resources where ever possible.

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

Following are the suggestions:

PROMOTION TO GRADES	CRITERIA
	Will be based on outstanding performance in the job of previous 2 years
	Will be strictly based on shouldering higher level responsibilities entirely for the function heads and will be based on number of vacancies those exist. Also strong team working & demonstrating highly leadership skills in previous 2-3 yrs.

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	119 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Performance

In all the above mentioned cases of promotions, performance evaluation forms will be the base document.

Consistent 'Outstanding' rating for the previous 3 years will be a requirement.

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 purpose, 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.

(Some promotions within the executive grades to Junior Management could be for motivational reasons.)

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	120 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Transfer

SHREE CHANAKYA EDUCATION SOCIETY PUNE has the practice of transferring people from one location to another, from one department to another and from one function to the other (occasionally).

As a part of our response to demanding business situations we would like to equip all our business units with stronger teams at all the locations.

### Coverage:

All our employees in Grades M1 to M4.


The basic philosophy behind this policy enunciation is the growth of an individual employee and developing his abilities. It forms part of our general retention strategy, coupled with business growth through committed people.

Such transfers could be both from one location to another and simultaneously from one function to another (to develop leaders of tomorrow). However, every decision of this nature will be initiated by the concerned Plant Head and after consulting with Head HR, a proposal will be made for the approval of the Director concerned.

Transfers, as offered to employees under this policy, are for the growth of the employee and in the interest of business; hence, can not be refused. Any refusal of transfer will be detrimental to such employee's growth in the Society,

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	121 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### Important

- A) It is also expected that the employee will move to the new location along with his family and not alone, to be able to do justice to the job.
- B) All such transfers will generally be in effect in May / June every year, to coincide with the academic year of Schools/ Colleges.
- C) All transfers will not necessarily be with promotions, however in some cases both may happen together.
- D) The employee so transferred will be entitled to transfer expenses as per the Society rules.

It is the policy of the Society to cause minimum hardship to the transferees due to dislocation.

An employee who is being transferred must be advised accordingly.

JOB ROTATION / PROMOTIONAL POLICY as career development Strategy

### Purpose:


To enable identify Talents and help career growth of deserving executives.

To groom promising individuals by exposing to various geographical/market needs.

To be used as a motivational tool that would bring a competitive spirit amongst the managers.

To break monotony and the resultant comfort zones; this would help vitalize individual involvement as well as branch activities.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	122 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

To broaden an individuals knowledge of other functions and institutes and departments in the organization.

**Objective:**

To create a talent pool of performing individuals

**Methodology**

An individual based action plan with specific time frame and responsibility for development.


**Advantages**

We would have properly groomed and test talent to take higher responsibilities.

Career planning enable deserving individuals grow fast

Achievement Satisfaction and fast growth would enable higher level of commitment with sense of belongingness.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	123 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 7

### ENTITLEMENT & REIMBURSEMENT

#### Perks

Bills/Voucher will be reimbursed by Accounts Dept. as per rules applicable to different grades.


#### Petty Cash Vouchers:

Bills would be passed by Manager Accounts provided they are supported by relevant documents & sanctions from higher authorities where necessary.

T.E. Advance / T.A settlement will be done by Manager Accounts, as per rules.

Salary payment/final settlement/ routine payments will be done by Manager Accounts as per rules.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	124 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### **Tour Programme:**

Tour programme would be planned and approved by the immediate superior and HOD. A copy of the approved tour programme should be submitted to the Department Head.

### **Tour Report:**

A report needs to be submitted within 3 days of completion of a tour summarizing the tour activities.


### **Travel on Society Work**

After concluding the tour submit your traveling expenses statement within 7 days along with necessary details & supporting vouchers duly authorized by the departmental head to the accounts dept. for passing & processing.

### **MEDICAL INSURANCE**

Mediclaim insurance premium / medical treatment of self/ family.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	125 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 8

### 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

- ❖ Bus service
- ❖ Medical Insurance policy for teaching and non teaching staff,
- ❖ Facility of laptop purchasing at concessional rates.
- ❖ Gym Facility for Staff
- ❖ Tea Coupons facility for the entire staff
- ❖ Distribution of Ganpati Idols.
- ❖ New awards announced by the Chairperson on the completion of 12 year of Indira Institute of Management
- ❖ Summer Camp conducted for children of all the employees of Indira Group.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	126 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


## RETIREMENT POLICY

Retirement age is 58 years for all employees unless specified otherwise.

### 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 SCES and its institutions.
- Employees are to pursue the courses in their own time. Admission to any course offered by the institutes does not assure permission to attend classes or other course related activities during office hours.
- The employees availing this facility will 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.
- Concession in course fees will be extended as under, 15% in case the yearly fees are upto Rs. 50,000/- 20% in case the yearly fees are more than Rs. 50,000/- The decision to grant this facility to the employee will be solely at the discretion of the management and will be final.
- The employee will have to follow all the rules applicable to student in the institute.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	127 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Section 9

### HEALTH/SAFETY/SECURITY

#### HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issue, including 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

Shree Chanakya Education Society Pune provides information to employees about workplace safety and health issues through regular internal communications such as:

- ❖ Training sessions
- ❖ Team meetings
- ❖ Bulletin board postings
- ❖ Memorandums
- ❖ Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	128 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

where appropriate, remedy such situations, may be subject to disciplinary action, including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, employees should notify their supervisor of the happening.

### **PREMISES SECURITY**


All employees who are issued keys to the offices are responsible for their safekeeping. These employees will sign a Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day, assumes the responsibility to ensure that all doors are securely locked, and all appliances and lights are turned off with the exception of the lights normally left on, for security purposes.

### **VISITORS TO THE WORKPLACE**

To provide for the safety and security of employees, visitors and the premises, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors, helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area, sign-in and sign-out at the front desk and receive a 'Visitor' badge to wear while on premises. Authorized visitors will be escorted to their destination and must be accompanied by the visited employee, at all times.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	129 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 10

### EMPLOYEE COMMUNICATIONS

#### STAFF MEETINGS

Weekly meeting to be conducted on a particular day. Present staff should attend the same to thrash out the issues.

Quarterly staff meetings are held on a regular basis. These informative meetings allow employees to be informed on recent Society activities, changes in the workplace and employee recognition.


#### NOTICE BOARDS

NOTICE boards placed in various locations provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

#### SUGGESTION BOX

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

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	130 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## **OPEN DOOR POLICY:**

Our Institute has adopted an Open Door Policy for all employees. This means, literally, that every Director's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time.


### **Responsibilities under an Open Door Policy:**

If any area of your work is causing you concern, you have the responsibility to address your concern with a HOD. Whether you have a problem, a complaint, a suggestion, or an observation, your HOD want to hear from you. By listening to you, the Institute is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

### **Before You Pursue the Open Door Policy:**

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. But, an open door policy means that you may also discuss your issues and concerns with the next level of management. No matter how you approach your problem, complaint, or suggestion, you will find seniors at all levels of the organization willing to listen and to help bring about a solution or a clarification.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	131 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 11

### LEAVE RULES

Information given herein regarding leaves is applicable to the Colleges/Institutes under Shree Chanakya Education Society which are Affiliated to Savitribai Phule Pune University (SPPU) and autonomous Institutes such as Indira School of Communication.

#### 1. General Leave Rules and Regulation:

The following general leave rule shall govern all types of leaves available to employees of IGI.

1.01 Leave can not be claimed as a right.

1.02 Except in an emergency, leave must be applied for in advance through proper channel; leave can be availed only after it has been sanctioned by a competent authority.

1.03 In case of exigencies of work or for administrative reasons the sanctioning authority may refuse postpone revoke or reduce the period of leave.


1.04 The entitlement of leave will be calculated for calendar year as per English calendar.

1.05 Vacational Staff includes: All Teaching Staff of Savitribai Phule Pune University (SPPU) affiliated colleges and AICTE approved institutes.

1.06 Non-Vacational Staff includes: All Institutes Director/Principal, Executive Director, Associate Director, Deputy Directors, Vice Principal, HOD and all Non-Teaching staff

1.07 An employee shall not take up or accept any employment with or without remuneration during the period of leave.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	132 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

1.08 Except in 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.

1.09 If an employee, who is on leave, seeks 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, so as to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.


1.10 No leave or extension of leave shall be deemed to have been granted unless an order to that effect it is sanctioned and communicated to the employee.

1.11 Absence in the excess of the sanctioned leave without permission shall be treated as leave without pay.

1.12 Employees are admissible for leave after end of their probation period (except casual leave). Besides, if the employee avails any leave during the period of probation, though the leave on approval by the concerned authority will be considered as leave without Pay, however the same will be counted as reckonable period of service. This period will be counted for their service, depending on the numbers of days the employee is availed.

1.13 When an employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service and shall be liable for termination of service.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	133 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

1.14 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.

1.15 No Leave is admissible to the employee during the notice period of resignation.

1.16 Probation period norms:

A. 0 to 5 years' experience: 2 years' probation

B. 5 to 10 years' experience: 1 year probation

C. 10 and above: 6 months' probation

1.17 During the period of leave, the employee shall not take up or accept any employment or work either with or without remuneration.

1.18 Weekly off or holidays as declared by the management, may be prefixed and/ or suffixed to any kind of leave. However intervening weekly off or Holidays will be counted as a part of leave.

1.19 Over-stay beyond the sanctioned leave or any extension thereof shall be treated as leave without pay. However, before treating such unauthorized absence as leave without pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the employee from obtaining prior sanction for over-stay.

1.20 Leave records shall be maintained for all employees by staff responsible for maintenance of Service Book. Record will be updated every time the employee avails leave. Therefore all leave applications, after sanction shall be forwarded to Registrar/OS to update leave records.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	134 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### SANCTIONING AUTHORITIES


Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	Executive Directors/ Directors / Dean of all Colleges/Institutes/Departments	Registrar/ O.S.	Director Administration	Chairperson / Group Director
2	All Teaching Staff	Registrar/ O.S.	Head of Department	Director of respective institute
3	Executive Asst. to Chairperson/Group Director	Registrar/ O.S.	Director Administration	Chairperson / Group Director
4	All Non- teaching staff	Registrar/ O.S.	Dy Director / HOD	Director of respective institute

### 2.0 TYPES OF LEAVE EMPLOYEES:

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

1. Casual Leave
2. Earned Leave
3. On Duty Leave [OD]
4. Compensatory Off
5. Medical Leave
6. Maternity Leave
7. Vacation
8. Study Leave
9. Extra Ordinary leave
10. Leave for Adjunct Faculty

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	135 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


11. Leave for ADHOC Employees
12. Leave on Account of Bandh
13. Lien

### 3.1) Casual Leave

General Rules: -

1. Casual Leave is provided for covering short periods of absence due to personal reasons including minor illnesses. In addition, casual leave will be governed by following provisions.
2. An Employee is entitled to one Casual Leave per 40 days of continuous service up to 8 casual leaves in a calendar year.
3. Casual Leave can be taken for a minimum of half a day and shall not exceed three days at a time.
4. Un-availed Casual Leave will lapse at the end of every calendar year.
5. One day casual leave may be availed without prior sanction in case of unforeseen circumstances provided the 'Competent Authority' is promptly informed of the circumstances under which prior sanction could not be obtained in such cases, ex post facto sanction will be granted.
6. An ex-post-facto sanction for the casual leave shall be obtained by the employee in exceptional circumstances where application of casual leave could not be sent before leave commences. Similarly, when one day's casual leave is availed without prior permission, the employee will take ex-post-facto sanction at the earliest.
7. Casual Leave cannot be availed in conjunction with any other kind of leave; however, casual leave may be prefixed/ suffixed with holidays or

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	136 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

weekly off. Holidays/ weekly off falling within the period of casual leave shall be counted as casual leave.

### **3.2) EARNED LEAVE / PRIVILEGE LEAVE:**

1. Earned leave is provided for taking care of employee's leave requirement of more than three days.
2. Employee shall be entitled to 30 days of earned leave per year.
3. On completion of one year of continuous service, 30 days shall be credited to the employee's Earned Leave Account.
4. Subsequently for the period from the date of completion of one year till 31st December, proportionate number of days of Earned Leave (i.e. at the rate of 30 days per year) shall be credited.
5. Earned Leave can be availed 4 times in a calendar year.
6. Maximum 12 days of Earned Leave can be availed inclusive of prefix or suffix, holidays/ weekly off, intervening holidays/weekly off will be counted as a part of Earned Leave. However, concurrence of Chairpersons will be obtained if the number of earned leave exceed 12 days.
7. Earned Leave shall be availed for a minimum of four days at a stretch.
8. The total accumulated Earned Leave of any employee is restricted to 180 days.
9. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.


### **3.3 On Duty Leave [OD]:**

Duty leave may be granted by the sanctioning authority for the following:

1. Attending conference, congresses, synopsis and seminar on behalf of the institute.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	137 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

2.Participating in a delegation or working on a committee appointed by the University or any other academic body.

3.Duty leave may be combined by with earned leave.

4.Duty leave should be given forthcoming meetings at UGC/DTE/AICTE etc.

5.Duty leave may be given for a teacher who is invited to share expertise with academic bodies etc.


6.Delivering lectures in other institutes or organization with permission of the Director/ Principal/ HOD

### 3.4 Compensatory off [CO]

1. If an employee ( other than Director/Principal, Vice Principal, Associate Director, Deputy Director and HoD) is required to work on weekly off or holidays due to urgency/ exigencies of work then he /she shall be eligible for compensatory off for same.
2. Compensatory off should be availed in 45 days.
3. Maximum 2 days of compensatory off can be availed at a time.
4. Compensatory off cannot be availed in conjunction to any other kind of leave/holidays.
5. Compensatory off can be availed only for full day and shall not be counted as hours worked and cumulated.
6. Compensatory off is not a matter of right and can be availed only at the discretion of the Director/Principal of the institute.

### **3.5) MEDICAL LEAVE:**

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	138 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

1. Medical leave is a 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.
2. Each permanent / regular employee who has completed one year of continuous service is entitled for Medical Leave.
3. 10 days of medical leave is credited to employees who completed one year of continues service.
4. Thereafter 10 days of medical leave will be credited on 31st December of every year.
5. Medical leave is availed for minimum 3 days and above shall be granted by approving authority, if it is supported by medical certificate from Registered Medical Practitioner (RMP).
6. Submission of take fitness medical certificate shall lead to disciplinary action against the employee.
7. No back dated medical leave will be authenticated an any ground whatsoever.
8. Medical leave may be combined with earned leave if and only if there are no balanced medical leave.
9. Non availed medical leave can be carried forwarded and accumulated for maximum of 60 days.

### 3.6) MATERNITY LEAVE:

1. Maternity leave is granted to a lady employee in addition to other leaves.
2. All permanent employees are eligible for maternity leave for the period of 90 days, subject to submission of medical certificate.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

139 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

3. Maternity leave shall be granted on half pay to an employee, who has put in more than one year but less than two years of continuous service before the commencement of such leave in such case probation period may be extended according if applicable.

4. Maternity leave would be granted up to two living children during the employment.


5. 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.

6. In the case of miscarriage, abortion or medical termination of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to fifteen 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.

7. No female employee shall be entitled to maternity benefit unless she has actually worked at IGI for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery.

8. 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.

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	140 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

9. Maternity leave may be combined with prefixed to any kind of leave except casual leave. However the leave applied for in continuation of maternity leave shall be authenticated by head of the institute.

### 3.7) VACATION:

**General Rules: -**

1. All teaching staff of SPPU affiliated colleges and AICTE accreditation institutes and who have completed one year of continues service on or before 31st March are entitled for vacation.
2. Director/Principal, Dean Associate Director, Vice Principal, Deputy Director are not entitled for vacation.
3. It is expected that employee on vacation should be on duty on the last working day before the vacation start and the first days of vacation is over.
4. Eligible teaching staff can avail 31 days as summer vacation for an academic year, 7 days for Diwali vacation and 8 days for winter.
5. A faculty joining in middle of the academic year is eligible for proportionate vacation for the year.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



6. If the vacation staff is called on duty during his/her vacation period the number of days present shall be counted to 1 Earned Leave for every 3 present days of vacation.

### 3.8) STUDY LEAVE:

Leave for Ph.D. / Research

1. Study leave will be applicable to full time, regular faculty who has completed 2 years of continuous service.
2. Study leave may be granted with full pay and allowances for Ph. D. in India.
3. Total 15 days leave may be granted for the period between registrations to completion period of Ph.D. with a prior approval of the Director.

### 3.9) EXTRAORDINARY LEAVE

1. The extra ordinary leave (leave without pay) leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit.
2. The extra ordinary leave may be granted at discretion of Chairperson/Group Director
3. The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist.

