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## **MIT-World Peace University**

### **Human Resource Management** **Staff - Policy**

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Dr. Vishwanath Karad

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## **Preamble**

‘Human Resource’ is the most important ingredient of any organisation which functions, operates or drives the organization from its nascent stage to a world class organization or a globally acclaimed institution.

Identification and employment of such a quality human resource, whose talents are aligned with the organisational goals, is a challenging task. Especially, for an Educational or an Academic institution or University like MIT World Peace University; which has blossomed out of a rich legacy of 35 years of dedicated hard work in the sphere of education, the human resource is of the utmost importance, which only, can be relied up on for taking the University to a world class level.

To achieve it, it is incumbent upon the University or for any organization; to lay down robust as well as attractive Human Resource Policies, guidelines and procedures to make that institution ‘a desired destination’ for all such quality individuals. In that context, it is essential to prepare clear policies which can be put in practice by the Human Resource Management staff or the recruitment staff.

As a part of a human resources planning, the HR team is responsible for leading the staffing efforts for MIT-WPU and build a strong workforce that would add to the University bottom line.

This Human Resource Policy Document is prepared for the staff working at MIT World Peace University to make them aware of rules and regulations that would govern their working in this University. The policy will be effective from the date of its signing. It is expected that staff members adhere to the policies spelled out in this document. All the Deans, Directors , HoDs and Admin heads need to disseminate these to all the personnel placed below them.

This document has three parts viz

**Part A : General**

**Part B : Specific to Teaching Staff**

**Part C : Specific to Non-Teaching Staff**

**Note :** The MIT World Peace University management reserves all rights to change / modify or amend any of these policies as and when necessary and apply their discretion in specific cases.

**PART “A”**

**GENERAL**

**Vision of MIT-WPU**



- To be a leading University of Excellence, promoting the “Culture of Peace” through Value-based “Universal Education System” with the firm belief that “Union of Science and Religion / Spirituality alone will bring peace to mankind”.
- To be a World Class space of Intellectual Distinction in creating extensively trained professionals who will stand for Eternal Human Values and World Peace as Complete global citizens.

### Mission of MIT-WPU



- To create a synergy of academics with technology, technology with research, research with industry, industry with economy and economy with social innovation, leading to World Peace and positive change in the society.
- To identify, enhance, hone and nurture the strength of every student to apply scientific knowledge to touch the life of every human being.
- To foster the spirit of inquiry and imagination in students, to push the envelope of human knowledge and come up with innovative and ground breaking solutions for well-being of the world.
- To create value and intellectual Capital for Society that will act as a prime mover for development of the society.
- To promote the 'Idea of India' by sensitizing Students about the ethos of Democracy, vision of Leadership and culture of Good Governance.
- Co-creation and Partnership with individuals and organizations that can support students realize their supreme potential.

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## **CHAPTER 1 - INTRODUCTION**

### **About MIT-WPU**

1. Dr. Vishwanath Karad MIT- Word Peace University (MIT-WPU) is located at Pune, the cultural capital of Maharashtra. The university has legacy of about four decades in the field of education and recognised as one of the best ranked institution among all the teaching institutes of Maharashtra. The university prepares students to become ‘Responsible and Responsive Citizens’, ready to face future challenges in the ever changing world, by incorporating necessary academic processes and values based courses; thus making the MIT-WPU as a centre for scientific, technological and spiritual development for the youth of our country.
2. The university does meet its ambitious goals by bringing together the best of academics, researches, industries and people from all walks of public life besides its own faculty to interact with students, for their Life Transformation. The Faculty Members at MIT-WPU play the role of a coach, mentor, advisor, facilitator to bring out the best out of each student. We believe that “Great teaching is defined as what leads to an improved student process”. It requires use of outcome based pedagogies and research for ensuring students achievements. It also requires proper knowledge and skills for showing strong evidence of improvement. Not only knowledge but quality of instruction, classroom interaction, classroom management, teacher beliefs, professional behaviour are equally important parameters for making an impact on student’s outcome. To promote better learning of students; for which every Faculty Member is hired; it is important that both, formative and summative, assessments are taken and necessary corrections are made.
3. To have an excellent academic ambiance at MIT-WPU; this document is being presented to educate administrators, faculty and staff on the role and responsibilities of Faculty Members as well as Administrative officers. So in that everyone tries to give his/her best and creates an environment of transparency and mutual support. This policy also helps the leadership team of MIT-WPU, to make informed decisions keeping clearly in view, the expected improvement in students’ outcome.

4. **Goals :** MIT-WPU has set two types of goals, the Short Term Goals and the Long Term Goals. The Short term goals are for immediate action purpose and will continue to be there applicable for every year since fresh inflow of students will continue every year. The long term goals will evolve primarily as a by-product of efforts taken for short term goals as well as other specific efforts.

**Short Term Goals:**

- (a) To prepare students to be competitive and excel globally.
- (b) To inculcate and nurture research culture.
- (c) To empower all stakeholders and provide leadership role in the state of Maharashtra.

**Long Term Goals:**

- (i) To impart quality education.
- (ii) To pursue academic research and developmental activities in the thrust areas at all levels.
- (iii) To take up research and consultancy assignments in collaboration with industry and government agencies.
- (iv) To nurture student's creativity through innovation and entrepreneurship.
- (v) To promote internationalization of programs through collaboration for student and staff exchange.
- (vi) To create centers of excellence in select thrust areas.
- (vii) To continuously adopt best practices in teaching and infrastructure.

5. **Statutory Bodies :** As per Dr. Vishwanath Karad MIT World Peace University Act, the University has formed certain statutory bodies for taking its Vision and mission as well as short term and Long Term goals to the next level. They are as follows,

- (a) The Governing body
- (b) The Board of Management
- (c) The Academic Council
- (d) The Board of Examinations

The brief details of each are given below,

(a) **The Governing Body**

- (i) **Composition** As per the ACT, the Governing Body of the University consists of the following members, namely:-

- (aa) The President



- (ab) The Vice-Chancellor
- (ac) Five persons, nominated by the sponsoring body out of whom two shall be eminent educationists.
- (ad) One expert of management or information technology from outside the University, nominated by the President.
- (ae) Two persons, nominated by the State Government.
- (af) Two representatives of the industries to be nominated by the President.
- (ag) The Registrar of the University : The permanent invitee to the Governing Body, but shall not have right to vote.
- (ii) The Governing Body shall be the supreme authority of the University.
- (iii) The Governing Body shall meet at least thrice in a calendar year.
- (iv) The quorum for meetings of the Governing Body shall be five.
- (v) **Powers of the Governing Body:** -
  - (aa) To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the statutes, ordinances, regulations or rules made thereunder.
  - (ab) To review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the statutes, ordinances, regulations or rules made thereunder;
  - (ac) To approve the budget and annual report of the University; (d) to lay down the policies to be followed by the University;
  - (ad) To recommend to the sponsoring body about the voluntary liquidation of the University, if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts; and
  - (ae) Such other powers, as may be prescribed by the statutes.
- (b) **Board of Management**
  - (i) **Composition:** As per the ACT, the Board of Management consists of the following members, namely:-
    - (aa) The Vice-Chancellor.
    - (ab) Two members of the Governing Body, nominated by the sponsoring body.
    - (ac) Two Deans of the University, by rotation, to be nominated by the Vice-Chancellor.
    - (ad) Three persons, who are not the members of the Governing Body, nominated by the sponsoring body; and
    - (ae) Three persons from amongst the Faculty Members, nominated by the sponsoring body.
  - (ii) The Vice-Chancellor shall be the Chairperson of the Board of Management.
  - (iii) The powers and functions of the Board of Management shall be such, as may be specified by the statutes.

(iv) The Board of Management shall meet at least once in every two months.

(v) The quorum for meetings of the Board of Management shall be five.

(c) **Academic Council**

(i) **Composition**: As per the ACT, the Academic Council consists of the Vice-Chancellor and such other members, as may be specified by the statutes.

(ii) The Vice-Chancellor shall be the Chairperson of the Academic Council.

(iii) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the rules, statutes and ordinances made thereunder, coordinate and exercise general supervision over the academic policies of the University.

(iv) The quorum for meetings of the Academic Council shall be such, as may be specified by the statutes.

(d) **Board of Examinations**

(i) **Composition**: As per the ACT, the Board of Examinations consists of following members, namely:-

(aa) The Vice-Chancellor - Chairperson

(ab) Dean of each faculty - Member(s)

(ac) One senior faculty member nominated by Vice Chancellor – Member.

(ad) The Controller of Examinations – Member -Secretary.

(ii) The Board of Examinations shall be the principal authority of the University for

(aa) Conducting the examinations and making policy decisions in regard to organizing and holding examinations,

(ab) Improving the system of examinations,

(ac) Appointing the paper-setters, examiners, moderators

(ad) To prepare the Schedule of Examinations and declaration of results. “Schedule of Examinations” means a table giving details about the time, day and date of the commencement of each paper which is a part of a Scheme of Examinations and shall also include the details about the practical examinations.

(ae) Also, to oversee and regulate the conduct of examinations in study centres, or any centre, related to the University.

(iii) The powers and functions of the Board of Examinations shall be such, as may be laid down by the statutes.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

Gp Capt D. P.Apte (Retd.)

Registrar, MIT-WPU

## **CHAPTER 2 - HUMAN RESOURCE MANAGEMENT IN MIT-WPU**

### **The HR Function**

1. An effective Human Resource Policy and the process of recruiting individuals with calibre and capabilities always calls for a creative outlook and innovative thinking involving both; traditional and non-traditional methods, such as open or independent or freelance resources, networks of established contacts to identify and attract talent, community networking events, job fairs, online sources, career fairs, and advertising/marketing programs. The HR team needs properly laid guidelines and procedures to effectively execute the desired role of recruiting as well as other aspects of human resource management.
2. The human resource management effort in the University spreads across a wide spectrum of qualitative as well as educational backgrounds ranging from a sweeper or a gardener up to the Vice Chancellor of the University. And, in this effort, MIT World Peace University also understands the need or establishment of HR guidelines in order to effectively recruit / hire, nurture capable individuals and promote selected ones to shoulder higher responsibilities in the time to come.
3. Also, the human resource management process has to follow certain UGC norms in terms of educational qualifications for teaching staff or government norms in terms of reservation or certain basic requirements decided by the University for certain positions while creating broad policies encompassing all of its human element. Besides recruitment, the HR staff is also required to be aware of various employment and labour laws to see that there are no legal complications while employing or removing any individual who might prove to be mis-fit in the system. And, since these laws concerning employment issues keep changing, it is important that the HR policies are also updated from time to time.
4. All the authorities in the University as well as the employees are expected / advised to read the Human Resource Policy Manual at least once in a year to know the policy updates, if any, made from time to time. Such updates may also be informed to employees through circulars, emails, SMSs or publishing them on the website, whichever may be appropriate. An effort has been made to create a manual anticipating future needs and issues in a manner, easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the stakeholders. This Policy should not remain a sacred book and would be subjected to periodic amendments depending on the needs that would arise from time to time.

### **Scope**

5. The scope of this policy ranges from anticipating the requirement of hiring an individual for certain position in teaching or non-teaching sphere, till he / she remains part of the MIT-WPU family. This can be segregated under various headings such as
  - (a) Recruitment Requirements
  - (b) Induction
  - (c) Leave
  - (d) Discipline
  - (e) Performance Evaluation



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- (f) Promotion
- (g) PF, Insurance and gratuity
- (h) Retirement / Discontinuation

### **Recruitment Requirements**

6. Manpower planning is the basic consideration and the first step in recruitment. With formation of MIT World Peace University, few new departments have come up as an administrative requirement of the University which require certain amount of manpower to take up the related tasks. Besides, there is always some requirement of teaching staff due to reasons like increase in student strength or starting of some new programme or addition of new courses etc. This is also accompanied by certain attrition rate in the existing strength due to various reasons which creates vacancy for induction of new people.

7. Here, it is essential for the Academic or Administrative heads to consider / anticipate the requirement of additional non-teaching support staff or teachers (before starting of the trimester to cater for conducting regular classes). Employment of teaching staff mid-way the trimester should be avoided as far as possible. Timely projection of this requirement would be the responsibility of the Dean and the respective Head of the Department whenever there is a vacancy to be filled. The HoD will put up the requirement through Dean for his / her respective department well in advance to allow adequate time for necessary approval, head hunt process, selection and actual joining.

8. Once the requirement is projected; the University management would determine if the vacancy is to be filled through in-house staff or a new employee has to be found. As far as possible the University would offer an opportunity to the existing employees to apply for new vacancy if they so desire. Screening of the candidate for advertised post is equally important. Definite guidelines are to be followed for calling the qualified candidate as per the UGC / AICTE or applicable statutory norms. The requirement will be projected through the **Pre-Vacancy Filling Format** placed as **Appendix "A"**. Once the requirement of hiring is accepted in principle by the University authorities, following actions would be initiated.

9. **The Recruiting Process:** Human resource recruitment is a creative process. It may involve headhunting i.e. finding "suitable" candidates who are looking for an opportunity or those who are currently employed and convincing them, if required, to change employers.

