



Human Resource Policy Manual

MULSHI INSTITUTE OF BUSINESS MANAGEMENT

SAMBHAVE, MULSHI, PUNE – 412 108

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Ignited Minds Society's13
Mulshi Institute of Business Management, Pune

HUMAN RESOURCE POLICY MANUAL

Preamble

Mulshi Institute of Business Management (MIBM) was established in the year 2010, under Ignited Minds Society (IMS). IMS is constituted by a group of highly accomplished academicians drawn from IIT, IIM and Medical background. Inspired by the Book of same Title by Dr. APJ Abdul Kalam, a noted Scientist and then President of India, the Charitable Society and Trust decided to work on path shown in the book. The book revealed that being a young country, India is having a tremendous potential in Human Resources. However, there is a need to develop them and utilize for the development of countries in all spheres such as economy, technology and policies. Dr. Kalam further, predicted that India will be in the list of top nations shortly and we could really achieve it.

Mulshi Institute of Business Management is established in the year 2010 with approval from AICTE. Management being academicians themselves, was keen to constitute HR Manual right since inception and improve it from time to time every year.

For shaping it well and ahead of time the Society and the Institute decided to constitute a Committee to suggest and give contemporary vision to the policy. Following Members were approached and agreed to associate with it.

Sr. No.	Name and affiliation	Nature of Association
1	Dr. Pramod Kumar, President, IMS and Founder ISB&M, Pune (Area of Specialization: OB & HR)	Chairman
2	Dr. R.S. Ganapathy, Fmr. Professor, IIM Ahmedabad	Member Expert
3	Dr. P.K. De, Fmr. Professor, XLRI, Jamshedpur	Member Expert
4	Dr. C.M. Dwivedi, Fmr. CEO Datamatics	Member Expert
5	Dr. Shaily Asthana, Professor in Communication	Member and IMS Rep.
6	Dr. Saroja Asthana, Founder Director, MIBM	Member, Convener

Objective

To develop well rounded professionals by giving them best support and expecting adherence to the manual of policies. The objective is to further shape us organization culture of equality, honesty, sincerity and oneness with the institute.

To ensure that the recruitment of the faculty takes place by defining their roles and responsibilities in advance and with clear understanding of expected performance levels.

To respect basic human values, culture, loyalty, commitment, dedication, discipline, devotion and practices that promotes team spirit, responsibility and participatory functioning.

To build capacity faculty through FDPs, workshops, symposiums, professionals interactions and associations.

Vision of the Institute

To develop a world class education to change the lives and careers of youth through business and enterprise driven education, to maintain spirit of responsible and justice to demonstrate superior professional competence.

Mission of the Institute

To develop well rounded professionals who can work in a global environment with comfort.

To develop innovative professionals, entrepreneurs, and researchers

To develop superior quality network with high quality educationists and professionals in corporate and social arena

Dissension among Stakeholders

The HR Policy was percolated down to the key stakeholders i.e. faculty, staff, members of various advisory councils of the institute and prospective employees through a systematic diffusion process. It is available on college website.

MIBM firmly believe that, for a sustainable development, institutional effectiveness and employee satisfaction is imperative. In order to have a sound set of human resource policies that are dynamic and

accommodative in creating conducive working environment, where employees can work and be benefitted while adhering to the vision, mission and quality policies of the Institute.

Privacy

Employees who disclose secrets or confidential information to the organization / administration will be subject to disciplinary action which may lead even to dismissal and prosecution.

Board of Governor

Board of Governors (BoG) is an apex decision-making body for the efficient operation of the institute. The purpose of forming this group is to oversee the operations and activities of MIBM and to ensure its mission and objectives (such as PEOs and PSOs) are met. BoG is constituted by inviting eminent personalities from Industry and Academia on honorary basis. Although their tenure is not defined management take note of it from time-to-time. Their role for development of Human Resources is to identify and fill various positions as per requirements of the Institute following the prescribed qualification, experience and pay scale as per AICTE guidelines. Prepare, provide and revise the functioning of various committees in administering MIBM. Further, to ratify appointments made by Institute from time to time. Advise Management and Director and provide help relating to development of HR.

HUMAN RESOURCE MANAGEMENT

1. Definition of Terms used in the Manual

Basic pay means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment.