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	142 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

4. The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.

### **3.10) 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: -

	<b>Entitlement</b>
Faculty with Six days a week	Leaves – 08
Faculty with Five day a week	Leaves – 07

### **3.11) LEAVE FOR ADHOC EMPLOYEES**

Adhoc employee” means employee who is appointed on contract basis for specific period with consolidated salary and specific conditions as shown in their appointment orders.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	143 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Leave entitlement:**

1. In the first year of contract an Adhoc employee is entitled to one  
Casual Leave

Per 40 days of continuous service.

- Diwali Holidays – 7 days
- Winter Holidays – 8 days

1. After completion of first year & if the contract is renewed for second year – an Employee is entitled for

- Casual leaves – 8 days
- Medical leaves – 10 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days

2. After completion of two years of contract in row & if contract is renewed for third time an Adhoc employee is entitled for following leaves:

- Summer Holidays – 21 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days
- Casual Holidays – 8 days
- Medical Holidays – 10 days

**3.12) 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

Authorized Signatory :

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	144 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

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 employee is not having 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**
- On account 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 in this should be taken by management and it shall be followed.

### **3.13) LIEN**

#### **A) What is Lien?**


Means title of a 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.

Lien will be considered as Special Leave without pay and can be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits to permanent teaching employees.

#### **B) Eligibility for lien-**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--




 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	145 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

All Permanent Teaching staff of University affiliated colleges and AICTE approved institutes who have completed minimum three years of continuous service are entitled for Lien. The lien would be sanctioned to work as research associate in industry to enhance their updated skills for benefit of self as well as the college, medical or personal genuine issues. Lien of one year will be permissible for permanent faculty in the constituent college/institute and can be extended upto 18 months with prior approval of sanctioning authority. In special cases, a maximum of two years of lien may be granted for a period of in constituent college/institute. Lien would be sanctioned in consideration to the following conditions -

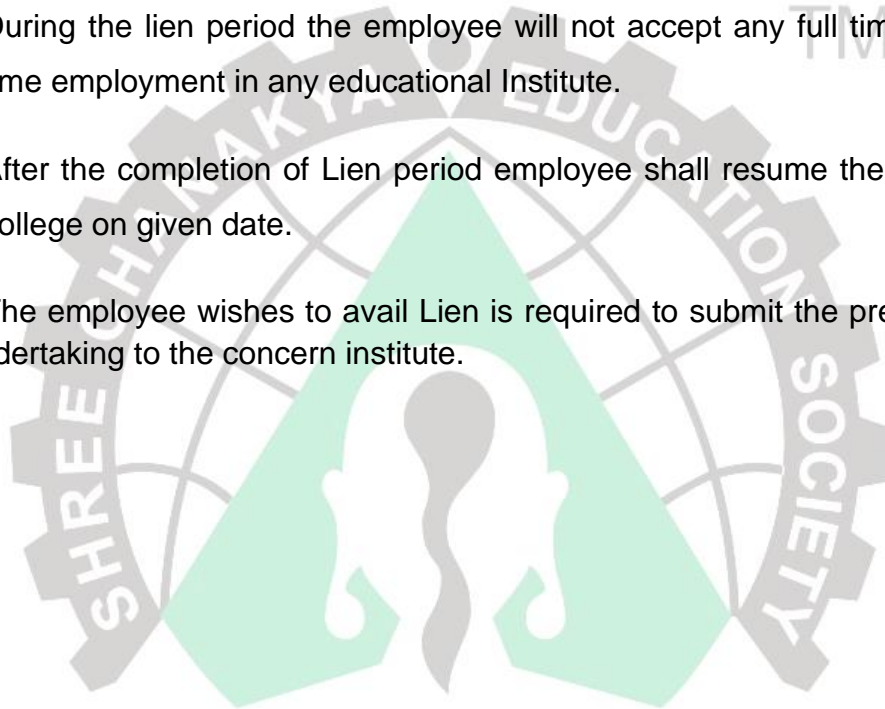
**General Rules: -**

1. Only permanent faculty members of the level of Professor/Associate Professor/ Assistant Professor are eligible for the leave.
2. The Management shall decide about the pay, during the period of Lien.
3. Not more than one teaching staff at a time shall be permitted to go on Lien in a department.
4. On completion of Lien, the teaching staff shall submit a report incorporating the result of the work done during the period of Lien

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	146 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

5. During the lien period the employee will not be entitled to receive / nor claim any salary or emoluments.
6. During the lien period the employee will not accept any full time or part time employment in any educational Institute.
7. After the completion of Lien period employee shall resume the duties in college on given date.
8. The employee wishes to avail Lien is required to submit the prescribed undertaking to the concern institute.



**INDIRA**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	147 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Section 12

### HOSTEL RULES AND REGULATIONS

For the purpose of admission to the hostel, allotment of accommodation, maintaining discipline and good conduct within and outside the hostel premises, the following rules and regulations as laid down hereinafter shall be followed.

#### 2. GENERAL

1.1 Students are advised to read the Rules & Regulations carefully before signing /applying for hostel accommodation. These rules are non- negotiable.

1.2 Allotment of accommodation in the hostel will be for one academic year only, after which this allotment shall stand canceled automatically unless renewed. In case any hostellers want to leave the hostel in the middle of the academic year they shall pay the Hostel Charges for the full academic year.

1.3 In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

#### 2. ADMISSION TO HOSTEL

2.1 Students of Shree Chanakya Education Society's Group of Institutions are eligible for hostel accommodation. Allotment in the hostel shall not be claimed as a matter of right even when a person is a bona fide student of the institution.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	148 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

Students who desire admission in the hostel have to apply on prescribed Form (Annexure I), which is available at the Administration Office.

A student shall occupy the seat in the hostel after depositing the prescribed fees on or before the date mentioned in the allotment letter, failing which the allotment shall stand cancelled and amount deposited shall be forfeited.

**2.2** Applicants have to be medically examined by the Medical Board Appointed by this institution for communicable diseases. If found positive, admission will be denied.


**2.3** All students seeking Admission to the hostel must submit a Medical Fitness Certificate as per the prescribed format (Annexure IV) from a approved medical practitioner. It should also carry the information of the blood group of the student and his/her sensitivity, if any, to any medicine.

**2.4** The SCES have an arrangement with a local hospital, for treatment of ordinary and trauma cases arising in hostel. All hostellers are covered under adequate Medical and Accident Insurance. Any illness or injury should be reported to the Rector for remedial action.

**2.5** Cases of a boarder requiring hospitalization will be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards. In case of emergency, such ailing boarder shall be shifted to his / her local (home town) hospital or to a hospital at any other place, as per advice of the Doctor, on the condition that the expenses shall be borne by the boarder / guardian.

**2.6** Application must be signed by the student and counter signed by student's parents or natural /legal guardian. Student and his guardian are individually

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	149 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

and/or jointly responsible to pay all the dues to the Shree Chanakya Education Society arising from student's stay in the hostel. Student admitted to a hostel must furnish a written Declaration (Annexure III) in the prescribed Form duly signed by the Student and his / her guardian to the effect that the student shall abide by the hostel rules and regulation and code of conduct.

**2.7** The administration has absolute discretion to reject any/ all applications without assigning any reason thereof.

**2.8** Any subsequent changes in facts given in the admission form, once submitted, must be intimated to the administration immediately.

**2.9** At the time of admission in the hostel, a student is required to give an undertaking (Annexure II) in writing to the effect that they have read "The Hostel Regulations" in totality. This instruction is to be countersigned by parent / guardian.

### **3. ALLOTMENT PROCEDURE**

**3.1** The allotment of accommodation will be made after the candidate has produced the payment receipt of the fees/dues against him.

**3.2** The applicant shall have to furnish a written undertaking from his/her parents/ guardian holding him/her responsible for payment of hostel dues in case his/her ward fails to make the payment. Also, Bond of Indemnity (Annexure V) as per our format on requisite stamp Paper duly notarized within 30 days from the date of admission to hostel.

**3.3** Residents shall sign a receipt of hostel property/assets in their rooms and shall be responsible for any loss or damage thereto.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	150 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

#### 4. FINANCIAL

**4.1** Candidates are supposed to deposit entire Hostel fees at the Time of Admission.

(PAYABLE EVERY YEAR). All payments regarding hostel room rent, mess and other applicable charges, are to be made at the cash counter in Accounts Department and proof of payment should be attached with the application form.

**4.2** Rights to revise room rent, mess charges, hostel caution money and other applicable charges are reserved with the hostel administration at its sole discretion. Caution money if not claimed within one year after leaving the hostel, will stand lapsed.

**4.3** Late payment of hostel dues may attract late fee of appropriate amount. Late fine as fixed by the authority shall be charged if the hostel dues are not paid within the stipulated time.

#### 5. MESS

**5.1** All boarders of the hostel shall automatically be members of the respective hostel mess. Joining the mess is mandatory for all boarders.

**5.2** A Food Committee which consists of representatives of all hostels will be formed to supervise hygiene, menu & quality of food.

**5.3** Hostellers are forbidden to take food, utensils, crockery, cutlery etc. from the mess to the rooms. Bringing outside food in the hostel room or cooking food in rooms is strictly prohibited.

**5.4** Food is served in buffet. Hostellers have to return the utensils to the kitchen after finishing their meals.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	151 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**5.5** Hostellers are expected to be polite with mess workers. In case of any complaints they should approach the Rector.

## **6. HOSTEL REGULATIONS**

**6.1** All hostels owned by SCES and rented ones are governed by common regulations.

**6.2** Hostellers are expected to keep their rooms clean.

**6.3** Hostel rooms are not wired for high wattage electric appliances; therefore hostellers must not connect high wattage appliances like electric iron, heaters, electric stove etc. Any student found using such appliances will attract fine / disciplinary action and cost of replacement.

**6.4** Any willful damage caused by the hostellers to the hostel property, including furniture, fixtures etc. of rooms and common space in the building and premises will be dealt with seriously. Cost of such damage will be recovered from hostellers individually and/or collectively with heavy penalty.

**6.5** This institution has provided TV sets for viewing at convenient common places. Keeping personal TV in rooms is prohibited. Personal Radios / Music systems must be played at low volume in such a way that other students are not disturbed. In case of violation of this regulation the equipment will be confiscated.

**6.6** Telephone extensions provided in the hostel are for receiving calls only.

**6.7** Hostellers are expected to switch off all lights and fans before leaving room. Likewise water taps should also be closed.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

152 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

**6.8** Parents are advised to discourage their wards from keeping valuables in hostel rooms; such as ornaments, expensive watches, large amount of cash etc. The administration is not responsible for any loss.

**6.9** Entry of Non hostellers in the hostel building is strictly prohibited. Any student found aiding and abating outsiders to stay in the hostel will be penalized. Entry of any male (including students, hostellers, and staff members) in girl's hostel is strictly prohibited. Likewise entry of females in boy's hostel is also prohibited. Any infringement of this regulation must be reported immediately to the Rector. However workers responsible for maintenance of services may enter hostel in presence of the Rector of the hostel.

**6.10** No boarder shall keep any guest(s) in the hostel without the written permission of the Warden. The host student shall have to pay the prescribed charges for the guest. No guest shall remain in the hostel for more than 3 days at a time. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

**6.11** Any untoward incident /emergency situation /accident etc. should be immediately reported to the Rector or any authority of the institute or security staff.

**6.12** Dedicated workers are deployed to clean toilets, rooms and common spaces daily. Hostellers are expected to co-operate with the management in keeping hostel and surrounding landscape garden clean and beautiful.

**6.13** Hostellers are expected to cover their bodies in a decent manner, in and outside their rooms and observe dress code when and whenever specified.

**Authorized Signatory :**



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	153 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**6.14** Hostellers have to vacate hostel during summer vacation within 48 hours of last examination / class.

**6.15** Application for withdrawal from the hostel shall be countersigned by the father/ mother/ guardian and submitted to the Director administration. Such application shall be submitted after all hostel dues have been cleared

## **7. LEAVE OF ABSENCE**

**7.1** Hostellers must present themselves for attendance once a day at specified time. Surprise attendance may also be taken. Absentees will be fined suitably. Habitual absentees will be heavily penalized and their guardians will also be alerted.


**7.2** Gate of the hostel will be closed between 9:30 pm and 6.00 am except in case of Emergencies with the consent of the Warden/Rector.

**7.3** Returning to the hostel after 9:30 pm. is not permitted except for academic/ placement reasons. In such cases request must be endorsed by concerned authority.

**7.4** Night out permission will be given for legitimate reason only. Legitimacy will be decided by the administration. In case of girls, guardian must specify whether his /her ward may visit overnight. (Please see detailed procedure of night out on page number 15)

**7.5** Leave from hostel for more than one day will be given for home visit only, when classes are not being held. However this condition can be relaxed on request from parents. Hostellers must obtain prior permission for leaving hostel on prescribed form. For academics or placement reasons application must be endorsed by the concerned Director.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	154 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

7.6 Any request for leave of absence conveyed orally or telephonically will not be entertained.

## 8. DISCIPLINE

**The following acts of indiscipline are strictly prohibited:**

**8.1** Ragging - Ragging in any form in hostels or in the campus. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. Hostellers are asked to note that 'Ragging' is an offence u/s 4 of Maharashtra Prohibition of Ragging Act, 1999 and any student found involving himself or abetting or propagating activities of ragging such as teasing, abusing, threatening or playing practical jokes on, or causing hurt, which is likely to cause physical or mental/ psychological harm or raise apprehension or fear or shame or

Embarrassment to a student within or outside any educational institution shall be dismissed with immediate effect. Please note that such dismissed student shall further not be admitted in any other education institution for a period of five years from the date of order of such dismissal. In addition to the same, the college shall also forward the complaints about further action. It may further be noted that the management will not be responsible for any claim, damage or compensation against the order of suspension of the student who is accused of the offence of ragging in any manner.

**8.2** No illegal drugs or firearms shall be stored and/or consumed in Hostel and on campus in general. Liquor is also prohibited in the Hostel. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	155 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

strictly prohibited. Any inmates, if found indulging in such practices, shall be asked to vacate the hostel without any notice

**8.3** Committing insubordination or showing disrespect to the authority.

**8.4** Picking up quarrel or altercation with fellow boarders and employees of the hostel.

**8.5** Participating in or promoting any disruptive activity in the campus.

**8.6** Unauthorized possession of any property belonging to the SCES, hostel or any other individual.

**8.7** Organizing any meeting, function etc. in the hostel without prior permission from the Warden.

**8.8** Any other acts which in the opinion of the Rector/Warden are detrimental to the interest of other boarders.

**8.9** All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.

**8.10** Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other employees of SCES.

**8.11** Any form of gambling inside or outside the campus.


## **9. RULES OF CONDUCT**

The following in addition to rules of conduct which may be prescribed from time to time shall constitute acts of indiscipline and violation of hostel discipline for which action may be taken against the Hostel resident(s) concerned by the officers as prescribed in clause below;

**a)** Keeping firearms and other lethal weapons or any other material not necessary for academic pursuits in the hostel even if licensed.

**b)** Keeping unauthorized persons in the room/seat allotted to a resident.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	156 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- c) Shifting to a seat/room other than the one allotted to the resident without prior permission of the authority.
- d) Sub-letting the room/seat allotted to the resident or any other room lying vacant due to any reasons.
- e) No handing over vacant possession of the room/seat at the end of the period for which allotment was made.
- g) Keeping electric appliances such as refrigerator, air conditioner, television, oven, burner, heater etc., in the room.
- h) Parking cars or other vehicles in places other than the designated parking lots.
- i) Engaging in any immoral or agitating and violent activities or creating nuisance or disturbing the peace and tranquility in the college campus.
- j) Barricading stairs, corridors, gates and other area in the hostel/ campus of general use.
- k) Use of hostel rooms or premises for group parties, political assemblies and for purposes other than those for which they are meant.
- l) Inviting outsiders to address hostel residents without the permission of authorities.
- m) Pasting of posters/chalking on hostel or other campus buildings, premises or compound walls or any portion thereof.

## 10. TERMS AND CONDITIONS

**10.1** The hostel authorities shall reserve the right to search the personal belongings and baggage of the residents at the time of entering the hostel or while residing in the allotted accommodation.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

157 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

**10.2** The college administration is not responsible for the loss of any property of the hostel resident.

**10.3** All damages will be repaired at the expense of the boarder responsible.

**10.4** Every part of the hostel premises shall be freely open for inspection by the Rector or Warden at all times.

**10.5** Misuse of electricity, water and other facilities will be liable for penalty.


**10.6** Students, while going out, shall enter in the register the time of leaving, purpose and proposed time of return. While returning they shall also enter the time of return in the same register.

**10.7** The Chanakya Education Society may change, amend, or suspend these rules/regulations without assigning any reason and prior notice.