#### **(a) Various actions required by the HR team in Recruiting process would include;**

- (i) Co-ordination with Academic and Administrative heads to determine staffing needs
- (ii) Obtaining resumes through various sources, advertisements and Screening resumes
- (iii) Performing initial in-person / phone interviews, as necessary, with candidates
- (iv) Administering appropriate MIT World Peace University assessments
- (v) Performing reference and background checks
- (vi) Making recommendations to Academic and Administrative heads
- (vii) Coordinating interviews with respective heads / VC /Executive President as appropriate

- (viii) Follow-up on the interview process status
- (ix) Maintaining relationships with both internal and external stakeholders to ensure staffing needs are addressed
- (x) Communicating University information and facilities, as necessary, during screening process
- (xi) Staying current on the University structure, HR policies, and central / state laws regarding employment practices.
- (xii) To liaise with other academic employment agencies, colleges, and Universities
- (xiii) Timely completing employment activity reports
- (xiv) Conducting exit interviews on terminating employees and related formalities

However, the HR role does not end with the discovery of potential candidates. In fact, MIT-WPU HR staff would then engage in a number of following activities:

- (b) **Candidate Screening**: MIT-WPU HR team would be responsible for screening resumes to determine which candidate(s) meet the minimum requirements as per the University norms or statutory norms of UGC / AICTE etc. HR dept then should move the chosen candidates on to the next step in the hiring process.
- (c) **Interviewing**: Depending upon the position, HR department may conduct initial screening interviews which are then used to narrow the number of potential candidates who will be interviewed by the Director HR dept / Registrar / VC or the Executive President of MIT-WPU; as appropriate. Generally, there would be only two categories as,
  - (i) **Teaching** : For selection for a teaching position, there would be a panel of experts including the Dean / Director / HoD and one senior faculty from respective field. The individual(s) recommended by this panel would go through the interview with the Vice Chancellor who would select the most appropriate one.
  - (ii) **Non-teaching (other than class I positions)**: Depending up on the position and the Qualitative Requirements (QRs) set for respective position, initial interview may be conducted by the Hr Director or the staff followed by associate Registrar and finally by the Registrar. Non-teaching candidate may or may not have technical background. Such non-teaching staff with technical qualifications, who may typically be Diploma holders, will be eligible for employment on regular rolls of the organization subsequently.
  - (iii) **Non-teaching (class I positions)**: Depending up on the position and the Qualitative Requirements (QRs) set for respective position, initial interview may be conducted by the Hr Director followed by the Registrar / VC and finally by the Executive President MIT-WPU.
  - (iv) **Contract Positions**: Depending up on the position and the Qualitative Requirements (QRs) of the contractual position, the duration of the contract would be clearly outlined and specifically mentioned in the advertisements. All procedures of recruitment of 'non-teaching (other than class I Positions)' shall be followed. Non-Technical Staff under this policy are candidates with graduation/ under-graduation, applying for positions like Attenders/ Junior Assistants/ Office Assistants/ Senior Assistants/Lab Assistants/ Secretaries, etc.,

- (aa) The position being contractual, the selection committee for interviews shall include concerned HOD & HR representative. Final interview will be organized with the Registrar. Before salary negotiations, it will once again be reiterated to the candidate that this is a contractual position.
- (ab) Salary fitment will be done as per the position & grade and take into account concerns of internal consistency but will not be provided either via email or on paper, before the day of joining to prevent the potential employee using the offer to negotiate other offers elsewhere as bargaining chips. Appointment letter, together with salary stack up, will be issued for the contractual employment.
- (ac) **Statutory Benefits**: Contractual employees shall be entitled to statutory benefits like, PF and ESI, as applicable. They will also be covered for medical insurance as per the Group Medi-claim policy.
- (ad) **Leave eligibility**: Contract employees will be eligible for 30 days of leave in a calendar year. The leave shall be availed for any number of days based on prior approval of HOD. The leave will not be en-cashed or carried forwarded to the next calendar year.
- (ae) **Period of Contract**: The maximum period of contract will be two years.
- (af) **Performance Evaluation**: Performance evaluation of the contract staff will be done by the concerned HOD at the end of first 6 months and thereafter on completion of one year, as well as before expiry of the contract. If the candidate is to be considered for further employment; HR will send the performance evaluation form to the concerned HOD at least one month in advance.
- (ag) **Expiry of Contract**: After the end of a contract, based on the performance and available vacancy, the candidate shall be eligible for renewal / continuation of contractual employment.
- (d) **Reference and Background Checks and Finalisation**: After the interviews and discussion on terms and conditions of employment; prior to issuing the offer letter; the HR staff would coordinate for reference and other background checks where they would be responsible for conducting reference checks by verifying employment information and contacting the professional and personal contacts provided by the candidate, as necessary. Once the reference check or other background checks are satisfactory, the HR staff would obtain the approval on **Final Shortlisted Candidate Approval Format** placed as **Appendix “B”** for the shortlisted / selected candidate. The final approval process is as given below; prior to issuing of the offer letter.
- (i) **Fill the Final Shortlisted Candidate Approval format** and attach the pre-vacancy filling format duly signed – for reference. (This will accelerate the process of approvals.)

- (ii) Director – HR will forward the same to the Dy. Registrar / Registrar for signatures.
  - (iii) Obtain 'Final Approval' signature from the Executive President, MIT-WPU and retain the said documents with HR dept for records.
  - (iv) Prepare the draft offer / Appointment letter.
  - (v) Seek confirmation from the finalised candidate telephonically or by email and obtain signature of the Registrar on the Offer / Appointment letter.
- (e) **Issue of Offer Letter:** The letter will be handed over to the said candidate on the date of joining. A duplicate copy of the same will be duly acknowledged by the said candidate. This acknowledged copy will be retained by HR in respective candidates file along with other documents. The offer / Appointment letter should include the following

—

- (i) Name of the employee
- (ii) Title or designation of the job
- (iii) The remuneration or salary offered
- (iv) Employment commencement date
- (v) Roles and responsibilities of the job
- (vi) Terms and conditions (contract/temporary/permanent) of the job
- (vii) Compensations and benefits
- (viii) Conditions during the probationary period
- (ix) Additional condition, which includes legal, background verification etc.

Once the candidate joins MIT-WPU, signs the offer letter and duplicate is handed over to the HR, the HR staff will initiate the induction process.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## CHAPTER 3 - INDUCTION

1. **Induction Process:** The process of Induction starts the same day, the selected candidate joins MIT-WPU. Generally, the date of joining at MIT-WPU shall be fixed either in consultation with the new member keeping in view the time required for release / clearance from the previous organisation or the urgency at MIT-WPU. The HR staff at MIT-WPU shall appraise the new member about the document he / she needs to submit at the time of joining. One of the member from the HR staff; depending up on the level of the new member; shall be deputed to welcome and assist the new member at the HR office.
2. **Joining Formalities:** HR Department will help the new employee(s) to fill up certain forms and submit the following documents:

Forms to be filled	Documents to be submitted
(a) Joining Report	(a) Academic Certificates (Photocopies).
(b) Personal Information Form	(b) Experience Certificate. (Photocopies)
(c) PF Declaration	(c) Relieving Letter from Last employer.
(d) Nomination Form	(d) Passport Size Photograph. (3 Nos.)
(e) Bank Account number and annual Savings Plan (For Income Tax Calculation)	(f) Supporting documents for annual saving (Insurance policy, Home loan statement etc)
(g) Application for Vehicle Pass	
(h) Application for Identity card	
(i) Application for email address	
(j) Application for printing Visiting card (As applicable according to position)	

3. **HR Actions:** The HR department will perform following actions once the new member joins;
  - (a) Open a new personal records file for the new employee and archive all documents submitted by the new employee in that file. All the future records of personal nature, generated while in MIT-WPU, would also be stored in this file.
  - (b) Issue HR Policy Booklet for information giving details about important rules, regulations, types and applicability of leave, discipline regulations, list of Holidays etc.
  - (c) Inform The new member about his / her working hours at MIT-WPU.
  - (d) Inform all the staff of MIT-WPU about the joining of new employee(s) such as name, designation, reporting authority for the new employee, office location in MIT-WPU etc; through Joining Intimation / Organizational Announcement etc via email.



- (e) Initiate letter to Dir IT for issue of LAPTOP (If applicable, depending upon the position) Pls refer Appendix “C” for LAPTOP policy
- (f) Initiate letter for issue of SIM card (If applicable, depending upon the position)
- (g) Forward details of Bank account and Savings plan to accounts department
- (h) Forward request letter to IT for generation of email address
- (i) Forward request letter to media for printing visiting cards with necessary details (As applicable for the position)
- (j) Initiate for issue for Identity card

4. **Induction Cum-Orientation Program:** HR department will prepare an Induction cum Orientation program for the new employee. All the new employees shall go through the induction process which shall help them to familiarise with the authorities, locations as well as MIT-WPU premises. The salient features of the induction programme are as follows,

- (a) There shall be a separate Induction programme designed as per the specific needs and the position of the employee in the MIT-WPU hierarchy.
- (b) Induction programme shall indicate the authorities in MIT-WPU to whom the employee(s) / the new entrant shall visit.
- (c) The HR department will coordinate with respective authorities and plan the time slots as necessary.
- (d) The duration of the Induction Program and familiarization process shall be limited to three working days. However, it may vary depending up on the need of the position. However a period of 07 working days for Management staff would be considered ideal.
- (e) HR department shall try and complete other requirements for the new member during the induction process such as preparation of ID card, arranging SIM / LAPTOP / arranging office location (Permanent or temporary), generation of email through IT department etc.
- (f) The new member shall report back to HR by the end of induction process and the HR shall handover I card , SIM, LAPTOP etc (As applicable) at that point of time.

5. The familiarization /Induction process should also include the following:

- Information about the Vision, Mission, ethics and Values at MIT-WPU
- Information about the programs and such other details, as necessary
- Information about the important Policies and rules governing the employees.
- Information about the important SOPs and procedures of the MIT WPU.
- Information about endowment lecture series and other such events.

6. The total Induction process including training, as necessary, for newly appointed employees MIT-WPU shall be completed within one months of their joining under the arrangements of the respective HODs in co-ordination with HR. Record of completion shall



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be maintained by HR department. The Induction Checklist will be signed by respective Deans / In-charge. This document will be filed in the personal file of the said employee for further references.

7. **Classification of Employees:** Once the new individual is inducted, depending up on his / her hierarchy in the MIT-WPU organisation, the class is fixed. The classification table and the constituent members of each class is placed below. The same classification shall be used while deciding the reporting and disciplinary authorities for a given individual.

Sl No	Class	Constituents
1	I	Assistant Professor and above, All Directors, Asst Registrar & above, CFO/ CAFO, Medical Offr, Librarian
2	II	Lecturers or equivalent (Ad-hoc or on contract), Sr Accountants, Sys admin, Sys engr. Programmers, all other officers,
3	III	All types of (technicians, mechanics, assistants, clerks, supervisors, operators, section I/Cs, analysts, designers) or equivalent, PAs, W/shop instructors, store keepers,
4	IV	Office Boys or equivalent, Peons, Housekeeping Staff, Gardeners, Safaiwala, Catering staff, Security guards, watchmen or equivalent, Dry & wet sweepers, drivers, all attendants

8. **Positions:** The positions in teaching / non-teaching staff would be as given below

- (a) **Teaching Staff:** Vice Chancellor, Provost, Deans, Professors, Associate Professors, Assistant Professor, Librarian and Director Sports.
- (b) **Academic Support Staff:** Director IT, Director Placement, Workshop superintendent, Foreman, Mechanics, Lab technicians, Programmers.
- (c) **Administrative Staff:** Registrar, Chief Accounts and finance officer, Director HR, Associate Registrar, Dy. Registrar, Assistant Registrar, Superintendent, Account officer, Audit officers, Accountants, medical officer, Accounts and clerical staff
- (d) **Class IV :** All other than above three shall form this group.

9. **General Reporting Structure:** Besides the respective position of the new comer in the organisational hierarchy, it is also equally important for him / her to know “To whom to report”

**Reporting authorities for higher Positions shall be as in the table below:**

Staff	Reporting authority
Provost	Vice Chancellor
Dean and Associate Dean	Provost / Vice Chancellor
Coordinating Dean	Vice Chancellor
Registrar	Vice Chancellor
Controller of Examination	Vice Chancellor
Chief Accounts and Finance Officer	Vice Chancellor
Heads of Schools	Dean
Program Head	Head of School
Faculty members	Head of School
Other staff	In charge of the Respective section / department
Associate Registrar / Dy Registrar & Assistant Registrar / Dir HR	Registrar

**Note :** In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

**For** Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## CHAPTER 4 - LEAVE

1. Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose, for a planned activity, on medical grounds, in extra-ordinary conditions or some other authorised grounds. However, leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are administered by a set of rules and norms as laid down by the University / Government of India. The leave rules and norms given in succeeding paragraphs explain in brief about the different types of leaves and how they can be availed. Certain rules are common for both types of staff viz faculty and non-faculty staff, of the University. Certain rules and norms have been stipulated specifically with reference to faculty (Teaching staff) of the University.

