



HR Policy

Screening, Recruiting, Training and Implementing Employee Processes

POLICY No: APN/ 2019/ 6.2.2

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1. Foreword from Director

Here at **Dr D Y Patil School of Engineering (ADYPSOE), Lohegaon Pune**, we look forward to every opportunity to spread knowledge beyond our campus through the creativity and achievements of our staff and students. College has undertaken teaching in a wide breadth of subjects. It is the part of our philosophy that our research endeavors underpin the College's learning and teaching. ADYPSOE transforms its students into technically competent, well communicative and application oriented lifelong learning engineers. The students are result driven and are motivated by the institute for the relevant manpower development and for their betterment.

Life is not a set of instructions but is a series of experiences and learning process, this is where ADYPSOE steps in – to make a difference through our management and faculties by inculcating the right attitude and passion towards engineering, which goes beyond books and instructions.

At ADYPSOE, is not just a formal education but a place to grow as an individual. It promotes all round development of the students by means of cultural events, communication and personality development classes, extra curricula and sports activities, entrepreneurship development and various other activities. We have a steadily growing alumni base, which even if young, have made a mark in the society. Learning technology in such a dynamic and motivating environment is a healthy experience for the budding engineers.

ADYPSOE is committed to create a community of research scholars, students and faculty that reflects the diversity of the world we live in. The development of intellectual and practical pursuits is the core of education here.



A handwritten signature in blue ink, appearing to read "Kamaljeet Kaur", written over a horizontal line.

Dr. Kamaljeet Kaur
Director-Technical Campus

Chapter 2: About the Institute

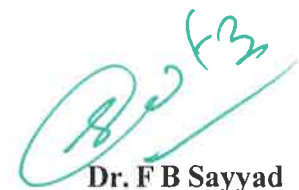
2.01 Principal's Foreword:

Dr D Y Patil School of Engineering (ADYPSOE) is one of the most prestigious academic groups in the Pune City and state of Maharashtra which is Approved by AICTE and Affiliated to SP Pune University. ADYPSOE was established in 2010 by the Chairman of Dr Ajeenkya D.Y.Patil Group. The institute offers five UG Programs (B.E), three PG Programs (M.E) and three Diploma programs. ADYPSOE has earned a commendable reputation amongst the students, faculties, and stake holders within a short span of time. ADYPSOE follows the tradition of educating students in Engineering that will best serve the nation. Dr Ajeenkya DY Patil's futuristic vision is to provide quality education at an affordable cost, so as to enable the youth, primarily the rural youth to elevate their potential and to make them contribute to National Development. Under the mentorship of Dr Ajeenkya DY Patil and the Director of ADYPSOE, this institute is progressing continuously. The success is the result of dedication, creativity and entrepreneurship of our faculty, students, and management.

Here at ADYPSOE, we unearth the potential of students by involving them in academic, career-building & creative activities equipping them to become globally competent to face the challenges. Education is not only an act of acquiring knowledge but learning a skill to lead life and forming one's personality. This ennobling process of growth is facilitated here at ADYPSOE. Education is the most-powerful weapon that can change the face of a nation. With our experienced and learned faculties encouraging and coaching the students, no dream is far-off.

Faculties of ADYPSOE Institutes cultivate social, moral and spiritual values in the students along with the appropriate knowledge, skills, and attitudes that lasts a lifetime.





Dr. F B Sayyad
Principal
ADYPSOE

Name of the College: Dr D Y Patil School of Engineering

2.02 Address of the College/ Institute:

Dr D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.

2.03 Contact Details of the College:

Tel: 020-27409821

Website: www.adypsoe.in

AICTE Permanent Approval Number:

ADYPSOE is approved from AICTE under the Permanent registration number: **1-3847411**

2.04 College ID Number by Directorate of Technical Education, Maharashtra:

ADYPSOE is registered under DTE (Directorate of Technical Education), Maharashtra and the College ID number is: **EN 6732**

2.05 Pune University's College ID number:

ADYPSOE is affiliated to University of Pune and the College ID number is: **CEGP015720**

2.06 Vision of the College:

“Empowerment through quality technical education”

2.07 Mission of the College:

- M1: To achieve excellence in teaching, learning and research
- M2: To impart skill based education to meet the needs of industry and Society
- M3: To excel as a center of excellence in technical education
- M4: To inculcate social & ethical values among the students



Chapter 3: Recruitment of Employee

3.1 Recruitment Procedure: Teachers: (Asst. Prof. /Assoc. Prof. /Prof.)/ Principal

1. HODs calculate the Human resource requirement:

- a. Consolidation of subject wise teaching load Calculation.
- b. Student – Teacher Ratio (as per AICTE guideline)
 - i. For UG: 1:20.
 - ii. For PG: 1:12.
- c. Cadre ratio is 1:2:6.