**10.8** In all matters concerning hostel and its residents, decisions of the hostel administration is final and binding on students' /parents/ guardians. Interpretation of these rules by the hostel administration is final, conclusive and binding on all concerned.

**10.9** Any litigation arising matters of hostel and its inmates will be subject to Pune jurisdiction only.

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	158 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**ANNEXURE – I**

**Form No :**

**SHREE CHANAKYA EDUCATION SOCIETY'S  
INDIRA GROUP OF INSTITUTES  
S. No. 85/5 A, New Mumbai Pune Highway,  
Near Wakad Police Chowky, Tathawade Pune 411033.**

**Hostel Admission Form**

**Size  
graph  
2 Nos.**

**Passport  
Photo-**

**Sir,**

**I may kindly be admitted in Hostel.**

1. Student's Name \_\_\_\_\_ Gender M / F

2. Father's Name \_\_\_\_\_

3. Nationality \_\_\_\_\_

4. Course Admitted to \_\_\_\_\_

5. Institute \_\_\_\_\_

6. Father's Designation \_\_\_\_\_

7. Office Address & Tele.

No. \_\_\_\_\_

8. Name of the Local Guardian \_\_\_\_\_

**Authorized Signatory :**

--	--	--	--	--



**Document:**

**Page No.**

159 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

9. Relation \_\_\_\_\_

Student's Permanent Address Local Guardian's Address

Name :	Name :
Home Address:	Local Add:
State:	
Tele No Parents:	Tele No:
Mob. Ph. Parents	Mob. Ph.:
E-Mail Parents	E-Mail

### 10 Personal Information

Date of Birth (DD/MM/YY) \_\_\_\_\_

Age. \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Group

\_\_\_\_\_

Marital Status – Married / Not Married. Food Habits – Veg. / Non Veg.

Identification Mark:

\_\_\_\_\_

Do your parents allow you to stay over night with your local guardian or

Any where else? \_\_\_\_\_ YES / NO \_\_\_\_\_

Any other Information, you like to give. For e.g. Allergic to any drugs etc.:-

\_\_\_\_\_

\_\_\_\_\_

**Authorized Signatory :**



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

160 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

Son / Daughter of

\_\_\_\_\_

\_\_\_\_\_

have carefully read and understood the hostel rules and regulations and solemnly affirm that during my stay in the hostel, I will abide by the said rules and regulations. I further undertake that in case of any breach on my part, I will accept the penalty imposed on me by the hostel administration.

Signature of Students.  
Guardian)


Counter Signature (Parent /

For Office use only

Receipt No.	Date	Amount		Rector's Signature	Director Admn's signature

Authorized Signatory :



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	161 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## ANNEXURE – II

**Dt.:**

### UNDERTAKING BY STUDENT

I have read the hostel rules and regulations and agree to abide by them in letter and spirit.

I also confirm that I will follow all instructions given by the hostel management or administration department of Shree Chanakya Education Society.

In case of any violation of hostel rules and regulations, I will be responsible for the penalties as prescribed. The Management shall not be responsible for any of my actions which are in breach of rules and regulations.

I shall keep the Management indemnified from any loss or damage that may be caused by breach of any rules and regulations if may from me.


IN WITNESS WHEREOF, I have signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2011 at Pune.

Name & Signature of the student

Room No.

Hostel:

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	162 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## ANNEXURE –III

### DECLARATION

**To be obtained from:**

i) **Students** on the application from for admission to the effect that 'I solemnly declare that I will not use, consume, buy, sell, indulge or encourage others to deal on or use any, narcotics, steroids, sedatives, or hallucinatory drugs or substances which are hazardous, prevented by law or otherwise, of any kind. If found indulging in any of the above activates, college/Institute will be at liberty to suspend/rusticate/prosecute me under criminal laws or any other laws as applicable for the same. The college/Institute will be free to take such punitive action without resorting to any enquiry process, and on the basis of summary evidence in the form of witness or document or text/audio/video footage to prove my/ applicant's guilt.

I further declare that, I shall indemnify the college from any and/or all losses, costs and damages that may be caused to the college on account of I using, consuming, buying, selling, indulging or encouraging others to deal with or use any steroids, narcotics, sedatives or hallucinatory drugs or any other drugs banned by law.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

163 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

\_\_\_\_\_


**Signature of the Student**

ii) **Parents** are mentioned in Para 1 above,

“I, Mr. /Mrs. \_\_\_\_\_, residing at :  
\_\_\_\_\_ do hereby declare that to the best of my knowledge that my son/ daughter/ward, Mr./Ms \_\_\_\_\_ who is applying for admission to your college for the \_\_\_\_\_ Course, does not/has not entertain(ed) any tendency to partake or deal in banned substances or drugs by law and is a person of clean moral and physical habits which will not threaten the moral/ physical character of other students at the college. In the event of the college requiring my son/ daughter/ ward to undergo a medical examination/test to rule out the use of such substances at any time during the currency of the course, I hereby irrevocably authorize you to conduct the same for which I will be responsible financially and otherwise to the college authorities.”

I hereby declare that, I shall be jointly and severally liable to indemnify the college \_\_\_\_\_ (name) from all costs, losses, damages, etc. that may be caused/suffered to the college on account of my son/daughter/ward, Mr./Ms. \_\_\_\_\_ found guilty for using, consuming, buying, selling, indulging or encouraging others to deal with or use any narcotics, steroids, sedatives, hallucinatory drugs or any other substances which are/shall be declared to be hazardous or banned by law, at any time, during the period of my son/daughter/ward carrying out her studies at \_\_\_\_\_ college (name) and shall reimburse/make good such

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	164 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

losses, costs, damages, etc. that may be caused to the college, immediately upon the receipt of notice/ demand by the college/society in this behalf.

\_\_\_\_ Signature of Parent/Guardian

### ANNEXURE- IV

#### Format of Medical Fitness Certificate

This is to certify that I have carried out medical examination of  
Mr./Ms \_\_\_\_\_  
son/ Daughter of \_\_\_\_\_  
and have following observations.  
He/ She is physically and mentally fit to attend the \_\_\_\_\_ course.  
He / She is suffering from \_\_\_\_\_.  
He/ She is allergic to \_\_\_\_\_.  
Special Advice if any \_\_\_\_\_.  
His / Her Blood group is, \_\_\_\_\_.

Sign Seal.


Name: Dr. \_\_\_\_\_

Regd. No. \_\_\_\_\_

#### Instructions:

1. This form is to be obtained on the letterhead of an authorized medical practitioner.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	165 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

2. This is to be submitted along with the application for hostel admission.

**ANNEXURE – V**

**Format- BOND OF INDEMNITY  
(To be made on stamp paper of Rs.200/-)**

This Bond of Indemnity entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Pune.

**BETWEEN**

**Mr./Ms./ Mrs.** \_\_\_\_\_

Age: \_\_\_\_\_ years, Occ: Student

Presently R/at: \_\_\_\_\_ Hostel,  
Pune.

....Hereinafter referred to as “**Indemnifier**” (which expression unless repugnant to the context or meaning thereof shall mean and include his/her legal heirs, parents executors and assigns) ---

OF THE FIRST PART

**AND**

**Shree Chanakya Education Society**, A public Trust registered under The Societies

Registration Act, 1860 and The Bombay Public Trusts Act, 1950. Having its office at, S.Mo.85/ 5 –A, New Pune Mumbai highway, Near Wakd Police Chowki, Pune – 411 033.

**Through Authorised Signatory**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

166 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

**MS. Tarita Shankar**

... Hereinafter referred to as “**Indemnity Holder**”

**WHEREAS**, Indemnifier is a Student of \_\_\_\_\_ Institute run and managed by Indemnity Holder and taking admission while considering the said Hostel accommodation.

**AND WHEREAS**, the Indemnifier at the time of taking admission in the Hostel shall agree to abide by the Rules and Regulations, Night out procedure and Students undertaking regarding stay in the said Hostel.


**AND WHEREAS**, Indemnity Holder takes maximum care to see that, no mishap or accident should take place during stay of the Indemnifier in the Hostel accommodation provided to him/her.

**AND WHEREAS**, however, the Indemnifier understands that, there has always been the possibility of some unforeseen event in the form of mishap or accident occurring during the stay of Indemnifier in the Hostel. and/or during the period of admission of the Indemnifier in the Institute of Indemnity Holder.

**AND WHEREAS**, the Indemnity Holder during such times takes endeavor to provide timely help and financial assistance even by going out of the way.

**AND WHEREAS**, the Indemnity Holders in such situations do the same on humanity grounds and incur the expenditure for providing timely help and assistance to the student in mishap.

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	167 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**AND WHEREAS**, the Indemnity Holder has expressed that, sometimes the money spent by Indemnity Holder purely on the humanitarian basis and are not reimbursed by Indemnifier / their parents to the Indemnity Holder.

**AND WHEREAS**, therefore in order to have something in writing thereby the Indemnifier student accepts the responsibility of such reimbursement, the Indemnifier executes this Bond of Indemnity as under:

**NOW THEREFORE THIS BOND OF INDEMNITY AS UNDER:-**

1. The Indemnifier declares that, in case of any mishap, accident or any event which will Warrant the financial help / aid from the Indemnity Holder, if is provided by Indemnity Holder as timely help considering the exigency of the situation, then the Indemnifier assures and undertakes that, he / she and/or their parents shall always keep the Indemnity Holder indemnified from the losses / damages etc. and shall always reimburse the said amount to the Indemnity Holder on its demand.
2. The Indemnifier further assures and undertakes that, in case of delay in payment /reimbursement of the said amount, the Indemnifier shall pay the interest @ 18% p.a.from the date of demand till its actual payment.
3. It is mutually agreed that, the said agreement shall be in subsistence till the Indemnifier continues to occupy the Hostel premises provided by the Indemnifier and therefore shall automatically come to an end.

IN WITNESS WHEREOF, I have signed hereinunder on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	168 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

at Pune.

**Indemnifier**

**I know the Indemnifier**

**Advocate**

**SHREE CHANAKYA EDUCATION SOCIETY**

**PROCEDURE FOR NIGHTOUT TO HOSTEL STUDENTS,  
(Instructions for students)**

- a) Students whose parents have given permission to allow night outs will only be given the permission. Only two night outs will be given in a month. The student should fill a night out application form available with respective warden with a reason to go on out pass. The warden will scrutinize the form for a) Permission from parents exists
- b) The student has not exceeded the night out allowed. The warden will sign to certify that the night out application is valid. The student will obtain the signature of the sanctioning authority nominated by the student's institute and handover the form to the security before departure.

Students going on night out are to leave the campus before 7 PM. While leaving for night-out security may check the baggage, vehicle, helmet if any, of the hostellers.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--





**Document:**

**Page No.**

169 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

The students while on night - out would not act in any manner which is likely to endanger their own safety or to cause bodily injury to others and would not do any act likely to lower the reputation of the Institute where they are studying and they would not commit any act nor would they agree to participate in any activity which would degrade their status / worth as human beings.


Disciplinary action including fine, cancellation of night out facility for specified period will be taken against the students in case of -

1. Any student found altering the date / name on the night out form after the same is approved.
2. Student coming later than the date of return written in the night out form.
3. Student going to hometown / local guardian without getting proper sanction.

***Students should note that all the rules are for the security and safety of the students.***

**INDIRA**

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	170 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## NOTICE


Students are requested to take note that, "Ragging" is an offence u/s 4 of Maharashtra Prohibition of Ragging Act, 1999 and any student found involving himself or abetting or propagating activities of ragging such as teasing, abusing, threatening or playing practical jokes on, or causing hurt, which is likely to cause physical or mental / psychological harm or raise apprehension or fear or shame or embarrassment to a student within or outside any educational institution, shall be dismissed with immediate effect. Please note that, such dismissed student shall further not be admitted in any other educational institution for a period of five years from the date of order of such dismissal. In addition to the same, the college shall also forward the complaints about further action. It may further be noted that, the college will not be responsible for any claim, damage or compensation against the order of suspension of the student who is accused of the offence of ragging in any manner.

**INDIRA**

**Director  
Administration**

**Attached : ANNEXURE - I**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	171 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## ANNEXURE - I

### AFFIDAVIT BY THE HOSTEL STUDENT

I, \_\_\_\_\_ (full name of student with admission / registration / enrolment number) S/o., D/o, Mr./Mrs./Ms. \_\_\_\_\_

1. having been admitted to (name of the institution) and in pursuance thereof having applied to (name of the institution) for accommodation at (name of the hostel) hereinafter referred to as "said hostel", have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and have carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 4 of the Regulations and I am aware as to what constitutes ragging.
3. I have, in particular, perused clause 5 (6) and clause 8 of the Regulation and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging in the said hostel.
  - a) I hereby solemnly aver and undertake that I will not indulge in any behavior or act in the said hostel that may be constituted as ragging under clause 4 of the Regulations. I will not participate in or abet or propagate through any act of commission or omission in the said hostel that may be constituted as ragging under clause 4 of the Regulations.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

172 of 269

**Title: Policy Manual**

**Revision Date:**

June1<sup>st</sup>, 2012

4. I hereby affirm that, if found guilty of ragging in the said hostel, I am liable for punishment according to clause 8 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

**Declared this \_\_\_\_\_ day of \_\_\_\_\_ year**

**Signature of Deponent  
Name**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.


Verified at (Place) on this (day) of (month) (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this (day) of (month) (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	173 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 13


### ANTI DRUG USAGE POLICY

Indira Group of Institutes has a clear anti-drug usage policy. The management will take all necessary precautions to screen employees for performance and also during the course of employment potential instances of drug abuse and as a courtesy, will try to counsel/treat such instances on merit, the primary responsibility for the good behavior and character of the employee.

While the management expects that all employees employed in the premises should be free from any habits which are deleterious to the successful culmination of their achievement, it will be the responsibility of the employee to bring any instances of known abuse of banned substances by their ward in the past, to our notice in the declaration provided in the application form. Any employee suspected to be involved in such acts can be required to undergo a mandatory drug test which will be conducted by the medical authority designated by the Shree Chanakya Education Society at the cost of the employee.

The results of the test will be sufficient, though not the only, evidence for the management to act in response to its avowed anti-drug tolerance policy, as mentioned below.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	174 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012


As a consequence of zero-tolerance for drugs on campus, any employee found indulging in abuse of drugs by consuming, dealing in, or encouraging other employee to deal in or consume, substances banned by law or deemed to be injurious to the moral and physical health of the employee community will face summary rustication/dismissal from employment. This will be without prejudice to the right of the employee to proceed against the employee under the provisions of the law of the land in such cases. For this purpose, it will not be necessary to produce any incontrovertible evidence in defense of the action by the management, but preliminary/primary evidence of the same will be deemed to be sufficient for the management to take such punitive action.

**Declaration in the application, to be obtained from:**

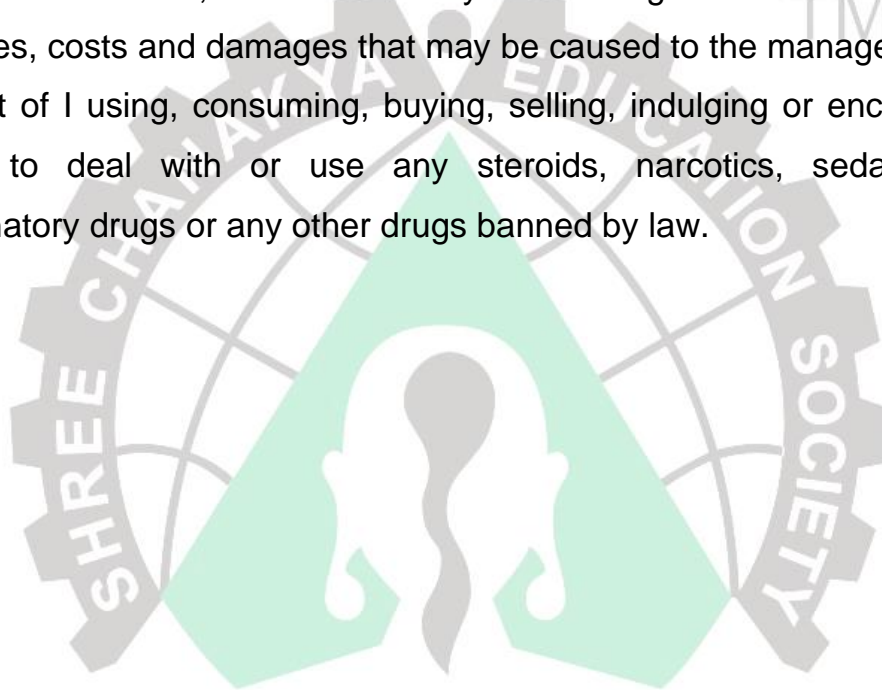
1) **Employee** on the application form for join to the effect that

'I solemnly declare that I will not use, consume, buy, sell, indulge or encourage others to deal in or use any, narcotics, steroids, sedatives, or hallucinatory drugs or substances which are hazardous, prevented by law or otherwise, of any kind. If found indulging in any of the above activities, management will be at liberty to suspend/terminate /prosecute me under criminal laws or any other laws as applicable for the same. The management will be free to take such punitive action without resort to any

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	175 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

enquiry process, and on the basis of summary evidence in the form of witness or document or text/audio/video footage to prove applicant's guilt. I further declare that, I shall indemnify the management from any and/or all losses, costs and damages that may be caused to the management on account of I using, consuming, buying, selling, indulging or encouraging others to deal with or use any steroids, narcotics, sedatives or hallucinatory drugs or any other drugs banned by law.