2. **Applicability:** Leave rules shall be applicable to all the permanent employees of this University with effect from July 01, 2017 as far as Earned Leave (EL) and Half-Pay-Leave (HPL) are concerned. Other kinds of leaves will be effective from the date as approved by the Board. Various types of leave are as given below; however the applicability will change depending up on the type of staff i.e. teaching or Non-teaching. The same is given below,

Type of Leave	Applicability		Days	<i>As per terms and conditions applicable for each type of leave. For details please refer this chapter</i>
	Teaching	Non-Teaching		
Vacation	Yes	No	45	
Casual / Spl Casual Leave	Yes	Yes	15 / 10	
Duty Leave	Yes	Yes	As necessary	
Extra-ordinary leave	Yes	Yes	Max 24 months	
Paternity Leave	Yes	Yes	15	
Marriage Leave	Yes	Yes	Max 10 days	
Special Leave	Yes	Yes	15	
Medical Leave	Yes	Yes	10	
Maternity Leave	Yes	Yes	Max 90 days	
Sabbatical Leave	Yes	No	Max 6 months	
Study Leave	Yes	No	Max 28 months	
Earned Leave	No	Yes	32	
Leave Not Due	Yes	Yes	Max 360 days	
Adoption Leave	Yes	Yes	F:20 / M:07	

### 3. Types of Leave

The details of each kind of leave is as given below.

(a) Leave treated as duty:

Casual leave;  
Special Casual Leave  
Duty Leave

(b) Leave earned by duty:

Earned leave;  
Medical Leave  
Vacation  
Special Leave

(c) Leave not earned by duty:

Leave not due

(d) Leave not debited to leave account –

Extraordinary leave  
Marriage Leave  
Paternity Leave  
Adoption Leave

(e) Leave for academic pursuits:

Study Leave; and  
Sabbatical leave/Academic leave

(f) Leave on grounds of health:

Maternity leave

### 4. Description / Applicability Conditions of Leave

(a) Leave Treated as Duty

(i) Casual Leave

(aa) Casual Leave cannot be claimed as right. CL is neither earned by duty nor the staff on CL is treated as absent from duty. Total casual leave granted to an employee shall not exceed 15 day in academic year. The staff member shall not be entitled for more than 2 days casual leave at a time together with prefix and suffix Sundays / holidays. It could be extended to 10 days at time only in exceptional circumstances.

(ab) Casual leave **cannot be combined with any other kind of leave** / vacation except special leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

- (ac) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the employee in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of every employee shall be maintained by his / her own section as well as the HR department.
- (ii) **Special casual leave** : Special Casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
- (aa) To conduct examination of a University / Public Service Commission / Board of examination or other similar bodies / institutions; and
- (ab) To inspect academic institutions attached to a statutory board, etc.

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**Note:**

1. In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
  2. In addition, special casual leave to the extent mentioned below may also be granted;
    - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare Programme. Leave in this case will be restricted to six working days; and
    - b) To a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
  3. Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- 

- (iii) **Duty Leave** : Duty leave may be granted for :
- (aa) Attending conferences, Congresses, symposia and seminars on behalf of the university or with the permission of the university;
- (ab) Delivering lectures in Institutions and universities at the invitations of such Institutions and universities received by the university, and accepted by the Vice Chancellor;
- (ac) Working in other non-foreign university, any other agency, institution or Organisation, when so deputed by the university;
- (ad) Participating in delegation or working on a committee appointed by the Government of India, state Government, University Grants Commission, a sister university or any other academic body, and
- (ae) For performing any other duty for the university.

**Note:**

1. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
2. The leave may be granted on full pay. Provided that if the employee / teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances: and
3. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

**(b) Leave Earned by Duty:**

- (i) **Earned Leave:** Earned leave is the leave which is earned by the staff member by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Earned leave admissible to a confirmed staff shall be:

- (aa) **Non-Teaching Staff** : 1/11<sup>th</sup> of actual service or period spent on duty. Maximum accumulation possible of the earned leave is 180 days.
- (ab) **Teaching Staff** : 1/27<sup>th</sup> of actual service or period spent on duty if any, during which he/she is required to perform duty during vacation. Maximum accumulation possible of the earned leave is 80 days.
- (ac) Leave accumulated over and above the maximum limit will lapse automatically.
- (ad) Taking prior approval from the Authority will be mandatory for availing Earned leave.
- (ae) The calculation of EL will be based on the Actual Paid days of the previous year.

(ii) **Medical Leave**

(aa) The employee shall be entitled to avail leave on medical grounds for 10 days on commutation basis or 20 days in half pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner after re-joining the duty. He / she shall produce another certificate at the time of re-joining the duty that he/she is medically fit.

(ab) Any employee suffering from disease like Tuberculosis / Cancer / Paralysis / Leprosy etc shall be entitled to **special medical leave** to the extent of

one year in his / her entire career on full pay, in case he / she has exhausted all the earned leaves and medical leaves admissible. The staff member shall produce a Medical certificate from the Medical Board appointed by the University or from any specialized Medical Institution / Hospital / Clinic / Sanatorium / Civil Surgeon for the purpose of availing special medical leave and before resumption of duty from such leave that he is medically fit. Special leave for T.B. etc. may be granted two times in ordinary case, and for third time after the employee is examined by the Medical Board.

(iii) **Vacation**: This is applicable to only the teaching staff including the Librarian and Dir Physical Education. Faculty Members can avail 45 days' vacation in an academic year 15days in winter (Diwali) and 30 days in summer period. Non-teaching Staff is not eligible for vacation.

(aa) A new faculty joining in the summer vacation period shall not be eligible for vacation during that summer.

(ab) A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.

(iv) **Special Leave** : Special leave may be granted when a staff member wishes to attend conferences / seminars / symposia / practical training etc. within or out of India for up to 15 days in a calendar year.

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(c) **Leave Not Earned by Duty:**

(i) **Leave Not Due (LND)**

- (aa) Leave Not Due may be granted only on medical grounds, to permanent staff.
- (ab) LND is granted only if the leave sanctioning authority is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
- (ac) LND may be granted without medical certificate to a female staff in continuation of maternity leave or for adoption in a child.
- (ad) The amount of leave should be limited to the half pay leave that the staff is likely to earn subsequently.
- (ae) LND during the entire service is limited to a maximum 360 days.
- (af) LND will be debited against the half pay leave that the staff subsequently and in fact LND is HPL taken in advance.
- (ag) LND cannot be granted in the case of Leave preparatory to retirement.
- (ah) When a staff is granted LND – resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled. The resignation / retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.



(d) **Leave Not Debited to Leave Account**

(i) **Extraordinary Leave:**

- (aa) The permanent staff member shall be granted extra-ordinary leave without pay if no other leave by rule is admissible and available to his credit. The extra-ordinary leave may be granted in combination with any other leave admissible and available except casual leave and shall not be debited to any leave account.
- (ab) The temporary staff member shall be granted extra ordinary leave without pay if no other leave is by rule admissible to his/her credit, subject to following –
- (i) Maximum for 3 months at a time;
  - (ii) Maximum for 6 months including 3 months, as above, on medical ground where the staff member has completed 3 years continuous service.
  - (iii) Maximum for 12 months, on medical ground where the staff member has completed 5 year of continuous service.
  - (iv) Maximum for 12 months, for undergoing treatment for cancer or mental illness where the staff member has completed one year of continuous service.
  - (v) Maximum for 18 months for undergoing treatment for T.B., Leprosy etc. where the staff member has completed 01 year of continuous service.
  - (vi) Maximum for 24 months, for persuasion of higher studies which are in the public interest.

(ii) **Own Marriage Leave**

- (aa) All the staff members will be entitled to the privilege of leave for own marriage.
- (ab) The eligibility of leave for own marriage will be after completion of one year service. This privilege will be granted only once during one services with the University.
- (ac) **Period of leave and record:** The maximum period for the marriage leave will be 10 (ten) days and will be recorded as Own-Marriage leave.

(iii) **Paternity Leave:**

- (aa) Male staff with less than two children may be granted 15 days Paternity Leave during the confinement of his wife for child birth.
- (ab) The Paternity Leave can be availed up to 15 days before or up to six months after the date of delivery of the child.

- (ac) Paternity Leave shall not be debited to the leave account.
- (ad) During paternity leave, leave salary equal to last pay drawn is admissible.
- (ae) The said facility will be applicable for the staff who has worked for 12 months.

(iv) **Adoption Leave:**

A male / female member in the service of MIT-WPU; on adoption of a child by him / her; may be granted leave for a period not exceeding 07 days for male and 20 days for female member.

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(e) **Leave for Academic Pursuits**

(i) **Study Leave:**

(aa) The permanent whole-time Faculty member (other than Professor of the University) with more than 3 years continues service may be granted study leaves with full pay and allowances, together with leaves due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University. If the Faculty member with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.

(ab) The Faculty member shall not be entitled for another study leaves unless he has spent more than five years of duty in MIT-WPU again since after his return from study leave granted to him.

(ac) The Faculty member may alter substantively the course for study or the program of research only with the prior permission of the competent Authority.

(ad) In case the Faculty member completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume University duty immediately unless he obtains prior approval of the Competent Authority to stay away. In case the Faculty member does not complete Study / Research Program within the period of Study leave sanctioned, the Faculty member shall; with prior approval of the Competent Authority; may avail the Earned leave accumulated to his account or the extra –ordinary leave.

(ae) The Faculty member who has been granted study leave, shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and Faculty member shall have to apply for the same again.

(af)The Faculty member availing the study leave shall undertake that he shall serve the University continuously for **double the period of Study leave**; subject to a **minimum three years**; from the date of his resuming duty after expiry of the study leave.

(ag)After the leave has been sanctioned, the Faculty member shall, before availing the same, execute the bond in favour of the University in the prescribed form. The format is attached as Appendix “D”.

(ah)The Faculty member who has been sanctioned a study leave for his Doctorate, shall submit to the Registrar / Dean; six monthly reports of his

progress in his studies through his supervisor. In case of others, Faculty member shall send the report of the work done directly to the Registrar / Dean. The report must reach the Registrar / Dean within one month of expiry of every six months of the study leave. If the report does not reach the Registrar / Dean within the time specified, payment of study leave salary shall be deferred till receipt of such report.

**(ai) The Faculty member:**

(i) Who is unable to complete his studies within the period of study leave granted to him;

**Or**

(ii) Who fails to re-join the service of the university on expiry of his study leave;

**Or**

(iii) Who joins the service of the University but leaves the service without completing the prescribed period of service after re-joining the service, **Or**

(iv) Who, within the said period, is dismissed or removed from the service by the University as per the procedure provided in the Statutes or elsewhere.

Shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the Faculty member or paid to him or on his behalf in connection with the course of study.

(aj) Provided that if the Faculty member has served in the University for a period not less than half the period of service under the bond; on return from study leave – the Faculty member shall refund to University half amount calculated as above.

(ak) In case the Faculty member has been granted the study leave without pay and allowances he / she shall be liable to pay to the university an amount equivalent to his 4 months' pay and allowances as per last drawn as well as other expenses incurred by the University in connection with the course of study.

(al) Provided further that if the Faculty member on study leave fails to fulfil the purpose for which he was granted study leave or other leaves or leaves the service of the University without completing the prescribed period of service, that Faculty member will be required in addition to refunding the amount as above, pay the University by way of penalty, a sum of Rs. 2000/- if the study leave is for one year or less than Rs.3000/- if the study leave is more than a year

**Explanation**

(aa) If the Faculty member asks for extension of study leave and if he/she is not granted the extension – but does not re-join the duty on the expiry of the leave originally sanctioned, that Faculty member will be deemed to have failed to re-join the service on the expiry of his leave for the purpose of recovery of dues under the statute.

(ab) Notwithstanding the above, the competent authority may order that nothing in these rules shall apply to the Faculty member who, within 3 years of return to duty, from the study leave permitted to retire from service on medical grounds. Provided further that the governing body may, in any other exceptional case, waive off or reduce for reasons to be recorded, the amount refundable by the staff member under these rules.

(ac) The period of study leave shall accounted as service for the purpose of retirement benefits; if the Faculty member re-joins the University on the expiry of study leave and service for the Bond period.

(ii) **Sabbatical Leave / Academic Leave :**

(aa) The Professor of the University shall be entitled to Sabbatical Leave on full pay and allowances, for a period of one semester at the end of continuous service of five years on the post of Professors in the University for undertaking Study / Research and / or writing purpose, within the country or abroad.

(ab) The Professor shall not be entitled to the Sabbatical Leave, if he/she has less than three years of service in the University before the age of Superannuation. The Professor shall be allowed to draw the normal increments on the due dates and the period of leave shall count as continuous service for the purpose of pension / retirement benefits, provided that the Professor re-joins the University on the expiry of his leave.

(ac) On return from leave the Professor shall report to the University the nature of the Study / research writing or work undertaken during such leave. Payment of Sabbatical leave shall be released after one year of joining.

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(f) **Leave on Ground of Health**

(aa) **Maternity Leave:**

(i) The confirmed lady Faculty member with minimum two years continuous service, having not more than one living child, shall be entitled to maternity leave with full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.