2. Requirement Finalization:

- a. All HODs present their requirement to Principal/ Human Resource Manager / Registrar in the HOD meeting.
- b. The nature of the requirement is finalized after discussion in meeting. The nature of finalized requirement may be: 1. Full Time, 2. Part time, 3. Visiting,
- c. The posts for reserved Categories must be identified.

3. Succession Plan:

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant.

In this process, Assistant Professor may be promoted as Associate Professor, Associate Professor may be promoted as a professor.

The succession can be:

- a. **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.
- b. **Conditional Succession:** The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of acquiring higher qualification, Publication and certifications etc.

4. Advertisement:

- a. **Verification:** Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.
- b. **Publishing the Advertisement:** The advertisement should be published in
 1. News papers, 2. Website etc.



5. Application:

- a. Eligible candidate for advertised posts should apply in the proforma application, available on the institutional web site (www.adypsoe.in).

6. Scrutiny:

- a. Letters to various Government agencies demanding list of registered candidates of reserved category.
- b. Collection of application, list of registered candidates of reserved category & preparation of its database.
- c. Scrutiny of data and short listing of eligible candidates.

7. Selection Committee:

a. UGC Committee:

A request to be send to take UGC Committee from SPPU for the selection of the post of Principal and university approved teachers

b. Institute Level Committee:

The institute level committees are comprising three to five department wise eminent/ senior faculty members. This type of committees is formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

There shall be a separate selection committee for making recommendations of suitable candidates for appointment to the posts of:

- (i) Registrar;
- (ii) Controller of Examinations;
- (iii) Finance and Accounts Officer;

8. Schedule and Venue:

a. UGC Interview:

- i. Meeting must be scheduled within 30 days after formation of selection committee.
- ii. The venue is decided by the Director.

b. Institute Level Interview:

- i. Schedule, as and when requirement is raised, and possibility of UGC interview is not sure.
- ii. The venue is decided by Principal/ Assistant Registrar / HOD/ LMC / Committee Members.



9. Invitation:

- a. Invitation letter to UGC Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule.
- b. If the minimum number of members is not available on schedule, it can be rearranged.

10. Call letter:

- a. Interview Call Letter is process to finally shortlisted candidates through post.
- b. The call letter comprises: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, date & Time for interview 4. Venue.
- c. A candidate must present the call letter at the time of Interview.

11. Interview Conduction:

- a. Conduction of interviews and Report of Selection Committee recommending names of candidates.
- b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.
- c. The interviewer's committee should submit interview reports with recommendations for appointment.
- d. Preparation of a Consolidated Statement in detail in respect of recommended candidates.

12. Appointment Order:

- a. Subject to the provisions of this Act, Statutes and Ordinances, the Vice- Chancellor shall, till the University Grants Commission's scheme of recruitment becomes operative, appoint according to the order of merit and recommendations made by the selection committee, a university teacher.
- b. Selected candidates are being finalized and appointments orders ought to prepare.
- c. Approval of the Management for issuing Appointment Orders.
- d. Issue of appointment orders by office staff.
- e. Special appointment on compassionate ground (Appointment to one of family member in the event of death while in ADYPSOE's service).
- f. Appointment against category post is valid for one year only.
- g. **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.
- h. **Joining Report:** At the time of joining, faculty should submit joining report to the office, with the signature of Respective HOD, Assistant Registrar & principal.

3.2 Recruitment Procedure: Non-teaching staff:

1. **Requirement Finalization:** Finalize vacancy considering staff pattern and proposed by HOD.

2. **Requirement Finalization:**

- a. All HODs present their requirement to Principal/ Human Resource Manager / Assistant Registrar in the HOD meeting.



3. Succession Plan:

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant.

In this process Peon may be promoted as Clerk, Lab. Asst. may be promoted as a Technical Asst. Clerk may be promoted as Head clerk & office superintendent, etc.

The succession can be:

- a. **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.

4. Advertisement:

- a. Publish advertisement, if required.

5. Application:

- a. Eligible candidate for advertised posts should apply in the pro forma application, available on the institutional web site (www.adypsoe.in).

6. Scrutiny:

- a. Collection of application & preparation of its database.
- b. Scrutiny of data and short listing of eligible candidates.

7. Selection Committee:

- a. **Institute Level Committee:** The institute level committees are comprises of department wise eminent/ senior faculty members (3 - 5). This type of committees is formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

8. Schedule and Venue:

- a. **Institute Level Interview:**
 - i. Schedule, as and when requirement is raised.
 - ii. The venue is decided by Principal/ Assistant Registrar / HOD/ LMC / Committee Members.