**INDIRA**

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	176 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## Section 14

### POLICY ON PREVENTION OF SEXUAL HARASSMENT

#### 1. PURPOSE

Every employee and girl / lady students 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 hand shake, 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 behaviour.

#### 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.

Authorized Signatory :				
------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	177 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


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, maintain confidentiality to the fullest extent 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

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	178 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

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.Ms. Tarita Mehendale (Chairperson, Indira Group of Institutes)
- 2.Mr. Chetan Wakalkar(Group Director, Indira Group of Institutes)
- 3.Dr. Prachee P. Javedekar (Director IIMP)
- 4.Dr. S.G. Tillu (Executive Director ICEM)
- 5.Ms. Renu Bhargava (Director ISBS)
- 6.To be included as per the guidelines of the Supreme Court.

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 favours;
- \* Sexually coloured 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

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	179 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

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 work places** and that enactment of such legislation will take considerable time,

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	180 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

It is necessary and expedient for employers in work places 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 work places and other institutions:**


It shall be the duty of the employer or other responsible persons in work places 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	181 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


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 work place 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 work place 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

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	182 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

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 work places and no employee woman should have reasonable grounds to 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.

In particular, 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	183 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### 5. Disciplinary Action:

Where such conduct amounts to mis-conduct 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

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	184 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

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 incharge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

**7. Workers' Initiative:**


Employers should be allowed to raise issues of sexual harassment at workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

**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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	185 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 10. Third Party Harassment:


Where sexual harassment occurs as a result 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 work places 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.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	186 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Section 15

### PURCHASE POLICY

#### TABLE OF CONTENTS

Section	Description
<b>I.</b>	<b>INTRODUCTION</b>
1.1	Purpose of the Manual
1.2	Scope of the Manual
1.3	Role of Purchase Committee
1.4	Sanctioning Authority
1.5	Review of Rates
1.6	Monitoring of Stores and Purchase Activities
1.7	Amendment to Manual
<b>2</b>	<b>PURCHASE POLICY</b>
2.1	Objective
2.2	Role and Responsibilities of Indenting Department
2.3	Role and Responsibilities of Purchase Section
2.4	Role and Responsibilities of Stores Section
2.5	Procedure for Approval of Vendors
2.6	Procedure for Inviting Quotations and Comparative Statement
2.6.1	Procedure for Inviting Quotations
2.6.2	Preparation of comparative statement
2.7	Purchase Procedures

Authorized Signatory :



2.7.1	Demand Procedure for consumables/Stationery/ Maintenance Work / etc.
2.7.2	Purchase Procedure for Non-consumable Items
2.7.3	Purchase Procedure for Items Costing More Than Rs.10,000/-.
2.7.4	Purchase Procedure for Items Costing Less Than Rs.10,000/-.
2.7.5	Cash Purchases
2.8	Exceptions to Purchase Policy
2.8.1	Gifts etc.
2.8.2	Library Books
2.8.3	IT Related Items like Computers, Peripherals etc.
2.8.4	Purchases for Functions and Festivals, awards etc.
2.8.5	Fuel, Oils etc.
2.9	Classification of items by Code Head
2.9.1	Code Heads
2.9.2	IT Code Heads
2.10	Maintenance of Dead Stock Register
2.11	Scrap Disposal Procedure
<b>3.</b>	<b>SERVICE PROVIDERS</b>
<b>4.</b>	<b>DOCUMENTATION</b>
4.1	Material Requisition Note
4.2	Purchase Indent (Consumable Items only)
4.3	Vendor Evaluation Form
4.4	Letter for Inviting Quotations from Suppliers
4.5	Comparative Chart of Quotations

Authorized Signatory :



**Document:**

**Page No.**

188 of 269


**Title: Policy Manual**

**Revision  
Date:**

June 1<sup>st</sup>, 2012

4.6	Purchase Order
4.7	Vendor Performance Review
4.8	Goods Receipt Report
4.9	Stores Ledger
4.10	Gate Pass
4.11	Dead Stock Register
4.12	Bin Card
4.13	Cash Advance Form
4.14	Purchase Indent (Capital Items only)
4.15	Works Indent
4.16	Bill Passing stamp
4.17	Scrap Disposal Register
	<b>ANNEXURES:</b>
I.	Chairperson's Circular regarding Purchase of Gifts
II.	Sub-classification of IT / HW Items
III.	Coding of Stationery, Cleaning Consumable Items
IV.	All Types of Repairs and Maintenance Items
V.	List of Approved Vendors

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	189 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## I. INTRODUCTION

### 1.1 Purpose of the Manual

The objective of this manual is to provide comprehensive information about the purchase procedures to be followed for the purchase of various items and maintaining records there of. This document elaborates the processes of purchasing goods and services from different agencies. It details purchasing policy, procedures and necessary documentation connected with it. This would serve as guidelines for the employees dealing with Stores, Purchases and other related activities.


The manual includes all aspects of procurement system like purchase requisition, collecting quotations, issue of purchase orders, receipt of goods, bill passing and payment, emergency purchases and petty cash. It also deals with inventory management system for issue of goods and controlling stock levels.

### 1.2 Scope of the Manual

The policies and procedures contained in this manual are applicable to all goods and services except capital goods purchased for project. The purchase procedures contained in this manual will be strictly observed and purchase other than through petty cash will be made only after the issue of Purchase Order. However, the goods purchased through petty cash also must be routed through Stores and a copy of delivery challan/ cash memo would be given to Stores for necessary entries in Stores records.

The Purchase procedure is to be followed in letter and spirit. The practice of splitting a PO in to smaller orders (whether to the same or different vendors) with the purpose of

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	190 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

circumventing approval levels, bid procedures, budget checks or other established controls, is unacceptable.

### 1.3 Role of Purchase Committee

The Purchase Committee will be responsible to improve work efficiency, reporting and quality of purchase function and to ensure implementation of this manual.

The constitution of the Purchase committee will be as under:

- Director- Administration & HR, Chairman
- Deputy Director Administration- Member
- Deputy Director Accounts - Member
- Purchase Manager – Member Secretary

In addition to members, a representative of Indenting Department may be asked to attend the meetings of the Purchase Committee whenever necessary. The Purchase Committee would meet at least once every month and whenever necessary. Proper records of meetings of the committee and minutes will be maintained by the Purchase Manager and signed by the Director – Administration & HR.


The role of the Purchase Committee is vital for the successful implementation of the purchase policies and procedures contained in this manual. Hence, committee members must devote necessary time for the meetings and other administrative work.

### 1.4 Sanctioning Authority

The sanctioning power delegated to different authorities is as under:

Sr. No.	Sanctioning Authority	Amount (Rs.)
1.	Chairperson / Group Director	Above Rs. 50,000/-
2.	Director – Administration & HR	Up to Rs.50,000/-
3.	Head of the Institute	Up to Rs.10,000/-

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	191 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

However, the approval of the Chairperson / Group Director may be obtained for purchases below Rs.50,000/- if thought necessary.

### 1.5 Review of Rates

The Purchase committee would prepare a list of approved vendors for various items and schedule of rates. These rates will be applicable for a specific period i. e. between 3 to 6 months. The Purchase Manager would undertake review of rates periodically, on the basis of prevailing market conditions and negotiate new rates with the vendors. The new rates will be approved by the Purchase Committee.

### 1.6 Monitoring of Stores and Purchase Activities


The stores and purchase activities would be monitored on monthly basis and a report containing information on activities like PO issued, amount of purchases, stock position and consumption etc. must be submitted by the Purchase Manager to the Purchase Committee.

### 1.7 Amendment to the Manual

The manual provides standard / accepted purchase policies to be observed while effecting purchases. The manual would be adopted by the governing body and any further changes will be carried out through the following procedure:

- An explanatory note with the supporting documents regarding the necessity of change should be prepared by the Director – Administration and discussed with Purchase Committee members.
- The proposal should be forwarded to the Chairperson for approval.
- After obtaining the approval of the Chairperson, the note shall be put to the governing body for its approval.
- The modified policy will be effective after approval of the governing body.
- The change will be communicated to all Directors / HoDs by the Purchase Section.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	192 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

The contents of this manual are confidential and should not be distributed or reproduced without the written permission of the management. This manual should be read in conjunction with the administrative instructions issued by the management from time to time.

## 2. PURCHASE POLICY

### 2.1 Objective

The standardized purchase procedures would ensure that purchases are made judiciously, the goods purchased are of acceptable quality from reputed vendors, at competitive rates in a phased manner. It would also ensure effective administration and control over inventories to enable the optimal utilization of available resources and economy and also procurement of the frequently used consumable items for immediate use.


The key task of purchase system involve identifying and finalizing suppliers for essential goods and services, inventory management, bill passing and follow up with the Accounts Department for payment to suppliers. The broad role and responsibilities of different departments connected with purchase, procurement, storing and indenting of materials is given in subsequent sections.

### 2.2 Role and Responsibilities of indenting department (User Department)

- Receive Material Requisition Note from the users.
- Check availability of material on hand with the Stores for stock items.
- If material is available in stock, forward Material Requisition to Stores for issue of material.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	193 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- After obtaining remarks about non-availability of material in Stores, prepare purchase indent for items not available in stock and forward it to Purchase Section.
- Quantity to be indented should be decided on the basis of likely requirement in future (up to 2 months) to avoid overstocking.
- Users should analyze actual monthly average consumption for frequently required items for avoiding excessive inventory.
- Specifications should be spelled properly in order to avoid getting wrong material.
- Obtain authorization from Director /Head of Department before forwarding Purchase Indent to the Purchase Department.
- Give proper nomenclature/complete specifications/Drawing wherever required /item code on requisition slip/ Purchase Indent for easy identification and procurement.

### 2.3 Role and Responsibilities of Purchase Section


The Purchase Manager would ensure that the stores and purchase policies and systems contained in this manual are followed by the concerned staff and for the preparation of monthly monitoring report. He would also monitor purchases made by different Institutes through petty cash and ensure that goods purchased are entered in to stock records.

The common items which are required for repairs and maintenance activities in all institutions / areas will be procured by the Purchase Section.

The role of Purchase Section is briefly outlined below:

- Document new vendor evaluation and selection on the basis of 'Vendor Evaluation Form' and obtain approval from the Director - Administration & HR.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	194 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- Receive and Check purchase indents for completeness, authorization etc.
- Invite and evaluate quotations received from vendors.
- Negotiate price and other terms of purchase. As far as possible, obtain credit of at least 45 to 60 days or more. Advance payments should be avoided.
- Prepare comparative statement and put up to Purchase Committee for approval of vendor.
- Prepare purchase order and obtain approval.
- Circulate copies of Purchase Order Coordinate with vendors for logistics, delivery schedule and for replacement of rejected goods.
- Follow up with vendors for items issued on returnable basis for repairs, maintenance etc.
- Monitor vendor performance periodically.
- High value capital goods/spares etc. should be insured for the risk in transit.
- Purchase manager is responsible for obtaining the approval of the vendor from the Purchase Committee.
- Linking of Purchase Order, Goods Receipt Note and supplier's bill, checking of bill in respect of quantity ordered and received, rates and amount of bill, calculations etc.
- Bill passing and forwarding to Accounts Department for releasing payment to supplier.

#### **2.4 Role and Responsibilities of Stores Section**

The Central Stores at IT Campus would be managed by SCES and will mainly stock hardware, electrical, mechanical and civil items required for repairs and maintenance of fixed assets. Besides this, it would also stock stationery, cleaning material, housekeeping and other consumable items.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	195 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

The Institute-wise Stores would be managed by the staff looking after administration of the Institute. These Stores will mainly stock stationery, office contingencies and housekeeping and cleaning material.

The role of Stores is briefly outlined below:

- Issue of materials to the Indenting Department on the basis of Material Requisition Notes.
- Maintenance of inventories as per specified norms relating to minimum, maximum and re-order levels.
- Initiate purchase action on the basis of inventory level and consumption pattern of various items.
- Receive goods on the basis of Purchase Order and vendor's delivery challan and invoice after physical verification.
- Initiate quality check wherever possible at the time of receipt of material. If necessary, inform the Indenting Department for the inspection of material.
- Ensure receipt of inspection certificates/guarantee certificates along with the receipt of goods as per the terms of P.O.
- Material should be accepted between the office timings only and receipt of material after office timings and on holidays should be avoided.
- Prepare Goods Receipt Note and circulate the copies. Inform Purchase Section about the rejected material.
- Update stock ledger and bin cards on the basis of receipt and issue of material.
- Ensure storage of material properly and as per storage instructions.
- Store rejected goods separately and co-ordinate with Purchase manager for its return to the supplier and replacement
- The rejected material should be allowed to be taken out only against specific gate pass. A register should be maintained at the gate for recording of incoming and outgoing material.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	196 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- Maintenance of Institute-wise Dead Stock Register for the recording of non-consumable assets. The Dead Stock Register would also track movement of such assets from one Institute to other places.

### 2.5 Procedure for Approval of Vendors


All purchases will be made from the approved vendors only. In exceptional cases, prior sanction will be obtained from an authority not below the level of the Director – Administration & HR for the purchases from other vendors. However, the vendor approval procedure must be carried out subsequently.

As far as possible, efforts would be made to purchase the goods directly from the Manufacturer of the goods. In case the manufacturer is not willing to supply the goods directly, authorized dealer should be selected and third preference should be given to other suppliers.

A Vendor Approval Form would be given to the prospective vendors for registration. The vendor should submit the form duly filled in, signed and stamped. copies of all necessary documents such as Shop act registration, Sales tax No., PAN No.etc. must be attached with the form.

The Purchase Manager would scrutinize the vendor application forms and obtain approval from the Purchase committee for registration of supplier as approved vendor. The Purchase Committee will evaluate the potential vendors to ensure correctness of data submitted, genuineness and legitimate business, and that there will be no compromise on the society's image or financial position in dealing with them. As appropriate, the financial standing, quality of goods, and service levels may be checked.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	197 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Some basic documents to be checked are:**


- Legal entity and status - company or partnership firm or a proprietary concern
- PAN Card No
- Number of years' in business
- Registration under VAT
- Reference of Bankers
- Validity of operating address and telephone nos and email ID
- Number of employees
- Compliance / Registrations with statutory authorities e.g. VAT, Excise / Service tax registration (As applicable and relevant.)
- Trade relations with other reputed companies Authorized dealership/ Distributor of a well-known brand / company.
- Copies of Letters of Approval as a vendor with other institutions

In case of important suppliers, Purchase Manager would visit the suppliers' facilities for the review of infrastructure and other operational aspects.

The contents of the Vendor approval Form would be verified by the Purchase Manager on the basis of data submitted by the vendor. After verification, the Purchase Manager will obtain approval of Purchase committee for the vendor. The Vendor approval form would be kept as a record with Purchase manager.

It is essential that vendor verification and approval is obtained from Purchase Committee before issue of a purchase order. In exceptional circumstances when prior approval is not possible; sanction from a competent authority (Chairperson / Group Director) must be obtained.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	198 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Vendor verification is not necessary for purchases made from the petty cash. However, where frequent purchases are made of the same item from petty cash, it is recommended that the vendor verification and approval procedure is followed by the Purchase Manager. A vendor code is given to each vendor for subsequent automation. The specific product for which the vendor is approved would also be recorded on the form.

Any changes in the vendor approval form should be carried out with the approval of Director - Administration & HR on a written request from the vendor.

A list of approved vendors along with the items approved should be given by the Purchase Section to Director –Administration & HR, Accounts and Stores.

## **2.6 Procedure for Inviting Quotations and Comparative Statement**

### **2.6.1 Inviting Quotations from Suppliers**


After receipt of purchase indent, the Purchase Manager would initiate the process of inviting quotations from the registered vendors for the required goods/services. He would float enquiry in the prescribed form (Refer document 4.4). The last date for receipt of quotations must be mentioned in the enquiry letter.

As per the Bombay Public Trust Act, it is mandatory to invite at least 3 quotations for any purchase above Rs.5,000/- . Hence, this procedure must be followed for any purchase exceeding Rs.5,000/- to facilitate processing of bills and payment.