(ii) The lady Faculty member with minimum one year's continuous service, and having not more than one living child, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.

(iii) In case of miscarriage, abortion including medical termination of pregnancy, the Faculty member shall be entitled to maternity leave for a maximum period of six weeks.

(iv) The Faculty member may prefix or suffix this leave to other leave to her credit.

4. **Leave Sanctioning Authority:** The sanctioning authority for different kinds of leave to faculty members in the University shall be as under;

Sl. No	Type of leave	Sanctioning Auth.
1	All types of leave to Head of University Department / Dean	The VC
	Duty leave and casual leave to the Head of University	The VC
2	Study leave, sabbatical leave, deputation leave, special medical leave, leave without pay, leave preparatory to retirement to heads of the department Principal Teacher	The VC
3	The types of leave to teacher except as specified at (2) above	Director

## 6. **Other Leaves**

### (a) **Special Disability Leave**

The employee disabled by injury or illness, caused as a consequence of the performance of his official duty or in consequence of his official position shall be entitled to Special Disability Leave on full pay only when the injury or illness is sustained as a result of a risk which is beyond the ordinary risk attached with that post. Such leave, not exceeding 4 months at a time, shall be sanctioned by the Competent Authority, on production of certificate covering the requirement of Medical Board constituted by the Competent Authority and such leave shall not be debited to other kind of leave.

### 7. **Encashment of Unutilized Earned Leave on Superannuation**

The employee shall be entitled to en-cash earned leave in balance to his / her credit, on the date of superannuation, subject to the maximum of 180 days. In case the staff member is required to serve till the date of end of academic session; beyond the date of his superannuation; he shall be entitled to en-cash the balance of earned leave to his / her credit on the date of his actual retirement from the service.

**For Dr. Vishwanath Karad MIT-World Peace University**

--Sd--

**Gp Capt D. P. Apte (Retd.)  
Registrar**

## CHAPTER - 5. DISCIPLINE

### Introduction

1. Human resource is perhaps the most valuable asset of any organisation to achieve its overall objectives; especially for an educational organisation like MIT-WPU. And, wherever there is a presence of multiple human elements, requirement of discipline becomes an inherent requirement in that setup to control this valuable but error prone resource and to guide them in the direction of the organisational objectives. Generally, in most of the organisations, a widely accepted and equally essential “Reward and Punishment” system is put to use. While the ‘reward system’ will encourage the employees to work better towards the achievement of organisational goals; ‘punishment system’ is used to prevent people from working against the organisational interests. In this process; any action or omission, either intentional or unintentional, on the part of an employee which can be called a breach of any duty, obligation or assignment, arising under or flowing from any law or contract of employment or service rules or standing orders, settlements or awards or improper conduct or wrongful behaviour is termed as “Misconduct”. In other words, misconduct can be said to be an unacceptable or immoral behaviour of an individual, in any position of authority or responsibility, which is contrary to the general guidelines on code of conduct; written or unwritten; in that organisation.
2. Such misconduct, or a non-conforming behaviour, can be tackled in many ways, depending upon the gravity of the misconduct, starting from minor punishments like counselling or warning, up to severe ones like FIR or termination from service. The employer is at liberty to even initiate an appropriate legal penal action against the employee, if the misconduct falls within the purview of the penal provisions of the law of the land. Besides, the disciplinary authorities have an option to deal with the erring employee(s) within the terms of employment.
3. Disciplinary authorities play a vital role in this context. Efficiency of the disciplinary authorities is an essential pre-requisite for the effective functioning of the “Reward and Punishment” function, especially for the latter half of it. Such a form of corrective course of action initiated by the employer against that erred individual(s), is generally called the Disciplinary Action and the procedure followed is called Disciplinary Procedure.
4. **Discipline:** Therefore, there is always a need to control and channelize the organisational behaviour of all the employees which is generally achieved through mandated discipline and MIT-WPU is no exception to it. To ensure observance of discipline in the day today actions and activities of the employees and to steer the behaviour of all the individuals in the desired direction for achieving organisational objectives; always, “Stick and Carrot” approach is followed where increments and promotions form the “Carrot” part and the “Code of Conduct” along with “Disciplinary Procedures” form the Stick. According to the employment law, the primary purpose of discipline is to assist the employee to understand that a ‘Performance Problem or Opportunity for Improvement’ exists.

5. **Misconduct:** Generally, the human mind is very emotional as well as dynamic and controls the individual's behaviour in a manner suitable to it under the given circumstances without understanding that the output behaviour under those given circumstances may or may not be always correct according to the code of conduct or discipline of the organisation. Thus; such an inadvertent or even deliberate act or omission on the part of an employee can become a breach of either duty or obligation or assignment or contract of employment or service rules or standing orders of MIT-WPU; making it an improper conduct which would be construed as “**Misconduct**” by the organisation. Such ‘Misconducts’ can be of two types as follows;

- (a) **Minor Misconduct** : In MIT-WPU; the following acts or omission on the part of an employee shall / may amount to minor misconduct:
- (i) Late coming to class / office / work without prior information or permission.
  - (ii) Absence from duty without grant of leave.
  - (iii) Loitering, gossiping in faculty / department / lab during working hours.
  - (iv) Failure to make oneself available for specific task / function / meeting / university event or even not wearing specified uniform when asked for.
  - (v) Negligence of duties or neglect of work / procrastination in given task.
  - (vi) Smoking, chewing ‘Paan’ or ‘Gutkha’ in class or in MIT-WPU premises.
  - (vii) Refusal to accept any charge-sheet or order or notice communicated in writing.
  - (viii) Engaging on any type of social media or surfing on the internet for any purpose other than for University related / official work; during working / office hours without permission of RO.
  - (ix) Playing Video games / computer games / misuse of internet facility, accessing objectionable websites
- (b) **Major Misconduct**: The following acts or omission on the part of an employee shall / may amount to major misconduct in MIT-WPU.
- (i) Any lapses related to conduct of examinations or results at MIT-WPU or wilful feeding of wrong marks / student data in ERP.
  - (ii) Intentional non-conducting of classes / office work / any task entrusted by MIT-WPU or its authorities.
  - (iii) Intentional dereliction to detect copy cases / impersonation cases / abetment to copying in examinations.
  - (iv) Wilful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of a superior. Or threatening, abusing or assaulting any superior or other staff member.
  - (v) Going on illegal strike or abetting, inciting, instigating other staff to go on strike.
  - (vi) Wilful avoidance / slowing down in performance, in work or instigating others thereto.
  - (vii) Theft, fraud or dishonesty in connection with MIT-WPU financial activity or property. Or, wilful damage to or loss of MIT-WPU goods or property.

- (viii) Taking or giving or asking for bribes or any illegal gratification from / to other staff members / students / vendors / service providers under false assurances or any pretext.
- (ix) Habitual late attendance or absenteeism without leave or over staying the sanctioned leave without sufficient grounds / without due permission.
- (x) Habitual breach of any standing order or any law applicable at MIT-WPU.
- (xi) Illegal money collection from any staff or student under any pretext, without permission of MIT-WPU authority in / outside the premises of MIT-WPU.
- (xii) Engaging into other businesses / trade inside MIT-WPU premises. Also, any other business outside, should not create any conflict of interest with MIT-WPU.
- (xiii) Drunkenness, Riotous, Disorderly or indecent behaviour on the premises of the MIT-WPU. Or any act that is subversive of discipline.
- (xiv) Commission of any act of sabotage to property / subversion against discipline or rude behaviour on the premises of the MIT-WPU.
- (xv) Habitual neglect of work or habitual negligence in any task assigned by MIT-WPU.
- (xvi) Formation of illegal Unions or canvassing for membership of such union or collection of union funds within the premises of the MIT-WPU without due permission.
- (xvii) Intentionally creating obstacles in any work in progress at the MIT-WPU.
- (xviii) Holding meetings inside the premises of MIT-WPU on issues not related or derogatory to the interests of MIT-WPU or any of its business without the permission of MIT-WPU authorities.
- (xix) Disclosing any vital / confidential information in regard to MIT-WPU matters to any unauthorized person.
- (xx) Gambling in any form within the premises of MIT-WPU.
- (xxi) Spitting within the premises of MIT-WPU.
- (xxii) Failure to observe safety instructions notified by the MIT-WPU authorities or interference with the safety / security devices.
- (xxiii) Distributing or exhibiting pamphlets and posters and bills on any matter not related to MIT-WPU within its premises, without written permission.
- (xxiv) Refusal to accept a charge sheet order or show cause notice or other communication served in relation to the discipline requirements.
- (xxv) Unauthorized possession of lethal weapon inside the establishment premises.
- (xxvi) Any act according to UGC regulations 2015 which falls under the purview of sexual harassment of any women employee or student of any gender. **(For details please refer SOP for Internal Complaints Committee)**
- (xxvii) Any act according to UGC regulations which falls under the purview of ragging of any employee or student of any gender. **(For details please refer SOP for Anti-Ragging Committee)**



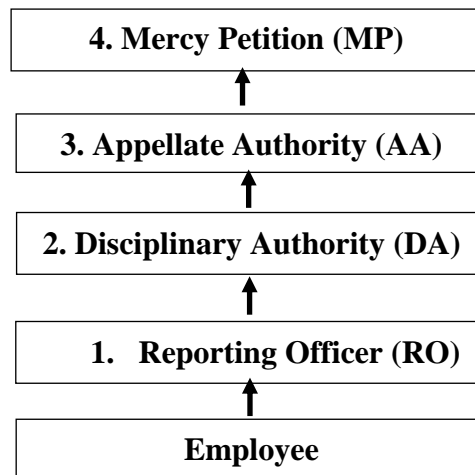
(xxviii) Any act according to UGC regulations / any prevailing rule / Act under law of land related to discrimination among individuals based on cast / creed / religion or sex. (For details please refer SOP for SC/ST Committee)

### **Disciplinary Authority at MIT-WPU**

6. The term ‘Disciplinary Authority’ refers to such authorities who have been entrusted with the powers to impose any minor / major penalty on the employees/staff members. Or; the one who can initiate the disciplinary action against the staff / employee. Thus, the term “Disciplinary Authority” can also be defined as the authority competent to impose ‘any of or combination of’ the penalties as decided by MIT-WPU authorities for a given misconduct. Though, Disciplinary authority can also be defined with reference to the post held by the employee; at MIT-WPU; the subject authority will primarily lie with the Hon’ble President MIT-WPU, Hon’ble Executive President, MIT-WPU, Hon’ble VC or his nominee or the Registrar, who is the Chief Administrative Officer of the University according to the MIT-WPU Act. Thus there can be more than one disciplinary authorities as per the position of the employee or demand of the situation.

### **7. The Discipline Hierarchy**

#### **FLOW CHART OF DISCIPLINE AND APPELLATE AUTHORITY**



### Disciplinary / Appellate Authority and Mercy Petition Table

Cadre (Employee)	Teaching / Non-Teaching	1 (RO)	2 (DA)	3 (AA)	4 (MP)
Class I	T	Dean / Asso Dean	VC	EP	President
	NT	Registrar			
Class II	T	Dean / Asso Dean	Provost / VC*	VC	EP / President
	NT	Dy Reg	Registrar/ Asso Reg		
Class III & IV	T	HoD	Dean	Provost	VC
	NT	Assistant Reg	Dy Reg /Asso Reg	Registrar	

\* If Provost is not appointed

### Classification Table

Sl No	Class	Constituents
1	I	Assistant Professor and above, All Directors, Asst Registrar & above, HoDs, CFO/ CAFO, Medical Offr, Librarian
2	II	Lecturers or equivalent (Ad-hoc or on contract), Sr Accountants, Sys admin, Sys engr.,
3	III	All types of (technicians, mechanics, assts, clerks, supervisors, operators, section I/Cs, analysts, designers) or equivalent, PAs, W/shop instructors, store keepers,
4	IV	Office Boys or equivalent, Peons, Housekeeping Staff, Gardeners, Safaiwala, Catering staff, Security guards, watchmen or equivalent, Dry & wet sweepers, drivers, all attendants

8. **Punishments**: The punishments given are in the ascending order from minor punishments to major punishments depending up on the gravity of the misconduct. It would be at the discretion of the disciplinary authority to furnish 'one of or combination of' the punishments based on the situation and gravity of the misconduct.

(a) Counselling.

(b) Note of Displeasure

- (c) Verbal warning with annotation in personal records
- (d) Written Warning with annotation in personal records
- (e) Cutting off appropriate portion of salary (in terms of no of days)
- (f) Stopping of one or more increments
- (g) Reduction in gross salary
- (h) Lodging Police Complaint (FIR) in case of misconducts like financial misappropriation / fraud / sexual harassment / Threat to life / abetment to ragging / aid to copying or any such having 'criminal' connotation.
- (j) Down-gradation from particular appointment
- (k) Disqualification / denial from a particular opportunity for a certain period/for ever.
- (l) Loss of seniority in service (Reduction in position / designation)
- (m) Dismissal / Termination from service, with or without provision to be considered for any re-appointment in MIT-WPU.