DA: Dearness Allowance declared by the Management periodically.

AGP: Academic Grade Pay declared by the AICTE for the Faculty members.

HRA: House Rent Allowance declared periodically by the Management.

Academic year: The normal period stipulated in the Academic calendar for activities

Starting from 1 July of every year and ending on 30 June, unless otherwise as per guidelines of AICTE.

Date of Appointment: The first day of joining the duty by the employee as Mentioned in the appointment order.

BoG: Board of Governors of MIBM

Director: Head of the Institute in case of MIBM Director is also HoD as there is only one department viz. Management.

Employee: Any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of MIBM and who gets his/her salary directly from MIBM.

2. Classification of Human Resource

MIBM recognizes the following classification of its staff.

Administrative Staff: Director, Deans, Administrative Officer, Accountants, Office and Accounts staff, Library staff

Teaching Staff: Professors, Associate Professor, Assistant Professors, Librarian.

Technical Support Staff: System Administrator, Computer Programmer, Lab. Instructors/
Technicians.

Non-Technical Support Staff: Junior Assistant, Lab Assistants / Attendants, Drivers, Attenders, Peons on MIBM rolls and Contract Staff such as hospitality, security, garden and cleaning staff.

3. Job Responsibility

The responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and MIBM, Pune in line with the vision & mission of the MIBM.

3.1. Academic

Teaching learning of curriculum, grading, result preparation, communication to students and other academics related activities such as student mentoring, guiding them for SIP and Placement activities. Participation in FDPs as and when organized by the Institute.

3.2. Research and Development

R&D activities through projects and research guidance, potential search for opportunities to provide consultancy services, branding and promotion of institute through industry interaction, participation in Conferences, publication of journal articles, book writing, contribution of Chapters in Books, Case study development and Patent development and filing of patents.

3.3. Administration

Planning, designing and development of new programmes and promotional activities, mobilizing resources for the Institute, administration at institutional levels, development, administration and management of institutional facilities, monitoring and evaluation of academic and research activities, participation in policy planning for development of management education, maintain accountability and adhering to Code of Conduct.

3.4. Extension Activity

Guiding the students in overall character development, providing technical support in areas of social relevance, community services, dissemination of knowledge, possibility of sharing of resources with less privilege, promotion of entrepreneurship and job creation.

4. Appointing Authority

The President and/or Secretary of the Ignited Minds Society holds the appointing authority for the post of Director, Deans and Administrative Officer of MIBM. All other staff of MIBM will be appointed by the Director on behalf of the IMS with the approval of the Secretary.

5. Qualifications and Experience

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the AICTE, New Delhi.

6. Recruitment and Selection

The recruitment of faculty members is need-based. Director projects the HR requirement based on workload. The rules prescribed for selection of employees from time to time by AICTE shall be followed. Staff selection committee shall be constituted.

A post once approved by the Society shall be filled up by direct recruitment through open advertisement, social media or referrals by employees or well-wishers among qualified and eligible internal candidates.

The candidates for Assistant Professor and Associate Professor are required lecture and take an interview and/or give a demo to a selection committee constituted by the institute individually by one-to-one interview basis.

Candidates for non-teaching posts are selected based on competency, eligibility and experience. They are interviewed and judged for their proficiency by the concerned department for example if hiring for Library then need to be interviewed by the Institute Librarian and a final round of one-on-one interview by the Director.

Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.

An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter necessarily contains the designation/title of the job and responsibilities specific to the job. The level of commands/reporting to and taking responsibilities in the absence of supervisors. The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

Upon verification of Certificates and other required documents, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Director Office.

7. Pay, Allowances & Increments

Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE.

Annual increments shall be sanctioned by the Director with the approval of Ignited Minds Society on satisfactory performance of the employee based on the recommendations of reporting officer.

8. Salary and Disbursement:

Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective accounts through NEFT from MIBM account in the employees account given during joining procedure. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

9. Salary Advance

MIBM discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by Director on case by case basis.

10. Provident Fund and Group Insurance

MIBM is committed to comply with statutory provisions of Employees Provident Fund

Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

MIBM is doing Group Insurance of all employees for accidents and hospitalization for illness.