The following points should be considered on receipt of quotations from the suppliers:

- Inward number and date of receipt would be written on the envelope by the Inward section before forwarding it to Purchase Manager.
- Quotations would be opened within five days after the last date of receipt. Till such time, all quotations would be kept in the custody of Purchase Manager.
- Purchase Manager would prepare a list of quotations received before opening the quotations.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	199 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- The quotations would be opened by the Purchase Manager in the presence of Director – Administration & HR and both will put their signatures on them after opening.
- In case quotations from all parties are received before the last date of submission, the quotations could be opened before the last date.
- In case of receipt of less than three quotations, fresh quotations should be invited from new suppliers instead of opening them. If this is not possible, permission from Chairperson / Group Director should be obtained by the concerned college / Institute for the purchase of goods from the available suppliers.

### 2.6.2 Preparation of Comparative Statement

The Purchase Manager would prepare a Comparative Statement (refer document 4.5) on the same day after opening of the quotations received. While preparing comparative Statement, it should be verified that details /specifications mentioned in the quotation match with those mentioned in enquiry letter.


The Comparative statement would be signed by the Director – Administration & HR and Purchase Manager. The justification for the issue of purchase order to selected supplier should be mentioned on the Comparative Statement.

## 2.7 Purchase Procedures

### 2.7.1 Demand Procedure for Consumables/ Stationeries/ Maintenance Work / Services etc.

- Maintenance Department will prepare Work Indent including material and labour requirement and estimated cost thereof.
- Items available in stock can be received directly from the Store by filling up a Material Requisition Note signed by Head of Department or any person authorized by him.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	200 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- In case the requested item is not available in stock, the Stores will put a remark on MRN about non-availability of material. The Stores Department / User will prepare a Purchase Indent for the required items and forward it to Purchase Section for further action.
- The Purchase Manager will obtain approximate half yearly consumption level for Computer Consumables, Office Stationeries etc from all Institutes. Based on this, the Purchase Manager will ascertain requirement of each item with its code, description and other specifications.
- The Purchase Manager will submit the data regarding total requirement of various items to the Purchase committee and obtain it's approval for the quantity to be ordered. The Purchase Order will be prepared and issued to different suppliers with delivery schedule i.e. as per requirement or on monthly basis. The Purchase Manager would ensure that these items are always available in Stock.
- For petty service jobs like cleaning of tanks, welding, air-conditioning, water testing, plumbing, etc.(up to Rs.5000) the payment may be made in cash.
- The items which are not required regularly and available ex-stock with the Suppliers need to be procured as and when required.


### 2.7.2 Purchase Procedure for Non-consumable Items

The Purchase Section will follow the procedure outlined below for non-consumable items:

- Purchase Indent will be raised by the Indenting Department / User in triplicate and it has to be approved by the HoD/Director or authorized person. After approval, the indent will be forwarded to the Purchase Section for further action. It is necessary to provide justification for the purchase of high value items mentioned in the indent.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--




 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	201 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- The Indenting Department will retain third copy of the indent; first two copies would be forwarded to Stores Department for further processing.
- After filling up the necessary information, Stores Department will retain one copy and the original will be forwarded to Purchase Section.
- The Purchase Manager will follow the procedure mentioned below.

### 2.7.3 Purchase Procedure for Items costing more than Rs. 10,000/-

- The Purchase Manager will scrutinize the Purchase Indent and note the correct Code Head and Code Number of the Items.
- Quotations will be invited from the approved vendors through mail / e-mail or telephone as per the convenience/ urgency of requirements. These approved vendors will be selected on the basis of procedure outlined in section 2.5 by the Purchase Committee and updated as per the market trends and instructions of Chairperson/Group Director.
- Minimum three quotations would be invited and then the Purchase Manager will scrutinize the quotations and prepare a comparative statement in the prescribed format. In case three quotations are not available, justification will be given by the Purchase Manager.
- The comparative review of quotations will be put to Purchase Committee for the selection of the vendor. The Committee will forward the proposal with their recommendations to the Chairperson / Group Director for approval depending on the value of purchase.
- After approval, the Purchase Manager will issue a Purchase Order to the vendor. These purchase order will have the details like Vendor Code No, Item Code No, delivery schedule / instructions and payment terms. The Purchase Orders will be signed by the appropriate authority.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	202 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012


- Copies of the Purchase Order would be forwarded to Stores Department, Accounts and the Indenting Department.
- Accounts Department will make necessary arrangements where part/full payment is required before delivery.
- The Purchase Section will follow up with vendors for the supply of goods /services as per timelines mentioned in the Purchase Order.
- Stores department will prepare Goods Inward Note for the items received. The quantity received will be crosschecked with PO and the items received through Delivery Challan, and the same will be recorded in Stock Register and on bin cards. The information relating to shortages / excesses and the items received in damaged condition will be noted on the GRN and Delivery Challan.
- The Stores Department will inform the receipt of goods to the concerned Indenting Department. The user department will inspect the serviceability of the Items, its quality etc. and sign the Goods Receipt Note. The HoD/Director of the Institute or an authorized person will sign the Goods Receipt Note and send it to the Purchase Section.
- The Purchase Section will pass the invoice and attach copy of PO, GRN and forward it to Accounts Department for the payment. No bills without GRN will be passed by the Purchase Section.

#### **2.7.4 Purchase Procedure for Items costing less than Rs 10,000/-**

The approval of the Purchase committee is not necessary and purchase of such items would be made with the approval of Director – Administration & HR.

- The Purchase Manager will scrutinize the Purchase Indent and note the correct Item Code Head and Code Number of the Items required.
- It is necessary to invite minimum 3 quotations for purchase above Rs.5000/- .  
The goods can be directly procured from the approved vendors.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	203 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- The Purchase Order will be prepared and forwarded to the approved vendor. The purchase order will have the detailed specification like Vendor Code No, Item Code No, delivery schedule and instructions and payment terms. The Purchase Order will be signed by Director – Administration & HR.
- Copies of the Purchase Order will be forwarded to Stores Department, Account Department and Indenting Department.
- The Purchase Section will follow up with vendors for the supply of goods /services as per timelines mentioned in the Purchase Order.
- Stores department will prepare Goods Receipt Note for the items received. The quantity received will be crosschecked with PO and the items received through Delivery Challan, and the same will be recorded in Stock Register and on bin cards. The information relating to shortages / excesses and the items received in damaged condition will be noted on the GRN and Delivery Challan.
- The Stores Department will inform the receipt of goods to the concerned Indenting Department. The user department will inspect the serviceability of the Items, its quality etc. and sign the Goods Receipt Note. The HoD/Director of the Institute or an authorized person will sign the Goods Receipt Note and send it to the Purchase Section.
- The Purchase Section will pass the invoice and attach copy of PO, GRN and forward it to Accounts Department for the payment. No bills without GRN will be passed by the Purchase Section.

### 2.7.5 Cash purchase

Petty cash fund will be kept with Director – Administration & HR for emergency/urgent purchases. Such cash purchases may be done by Purchase Section through this fund after getting approval from Director – Administration & HR or any other authorized person in his absence. However, the following points must be considered while effecting cash purchases.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	204 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- Cash purchases should be done only in case of urgently required items or the items which are not available on credit.
- On receipt of Purchase Requisition, the Purchase Manager would obtain approval from the Director – Administration & HR for cash purchase.
- No purchase order is required for cash purchases.
- Cash purchases would be allowed up to Rs.5000/- only. In case of cash purchase, a Cash Advance Form would be filled by the Indenter and signed by the HoD and Purchase Manager to confirm that the payment would be made in cash and obtain the approval of Director – Administration & HR.
- Instead of availing funds from petty cash, the Indenter may submit the form to Accounts and take advance for purchase.
- The advance would be settled by the Indenter by submitting the bill / invoice duly approved by the Purchase Manager.
- It must be ensured by the Purchase Manager that necessary entries of receipt and issue of goods are made in the Stock Register and Bin Card by the Stores Department.

## 2.8 Exceptions to Purchase Policy

### 2.8.1 Gifts etc.

The purchase and stores policies contained in this manual will not be applicable to gifts etc. purchased as per the instructions of the Chairperson's Office. However, such purchases would be regularized with proper documentation like purchase order and cash memo / bill and delivery challan. A copy of the note on the subject, circulated by the Chairperson's Office is enclosed in Annexure - I.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	205 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### 2.8.2 Library Books

The purchases, receipt and recording of library books is done by the Institutes and hence not included in this manual. However, purchase procedures like approval of vendors and rates, inviting quotations and preparation of comparative statement and obtaining approval from Purchase Committee must be followed.

The stock records of the library books, magazines, journals and CDs etc. would be maintained by the library staff as per the present system.

### 2.8.3 IT Related Items like Computers, Peripherals etc.

The purchases, receipt and recording of computers, hardware, peripherals, consumables, software etc. is done by the IT Department as per requirements of the Institutes and SCES, hence not included in this manual. However, purchase procedures like approval of vendors and rates, inviting quotations and preparation of comparative statement and obtaining approval from Purchase Committee/ Group Director must be followed.

The stock records of the computers, peripherals, consumables etc. would be maintained by the IT staff as per the present system.

### 1.8.4 Purchases for Functions & Festivals, Awards etc.

The sanction for expenditure to be incurred on functions and festivals, Awards etc. is obtained by Institutes or Organizers from the Chairperson.

As per the present practice, the expenditure is incurred by Organizers directly and bills are submitted to the Accounts Department for payment. Henceforth, the copy of item-wise approved budget by Chairperson/Group Director must be submitted to the Budget Committee and Director – Administration & HR for information and follow up. After completion of the function and festivals etc, a comparative

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



statement of budgeted and actual expenditure along with bills etc. be prepared within 7 days by the Organizers and submitted to the Budget Committee and Director-Administration & HR for scrutiny and further action. A justification/reasons for expenditure incurred in excess of approved budget must be given. The Budget Committee would obtain approval of the Chairperson and forward the bills to Accounts to Accounts for payment.

### **2.8.5 Fuel, Oils etc.**

The stock of fuels, oils and lubricants etc. is maintained by the Transport Department and present practice of selection of vendor would be continued.

## **2.9 Classification of Items by Code Heads**

### **2.9.1 Code Heads**

The Items are mainly classified in four broad classifications with the following Code Heads.

Sr. No.	Main code Head	Description
1.	Administration Engineering	All stationery, housekeeping and office contingency goods etc. All electrical, mechanical, civil, hardware and plumbing goods required for repairs and maintenance,
2.	IT	All computers, peripherals, telephones, consumables etc.
3.	Pharmacy	All laboratory chemicals and reagents, glassware, medicines etc.
4.	Miscellaneous	Items not covered elsewhere

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	207 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

Under these main code heads, a major sub-classification (Department-wise or Institute-wise common to all these will be made i.e. Maintenance - Admin / Maintenance, IT/Maintenance etc.

### 2.9.2 IT Code Heads


The main code heads should be further sub-divided in to sub-groups for easy administration. e.g. the IT Code Heads can be further bifurcated as follows:

Sr. No.	Main code Head	Sub - Code Head	Description
1.	<b>IT</b>	IT/Hardware (IT/HW)	- For purchase of new Computer Systems. - These items are reflected in Stock Registers.
2.		IT/Software (IT/SW)	- All software purchase includes any MOU, On Campus Agreement
3.		IT/Maintenance (IT/Maint.)	- Includes the cost of AMC, repairs and maintenance activities, includes Telephones
4.		IT / Consumables (IT/Cons)	All consumables including computer Inks, Cartridge, Stationary, refills etc.

### 2.10 Maintenance of Dead Stock Register

The Dead Stock Register will be maintained by the Society and the Institutes as per the format given in 4.11 to record the purchases of all non-consumable items. This register must be updated regularly to trace the movement/disposal of assets, etc.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	208 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

## 2.11 Scrap Disposal Procedure

For the disposal of scrap, a committee comprising Director HR & Admn, Purchase Manager and representative from Accounts and concerned Department / Institute should be formed.

The Purchase Manager is responsible for the disposal of scrap and recording of details relating to the disposal of scrap as per the format given in 4.17. The intimation of the disposal of scrap must be given to the Accounts Department for updation of the Assets Register.


## 3. SERVICE PROVIDERS

The service providers' for maintenance activities and for different services like pest control, water analysis etc .will be identified and approved by the Purchase Section.

A Work Indent form has been developed for processing the requirements of different departments and for providing administrative support to them during execution of the work. The Indenting Department will fill in the Works Indent and forward it to the purchase section for necessary action. The Purchase Manager will take necessary steps to procure items for maintenance work after obtaining approval of the Purchase Committee. The Purchase Manager will issue Works Order to the service provider and also send one copy to the Indenting Department. The service provider will execute the work under the supervision of the Indenting Department. The service provider will prepare completion report and obtain approval from the Indenting Department as to the satisfactory completion of the work. The service provider will submit bill along with the completion report to the Purchase Section for payment. The Purchase Manager will check the bill and obtain approval of the Director – Administration & HR and forward it to Accounts Department for payment.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	209 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

The service providers shall include:

- Repairs and maintenance related agencies for civil, electrical, mechanical, plumbing, painting, interior and furniture work etc.
- Security
- Housekeeping
- Transport
- AMCs for elevators, water coolers, air-conditioners, computers and other office equipment and machinery.
- IT related services like internet, website hosting, AMCs etc.
- Any other service like insurance etc.
- 

#### 4. DOCUMENTATION

The formats of various documents described in earlier section of this manual are given in this section. These forms should be filled in by the concern officials and submitted to the authorities for further action.

The flow of different documents will be as under:

Sr. No.	Document	Prepared By	Distribution of Copies / Actions
4.1	Material Requisition Slip	Indenting Department / User	- Original to the Stores Section - Copy to be retained by Indenting Department
4.2	Purchase Indent (Consumable items only)	Indenting Department / User	- Original to the Purchase Section along with Material Requisition Slip - First copy to Stores

Authorized Signatory :



			-Second copy to be retained by Indenting Department / User
4.3	Vendor Evaluation Form	Prospective Vendor	- Filled in form submitted to Purchase Manager by Vendor. - Obtain approval from Purchase Committee and inform Vendor.
4.4	Letter for inviting quotations from suppliers	Purchase Manager	- Send original to suppliers - Retain first copy as OC
4.5	Comparative Statement of Quotations	Purchase Manager	- Submitted to Purchase Committee for selection of Vendor.
4.6	Purchase Order	Purchase Manager	- Original to the Supplier - 1st copy to Stores - Second copy to Accounts - Retain third copy as OC
4.7	Vendor Performance Review	Purchase Manager	Undertake periodic review and submit to Purchase Committee
4.8	Goods Receipt Note	Stores Incharge	- Original to Vendor - First copy to Purchase Section - Retain second copy as OC
4.9	Stock Ledger	Stores Incharge	Make entries of receipts and Issues

**Authorized Signatory :**



4.10	Gate Pass	Stores	<ul style="list-style-type: none"><li>- Original sent by Stores along with material to Indenting Department</li><li>- First and second copy to the Security in case of internal transfer of material from Stores to Institutes</li><li>- Retain third copy as OC</li></ul>
4.11	Dead Stock Register	Purchase Manager / Admn Dept.	<ul style="list-style-type: none"><li>- Make entries of receipts of non-consumable items and movement from one place to other.</li></ul>
4.12	Bin Card	Stores Incharge	<ul style="list-style-type: none"><li>- Record entries of receipts and issues on the basis of GRN and Material Requisition Slip.</li></ul>
4.13	Cash Advance Form	Indenting Department / User	<ul style="list-style-type: none"><li>- Original to Purchase Section</li><li>- Retain first copy as OC</li></ul>

**Authorized Signatory :**



**Document:**

**Page No.**

212 of 269


**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

4.14	Purchase Indent (Capital items only)	Indenting Department / User	- Original to the Purchase Section along with Material Requisition Slip - First copy to Stores - Second copy to be retained by Indenting Department / User
4.15	Works Indent	Indenting Department	- Original copy sent to Purchase Section - First copy retained by Indenting Departemnt
4.16	Bill Passing Stamp	Purchase Section	-
4.17	Scrap Disposal Register	Purchase Sect.	Intimate the Accounts Dept. About disposal of fixed assets / material. Entries of sale of scrap in Register.

**Authorized Signatory :**

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	213 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

#### 4.1 STORES REQUISITION SLIP

Date: ...../...../..... Indenter's Name.....

Department.....Requisition Sl. No.....