9. **The Appellate Authority:** The employee aggrieved by an order imposing punishment, may appeal to the appellate authority within ten working days from the date of receipt of the order. The appellate authority, after giving an opportunity to the employee / staff member, of being heard, shall pass such order as thought proper on that appeal within a reasonable time since its receipt and communicate the same to the affected party(s) in writing. The appellate authorities at MIT-WPU in the ascending order would be as follows;

- (a) The Registrar, MIT-WPU
- (b) Hon'ble Vice Chancellor, MIT-WPU
- (c) Hon'ble Executive President, MIT-WPU
- (d) Hon'ble President, MIT-WPU

10. **Miscellaneous Policies regarding Organisational Behaviour for all categories**

- (a) **Policy for Physically Handicapped People:** Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- (b) **Policy on Drug and Alcohol Free Workplace:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of this University is strictly prohibited. All employees shall, as a condition of employment:-

- (i) Abide by the University's policy on manufacture, distribution, dispensation, possession or use of prohibited substances;
- (ii) Inform the University authorities if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation would face a strong disciplinary action which may include termination of employment or might be required to participate in a rehabilitation program at the discretion of the University. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol while on duty, the employee would be required to undergo a medical test and if found intoxicated, would face disciplinary action as appropriate.
- (iii) Smoking, consumption of tobacco or tobacco products, Gutkha on campus is strictly prohibited.
- (c) **Policy on Equal Employment Opportunity**: It is a policy of the University to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, colour, sex, disability and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits or subjected to discrimination under any program or activity of the University.
- (d) **Policy on Sexual Harassment at Workplace**: Sexual harassment of employees or students at the University is prohibited as per the GoI Act and offender shall be subjected to appropriate disciplinary procedure which, if proved guilty, may lead to dismissal from employment, legal case against the offender or other disciplinary action as appropriate. Unwelcome sexual advancements, requests for sexual favours, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:-
- (i) Physical contact and advances. Or
  - (ii) Demand or request for sexual favours. Or
  - (iii) Sexually coloured remarks. Or
  - (iv) Showing Pornography. Or
  - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (e) **Policy on Soliciting / Canvassing / Personal Business** : Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal business activity utilizing the university resources and facilities. Any faculty / staff found conducting tuition classes or coaching classes or indulging in other business, remunerative or otherwise; which may cause conflict of interest would be suspended with immediate effect.
- (f) **Policy on Employment of Relatives**: No individual shall be employed in a

department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the University through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husband, wife, parents and children, brothers, sisters, and any in-law of any of the foregoing.

- (g) **Policy on Attendance**: Employees are to be punctual in reporting to work. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department in advance. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
- (h) **Policy on Conflicts of Interest**: An employee of the University shall avoid actual or apparent conflicts of interest between his / her University's obligations / responsibilities and outside activities.
- (i) **Code of Conduct**: All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the University. Following are examples of actions, which are unacceptable to the university and often result in disciplinary action or termination of employment:
- (i) Insubordination
  - (ii) Theft
  - (iii) Conviction of a felony involving moral turpitude
  - (iv) Bringing discredit to the University
  - (v) Falsifying, grafting, or forging of any record, report, or information
  - (vi) Discourteous behaviour
  - (vii) Any other misconduct interfering with performance of job tasks
  - (viii) Unauthorized absence from assigned work area
  - (ix) Sleeping on duty
  - (x) Negligence
  - (xi) Dereliction of duty
  - (xii) Interfering with the work performance of another employee
  - (xiii) Favouritism
  - (xiv) Wasting University materials
  - (xv) Wilful damage to equipment or property of the University.
  - (xvi) Entering an unauthorized work area
  - (xvii) Continued failure to perform assigned duties
  - (xviii) Failure to report absence

- (xix) Habitual absence or tardiness
- (xx) Job abandonment.
- (j) **Policy on Safety**: Safety while on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.
- (k) It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.
- (l) **Policy on Information Security**: Some employees handle confidential information as they perform their duties. Such information is not to be discussed / disclosed or made available to anyone until it has been approved for release by proper authority. Any person found unlawfully using such classified information would invite suitable disciplinary action against him / her depending on the severity of the matter.
- (m) **Policy on Gratuities**: Employees of the University shall not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.
- (n) **Policy on Political Activities**: As an individual, each employee of the University retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the University is allowed to be a candidate for a political party seeking votes while being employed with the University, or take part in a political employment / campaign while on duty.
- (o) **Policy on Disruptive Behaviour**: While honouring the freedom of expression and the right to Peaceful dissent to an individual, the University in the best interests of orderly operation and preservation of an environment favourable to productive study, has adopted a policy of prohibition of disruptive behaviour on the part of any student, faculty or staff member. The University stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity or any other activity authorized to be discharged or held on the campus of the University is considered to have committed an act of gross indiscipline and shall be subjected to a disciplinary action that may even lead to termination of services.
- (p) **Policy on Outside Employment**: Employment outside the University is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the University. The employee must discuss with the Head of the Department before indulging in any



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outside employment to be sure there is no conflict of interest. Use of University property in such endeavours is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

- (q) **Policy on Malpractices**: No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the University. (For details pls refer the examination SOP).
- (r) **Policy on Revelations**: Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

**For Dr. Vishwanath Karad MIT-World Peace University**

--Sd--

**Gp Capt D. P. Apte (Retd.)  
Registrar**

**CHAPTER 6 - PROVIDENT FUND, GROUP INSURANCE PERSONAL ACCIDENT AND GRATUITY**

**1. PROVIDENT FUND :**

The following Provident Fund Policy shall be applicable for the employees who will be either transferred or newly joining MIT-WPU.

<b>Sr.</b>	<b>Particulars</b>	<b>Applicability</b>
1.	Employees drawing salary below or up to Rs.15000/- per month in a pay structure i.e. Basic + AGP+ DA	Shall be eligible for provident Fund
2.	Employees drawing consolidated salary below or up to Rs.15000/- per month	
3.	New joining employees eligible for Provident Fund in his/her previous employment and joining MIT-WPU without break in the employment.	
4.	Government officials or private employee who have opted for VRS before superannuation and joining MIT-WPU without break in the employment.	
5.	Employees who will be transferred from any MAEER's Institute to MIT-WPU and who are already eligible for Provident.	
6.	Government or private employee who is retired and joining MIT-WPU after attaining the age of superannuation i.e. 58 years.	Shall not be eligible for provident fund.

Employees drawing consolidated salary above Rs.15000/- pm or employee drawing salary as per pay-scale with Basic + DA above Rs.15000/- are not eligible (Except covered under point 3, 4 and 5) for availing Provident Fund facility. However the MIT-WPU management has the discretionary powers to allow for exceptions on case to case basis.

Every staff shall submit Declaration Form i.e. Form 11 with Provident Fund details from previous employment.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)  
Registrar**



## 2. GROUP LIFE INSURANCE AND PERSONAL ACCIDENT

- a. All the teaching and non-teaching staff of MIT-WPU is covered under this policy.
- b. The premium towards these policies shall be borne by the University.
- c. Employees above 60 years of age shall be exempted from the group Life Insurance Policy however they are covered under the Personal Accident Policy.
- d. The insurance amount shall be paid only in case of death.
- e. The deceased nominee/ heir shall be eligible shall be paid the insured amount.
- f. MIT-WPU shall review and renew the policy as and when required.
- g. The covered staff shall share all the required documents to the Establishment department.
- h. The Establishment department shall process the claim on death of the staff and inform the heir accordingly.
- i. The Establishment department shall seek the required approvals and maintain proper documentation of the same.
- j. The Management reserves the right to alter or discontinue the policy as and when required.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)  
Registrar**

### 3. GRATUITY:

- a. Gratuity Act is applicable to an establishment in which 10 or more persons are employed or were employed on any day of the preceding twelve months.
- b. Employees completing uninterrupted service of 5 years are eligible for Gratuity.
- c. As per the Payment of Gratuity Act 1972, interruption in service due to leave, sickness, accident, strike, cessation of work not due to any fault of employees, layoff, strike may be considered as uninterrupted service.
  - Gratuity may be payable to employees at the time of
  - Retirement
  - Resignation or termination
  - VRS (as may be applicable)
  - Layoff
  - On death or disablement due to accident or disease.
- d. Non teaching staff members working as full time employee are covered under the Payment of Gratuity Act 1972.
- e. Teachers are not covered under the definition of employee as per the Gratuity Act vide section no. 2(e) and hence as per MAEER's policy (i.e. policy of the Sponsoring Body) gratuity is not applicable to teaching faculty members.
- f. Employees who have put in less than 5 years of service shall not be eligible of Gratuity.
- g. While calculating the amount of Gratuity, the years of service are rounded off to the nearest integer. It means, if an employee who has completed 8 years & 7 months in a service, the length of service would be considered as Nine years, however if it is 8 years & 5 months, the length of service would be treated as Eight years for gratuity purpose only.
- h. In case of death or permanent disablement of an employee his / her nominee or legal heir shall be eligible to receive Gratuity till the deceased age of retirement irrespective of the completed years of service.
- i. Formula for calculating Gratuity amount :-  
$$\text{Gratuity} = (\text{Basic salary} + \text{DA}) * 15 * \text{number of years completed} / 26.$$

(Note: Basic Salary = Pay + Grade Pay)
- j. Eligible employee resigned from the services may apply in writing and the employer shall pay the gratuity amount within 30 days from the date resignation, however, in case of employee retiring on superannuation, he/she shall be paid on the last day of their working, subject to clearance of dues & other formalities as per the policy.
- k. As per the Act, the employer shall arrange to pay the amount of gratuity within thirty days from the date it becomes payable to the person to who the gratuity is payable.



- l. The eligible gratuity is exempted from income tax, as per prevailing rules at the time of payment of gratuity.
- m. The maximum Gratuity amount payable under the Act is Rs.10,00,000/- (Rupees Ten Lakhs only) considering the existing approved norms of the Government.
- n. The gratuity amount received by the employee himself/herself or in case of deceased employee, the gratuity amount received by the nominee / legal heir of the employee is tax free. But the Gratuity amount received is more than the statutory limit attracts for deduction of income tax as per rules.
- o. In case of dismissal of an employee due to serious misconduct, the Gratuity amount may be forfeited wholly or partially depending upon the actual loss. Such serious misconduct by the employee may be considered when it is willful or negligent causing loss to the Management, or acts of violence against the Management, or other employees or riotous or disordering behavior in or around place of work.
- p. The Gratuity may be forfeited in case of any act of employee constitutes an offence involving moral turpitude. Theft is an offence involving moral turpitude if the services of an employee had been terminated for committing theft in the course of his/her employment.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)  
Registrar**

## **CHAPTER 7- EXIT : RETIREMENT OR DISCONTINUATION**

### **1. GENERAL RULES:**

- (a) The age of superannuation for the teaching, technical and non-teaching staff is as per the Maharashtra Government norms.
- (b) If the University desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be reappointed on contract basis for a period of one year which is renewable at the discretion of University. Maximum age limit for contractual appointment shall be 70.
- (c) MIT-WPU reserves the right to terminate the services of a staff member by giving notice of 3 months / 3 months' pay in lieu of notice if his performance / conduct is not satisfactory.

### **2. RESIGNATION:**

- (a) Staff members are expected to give advance notice as per their terms of reference of their appointment letters or pay in lieu of notice period.
- (b) Staff members (especially Teachers) should desist from leaving the job while the trimester is in progress. The University reserves the right not to accept the resignation while the trimester is in progress, if it seems to affect the academic activity of students.
- (c) Staff members, who wish to get relieved off their duties, are required to get the No Dues Form signed from the HODs and other authorities mentioned therein, before they are issued the Relieving Order.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)  
Registrar**

## **CHAPTER 8 – OTHER POLICY**

### **1. GREETINGS POLICY**

#### **Objective**

Feeling of pride is important to build cohesiveness and ownership.

MIT-WPU takes pride in taking care of its employees and their near-n-dear ones. Among them is greeting them on auspicious occasions such as birthday and marriage anniversary.

This will help imbibe feeling of togetherness.

As a policy, a system of transmitting a digitally driven sms or an email to the employee on his / her registered number or email id on the given date will be initiated through collaborative efforts & programming by our IT department.

This greeting shall wish the employee, spouse and children on behalf of MIT-WPU family.