9. Call letter:

- a. Interview Call Letter is process to finally shortlisted candidates through post.
- b. The call letter comprises: 1. Candidate Name, 2. Post for which s/he has been short listed, 3. Day, date & Time for interview 4. Venue.

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- c. The interviewer's committee should submit interview reports with recommendations for appointment.
- d. Preparation of a Consolidated Statement in detail in respect of recommended candidates.

11. Appointment Order:



- a. Selected candidates are being finalized and appointments orders ought to prepare.
- b. Approval of the Management for issuing Appointment Orders.
- c. Issue of appointment orders.
- d. Special appointment on compassionate ground (Appointment to one of family member in the event of death while in ADYPSOE's service).
- e. **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.
- f. **Joining Report:** Candidate should submit joining report at the time of joining.

3.3 Induction/ Orientation Program:

- a. Induction is planned introduction to newly appointed employees to their jobs, colleagues/peers, and the organizational behavior.
- b. After the candidate is joined, s/he has told as what are his/her duties and responsibilities by HOD/ Principal.
- c. The Principal / HOD take initiative to induct new employee.



Chapter 4: Salary and perquisites

4.01 Type & fixation of Initial salary:

In general, these are subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), SPPU norms and AICTE also merit Increments, Promotions, Demotions / Lateral Transfers etc. Salary is fixed at the discretion of management.

a. Consolidated salary

Usually Ad-hoc Teaching and non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employee's service at ADYPSOE. It is fixed as per management's decision.

b. Salary as per pay commission / Pay Scale cadre wise:

Teaching and Non-teaching staff is eligible for getting pay scale and fixed as per eligibility, experience and UGC approval & management's discretion. Salary fixation guidelines as per pay commission are taken in to consideration and as per recommendations of SPPU.

Annexure: (AICTE Regulations on pay scales dated 1st March 2019)

4.02 Allowance granted in lieu of salary:

It is fixed at the discretion of management based on the contribution to the institute. It requires approval of the Management & is part of salary.

a. Allotment of staff quarter

Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.

b. Shoffer driven car:

This facility will be given available to selected ADYPSOE eminent employees according to their workprofile & principal.

c. Car petrol allowance:

This facility is available to the Director, Principal and selected ADYPSOE employees according to their work profile.



d. Mobile / telephone facility:

Mobile and telephone allowance is granted to the Director, Principal, Registrar, and selected ADYPSOE employees according to their work profile.

e. Entertainment Allowance:

This facility is available to selected ADYPSOE employees according to their work profile.

4.04 Provident Fund Scheme:

Contributory provident fund facility is available to grade III cadre employees from the starting date of their employment. This facility is granted to employees having university pay scale only after completing 3 years of service.

4.05 Welfare activities for employees:

a. Free / Concessional Dental medical treatment facility:

Emergency medical and Dental medical treatment facility is available; a small dispensary & Doctor is available at the campus.

b. Tuition fee concession to wards of employees studying in ADYPSOE's institution:

Wards of employees studying in ADYPSOE's institution can avail concession @ 25% in Tuition fees

c. Gratuity scheme for employees:

Provision is made for those who work for continuous 5 year.

d. Health insurance plan for employees:

ADYPSOE is implemented Health insurance plan for employees, Personal accident insurance policy for employees along with group insurance scheme for employees.

4.06 Payment mode of salary:

Every employee opens a salary account at any Nationalize bank, and the salary is transferred to employees account.

4.07 Yearly increments:

Every faculty is given an annual increment as entitled by sixth pay norms. The annual pay is revised once in a year only.



4.08 Incentive and rewards in salary:

It is awarded as per the discretion of management for any meritorious job of employees.

4.09 Granting of higher pay scale/ post for non-teaching:

It is awarded as per the discretion of management for any meritorious job of employees.

4.10 Promotion in cadre:

An employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility. A faculty desirous of promotion to a higher post faces the Selection Committee appointed by the SPPU for UGC interview or Institute level committee for internal promotions and only on the recommendations of the committee he /she is granted promotion.

The employee which is promoted should fulfill the Minimum Qualification and Norms as per *AICTE Regulations on pay scales dated 1st March 2019*.

It is granted as per the discretion of management as per management decision.



Chapter 5: Retirement and Extension in service

5.01 Retirement Age:

Non-teaching employees:

The age of retirement of non-teaching employees is 58-60 years. They are not given a formal notice of being relieved from service on attainment of age. An employee who completes the age in middle of the month will be relieved at the end of the month.