#### STORES REQUISITION SLIP

Sr. No.	Item Code	Description of Articles	Required on Date	Qty Required	Quantity in Stock (To be filled in by Stores)	Purpose

Indenter's Signature  
Charge

HOD/Director/Dy. Director

Sign by Stores –In


**INDIRA**

Material Received

Date.../...../..... Sd/-

Authorized Signatory :

--	--	--	--	--

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	214 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 4.2 PURCHASE INDENT FOR CONSUMABLE ITEMS

### SHREE CHANAKYA EDUCATION SOCIETY

#### PURCHASE INDENT

#### (FOR CONSUMABLE ITEMS)

(TO BE RAISED BY STORES FOR REPLENISHMENT OF STOCKS)

Date..... Name of Indenter..... Name of Institute.....  
Purchase Indent No.....


Budget Provision ..... Exp Till Date..... Current Req. amt. .... Balance  
Provision .....

Sr. No.	Item Code	Detailed Item Description	Quantity in Stock	Quantity Indented	Remarks

Sanctioned by:  
Stores IN-charge Purchase Manager/ Dy. Director (Director  
– Admin)

Note: A separate indent must be used for each Budget Head in case of ordering of different materials at one time.

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	215 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

### 4.3 VENDOR EVALUATION FORM

#### A. Vendor Information:

Sr. No.	Particulars	
1.	Name of Vendor	
2.	Type of of Unit: - Company - Partnership - Solrproprirtoeship	
3.	Office Address Telephone Nos Fax No.	
4.	Products / Services Offered (please attach sals literature etc.)	
	-	
	-	
	-	
5.	Key Contact Persons :	
	- Managing Director/Partner/Owner	
	- Sales Manager	
6.	Total number of employees	
7.	Company Registration Number	
8.	Sales Registration numger	
9.	Service Tax Registraion Number	
10.	Excise Code	
11.	IEC Number	
12.	PAN Number	
13.	Nature of Operations:	
	- Manufacturer and Seller	

Authorized Signatory :



**Document:**

**Page No.**

216 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

	- Distributor	
	- Deaper	
	- Reseller	
14.	List of top 5 customers	
	-	
	-	
	-	
	-	
	-	
15.	Service support (provide details)	
16.	Contact Numbers for Service Support	
17.	Any other Important Information	
18.	Business Strength	
19.	Logistics / Despatch	

**B. Comments by the Purchase Committee:**


Vendor Approved / Not approved / To be Reviewed again

Approved for the Following Products / Services:

**Authorized Signatory :**





Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

217 of 269

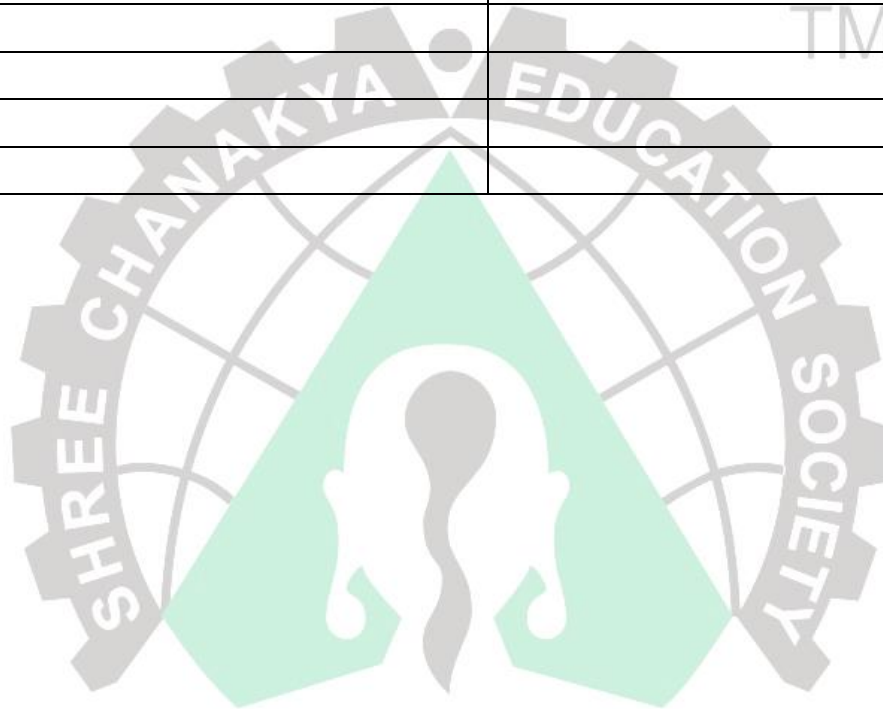
**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012


Signature of Purchase committee Members:

Sr. No.	Name	Signature
1.		
2.		
3.		
4.		



**INDIRA**

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	218 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

#### 4.4 LETTER FOR INVITING QUOTATIONS FROM SUPPLIERS

### SHREE CHANAKYA EDUCATION SOCIETY

89/2A Tathawade, New Mumbai – Pune Highway  
Near Wakad Police Chowky, Pune 411 033

**Ref. No. / Quote/**

**Date**

Name of College / Institute

Dear Sir,

The quotations are invited for the supply of following goods/ carrying out the work so as to reach this office on or before -----.


Sr. No.	Description of Goods / works	Quantity Required	Remarks

1. Octroi Exemption Certificate will be issued for the goods supplied from the places outside Pune Municipal Corporation limits.
2. Excise Duty Exemption Certificate / VAT Rates form will be issued if applicable.

For **Shree Chanakya Education Society**

Authorized Signatory :

--	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	219 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**Director – Administration & HR**  
**TERMS AND CONDITIONS**

1. Please mention quotation No. on the envelope.
2. Date of validity should be minimum 30 days from the last date for the submission of the quotation.
3. If necessary, submit samples / catalogues of the material along with the quotation.
4. Quotation must be sent on the letterhead quoting your VAT Rates Registration No.
5. Conditional quotation will not be accepted.
6. State Delivery within ..... days from the date of order at the College / Institute.
7. Quotation is likely to be rejected in case of overwriting.
8. Payments will be made as per actual measurements in case of works wherever applicable.
9. Payments will be made by cross cheque only.
10. Income tax will be deducted at the prevailing rates.
11. In case of works and service contracts Security Deposit will have to be deposited by the Contractor in the following manner:
  - 2.5% before commencement of the work
  - 2.5% will be deducted from the R.A. Bill
12. Electricity charges will be recovered as per rules, if used.
13. The society will issue Octroi Exemption Certificate wherever applicable.
14. Excise Duty Exemption Certificate / VAT Rates form will be issued wherever applicable.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



**Document:**

**Page No.**

220 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

15. Rates quoted should be inclusive of all taxes with tax details e.g. Excise Duty, Customs Duty, Vat Rates, Packing and Forwarding etc.

16. The above terms and conditions are accepted.

#### 4.5 COMPARATIVE CHART OF QUOTATIONS

**SHREE CHANAKYA EDUCATION SOCIETY**  
85/5A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

**Name of Institute:** \_\_\_\_\_ **Sr. No.** .....

**Date:**

#### COMPARATIVE CHART OF QUOTATIONS

Sr. No.	Details of Articles/ Services	Qty	Dealer -1	Dealer - 2	Dealer -3	Remarks
1.						
	<b>Total Rs.</b>					
2.	Taxes					
3.	Payment Terms					
4.	Delivery Location					
5.	Delivery Period					


Sign (Member1)  
Approved by:  
Name:  
Designation:  
Director – Admin

Sign (Member2)  
Name:  
Designation:

Sign (Member3)  
Name:  
Designation:

Sign-User Dept  
Name:  
Designation


**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	221 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

#### 4.6 PURCHASE ORDER




Authorized Signatory :				
------------------------	--	--	--	--

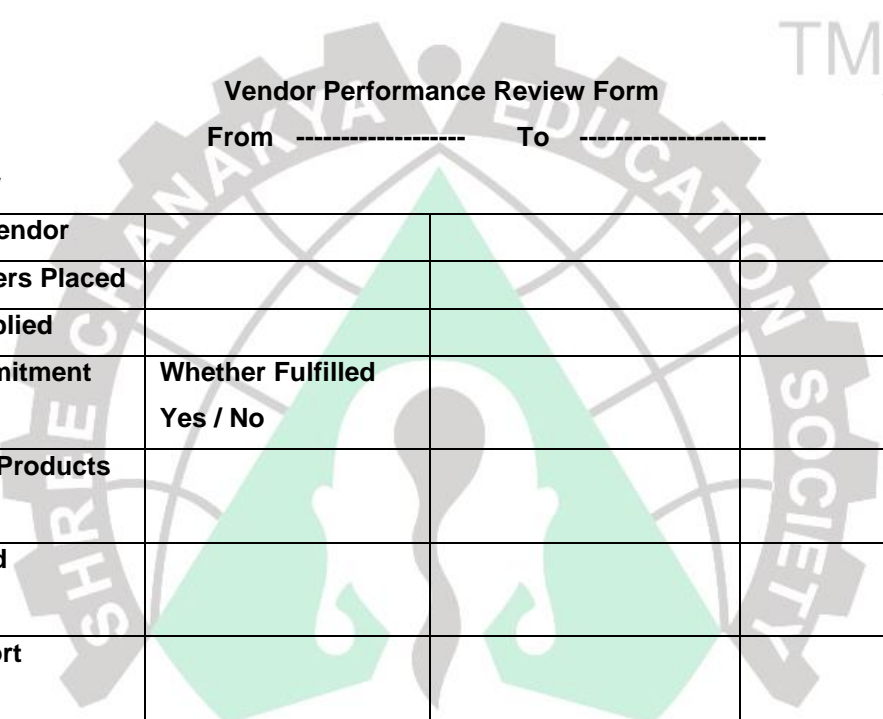
 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	222 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

<b>PURCHASE ORDER</b>						
<b>SUPPLIER NAME &amp; ADDRESS</b>				<b>PURCHASE ORDER No:</b> ..... <b>P.O. DATE</b> <b>INDENTOR:</b>		
REF. PI No. AND DT.			QTN: NO. .... DATE...../...../.....			
<b>WE ARE PLEASED TO ORDER THE FOLLOWING FOR THE DELIVERY SUBJECT TO THE TERMS AND CONDITIONS AS BELOW AND AS GENERAL TERMS OF PURCHASE ENCLOSED HEREWITH.</b>						
Sr. No.	ITEM DESCRIPTION	UNIT	QUANTITY	RATE / Unit Rs. Ps.		AMOUNT Rs. Ps.
				<b>TOTAL AMOUNT</b>		
<b>Amount In Words</b>						
PLEASE ACKNOWLEDGE OUR ORDER IN ABSENCE OF WHICH IT WILL BE TREATED AS ACCEPTED.						
<b>Excise</b> :			<b>Insurance</b> :			
<b>Sales Tax</b> :			<b>Octroi</b> :			
<b>Surcharge/TOT</b> :			<b>Other charges</b> :			
<b>Packing &amp; Forwarding</b> :			<b>Mode of Transport</b> :			
<b>Freight</b> :			<b>Place of Delivery</b> :			
PAYMENT TERMS :			DELIVERY SCHEDULE :			
			For <i>SHREE CHANAKYA EDUCATION SOCIETY</i>			
PREPARED BY :			Authorised Signatory			


Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	223 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

#### 4.7 VENDOR PERFORMANCE REVIEW FORM

		Sr. No.
Vendor Performance Review Form		
G.I. Note No. Under Review	From ----- To -----	
Name of the Vendor		
Purchase Orders Placed		
Products Supplied		
Delivery Commitment	Whether Fulfilled Yes / No	
Quality of the Products Supplied		
Rejections and Replacements		
Service Support		
Remarks	As per Sample/Demo / Specs Yes / No	
Performance	Good	Satisfactory
		Unsatisfactory
Date.		
Purchase Department	Purchase committee	Director Admin

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	224 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

#### 4.8 GOODS RECEIPT NOTE

<b>SHREE CHANAKYA EDUCATION SOCIETY</b> <b>TATHAWADE, PUNE</b> 85/5-A, New Pune Mumbai Highway, Tathawade, Pune – 411 033						
INSTITUTE/COLLEGE: SCES/IIMP/ISBS/ICS/ICC/ISCS/ICP/.....						
<b>GOODS RECEIPT NOTE</b>						
Date:					GRN No:	
Suppliers Name:						
Challan/Invoice No.			dt.			
Purchase Order No.			dt.		Purchase	
Indent No.			dt.			
Sr. No.	Item Code No	Description of Goods	Challan Quantity	Quantity Received	Quantity Accepted	Remark
<b>Prepared By</b> (User Dept.)		<b>Inspected By</b>		<b>Accepted By</b>		
Name		Name		Name		
Designation		Designation		Designation		
Sd/-		Sd/-		Sd/-		

Authorized Signatory :





Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

225 of 269

**Revision Date:**

June 1<sup>st</sup>, 2012


**Title: Policy Manual**

#### 4.9 STORES LEDGER

Date	Quantity Received	Quantity Issued	Balance	Initials

**INDIRA**

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	226 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012


#### 4.10 MATERIAL GATE PASS

**SHREE CHANAKYA EDUCATION SOCIETY  
TATHAWADE, PUNE**

85/5-A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

					Sr. No.
					Date
					Department
Sr. No.	Description	Unit	Quantity	Remarks	
Dispatch By:			Approved By:		
Name			(Name and Signature)		
Signature			Received By:		
			(Name and Signature)		
Signature of Security					

Authorized Signatory :				
------------------------	--	--	--	--

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	227 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

**PLEASE RETURN THIS PASS TO MAIN GATE**

### 4.11 DEAD STOCK REGISTER

Sr. No.	Date Of Purchase	Name of Article	Qty	Purchase Price (Rs.)	Managing Committee Resolution No. and Date	Ref. No. & Location		Disposal & Value		Balance Qty & Value		Remarks
						RefNo.	Location	Qty	Value	Qty	Value	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

228 of 269

**Revision Date:**

June 1<sup>st</sup>, 2012

**Title: Policy Manual**

## 4.12 BIN CARD

BIN CARD NO.							
ITEM CODE							
ITEM DESCRIPTION							
MATERIAL RECEIVED				MATERIAL ISSUED			
DATE	GRNO./GATE PASS NO.	QTY		DATE	QTY	BALANCE	SIGNATURE

**INDIRA**

Authorized Signatory :



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

Document:

Page No.

229 of 269

Title: Policy Manual

Revision  
Date:


June 1<sup>st</sup>, 2012

#### 4.13 CASH ADVANCE FORM

CASH ADVANCE FORM				Sr.No.
Requisition No -----Date: -----. Indenter's Name : _____				
Institute/College: SCES /IIMP/ISBS/ICS/ICC/ISCS/ICP/.....				
Sr. No.	Item Description & Purpose	Qty	Price	Amount

# INDIRA

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>Policy Manual</b></p>	<b>Document:</b>	
	<b>Page No.</b>	230 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

Reason for Cash Purchase	
<b>Indenter</b>	<b>Dept-Head</b>
<b>Sanctioned by</b>	
<b>Signature</b>	<b>DIRECTOR/DY.DIRECTOR/H.O.D</b>
	<b>ADMN.DIRECTOR/CHAIRPERSON</b>

#### 4.14 PURCHASE INDENT FOR CAPITAL ITEMS

**SHREE CHANAKYA EDUCATION SOCIETY**

**85/5A, New Pune Mumbai Highway , Tathawade, Pune – 411 033**

Date.../.../..... Name of Indenter..... Name of Institute..... Purchase Indent No.....

Budget Provision ..... Exp. Till Date..... Amt. of Proposed Purchase .....

Balance Provision .....