#### **Matter for Transmission of Greetings as an example**

- MIT-WPU family wishes you a Very Happy Birthday
- MIT-WPU family wishes you and your spouse a Very Happy Marriage Anniversary

The said policy will be driv

en with IT support by the Human Resources department.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)  
Registrar**

## **2. UNIFORM POLICY**

**Objective:** To form uniformity in the attire.

**Eligibility:** All Teaching and Non-Teaching staff.

**Policy:**

1. All employees shall be provided with a set of two uniforms.
2. The employees shall be in uniform on every Monday and Thursday of the week.
3. The employees shall be in uniform to during official functions or on arrival of any guests.
4. Uniforms for class IV category shall be provided by the university however for the staff (teaching and non-teaching) shall be borne by the individual employee.
5. The employees may get the uniforms at the beginning of each academic year.
6. Everyone should ensure that the uniforms should be neat and clean.
7. Employee who fails to be in uniform on Monday and Thursday shall be penalized Rs.100/- for each occasion.
8. The class IV employees shall be in uniform on all the working days.
9. The management shall have the right to modify or alter the policy as and when required.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

### **3. TIME AND ATTENDANCE POLICY**

**Objective:** To maintain discipline at the campus.

**Eligibility:** All Employees.

**Policy:**

1. All employees shall follow the set university timing.
2. Employees shall mark their daily attendance on the biometric machine installed at each location.
3. The monthly salary shall be released based on the biometric records.
4. The HR shall every month shall collate the attendance and submit it to the accounts department.
5. The minimum working hours are eight hours everyday and for half day it is four hours.
6. Each employee is expected to be on time everyday.
7. An employee may come late for only 3 occasions in a month.
8. Late mark for more than 3 occasions shall be debited by half day leave.
9. In case of late coming the concerned employee shall keep the HoD and HR department informed.
10. The management shall have the right to modify/alter the policy.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

#### **4. TRAINEE POLICY**

The “Trainee” Programme is a comprehensive management and leadership development programme designed to develop fresh graduates into promising career in the future. During the programme, which is monitored by the Human Resource department, the Trainees are invested with technical and behavioural inputs pertaining to their job and social needs.

We shall be looking for people with drive, determination and enthusiasm, who can provide an outstanding quality of service. Those people who can go the extra mile and multitask. They will need to be able to communicate effectively and use their initiative to deal with a variety of challenges under constantly changing circumstances. The training gives a practical insight into the functioning of the organization and its expectations.

Trainees shall be recruited on need basis in the technical and non-academic category:

##### **Training Program**

The Training would involve to clear the basic concepts of the job handling and specific tasks to develop and refine their skills. Some of the topics covered during this training program include:

- \* Vision and Mission of the organization
- \* Understanding of academic deliverables.
- \* Future expansion plans of the organization
- \* Understanding of the profile along with the specific KRA's

Individuals who complete their Trainee program can explore a wealth of job options and career paths after completion of the training with MIT-WPU and utilize a number of different skills on the job. After the Training, the individuals would develop strong skills in the respective areas.

**Reporting structure-** The Trainees would be reporting to the HOD of that department.

**Stipend – Undergraduates :** INR 12,000/-per month,

**Postgraduates :** INR 15000/- per month on CTC basis during training period

**Eligibility:** Any undergraduate / Post Graduate.

**Training Duration:** 1 Year.

**Performance** - Reviews will take place after every 3 months with the immediate reporting officer, HoD and Director -HR. If the Performance of a Trainee is not found up to the Mark as per the performance evaluation criteria's set by the organization then the Organization reserves the right for discontinuation of the Training Program.





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After Completion of the Program, the Trainees would be required to submit a detailed report regarding his/her Learning's during the training and also the areas of observations and improvement for better/ smooth functioning as well as to enable the organization to grow and progress in a systemized manner.

### **Probation and Confirmation**

On successful completion of one year's training programme, Trainees shall be placed on probation for a period of 18 months.

The employee shall be confirmed on successful completion of 18 months of probation period. Confirmation is subject to achieving the set KRA's.

**Leave provisions** – Trainees will be eligible for Casual Leave on pro-rata basis. Privileged Leaves shall be applicable only after confirmation, as per leave rules of the company.

### **Career Path**

**The career path shall be purely on performance and other factors as laid down in the PMS system from time to time.**

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)  
Registrar**

## **5. TRAINING AND DEVELOPMENT POLICY**

**Objective:** To upscale the knowledge of teaching and non-teaching staff.

**Eligibility:** All Teaching and Non-Teaching Staff.

### **Policy:**

1. The HR & Establishment department shall identify the training needs within the university.
2. The methodology to identify the gaps or training need shall be
  - Current need of the job.
  - Feedback from the reporting officer.
  - Self Development requirement.
  - Identification done during appraisal.
3. On completion of the need analysis the training calendar shall be divided in to
  - Soft skills training programs
  - FDP and MDP programs
  - Participation in various conferences and seminars
  - On the job training or job rotation.
  - Technical / Subject related training.
  -
4. Proper training and development calendar shall be prepared based on the need analysis.
5. The HR shall declare the training calendar at the beginning of the academic year.
6. Resource persons shall be identified for each training. The resource person may be inhouse or and external expert.
7. Training budget shall be prepared and allocated for each faculty / department.
8. The nominations for the training program shall be received with proper approval from the authorities.
9. The training programs shall be conducted inhouse or the participants may be sent outside as per requirement.
10. Proper documentation shall be maintained at the HR department of various training programs conducted, participants list, outcome of the training programs and the content.
11. The Participants shall submit the learning report on completion of the training program.

**For Dr. Vishwanath Karad MIT-World Peace University**

**--Sd--**

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## PART “B”

### TEACHING STAFF

#### CHAPTER 9 - CODE OF PROFESSIONAL ETHIC FOR TEACHERS

##### 1. Faculty Members and their responsibilities.

Whoever adopts teaching as a profession, assumes the obligation to conduct himself in accordance with the ideal of the profession. A **Faculty Member** is constantly under the scrutiny by his students and the society at large. Therefore, every Faculty Member should see that there is no incompatibility between society precepts and his conduct. His conduct should be an ideal one and must motivate and inspire students. This profession further requires that the Faculty Members should be calm, patient and communicative by temperament and amiable in disposition.

##### 2. Faculty Members should...

- (a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (b) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Faculty Members should personally know the details of all students and keep a record of students' profile.
- (c) Participate in extension, co-curricular and extra-curricular activities including community services and social initiatives.
- (d) Co-operate and assist in carrying out functions relating to the educational responsibilities of the School / department and the University such as: assisting in admissions, counselling, Administration, Examination etc.
- (e) Manage their private affairs in a manner consistent with the dignity of the profession.
- (f) Express free and frank opinion by participation in the professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (g) Maintain active membership of professional organizations and strive to improve upon their own education and profession through them. Respect the right and dignity of the students in expressing their opinion.
- (h) Deal justly and impartially with students regardless of their religion, caste, and creed, political, economic, social and physical affiliation.
- (i) Recognize the difference in aptitude and capabilities of the students and strive to meet their individual needs.
- (j) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (k) Inculcate scientific outlook among students, the respect for physical labour, ideals of democracy, patriotism and peace.

- (l) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (m) Pay attention to only the attainment of the student in the assessment of merit.
- (n) Make themselves available to the student even beyond their class hours and help and guide students without any expectation of remuneration or reward.
- (o) Help students to develop an understanding of our national heritage and national goals.
- (p) Try to maintain a contact with the guardians /parents of the students, send performance reports to them whenever necessary and meet them in the meetings convened for the purpose.
- (q) Refrain from inciting students against other students, colleagues or administration.
- (r) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (s) Speak respectfully of other Faculty Members and render assistance for professional growth.
- (t) Refrain from lodging / gossiping on unsubstantiated allegations against colleagues to higher authorities.
- (u) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (v) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and work for the University.
- (w) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities towards the University.
- (x) Co- operate in formulation of the policies of the University and accept responsibilities as assigned by the University.
- (y) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- (z) Give and expect due notice before a change of position is made.
- (aa) Refrain from availing themselves any leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (ab) Seek to make a continuous professional growth through study and research.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## **CHAPTER 10- JOB DESCRIPTIONS OF TEACHING & OTHER IMPORTANT STAFF**

### **1. General Job Description of Teaching Staff:**

- (a) Preparation of the course plan with detailed break up of syllabus topic for the subject to be handled, as per the guidelines and decide on the prescribed text / reference books for further study.
- (b) Preparation of daily faculty report (work Diary) in the prescribed format.
- (c) Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic peace studies classes.
- (d) Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any of other faculty members of the same class.
- (e) Prepare and conduct the monthly comprehension tests as per pre-notified course schedule.
- (f) Prepare a question bank along with answers, progressively for the topics covered, jointly with other faculty members handling the same subject for the same class of other divisions/Schools.
- (g) Device evaluation methods and evaluation tools (e.g. question papers, projects, assignments) along with fellow teachers teaching the same course.
- (h) Evaluate students on a continuous basis.
- (i) Complete evaluations within prescribed time in a fair and transparent manner and submit final grade sheets to examination section.
- (j) Update oneself of the current developments in the subject handled by regular reference to publications and Internet. Build relationship with industry & make recommendations to HOD for expert lectures etc.
- (k) As part of mentoring the students in a class may be divided into above average and average category and the above average category students may be given challenging assignments and projects from fourth trimester onwards. Programmes could be evolved to other category student as well.
- (l) Participate in academic discussions initiated by the HOD/ Coordinator.
- (m) Suggest areas requiring modifications, improvements or changes in the curriculum.
- (n) Suggest relevant study materials/ Magazines/books/ equipment/ instruments/ software etc required for teaching a subject in a class or laboratory.
- (o) The HOD / coordinator may specify any other responsibility and those additional responsibilities should also be performed with the same sincerity.
- (p) Continuously upgrade his / her educational qualification & knowledge through active research.

- (q) Help the school in raising research funding through suitable collaboration activities.
- (r) Commensurate with his / her capabilities; indulge in Research & outreach activities to enhance the reputation of school & hence university.

## 2. **Additional Job Description for Class Teachers:**

- (a) To be responsible for all the matters concerning the class(s) under the charge; more specifically:-
  - (i) Attendance, Attitude, dress code, conduct, behaviour, academic performance, extra and co-curricular activities of the students.
  - (ii) Identification of non / under performing students and ensuring their improvement by suitable measures including mentoring and remedial classes.
  - (iii) Assist in choosing the class representatives and delegating role and responsibilities.
  - (iv) Interact with the students and the class representative(s) discreetly, to know difficulties experienced by the students, for its rectification.
- (b) To interact with other faculty members of the class for the feedback on student performance and ensure appropriate corrective action.
- (c) Consolidate period wise attendance data for the class on a daily basis for necessary follow up on habitual latecomers and absentees.
- (d) Consolidate and review the marks & other details of the students of the class for internal assessments / mid-trimester examination etc for initiating remedial steps for underperforming students.

## 3. **Job Description for Director / Head of Department:**

- (a) Responsible for efficient functioning of the School /Department with reference to its goals and objectives in a professional manner.
- (b) Develop a schedule of the School / department activities for the academic year.
- (c) Ensure judicious class / job allocation to the faculty members.
- (d) Ensure that all faculty members complete their roles and responsibilities in a timely manner.
- (e) Ensure manpower management of teaching and non-teaching staff of the School / department, in such a way that no prescribed class hours are lost.
- (f) Ensure harmonious and cohesive work-environment, nurture a healthy academic community and assist in resolving differences among the faculty / staff members.
- (g) Review and approval of all relevant records of concerned faculty members.
- (h) Conduct periodic / independent review of faculty performance, individually, and suggest remedial tips.
- (i) Create / look for opportunities and avenues for developing faculty knowledge and capability.



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- (j) Ensure that each faculty member, turn by turn, presents a recent article from a leading international journal to his fellow colleagues in the School / department at least once in fortnight.
- (k) Encourage regular academic discussions on relevant subjects to give exposure to the relevant faculties in and outside the School / department, to facilitate knowledge sharing and updating
- (l) Identify topics and arrange special lectures by academicians, Researchers on such different subjects in consultation with the concerned faculty.
- (m) Inspect concerned / selective classes regularly, at least once in week.
- (n) Maintain overall discipline among students in the School / department, as per Faculty policy and guidelines with due coordination with the class Teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.
- (o) Resolve difficulties (academic and non-academic) faced by the students, in due consultation with the class teacher or admin staff and refer essential cases to the Counsellor, with a discrete note of reference.
- (p) Make efforts for enhancing employability of the students and make them placement ready.
- (q) Ensure that there is an interaction with the placement expert team and School/Faculty members and students at least once in a month for the pre-final year and final year students.
- (r) Convene regular faculty meetings to assess and review the progress on the planned activities.
- (s) Convene class committee meeting to get students' feedback on teaching / teachers.
- (t) Conduct pre examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc. to improve the standard of examination and students' performance.
- (u) Comply with the reporting requirements and submissions as may be specified.
- (v) Finalise the work load allotment and timetable for the next trimester at least two months in advance.
- (w) Conduct BoS meetings for Curriculum development, teaching learning process, introduction of new subjects, introduction of new programme or any other area of significance.
- (x) Prepare and monitor the time and cost budgets for the School / department.
- (y) Prepare and submit feedback / appraisal reports of the staff members to Deans as per the University guidelines.
- (z) Ensure maintenance of appropriate quality of equipment in the laboratories for teaching and research.
- (aa) Convene and participate in meetings as per the regulations.
- (ab) Guide fellow faculty for building network with other stake holders in Industry, Research organizations and other academicians nationally & internationally. Support the Deans in forecasting on innovation activities.

(ac) Support Dean in all his core duties.

#### 4. **General Job Description of Dean / Associate Dean:**

The Dean of Faculty is a multifaceted, multitasking academic leader who is broadly responsible for:

- (a) Administration of the faculty (staff and students).
- (b) Academic Rigor.
- (c) Academic Innovation.
- (d) Student Enrolment and Employability.
- (e) Outreach and Research.