11. Teaching and Learning Process

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- Course files
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- PPTs
- Lesson and Course material
- Web downloads
- Case studies
- Self-Learning Materials
- E-Learning materials through Digital Library

- Guest/Expert Lectures
- Any other, as deemed fit for teaching learning tool
- Industrial visits and tours relevant to their respective specialization
- State-of-art technology through journals, articles and magazines

12. Feedback Evaluation

Students Feedback is taken for all the courses and all the faculty by the students at the end of each Trimester. In this Feedback students evaluate the teachers for conducting their respective courses covering various aspects of student-teacher interaction through a link based structured format without disclosing identity of the student to the faculty. Basis for this feedback is as follows:

- Teaching process dimensions viz: punctuality and regularity of the teachers, teacher's discussion of class tests, tutorial & assignments and syllabus coverage.
- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College environment, cleanliness/sanitation, Library facilities, canteen water supply, games/sports, transport, Directors response to grievance, support of management in general.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion, research funding etc.

13. Faculty Self-Appraisal

At the beginning of each academic year (normally in June), the faculty is interviewed by the Committee formed by the Ignited Minds Society for their increments or promotions based on their performance and assigning new responsibilities.

14. Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student in their respective subjects and Faculty Self-Appraisal form submitted by them. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments etc.

15. Redeployment / Transfer

MIBM enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. All employees may be transferred depending on the needs and priorities of the organisation. Transfers may be effected in any of the following manners:

- From one department to another department or within an office
- From one post/office to another post/office

16. Resignation, Relief & Termination

16.1. Resignation and Relief

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned in their offer letter. Normally it is one-month notice.

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.

The employees off the Institution should get the No-Due Certificate dully signed by the authority mentioned in the NoC as prescribed by the Institution. Only after submitting the NoC, they can get back their relieving letter from the Institute.

16.2. Termination

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

16.3. Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Director. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

17. Administrative Procedures

17.1. Personnel Records

The basic information of staff will be collected and maintained by Administrative officer and informed to the Director of the Institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

17.2. Office Hours & Attendance System

- The duty timings are from 9.00 A.M. IST to 5.30 P.M. IST.

- Management enjoys the right to shift to a different pattern for working days and working hours.
- Any change in the Class and Office timings shall be notified to the respective staff through group email circular through MIBM's official email ID.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- Late Attendance with Permission: Normally late attendance shall be allowed for all employees only for twice in a month. The permission may be taken with the approval of Director or immediate reporting officer either in morning or in the evening morning (attendance timing on or after 3.10 P.M. IST) otherwise it is marked as Casual leave.

17.3. Punctuality

The institution is very serious in enforcing punctuality. A special limited provision is made available to all the staff members to avail themselves of early going and late coming permissions, which will be granted at the discretion of Directors.

18. Leave Rules and Leave Policy

18.1. General

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for Casual Leave (CL), intimation by telephone, SMS or email is too

being given to the admin officer, if prior sanction cannot be obtained for justifying reasons.

- Leave accounts of all staff members are maintained in the office of MIBM and informed to the Director and Academic Chairman so that classes and other academic activities are not disturbed.
- Sanctioning authority: Director is the competent authority to grant all kinds of leaves to all the employees however, he/she may delegate this power to in charges for administrative convenience, IMS President is the competent authority to sanction leave of the Director.
- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

18.2. Casual Leave (CL)

All the regular employees of the college are entitled to twelve days of casual leave in a calendar year.

- The total number of CL is used in one spell including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- Unused CL at the end of a calendar year is NOT carried forward to the next year
- Casual leave cannot be combined with any other type of leave
- Casual leave for half a day may also be granted for forenoon or afternoon

- Newly joined / employees on during probation period shall normally avail one-day CL in a month or in exceptional cases two CL in a month. However, the Directors can use his/her discretionary power to sanction leave depending on the circumstances.

18.3. **Medical Leave (ML)**

- All employees are entitling to 8 days of leave on medical grounds.
- The leave will be granted against production of medical certificate from a registered medical practitioner.

18.4. **Compensatory Casual Leave (CCL)**

All the regular staff members who work on public holidays are eligible for one-day compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

8.5. **On Duty (OD)**

- All regular faculty/staff members shall take OD with prior approval from Director. The Onn Duty is categorized into three types as follows:
- **On Duty** for participation and/or presentation of paper in National/ International seminars/ Conferences/ Symposium/ Workshops/ Guest Talks etc.
- **On Duty** for Industry connect such as participation as Board Member, delivering guest talk, sponsored or consulting projects etc.
- **Other On Duty** for any other institution related work.