**Authorized Signatory :**



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

231 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

### PURCHASE INDENT

#### (CAPITAL ITEM ONLY)

Sr. No.	Item Code (To be filled in by Stores)	Description of Items (Make/Model/other specifications etc.)	Quantity Required	Approximate Value (Filled by Indenter)	Justification / Purpose	available Stock (Filled in by Stores Dept)	Qty. Sanctioned (Filled in by Purchase Section)

Sanctioned by:

HOD/Director of Indenting Dept  
Admin)

Purchase Manager/ Dy. Director

(Director –

Remarks by Stores:

# INDIRA

Authorized Signatory :

 <b>Shree Chanakya Education Society's Indira Group of Institutes</b> Policy Manual	<b>Document:</b>	
	<b>Page No.</b>	232 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012


#### 4.15 WORKS INDENT

**SHREE CHANAKYA EDUCATION SOCIETY**  
85/5A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

WORKS INDENT			
Name of the Institute / College			
Sr. No.	Date	Indenter	Department
Sr. No.	Work Description	Requirement of Material (If Estimated)	Quantity
Location and justification for Work			
Specific Agency , if any:			
Estimated Indent Value (Rs.):			
Expected Delivery Date:			
Expected Work Completion Date:			
Previous Indent Reference, if any:			
Any other Remarks:			
<ul style="list-style-type: none"> <li>Description of work should be clear and accurate. In case the items required are known, please indicate to save time.</li> <li>Please ensure that all the above columns are filled properly. In-complete indents will not be accepted.</li> </ul>			
Indenter Signatory	HOD	Director	Authorized

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	233 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

#### 4.16 BILL PASSING STAMP

<b>Administration Department</b>	
Date of receipt of bill	
Bill Amount	
Sanctioned Bill Amount	
Documents Attached to Bill:	
- Purchase Order	
- Goods Receipt Note	
- Gate Pass	
Bill Checked By	
Bill Passed By	<p style="text-align: center;"><i>Director</i>                      Purchase Manager <i>Admin &amp; HR</i></p>
Bill sent to Accounts for Payment	

#### 4.17 SCRAP DISPOSAL REGISTER

Date	Description	Qty. Sold	Name of Buyer	Cash Receipt No.	Amount (Rs.)	Gate Pass No.	Cross Ref. Of Dead Stock Register	Authorized By

Authorized Signatory :



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

234 of 269

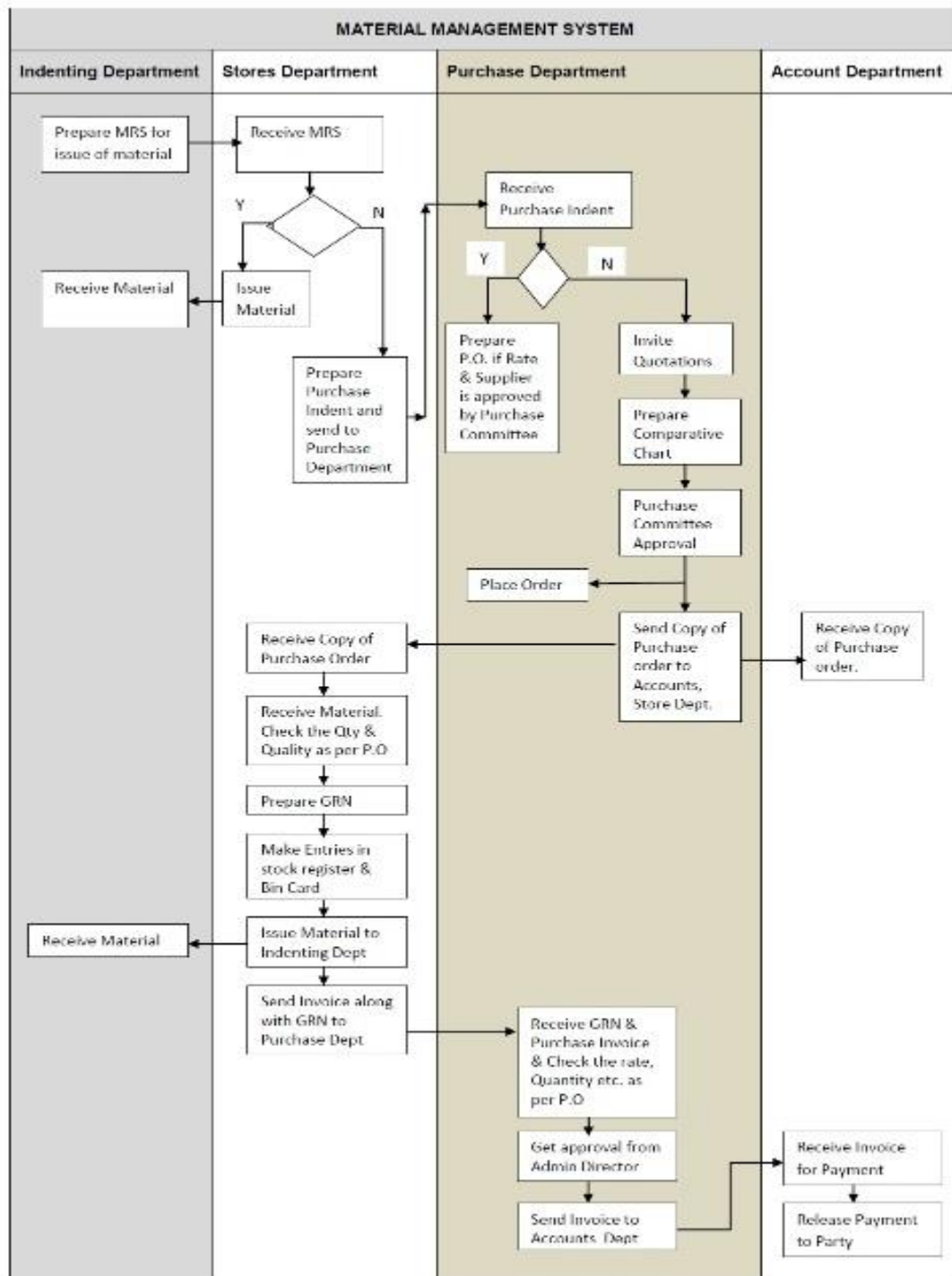
**Title: Policy Manual**

**Revision  
Date:**

June 1<sup>st</sup>, 2012



**Authorized Signatory :**



Authorized Sig



## ANNEXURE I - SUB-CLASSIFICATION OF IT/HW ITEMS

Sr. No.	Description of Item	Item Code
1.	Desktop Computers	IT/HW/01
2.	Laptop Computers	IT/HW/02
3.	Laser Printers	IT/HW/03
4.	Dot Matrix Printers	IT/HW/04
5.	Scanners	IT/HW/05
6.	Switches	IT/HW/06
7.	LCD Projectors	IT/HW/07
8.	VDU Monitors	IT/HW/08
9.	TFT Monitors	IT/HW/09
10.	Projection TVs	IT/HW/10
11.	Wi Fi Access Points	IT/HW/11
12.	Racks for Computers & network Devices	IT/HW/12
13.	UPS	IT/HW/13
14.	Audio Video Player (includes DVD)	IT/HW/14
15.	Audio Equipment and Amplifiers	IT/HW/15
16.	External TV Tuner Cards	IT/HW/16
17.	DVD-Combo	IT/HW/17
18.	CD-ROM	IT/HW/18
19.	Speakers	IT/HW/19
20.	Pen Drives	IT/HW/20
	<b>Items under Code Head IT/Maintenance</b>	
21.	Annual Maintenance Contract	IT/Maint/01
22.	On Site Repairing Charges (not on AMC)	IT/Maint/02
23.	Purchase of network items as a part of maintenance (includes cable cost, Connectors and labour)	IT/Maint/03

Authorized Signatory :



**Document:**

**Page No.**

237 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

24.	Crimping Tools	IT/Maint/04
25.	Screw Drivers	IT/Maint/05
26.	Network Testers	IT/Maint/06
27.	Mouse	IT/Maint/07
28.	Keyboard	IT/Maint/08
29.	NIC, AGP & VGA Card	IT/Maint/09
30.	RAM	IT/Maint/10
31.	Laser jet Cartridge	IT/CONS/01
32.	Ink jet Cartridge	IT/CONS/02
33.	DMP Cartridge	IT/CONS/03
34.	Printer Stationary 132 Col (1 part)	IT/CONS/04
35.	Printer Stationary 80 Col (1 part)	IT/CONS/05
36.	Printer Stationary 132 Col (2 part)	IT/CONS/06
37.	Printer Stationary 80 Col (2 part)	IT/CONS/07
38.	Refilling Laser Cartridges (Max 2 times)	IT/CONS/08
39.	Refilling Ink Cartridges (Max 1 time)	IT/CONS/09
40.	Floppy Disk	IT/CONS/10
41.	CD-Recordable	IT/CONS/11
42.	CD-Re Writable	IT/CONS/12
43.	DVD-Recordable	IT/CONS/13
44.	DVD-Re Writable	IT/CONS/14
45.	CD/DVD Covers	IT/CONS/15

**Authorized Signatory :**



## ANNEXURE II – CODING OF STATIONERY, CLEANING AND CONSUMABLE ITEMS

SR. NO	START	TO	END	PARTICULARS
1	HK0001	TO	HK0068	ALL TYPES OG HOUSE KEEPING MATERIAL
2	BC0001	TO	BC0011	ALL TYPES OF BATTERY MATERIAL CODEING
3	OM0001	TO	OM0057	ALL TYPES OF OTHER MATERIAL (SATATIONERY & CONSUMABLE)
4	CA0001	TO	CA0002	ALL TYPES OF CALCULATOR
5	CL0001	TO	CL0005	ALL TYPES OF CLIPS
6	FL0001	TO	FL0011	ALL TYPES OF FILES
7	DA0001	TO	DA0002	ALL TYPES OF DIARY
8	FO0001	TO	FO0009	ALL TYPES OF FOLDER
9	HL0001	TO	HL0006	ALL TYPES OF HIGH LIGHTER
10	MK0001	TO	MK0005	ALL TYPES OF MARKER
11	PN0001	TO	PN0004	ALL TYPES OF PENCIL
12	PR0001	TO	PR0054	ALL TYPES OF PEN & REFILL
13	PT0001	TO	PT0003	ALL TYPES OF POST IT PAD
14	SC0001	TO	SC0003	ALL TYPES OF SCALE

Authorized Signatory :



15	SS0001	TO	SS0004	ALL TYPES OF STEPLER
16	TP0001	TO	TP0011	ALL TYPES OF CELLO TAPE & MACHINE
17	EN0001	TO	EN0016	ALL TYPES OF ENVELOP
18	CH0001	TO	CH0005	ALL TYPES OF CHALK BOX
19	DU0001	TO	DU0002	ALL TYPES OF DUSTER
20	MS0001	TO	MS0003	ALL TYPES OF MUSTER
21	RG0001	TO	RG0015	ALL TYPES OF REGISTORS
22	SP0001	TO	SP0005	ALL TYPES OF STAMP PAD & INK
23	WT0001	TO	WT0002	ALL TYPES OF WHITENER
24	WP0001	TO	WP0010	ALL TYPES OF WRITING PAD
25	GM0001	TO	GM0010	ALL TYPES OF GUM & GUM STICK
26	PST0001	TO	PST0015	ALL TYPES OF PRINTING & STATIONERY PRINTING

### ANNEXURE III – ALL TYPES OF REPAIRS AND MAINTENANCE

1	HM0001	TO	HM0048	ALL TYPES OF HARDWARE MATERIAL
2	PM0001	TO	PM0046	ALL TYPES OF PLUMBING MATERIAL
3	EL0001 Appx. A	TO	EL0112	ALL TYPES OF ELECTRICAL MATERIAL

Authorized Signatory :



## ANNEXURE IV

### LIBRARY BOOKS

Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
Books	Modern Book Agency	Anil Tiwari	9822215899
Books	Nirali Prakashan	Nilesh Deshmukh	9890997939
Journals & Periodicals	Modern Law Agency	Anil Tiwari	9822215900
Journals & Periodicals	Sunil Magazine Services	Sunil Visal	9226526008
Journals & Periodicals	Apex Subscription Pvt. Ltd.	Ajit Bade	9960647218 / 9209269798
Journals & Periodicals	ICFAI Press	Suryakant Padhi	9860641304
Barcode Labels & Ribbon	Karan Marking Systems Pvt. Ltd.	Bhalerao	26140205 / 56254199

### IT & COMPUTER RELATED ITEMS

Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
UPS & Power Backup	Modular Electronics	Mr. Rajesh Barbhai	020-65004817, 66015618
	Salvo Electronics	Mr. Nikhil Shahane	9850842266
Computer Hardware & Spares	Dr Soft	Mr. Mandar Kale	9890047714
	Sun Computers	Mr. Vilas Shedge	9922953138
	Neel Computex	Mr. Pankaj Munot	020-2546 0579/25461399
	HOL Info Solutions	Mr. Ranjeet	9028462500
LCD Projectors	HOL Info Solutions	Mr. Ranjeet	9028462500
	3C IT Solutions	Mr. Ranjeet	9028462500
Printers	Shro Systems	Mr. Alok Singh	9011048152
	Actus Systems	Mr. Ajeet	9175386794
	Dr Soft	Mr. Mandar Kale	9890047714
	Sun Computers	Mr. Vilas Shedge	9922953138
Computer Consumables	Sun Computers	Mr. Vilas Shedge	9922953138
	Aditya Enterprises	Mr. Santosh Jagtap	
	Eco Cartridge Solutions	Mr. Mahesh Alimchandani	9623275447
Internet	Tata Communications	Mr. Ranjeet Kumar	9225647721
	Tata Indicom	Mr. Sandeep Sharma	9225525600

Authorized Signatory :





**PRINTING , STATIONERY & OTHER ITEMS**

Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
<b>Air Conditioners, Water Cooler</b>	Qualitair Engineers	Mr. Eric,	309,642,859,850,550,000
<b>Bags</b>	Kalyani Bags	Mr. Nashikar	9225520653
	Manibhadra Novelties	Mr. Manoj	9422323313
<b>Cable, Dish</b>	Amar Cables	Mr. Amar Bhunkar	9822204932
	Cash Card Services		2,701,339,527,011,380
<b>Curtain, Carpet</b>	Bharati Furnishing	Mr. Shah	24483016,
	Alankar – Mangal Décor	Mr. Agarwal	27423914, 27422414
<b>D.G. Sets</b>	Powerica Limited		25460991, 25465430
	Gen Power	Kalvit, Chitnis	9823025396,9823166252, 2,565,751,725,657,060
	Kala Gen Pvt. Ltd.,	Suresh Malhotra	9373303461
<b>Electrical Items</b>	Pooja Electricals		98,225,267,249,921,100,000
	Uttam Electricals	Mr. Raju	9822494927, 2727678
	Jogdeo & Co.	Mr. Kishor Jogdeo	244,517,709,881,123,000
<b>Electrical – Audio Items</b>	General Sewing Machine		24457857
	Paras Electronics	Mr. Paras	660,344,149,822,049,000
	Novel Sewing Machine	Mr. Parimal Parmar	2,445,687,924,485,350
	Catalyst System	Mr. Yatin Kulkarni	937,100,467,925,380,000
<b>Fire Extinguisher</b>	Red air Fire Solutions	Mr. Ashish	9890086768
<b>Furniture</b>	Raviraj Display Systems	Mr. Bhagwat	Cell. No. 9850429014, 24446085
	Rajseva Enterprises	Mr. Sanjay, Mr. Mithun	9822197551, 985062325
	Steel Fab	Mr. Gandhi	9226869434
	Nkay's	Mr. Nandkumar	20,263,001,902,026,000,000
<b>Furniture – White Board</b>	Prabhat Enterprises	Mr. Waghmare	9822448592
	Ramdev Computers	Mr. Kishore	9765906345
	M.P. Stationers	Mr. Sandeep	660,249,499,860,219,000
	Venus Traders	Mr. Raj	9822110245
<b>House Keeping Material</b>	Ramdev Computer	Mr. Kishore	9765906345
	Hardev Enterprises	Mr. A.R. Ramdas	603,032,369,890,427,000
<b>Interior Furniture</b>	Foresight Creators	Mr. Raghu Bhandari	9881301928
<b>Name Plates</b>	Shree Arts	Mr. Gajalkar	9850711504

Authorized Signatory :



Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
Printing Material	Century Associates	Mr. Dole	98,230,759,379,923,000,000
	Makrand Traders	Mr. Makarand Bhide	9823024222
	Aayush Screen	Mr. Ashutosh Patwardhan	9822010299
	Ganesh Computers	Mr. Bhart Jadhav	985,018,701,720,205,000
	Athira Graphics	V.K. Nair	272,745,099,822,378,000
Printing & Stationery	Ramdev Computers	Kishore	9765906345
	M.P. Stationers	Mr. Sandeep	660,249,499,860,219,000
	Bhairav Novelties	Mr. Otaram	9850521203
	Manish Enterprises	Mr. Chaitanya	24452614,
Solar System	Solar Product	Mr. Parikhi	9373301815
	High Tech Solutions	Mr. Samudre	9850060343
Sports Items	Natekar Sports	Mr. Pradeep Mahadik	9326553575
Swimming Tank Material	Vijay Enterprises	Mr. Vikram Mane	9922916045
Telephone Instrument	Pelican Telecom Pvt. Ltd.,	G.C. Vaswani – M.D.	25536900, 56018900
STP Material	Deccan Water	Mr. Arora	9890812512
Tea/ Coffee Vending Machine	Candid Services	Sabina Gaikwad	41006666
	ACE Vending	Mr. Kulkarni	9823116014
Uniforms & Sweat shirts	Tejwani Brother	Mr. Sumit Tejwani	244,593,639,422,025,000
	X Tailer	Mr. Dilip Raut	244,597,879,823,100,000
	Yogi,s	Yogi	9822036917
Xerox Machine	House of Laptop	Mr. Ranjit	9970001603
	HCL Inifinet Ltd.,	Mr. Rizwon	261,221,029,881,497,000