The details of each are as given below;

- (a) **Administration of the Faculty:** Administration of Faculty consists of compliances and alignment with the Statutory / Regulatory agency guidelines & University guidelines, establishing internal systems & sub policies aligned with overall university policies. Advise and Guide the Directors / HoDs within the faculty, influence developmental activities for both; human resource as well as infrastructure and most importantly the students' interface to assist students in any form within the powers of the Dean.
  - (i) Dean shall be responsible for aligning the academic objectives of the Faculty with the vision and mission of MIT-WPU, set targets for achieving them and ensure that the set targets are achieved.
  - (ii) Support the Vice Chancellor to develop and continuously improve an appraisal system for the staff and ensure that the appraisal process is completed, to the point of submission to Registrar, in time. Prepare a plan of action post appraisal and implement it in consultation with the Vice Chancellor.
  - (iii) The Dean shall keep himself updated of changes in regulatory and accreditation environment and continuously keep the team informed of the changes. Anticipate necessary changes and appropriately implement them to ensure quality. Deans are also responsible to ensure that all the regulatory and accreditation criteria are being met for their programs and seek out accreditation for new programs.
  - (iv) Prepare Annual Quality Assurance Report, Annual Report of the Faculty which would become part of the Annual Report of the university, and any such reports as decided from time to time
  - (v) Responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report.
  - (vi) Recommend to the Management proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award.
  - (vii) Recommend to the Management through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology



Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

- (viii) Conduct regular meetings with the faculties / teachers and non-teaching staff to understand their concerns and address them.
  - (ix) Develop and oversee academic policies and procedures for the faculty.
  - (x) Develop quality benchmarks or parameters for various academic and administrative activities of higher education.
  - (xi) Shall be responsible for academic planning, monitoring and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of faculty.
  - (xii) Responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Board of Faculty, Academic Council, Board of Management and the Board of Examinations and Evaluation in respect of his Faculty. Conduct the examinations with authenticity and sanctity in coordination with the Examination department.
  - (xiii) Prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body.
  - (xiv) Set proper evaluation of faculties and encourage them to raise their standards by higher education /research.
  - (xv) Help develop and continuously improve a suitable grievance-redressal system; both at University as well as school / department level and support its functioning.
  - (xvi) Prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council.
- (b) **Academic Rigor**: This pertains to quality & intensity of teaching learning process in the university which need to be continuously monitored to ensure certain pre agreed standards and norms. The Dean shall provide guidance, leadership, systems and processes for planning, monitoring and quality assurance.
- (i) Facilitate the creation of a learner-centric environment conducive for quality education. Strive to stay up to date with technological and philosophical changes in the education industry and ensure the Heads of School also do the same.
  - (ii) Arrange for feedback from the students, the Faculty Members, non-teaching staff and the other stakeholders on quality-related processes and forward the genuine ideas to the VC or Registrar for consideration and implementation across the University. Work on the learning outcome of the program and take corrective actions wherever required.
  - (iii) Set high standards of measurable teaching effectiveness, and ensure compliance and continuous improvement through effective monitoring and training/counselling.

- (iv) Work towards building teams of high quality teachers in schools / departments under the Faculty and participate in the attracting and recruiting new faculty.
  - (v) Take lead in creating right kind of rubrics for evaluation and guide the schools to build a rich repository of resources. Be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded.
  - (vi) Ensure feedback from stakeholders is appropriately ploughed back into the system and implemented both in letter and spirit.
- (c) **Academic Innovation**: the Dean shall provide leadership to innovate programs offered by the Faculty as well as reach-out to fellow Deans for interfaculty programs. Similarly innovations in systems & processes as well as resource utilization across Faculty is within the purview of Dean's responsibilities.
- (i) Shall go through the existing curriculum, initiate development of new undergraduate, post graduate programs and doctoral studies in line with the University's overall academic and administrative objectives.
  - (ii) Support planning and organization of inter-institutional and intra-institutional workshops, seminars on quality related themes and help identify good workshops elsewhere and encourage teachers to participate. Establish a methodology for extracting the crux of such interactions and internalizing to university systems and process.
  - (iii) Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of university database, through management information system for the purposes of maintaining or enhancing the University quality.
  - (iv) Shall maintain relations with other academic bodies, industry and other stake holders and help Heads to do the same and be updated with the current happenings in the education sector. Use these networks to establish current and futuristic trends and brainstorm to innovate and to equip university to tackle such changes.
- (d) **Student Enrolment and Employability**: The Dean shall offer leadership to help direct reporters to plan and coordinate faculty participation in student enrolment process. Guide Heads to plan & focus on employability and help coordinate with placement division in placement activity.
- (i) Personally Guide the students for admissions and selection of courses. Ensure that the teachers and HoDs participate in these activities. Identify, help and train teachers in these activities through active coordination with the Admissions teams. Assist the management in completing admissions in time.
  - (ii) Represent MIT-WPU at various conferences, seminars, industries etc.

- (e) **Outreach and Research:** This is an area of establishing linkages with the industry, Government bodies, Research labs, thinkers & influences in society and use this network to enhance the research and other missions of the university.
- (i) In consultation with the coordinating Dean for Research, Consulting and Innovation; establish control and regulatory mechanism for research activities in the university under the guidance of the Vice Chancellor.
  - (ii) Recommend to the Academic Council the norms of recognition of postgraduate Faculty Members and research guides in post-graduate departments in MIT-WPU.
  - (iii) Responsible for ensuring standards of under-graduate and post-graduate research in the university.
  - (iv) Build a culture of research, fund raising through funded research, publishing in high impact publications and wherever possible patent ideas, prototypes products or processes. Build a network with the help of Heads to use this expertise to create consultancy and training activities for the industry professionals through appropriate coordinating wing of the university.
  - (v) Enquire into any unethical act / malpractices, committed in any academic programmes within the Faculty by any department.

Exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor from time to time.

## 5. **Job Description of the Provost**

- (a) The provost oversees budget allocations to the faculties and works with them for planning, development, implementation, assessment, and improvement of all academic programs, policies, and supporting infrastructure including facilities and information technology. He has direct responsibility for the recruitment, retention, and renewal of the faculty, and contributes to maintaining the infrastructure that assists the faculty in teaching and research.
- (b) Provost shall work under the guidance of Vice-Chancellor. Deans of faculties report to the provost.
- (c) The provost is responsible for the education of undergraduate and postgraduate students on campus. He sets priorities with regard to admissions and financial aid and works to ensure student retention and timely graduation. He is also in charge of all cross-Faculty programs, including general education. With regard to curriculum and education, the provost works in close consultation with the faculty deans in the spirit of shared governance
- (d) **Responsibilities:**
  - (i) To lead, direct, develop, monitor the verticals assigned.
  - (ii) Shall be responsible for aligning the vertical objectives to the vision and mission of the university.
  - (iii) To provide leadership to strategic planning, research and setting up processes for the program vertical.

- (iv) Approve the budget and monitor the expenses of the respective vertical.
- (v) Shall support and guide the deans to achieve their KRA's.
- (vi) Shall possess a student centric approach.
- (vii) Ensure that the research, academic programs and the faculty are of the highest quality.
- (viii) Support research, grant-writing, publishing and other scholarly activities of the faculty.
- (ix) Promote high quality research through collaboration, grants, publications and patents.
- (x) To implement academic plans, research agendas and oversee the work.
- (xi) Work closely with the deans to facilitate program development. Introduce short courses / Executive diploma for the working category people.
- (xii) Contribute in designing MDP's and FDP's for faculties.
- (xiii) Involve the students in various research projects at national and international level.
- (xiv) Adopt best practices through international and national linkages.
- (xv) Collaborate with industries and government authorities for joint research collaborations.
- (xvi) Ensure systematic review of programs (majors) to ensure quality and current course content.
- (xvii) Formulate, maintain and implement a high-quality curriculum. Shall be responsible to approve the hiring, evaluation of faculty, staff, programs and services.
- (xviii) Provide leadership in matters of academic policy and administration. Regularly advise the Deans on these matters.
- (xix) Coordinate accreditation efforts and the preparation of reports to various accrediting agencies.
- (xx) Oversee the preparation of the class schedule of each trimester; approve the final class schedule.
- (xxi) Oversee the promotions of the programs and its admissions.
- (xxii) Ensure succession planning at each level.
- (xxiii) Ensure placement of students nationally and internationally.
- (xxiv) Responsible to shoulder responsibilities of the social initiatives carried out at the university.
- (xxv) Perform other duties as delegated by the Vice Chancellor and other higher management officials.

### **8. Job Description for Controller of Examination**

- (a) The Controller of Examinations shall be the principal officer-in-charge for conduct of examinations and test's of the university and declaration of their results.
- (b) He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations.
- (c) The Controller shall be the Member-Secretary of the Board of Examinations.
- (d) The Controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility-
  - (i) To prepare and announce in advance, the calendar of examinations;
  - (ii) To arrange for printing of question papers;
  - (iii) To arrange to get performance of the candidates at the examinations properly assessed and process the results;
  - (iv) To arrange for the timely publication of results of examinations and other tests;
  - (v) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a school or a department alleged to have committed malpractices.
  - (vi) To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
  - (vii) To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.
- (e) The Controller shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

### **9. Job Description for Accounts and Finance Officer**

- (a) The Chief Finance and Accounts Officer shall exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the University.
- (b) To compile accounts of the university in accordance with rules and procedure prescribed in the Account code.
- (c) Act as the receiving and paying officer, receive all the money (other than those payable by the students studying in schools / departments) due to and receivable on behalf of the University and bring them promptly to the accounts and pay or otherwise settle all claims preferred against the University.
- (d) Hold and manage the property and investments for furthering any of the objectives of the University.
- (e) Ensure that the limits fixed by the Finance committee for recurring and non-recurring expenditure for a year are not exceeded and that all money are expended on the purpose for which they are granted or allocated.

- (f) Be responsible for the preparation of annual accounts and the budget of the university for the next financial year and for their presentation to Board of Management.
- (g) Keep constant watch on the state of the cash and bank balances and on the state of investment.
- (h) Watch the progress of collection of revenue and advice on the methods of collection.
- (i) Keep himself fully conversant with all sanctions and orders made by offices of the University and other proceeding of the University which may affect the estimates or accounts of actual or anticipated charges. He shall advice the University on the financial effects of all the proposals of effects or the proposals of expenditure and keep a watch over all liabilities as soon they are incurred;
- (j) Shall apply certain preliminary checks of auditing to the initial accounts vouchers and other similar matters of accounting relating to the University;
- (k) Have accounts of the University regularly audited by an internal auditor;
- (l) Shall implement decisions of the Finance Committee, Purchase and Sales Committees of the University faithfully, effectively and expeditiously;
- (m) See that the registers of buildings, land, furniture and equipment are maintained up to date and that the stock – checking is conducted regularly in all offices of the University;
- (n) Call for an explanation of any unauthorized expenditure and for other financial irregularities and suggest disciplinary procedure / action against the person at fault.
- (o) Call for, from any office or school or department under the University any information or returns that he may consider necessary to discharge his financial responsibilities;
- (p) Perform such other financial functions as may be assigned to him by board of Management.
- (q) The President can suspend the Chief Finance and Accounts Officer, institute an inquiry and take appropriate action against him in case(s) of misconduct on his part or on the recommendation of the Vice – Chancellor. The President can remove the Chief Finance and Account Officer without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- (r) The Chief Finance and Accounts Officer may resign after giving three months' notice to the President through the Vice – Chancellor and shall cease to hold his office on acceptance by the President of such resignation and on expiry of the notice period whichever is earlier.
- (s) Shall keep himself fully conversant with all sanctions and orders made by offices of the university on the financial effects of all the proposals, including trust and endowed property, for furthering the objectives of the university, with the approval of the Vice-Chancellor.
- (t) Monitor the state of the cash and bank balances and investments.
- (u) Ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice- Chancellor on the methods to be employed in this regard.

- (v) Perform the duties as per the Maharashtra Universities Account Code;
- (w) Get the accounts of the university audited, regularly.
- (x) Ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material is conducted regularly in all offices / schools / departments, workshops and stores of the university.
- (y) Propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
- (z) Propose to the Registrar that explanation be called from any non- academic member of the university, other than the Faculty Member, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;
- (aa) Maintain the minutes of the meetings of the Finance and Accounts Committee;
- (ab) Be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;
- (ac) Prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;
- (ad) Exercise such other powers and perform such other duties as prescribed by or under the University Act or assigned to him by the Vice- Chancellor, from time to time.