Teaching staff:

As per Govt. of Maharashtra the retirement age for teaching staff is 60 years. Employees give a minimum of thirty days written notice, unless a shorter period of time is acceptable to the HOD. Employees whose retirement date lies during academic period are relieved after academic's sessions with respect to student point; they may be relieved during academic session only in exceptional case.

5.02 Pre- Retirement rules:

Before being relieved all employees hand over charge and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute's property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

5.03 Extension in service:

The pay review recommends that teachers may be reemployed selectively after retirement on contract basis up to the age of 70 years in 2 slots of 3 years in the 1st instance & then further for 2 years on the basis of their merit, experience, area of specialization & peer group review. Employees who resign may be retained by ADYPSOE at the prerogative of the management.

5.04 Notice of retirement:

Employee at the retirement age informs their HOD and tenders intimation in writing to the Principal. They state clearly the date on which they retire.

5.05 No dues certificate:

An employee retiring has to submit a no dues certificate with a clearance from the lab in charge, accounts department, library, stores in charge of stating that there are no pending dues of the employee in any section after getting the clearance a no dues certificate is issued to them signed by the principal and assistant registrar.



5.06 Relieving letter:

Once the retiring employee is issued no dues certificate also a relieving letter is issued to them mentioning that he is relieved of his duties on a particular date.

5.07 Experience certificate:

A retiring employee is also given a certificate of experience along with relieving order.

5.08 Handing over charge:

Before being relieved all employees hand over charge and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.



Chapter 6: Service and Assessment

6.01 Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution. It comprises the oath to work sincerely, competently and with diligence.

6.02 Personal Data sheet & documents in Personal file at office

Information that should be maintained in the official personal file includes, but is not limited to:

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Employee written warning notice
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Training expenses reimbursement records
- Notification of salary increase/decrease
- Exit interview form

6.03 Probation period and its extension and curtailment:

The probation period is considered as observation period for an employee before s/he is going to be regularized in the institute.

The probation period can be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.

The probation period can be curtailed, if the management satisfied with the employee performance and s/he completed the all conditions established for the regularization.



6.04 Yearly Self-Assessment

ADYPSOE is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives.

The self appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objectives.

a. Core Principles of the Appraisal Policy:

1. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.
2. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
3. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
4. All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
5. The appraisal process will be a fair and equitable process.

b. Appraisal Implementation:

1. Teaching staff is provided a SELF APPRAISAL FORM, to be filled, at the end of every academic year.
2. First part of this form is to be filled by the Appraisee and second part of the form is to be filled by Appraiser after discussion with Appraisee and in the presence of Appraisee.
3. The performance is assessed based on parameters mentioned in the form.
 - Teaching Performance
 - Research papers published
 - Activities Organized/Attended
 - Research proposals
 - Admission to higher degree



- Books- (Only recognized publishers)
 - Involvement in extracurricular and conductivity-curricular activities:
 - Administrative work
 - Action plan for self-improvements next academic year.
4. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.
 5. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
 6. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.
 7. The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
 8. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
 9. The performance is assessed by the appraiser based on parameters mentioned in the form.
 - Subject Knowledge, Teaching Competency
 - Work Output (ability to handle reasonable work volume / quantity)
 - Quality of Work
 - Initiative to Improve Work and Accepting More Responsibility, Pro-activeness.
 - Attitude & Interest in Job Commitment to Work, Reliability Dependability, Trust.
 - Teamwork, Team Spirit, Cooperation, Helping others.
 - Ability & Willingness to learn new trends and developments.
 - Timely, Proper Reporting & Feedback with Minimum Supervision & Follow-up
 - Communication Skills, Oratory, and Writing ability
 - Subject Result.
 - Interest shown in the employability of the students.

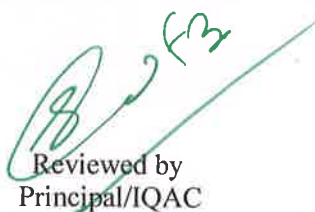


1. Policy Details:

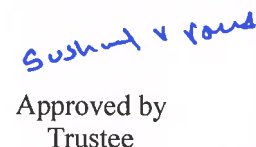
Policy Name	Human Resource Policy
Policy Number	APN/ 2021 /6.2.1
Version Number	6.2.1
Effective Date	1 July 2021
Policy drafted by	HR
Policy Applies to	All Stakeholders
Approved by	Management
Responsible Authority	HR
Superseding Authority	Principal
Date of last revision	-
References	-

Version History				
Version	Approved By	Revision Date	Description of change	Author
6.2.1	Dr. Sushant Patil	1/07/2021	-	HR department

Prepared by
HR

 FM
Reviewed by
Principal/IQAC


Recommended by
Director-TC

 Sushant + rand
Approved by
Trustee