19. Code of Conduct and Discipline

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

19.1. Do's:

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, and other academic commitment punctually and effectively.
- Correct the assignments and projects etc. systematically and without any partiality.
- Be meticulous in submitting the question papers & marks of the internal tests.
- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of mid-term and end-term examinations.
- Attend internal invigilation and observer / squad duties.
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Downloading e-material from digital library, authorized online journals and legitimate sites.
- Preparing soft/hard copy of course files, delivery sheets and web materials.
- Monitoring and Counselling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.

- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance.
- Authoring / Co-authoring of text books with other institution/organization professionals.
- Publication of papers in Seminars / Conferences / Conventions / Journals / Magazines.
- Publication and attending FDPs / Workshops / Conferences / Symposiums / conventions.
- Chairing sessions and delivering keynote address in any FTTP / WS / Seminar / Conferences.
- Professional, rational and intellectual behaviour like an academician.

19.2. Don'ts

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities in the campus.
- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Encouraging any form of 'Malpractice/unfair practices' in connection with evaluation system.

- Leaving the campus without proper prior permission of the competent authority of the institute.
- Absconding from the institute and duties.
- Undertake private assignments whether remunerative or not.
- Enter into any monetary transactions with any stakeholder off the institution.
- Cause damage to institution or stakeholder's property in any form.
- Encourage or involve in immoral practices with stakeholders.
- Organize, attend, involve in any duty outside the Institute without proper approval.
- Passing comments on religious, regional, personal, racial and cultural sentiments.
- Taking membership of a political party or taking part in politics.
- Any act which is detrimental to the interest of the institution.

19.3. **Disciplinary action**

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself
- Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Director

- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her cases. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
 - i) Censure
 - ii) Withholding increments/promotion
 - iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - iv) Suspension
 - v) Removal from service

19.4. Effective Governance Indicators

i. Grievance Redressal Mechanism

Following procedure is defined for filling a complaint

- Complaint must be made by the victim or witness in writing.
- Oral Complaints are to be lodged in person or by person accompanying the victim before the Chairperson or to any member of the Committee.
- All complaint must be addressed to the Chairperson of the committee.
- Complaint must be filled in a proper hierarchy.
- The following committee is constructed to handle the concerned matter.

ii. Policies to Prevent Sexual Harassment

Following procedure is defined for filling a complaint:

- Complaint must be made by the victim in writing.
- Oral Complaints are to be lodged in person or by person accompanying the victim before the Chairperson or to any member of the Committee.
- All complaint must be addressed to the chairperson of the committee.
- Complaint must be filled in a proper hierarchy.
- The following committee is constructed to handle the concerned matter

20. Facilities and Amenities

20.1. Identity Card (ID)

All MIBM employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. MIBM will issue these cards to new staff within 15 days off their joining the organisation. At the time of cessation of service, employees are required to return their Identity Card to the organisation which should be destroyed by MIBM immediately.

20.2. Chapters and Professional Associations

All departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as technical quiz, technical symposiums, workshops, guest lectures, technical fairs, seminars.

20.3. Library

Institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate server, space and internet facilities which are available for faculty/staffs and students. The faculty/staff members can take the books by using their ID cards.

EBISCO subscription, KOHA and LMS login details are shared with faculty so that they get access 24X7 from any location. Use of available software and hardware, Language Lab etc. is encouraged.

20.4. Transportation

The faculty/staff members can claim transport facilities, any such event, during the conduct of conferences/workshops or any other institution related official work and they can use the institution vehicles for guest pick-up using the prescribed vehicle booking form as annexed.

20.5. Medical Care

Within the campus 24X7 General and Ayurvedic medical services are available along with Ambulance on call facility. The institution has appointed trained doctors & nurse with primary health equipment to attend on emergencies and / casualties and provide general medicine available for students and staff.

20.6. Canteen facility

The in-campus canteen facility is available to cater to the needs of the staff and students

20.7. Sports and Games

The Yoga and Martial Art trainer is available in the Campus who also provides sports facilities to the staff members of the institute.

Note: Created in December 2010 and last revised in July 2022