**Vendor List:- for Maintenance & other services**

Nature of Business	Name of the Party	Contract Person	Tel./Mobile Nos.
Air Conditioners, Water Cooler	Qualitair Engineers	Mr. Eric	309,642,859,850,550,000
Cable, Dish	Meltek Infosystems pvt. Ltd.,		9906799403/4/6/7
	Rakshe Cables	Mr. Rakshe	9422304932
Catering	Geeta Caterers	Mr. Vikas Shetty	9665869000
	Neeta Caterers	Neeta Patil	9823466066
Civil Work & Maint.	Vishwa Incorporation	Mr. Sawardekar	9822762650
Courier Services	First Flight	Mr. Yogesh	8805413368

Authorized Signatory :



**Document:**

**Page No.**

243 of 269


**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

Nature of Business	Name of the Party	Contract Person	Tel./Mobile Nos.
Chair Repair	Gunjan Carpets	Mr. Sharma	
	Prerna Cleaning Systems	Mr. Sanjay Kadam	9370523131
D. G. Maint. & Maintenance Contract	Trident Services Pvt. Ltd.	Ashish Pathak, Kulkarni, Meera Madam, Mr. Ballal	9850550140  (O)25671243,44
	Nanda Exotic Flower	Mr. Shrish Dhamale	9822275656
Decoration & Flouriest	Ramdas Lohar	Mr. Ramdas	9881569860
	Shree Ganesh Pushpa Bhandar	Mr. Ganesh	9960795260
	Suvarna Electricals	Mr. D.B. Padwal	2,727,479,927,271,370  9822053205
Furniture repair/new	Carpenter	Mr. Parag Misrti	9422353684 9881332433
Housekeeping	Suvarna FMS Pvt. Ltd.,	Mr. D.B. Padwal	2,727,479,927,271,370
	Rahul Enterprises	Mr. Walvekar	9960641484
LIFT	OTIS	Mr. Gandhi	9850070209
Gift Articles	F-Cube		2066024488
Glass fitting & Repairs	Sagar Glass	Mrs.Fernandez	9657041062
	A.K. Vishwakarma	Mr. Anil	9921663042
Garden Maintenance	Ashwanikumar Nursery	Mr. Waidande	9370317942
Motor ,Pumps & Fan Repairs	Shree Vinayak Rewinding Works	Mr. Laxman Shirshetty	98,500,649,049,923,100,000
	Shrinath Electricals	Mr. Tajane	9822082112

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	244 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## Section 16

### 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 expenses, various modes of transportation, lodging accommodations, credit cards, cancellations and changes, international travel, and travel agent procedures.

#### 2. PROCEDURES

##### 2.1 Guidelines


- Any activity related with 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 advance and
  - A business trip requiring an overnight stay or more.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	245 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- Employee 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, 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 in excess of limits supported by receipts can be reimbursed. However, daily expenses incurred in excess of prescribed limits will require sanction of Chairperson / Group Director with recommendation from the HoD /Director.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--


 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	246 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- 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 not to 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. for travel to Mumbai. A separate expense limits for one day tours are given in Section 4.1.
- The travel day commences at 6.00 A.M. and include expenses for breakfast, lunch and dinner if an employee reaches Pune after 9.00 P.M.
- If feasible, sharing of vehicle must be done by employees travelling to same destination.
- Demand of vehicle from Pune for pick up at Mumbai airport should not be made.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	247 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 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 reasonable economical and comfortable stay while on tours.

## 3. LOCAL TRAVEL

In 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. 3.00/ km.
  - Four wheeler: Rs.7/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 the transport can not be made available, the employee will make the necessary arrangements by public or private transport as may be applicable.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	248 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- 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 forwarded to the Accounts Department. The prevailing rates of reimbursement are as under:
  - Two wheeler: Rs. 3.00/ km.
  - Four wheeler: Rs.7/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:**

Indiraitees 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--






### National Travel – Grades and Entitlements

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./ Ist A.C. Rail  Based on prevailing fares	IInd A.C./ cheaper Airline. ( whatever is cheaper) Rail / Bus	IInd Class Rail./ Bus	IInd 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
Grades	M and M1A	M1,,B,C,D and M2	M2, A M3, A, B,C,D	M4 & M4A
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

Authorized Signatory :

 <b>Shree Chanakya Education Society's</b> <b>Indira Group of Institutes</b> <b>Policy Manual</b>	<b>Document:</b>	
	<b>Page No.</b>	250 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

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

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 same regardless of number of persons in the room, then this too must be noted.

#### 4.2 International Travel

##### 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.

Authorized Signatory :



**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**

<b>Grades</b>	<b>M and M1A</b>	<b>M1,B,C,D and M2</b>	<b>M2, A M3,A,B ,C,D</b>
Travel Mode		Air Economy.	Air Economy
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)
<b>Grades</b>	<b>M and M1A</b>	<b>M1,B,C,D and M2</b>	<b>M2, A M3,A,B ,C,D</b>
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	Chair-person/ Group Director	Chairperson / Group Director /Director Administration	Only after the Consent of the immediate Authority and final permission by the Director Administration

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 same regardless of number of persons in the room, then this too must be noted.

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	252 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

## 5. 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 issued 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 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.

## 6. 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.

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p><b>INDIRA</b></p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	253 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- In many cases, hotel and automobile rates could also be 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.


#### **7. 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 on the original TEAR and should be informed to the immediate Authority.

#### **8. 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 charge number from the TEAR.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	254 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

- 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).


## 9. REIMBURSABLE EXPENSES

**9.1 Air Travel:** To reach destinations outside of practical driving distances, IGI employees are typically expected to travel via 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.

**9.2 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	I st Class AC
• M 1 & M 2	AC Three Tier
• M 3 A & M 3 B	Second Class
• M 4	Second Class

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	255 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**9.3 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 vehicle is used for transportation, the reimbursement will be at the rate that is currently allowed; Rs.7/- per km effective April 1, 2010.

**9.4 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.

**9.5 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.

**9.6 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.

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	256 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

### 9.7 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.

### 10 . 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.

**10.1** 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)

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--





**Document:**

**Page No.**

257 of 269

**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

**10.2** 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.


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

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

**10.5** 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)

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	258 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**10.6** 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.

**11. All domestic** flight bookings are to be given to:

- Unitec Air Travels  
F 17 / Gera Plaza,  
Boat Club Road,  
Pune - 411 001  
Tel No.: 26164861 / 71  
Contact person: Mr. Ram Sabnani / Ms Arti / Ms Shruti
- All international flights bookings to be given to :  
Equino Fun Holidays,  
2/3 Krishna Chambers,  
North Main Road,  
Koregaon Park,  
Pune - 411 001  
Tel.: No.: 66025353 / 26114000  
Contact person: Mr Sohail Zaveri / Mrs Fatima Pawar

**\*\* Above arrangement is subject to change as per Management decision.**

Authorized Signatory :				
------------------------	--	--	--	--

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b> Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	259 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

**ANNEXURE – I GRADE AND DESIGNATION ( for Travel Policy only)  
(UNDERGRADUATES COLLEGES)**

SR.NO	CLASS	NAME OF THE POST
1	M	PRINCIPAL.
2	MIA	-----
3	M1B	VICE PRINCIPAL / LIBRARIAN (SGR) / PHYSICAL DIRECTOR (SGR) / LECTURER (SGR) / SYSTEM ADMINISTRATOR
4	M1C	REGISTRAR / CHIEF LIBRARIAN (SGR) / LECTURER (SGR)
5	M1D	SR.ADMINISTRATIVE OFFICER / LECTURER / SR.ACCOUNTS OFFICER / LIBRARIAN / PHYSICAL DIRECTOR / SYSTEM ADMINISTRATOR / EXE.SECRETARY (SGR)
6	M2	ADMISISTRATIVE OFFICER / ASSISTANT FINANCE OFFICER./ MANAGER PURCHASE/ SR. EXAM COORDINATOR / ASSISTANT REGISTRAR./ / PERSONAL ASSISTANT(SGR)
7	M2A	HEAD CLERK / SR.TECH ASST. / SR.TECHNICIAN / SR. ACCOUNTANT
9	M3	ASST.OFFICE SUPDT./ ACCOUNTANT / GYM INSTRUCTOR (SGR) /. ASST.LIBRRIAN / HOSTEL RECTOR / SECRETARY / ACADEMIC ADMINISTRATOR// PURCHASE OFFICER / RESEARCH ASSISTANT
10	M3A	LAB INCHARGE (SGR) / GYM INSTRUCTOR / TECH. ASST
11	M3B	STORE KEEPER / STORES INCHARGE/ SR. RECEPTIONIST/ LAB INCHARGE / ASST. EXAM CO-ORD / MACHINIST /FITTER / BLACK SMITH / LIBRARY ASST./SENIOR TEL OPERATOR / EXAMINATION CO-ORDINATOR / ACADEMIC COORDINATOR/ACCOUNTANT
12	M3C	SR.CLERK /STENO TYPIST / PERSONAL ASSISTANT / HOSTEL WARDEN / LAB INCHARGE / RECEPTIONIST/ SR.TEL.OPERATOR / ACCOUNTS ASSISTANT
13	M3D	DATA ENTRY OPERATOR /TECHNICIAN /JUNIOR TELEPHONE OPERATOR /ASSISTANT CUM STORE KEEPER /HOSTEL WARDEN
14	M 4	JR.CLERK / JR.ACCOUNTANT/ LAB ASSISTANT / CARPENTER / ELECTRICIAN / PLUMBER / RECEPTIONIST / OFFICE ASSISTANT / LABORATORY ATTENDANT / LIBRARY ATTENDANT./ MASON / WIREMAN / STORE KEEPER CUM CLERK
15	M 4 A	OFFICE PEON / SWEEPER / LAB ATTENDANT / COMP. LAB. PEON / AUDITORIUM ATTENDANT / DRIVERS/ LIB. ATTENDANT

**Authorized Signatory :**



**ANNEXURE – II GRADE AND DESIGNATION ( for Travel Policy only)**  
**(AICTE / PG INSTITUTES)**

SR.NO.	CLASS	NAME OF THE POST
1	M	EXECUTIVE DIRECTOR / DIRECTOR (SGR)/ PRINCIPAL
2	MIA	DIRECTOR / PROFESSOR / ASSOCIATE PROF.
3	M1B	ASSO. PROFESSOR / READER / VICE PRINCIPAL / DY. DIRECTOR / CHIEF LIBRARIAN (SGR)
4	M1C	REGISTRAR I / LECTURER (SGR) / LIBRARIAN (SGR)/ FINANCE OFFICER/ DY.DIRECTOR / SR.SYSTEM ADMINISTRATOR
5	M1D	SR.ADMINISTRATIVE OFFICER / LECTURER / SR.ACCOUNTS OFFICER / LIBRARIAN / SYSTEM ANALYST / SYSTEM ADMINISTRATOR II / REGISTRAR II/ EXE.SECRETARY(SGR) /
6	M2	ADMISISTRATIVE OFFICER / ASSISTANT FINANCE OFFICER./ MANAGER PURCHASE/ SR. EXAM COORDINATOR / PUBLIC RELATION OFFICER / STENO GRAPHER(SGR) / PERSONAL ASSISTANT
7	M2A	HEAD CLERK // MANAGER SOCIETY AFFAIRS / SR.TECHNICIAN / SR. ACCOUNTANT
9	M3	ASST.OFFICE SUPD./ ACCOUNTANT / GYM INSTRUCTOR (SC) / ASST.LIBRRIAN / PLACEMENT CO-ORDINATOR / HOSTEL RECTOR / SECRETARY / ACADEMIC ADMINISTRATOR//PURCHASE OFFICER /RESEARCH ASSISTANT / SR.TECHNICIAN
10	M3A	LAB INCHARGE I / GYM INSTRUCTOR /TECH. ASST
11	M3B	STORE KEEPER / STORES INCHARGE/ SR. RECEPTIONIST/ LAB INCHARGE / ASST. EXAM CO-ORD / MACHINIST /FITTER / BLACK SMITH / LIBRARY ASST./SENIOR TEL OPERATOR / EXAMINATION CO-ORDINATOR / ACADEMIC COORDINATOR / ACCOUNTANT
12	M3C	SR.CLERK /STENO TYPIST / PERSONAL ASSISTANT / HOSTEL WARDEN / LAB ASSISTANT / ASSIST.OFF SUPD./ RECEPTIONIST//SR.TEL.OPERATOR /SENIOR ASSISTANT ACCOUNTS
13	M3D	DATA ENTRY OPERATOR /TECHNICIAN /JUNIOR TELEPHONE OPERATOR /ASSISTANT CUM STORE KEEPER /HOSTEL WARDEN
14	M 4	JR.CLERK / ACCOUNTS CLERK / LAB ASSISTANT II / CARPENTER / ELECTRICIAN / PLUMBER / RECEPTIONIST / OFFICE ASSISTANT /LABORATORY ATTENDANT./LIBRARY ATTENDANT./ MASON /WIREMAN /STORE KEEPER CUM CLERK/ LIBRARY ATTENDENT

Authorized Signatory :



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

Document:

Page No.

261 of 269

**Title: Policy Manual**

Revision  
Date:

June 1<sup>st</sup>, 2012

15

M 4 A

OFFICE PEON / SWEEPER / LAB ATTENDANT / AUDITORIUM ATTENDANT /  
DRIVERS/ LIBRARY ATTENDANT

ate:

**ANNEXURE II - TRAVEL REQUEST FORM – INDIRA GROUP OF INSTITUTES**

<b>Traveller Information</b>	
Name & Employees ID No.	
Tel./Mobile No.	
Email id:	
Passport No. & Visa Type:	
Purpose of Travel :	
Travel from	
Destination:	
(if travel is to several destination, please continue to list detailed below)	
Departure date & time	Return date & time
Total days of travel	
<b>Estimated expenses</b>	
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
Total expenses	: Rs/USD
ADVANCE DEMANDED	

Authorized Signatory :



Document:

Page No.

262 of 269

**Title: Policy Manual**

Revision  
Date:

June 1<sup>st</sup>, 2012

*Name & Signature of the Traveller*

*Concerned Director*

*Director – Admn. & HR*

*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:					

Authorized Signatory :



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

263 of 269


**Title: Policy Manual**

**Revision Date:**

June 1<sup>st</sup>, 2012

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

**Authorized Signatory :**

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	264 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

--

## SECTION 17

### **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:

<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	265 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June 1 <sup>st</sup> , 2012

- Training
- Management Development Programmes 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. The Director of the Institute will be primarily responsible for the development of and execution of the assignments within the agreed time schedule and costs. Wherever necessary, he will take the help of faculty members and/or external experts for the development and execution of the assignments. While allotting consultancy work to the faculties, the Director must ensure that the day-to-day work / functioning of the Institute is not affected and their normal duties and responsibilities are performed by them efficiently.

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:

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:

Authorized Signatory :				
------------------------	--	--	--	--




### Summarized Statement of Revenue & Costs Incurred

Sr. No.	Particulars	Basis of Estimate	Amount (Rs.)
<b>A</b>	<b>Revenue</b>		
	Consultancy Fees		
	Reimbursement of Expenses		
	Total Revenue		
<b>B</b>	<b>Cost of Assignment</b>		
<b>1</b>	<b>Development Cost:</b>		
1.1	Travel		
1.2	Mandays Spent (External Experts only)		
1.3	Stationery, Communication etc.		
1.4	Meetings, entertainment etc.		
1.5	Other Overheads		
	Sub-total (1)		
<b>2</b>	<b>Execution:</b>		
2.1	Travel		
2.2	Local Conveyance		
2.3	Stationery, Communication etc.		
2.4	Meetings, entertainment etc.		
2.5	Other Overheads		
2.6	Mandays Spent (External Experts only)		
	Sub-total (2)		
<b>3</b>	Total Cost (1+2)		
<b>4</b>	Surplus available for Distribution		

**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 value. This cost is inclusive of expenses incurred for development up to 10% of the contract value.

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	267 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

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 & Sales Person	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.

Authorized Signatory :

 <p>Shree Chanakya Education Society's <b>Indira Group of Institutes</b></p> <p>INDIRA</p> <p>Policy Manual</p>	<b>Document:</b>	
	<b>Page No.</b>	268 of 269
<b>Title: Policy Manual</b>	<b>Revision Date:</b>	June1 <sup>st</sup> , 2012

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

**Notes:**



<b>Authorized Signatory :</b>				
-------------------------------	--	--	--	--



Shree Chanakya Education Society's  
**Indira Group of Institutes**

Policy Manual

**Document:**

**Page No.**

269 of 269

**Title: Policy Manual**

**Revision  
Date:**

June 1<sup>st</sup>, 2012



**INDIRA**

**Authorized Signatory :**