For Dr. Vishwanath Karad MIT-World Peace University

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**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## **CHAPTER 11- GENERAL GUIDELINES ON TEACHING PRACTICES AND PROCEDURES**

### **1. The general guidelines on teaching practices are as follows;**

- (a) Course plan for the succeeding trimester must be prepared at least one month prior to the start of next trimester. Ensure that teaching staff do not engage students without a course plan. Course Plan must be developed (in the prescribed format) collectively by all the Faculty Members of the same subject / paper and it shall be endorsed by the Coordinator / HOD.
- (b) Due consideration must be given to the course objectives as well as the Programme objective while preparing the course plan. Also Faculty need to ensure proper documentation of such course plans.
- (c) Teaching must be done as per the course plan. At the end of every class, the topic to be dealt with in the next class must be announced and students must be asked to read the topic before they come for the next class. The Faculty Member must ask questions on the topic before commencing the explanation.
- (d) Last few minutes; at the end of every class; must be utilised to summarize what has been taught in that class.
- (e) Explanation must be in simple language with adequate illustrations.
- (f) Make adequate use of Information and Communication Technology tools, to improve the effectiveness of teaching –learning process.
- (g) Students must be prodded to interact on the subject by asking relevant / suitable questions.
- (h) Dictation of standardized notes for theory subjects must be **strictly discouraged**, instead, highlight important points and encourage the students to develop their own notes.
- (i) Formative assessment must be made by the Faculty Member about the learning of the students.
- (j) Assignments for internal assessment must be such that reference to books, library materials and Internet would be necessary for its completion. Assignments to be submitted by students must be handwritten. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.
- (k) No class shall be let free for reasons of non- availability of the faculty.
- (l) Guest faculty / Visiting Faculty shall be engaged only in case of inadequacy of the internal resources.



## 2. **Examination Duty**

- (a) Attending to examination duty by faculty/ staff members is mandatory as per the work allotment assigned by the Controller of Examinations.
- (b) The invigilators should report 15 minutes before the scheduled start of the examination. Request for any adjustments in the allotted schedule should be done well in time.
- (c) As a matter of policy no leave shall be approved during examination days except under extremely unavoidable circumstances.
- (d) Any leave approval during the examination period, must be cleared by the Controller of Examinations. (For further details pls refer Examination SOP)

## 3. **Grievance Redressal Machinery**: For redressal of grievances and complaints, other than discipline related issues, the Faculty shall adhere to the following:

- (a) Grievances, if any, may be presented before the Grievance redressal Committee.
- (b) There should be a sincere effort from the part of the members to find solutions for the problems.
- (c) All matters requiring the intervention of higher authorities should be presented in person and in writing.
- (d) Constitution of various committees for redressal of grievances as under:-
  - (i) **Academics related**
    - (aa) VC or his nominee
    - (ab) Provost
    - (ac) Dean / HOD
    - (ad) Dean Academics
    - (ae) Controller of Examination
    - (af) Registrar (Member secretary)
  - (ii) **Administration related**
    - (aa) VC or his nominee
    - (ab) Dean
    - (ac) Registrar
    - (ad) Concerned Dy. Registrar
    - (ae) One member outside the Department nominated by VC.
  - (iii) **Discipline related**
    - (aa) VC or his nominee
    - (ab) Provost / Dean
    - (ac) Concerned Head
    - (ad) One member outside the Department nominated by VC



(ae) Registrar (Member secretary)

- (e) The Grievance redressal Committee, objectively and with due respect to the University and academic goals, looks into the grievances and recommend an appropriate action.
- (f) Please refer to the Discipline SOP for discipline related matters.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## CHAPTER 12 - FACULTY MANPOWER PLANNING & RECRUITMENT

1. **Manpower Planning:** Manpower planning has to be carried out every year in the month of March. This has to be done by Dean / Associate Dean of respective faculty by considering the workloads in each School / Department for the coming Academic Year. The detailed report should be sent to Registrar and the Vice-Chancellor secretariat well in advance not later than 15<sup>th</sup> April.
2. **University/ UGC/ AICTE Norms**
  - (a) The workload for the faculty as per AICTE/ UGC norm is 40 hours per week in which direct teaching leaning contact hours are as follows:
    - (i) Assistant Professor -16 hours
    - (ii) Associate Professor/ Professor -14 hours
  - (b) A relaxation of six hours / four hours shall be admissible to Deans / Associate Deans respectively.
  - (c) A relaxation of Four / three hours in the workload may, however, be given to HOD / Programme Head respectively.
  - (d) A minimum of 6 teaching hours per week shall have to be engaged by a Faculty Member who is actively involved in research / extension / administration also.
  - (e) For laboratory sessions the size of a group / batch generally is 20-30.
  - (f) Workload for other responsibilities is as given in the table given below:

Sl. No.	Subject	Workload (in hrs.) for one time table hour	Faculty student ratio
(i)	Mini Project/ UG project guidance	0.5	1:4 or 1:5
(ii)	Theory / Tutorial	1	1:60
(iii)	Practical	1	1:20
(iv)	Master's / M. Phil. Thesis guidance	0.5	1:1
(v)	Ph. D guidance	1	1:1

- (g) No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a same School proceeding on maternity leave around the same time ad-hoc faculty may be appointed on contract basis for that period, based on need.
- (h) Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned Schools.

3. **Work Load for other Administrative Duties / Research Projects:**

Sl. No.	Activity	Workload per week (in hrs.)
(a)	IQAC member	3
(b)	Class teacher	2
(c)	Associate Class Teacher	1
(d)	PI of funded projects/consultancy (Less than five lakh rupees)	1
(e)	PI of funded projects/consultancy (Between five to fifteen lakh rupees)	2
(f)	PI of funded projects/consultancy (fifteen to twenty five lakh rupees)	3
(g)	PI of funded projects/consultancy (more than twenty five lakh rupees)	4
(h)	Placement Coordinator	2

4. **Faculty Requirement:** The Director / HODs shall prepare the School / Department faculty workload as per the above guidelines for the ensuing academic year **at least two months in advance** of commencement of trimester. Relevant details used to arrive at the School's faculty workload shall be attached and explained. Deans of faculty will scrutinize the workload and after necessary modifications, if required, it will be approved by the Vice-Chancellor. A copy of the consolidated faculty requirement, along with a copy of the approval shall be sent to Registrar/HR for appointments.

5. **Recruitment Procedure for the University:** A general recruitment procedure has been covered in detail in Part A of this document. However, few more points specific to teaching staff are given below.

**Notification, Recruitment Process & Selection:**

- (a) Vacancies arising from time to time shall be notified in the leading newspapers as well as website of MIT-WPU simultaneously giving last date of application. The minimum qualifications and other requirements for the post(s) would be as per the norms prescribed by regulating authorities such as UGC.

- (b) Apart from this, there shall be an open invitation on the website inviting applications for faculty positions, and applications received against this invitation would be considered on need basis.
- (c) The Visiting Faculty / Ad-hoc / temporary faculty members etc; already employed in MIT-WPU and meeting the statutory qualification as well as eligibility requirements can also apply for direct recruitment. They will be considered along with other applicants & shall enjoy service continuity, if selected.
- (d) The screening and shortlisting of candidates for interview shall be done in consultation with HOD / Dean and criteria as well as reasons for shortlisting be recorded in writing.
- (e) As M.Tech is the basic qualification for teaching as per AICTE norms any teaching / industry/research experience prior to obtaining M.Tech will not be considered as relevant experience.
- (f) Only full time teaching experience in AICTE / UGC recognized institution shall be considered. Part-time / guest teaching experience will be considered as exposure to teaching process.
- (g) Candidates with relevant experience in industry of their area of specialization will be considered in the ratio 2:1 i.e. 2 years of industry experience will be treated as 1 years of teaching experience.
- (h) **Research Experience**-The period of work in full time doctoral work will be counted for increment purpose at the level of an Assistant Professor, at the time of direct recruitment.
- (i) **Study Leave**-The period of study leave of faculty who has gone on FIP/QIP can be treated as Service in our institution which is considered as Experience which is necessary for acquiring the qualifications for direct recruitment.
- (j) The Selection committee for various faculty positions like Professors/Associate Professors/ Assistant professors will have following composition:
- Vice Chancellor or his nominee as Chairperson.
  - Nominee of Board of Management.
  - Two subject experts not connected with the candidate out of the panel approved by Vice Chancellor proposed by the concerned Dean of Faculty.
  - One expert from Industry. In case Industry person is not available one more subject expert may be added.
- (k) Selection of candidates shall be on merit and suitability as decided by the Interview Board and a priority list of suitable candidates shall be prepared based on merit.
- (l) The recommendations of the Selection Committee shall be placed before the Vice-Chancellor for approval. However, if Vice Chancellor is the Chairperson of the selection committee, the recommendations shall be placed before BoM for approval.
- (m) The priority list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the priority list exceeds the number of vacancies, the remaining candidates on the priority list shall be maintained for future consideration for vacancies arising at similar level within six months until the next advertisement for the same position.

- (n) The Interview Board / Selection Committee shall recommend the designation and pay scale / pay range for the selected candidate.
- (o) Offer letters signed by the Registrar shall be dispatched to selected candidates for acceptance.
- (p) If the candidate(s) accepts the offer and joins the university, the appointment order signed by the Registrar shall be issued at the time of joining.

## **6. Process of Shortlisting (Recommending)**

- (a) For teaching positions, ordinarily, a seminar by each shortlisted applicant may be considered mandatory unless specifically waived by the Vice Chancellor. The Head / Dean along with the subject expert must attend the seminar wherever possible. The expert comments for all candidates be placed before the selection committee. Only shortlisted candidates be asked to make a presentation on their short term / long term plans to the selection committee.
- (b) Candidates applying from abroad may be evaluated by experts through either video/telephonic interview or through recommendations of references and placed before the selection committee for final recommendations.
- (c) Exceptional CV's in specialized areas may be considered directly by Vice Chancellor for creating suitable positions of eminence and appointment. Deans may also recommend such candidates for consideration by Vice Chancellor.

## **7. Appointment, Induction, Probation & Regularization**

### **General Policy**

- (a) The Appointing Authority shall be the Vice Chancellor.
- (b) The first appointment in the case of regular faculty shall be on the scale/pay range with a probationary period of one year.
- (c) At the time of joining on probation the faculty member shall undergo a one week's induction programme conducted by the University.
- (d) The Performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not up to the mark shall be terminated either during the probation period or at the end of probation on recommendation of HOD and Dean Faculty affairs.
- (e) On satisfactory completion of probation as assessed and decided by the University, the staff member shall be regularized.
- (f) The frequency of formal performance review for regular faculty shall be once in a Year.

- (g) Appointment of retired persons shall be on contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.
- (h) All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his / her original certificates of age and qualifications to the Faculty office for verification and return.
- (i) A faculty member who acquires a doctoral degree, while serving the Faculty, shall be considered for three increments from the date on which the Provisional Degree Certificate of his completion of his/her higher degree is submitted to the Registrar office. (Subject to : it is not an essential qualification for that post).

#### **8. Other Benefits**

- (a) Dearness Allowance fixation for staff will be considered as per the State of Maharashtra rules.
- (b) A staff is eligible for annual increment on completion of one complete year (365 days) of service.
- (c) Increment on the scale of Pay for teaching staff is approved annually based on the appraisal results.
- (d) Increment is **neither automatic nor mandatory**. No increment may be awarded if the overall performance appraisal is not good. In case the appraisal indicates unsatisfactory performance, the faculty member be given six months for improvements failing which he may be terminated or relocated in administration.
- (e) Seniority will be determined with effect from date of entry of continuous service with the incumbent in a particular cadre provided he was qualified to be so appointed at the time of his/her appointment.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## **CHAPTER 13 - QUALIFICATION FOR APPOINTMENT OF FACULTY**

### **1. Qualification for Appointment of Faculty:**

*The qualification for the appointment of a teaching staff shall be as per the guidelines given by UGC / AICTE or any other regulatory authority; from time to time.*

#### **Note#**

- The experience mentioned should be after acquiring the basic academic qualification for the respective post.
- The minimum academic qualifications to all the posts shall be as per the UGC/AICTE or any other regulatory norms.
- All degrees i.e. Bachelors', Masters' and Doctoral shall be **from a university recognized by UGC**. Candidates shall present equivalence certificate from Association of Indian Universities (AIU)/AICTE/UGC for any degree obtained from outside country.

### **2. Minimum API Required for Direct Recruitment**

	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
Research Contribution (Only publications in SCI journals will be considered)	-	300 (Consolidated)	400 (Consolidated)

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

Gp Capt D. P. Apte (Retd.)  
Registrar



## **CHAPTER 14 - RESEARCH**

### **1. Research at MIT-WPU**

- (a) MIT-WPU considers Research and Development (R&D) is lifeblood of innovation which helps to advance scientific discovery and generate innovation for improving quality of life. R and D activities provide an insight to the functioning of University and respected by peers, Business houses, and State government.
- (b) It is expected that all faculty members shall contribute significantly in R&D as per industry Research Policy in the area of fundamental research, Applied research and Application of research for development. Besides working in their domain areas shall work in interdisciplinary and multidisciplinary areas and collaborate with Industry and Research organizations to help in Innovation and Incubation of new ideas.
- (c) MIT-WPU is committed to move forward and attract funds from outside besides funding new ideas and scholarships etc. University shall also incentivize IP (Intellectual Property) in terms of patents, copy rights etc. and shall develop Research promotion schemes from time to time.
- (d) In short, an understanding of this relationship will be necessary to drive policy decisions both in terms of the university teaching mission and in research carried out at university.

### **2. Incentives:**

- (a) The MIT-WPU has decided to grant incentives for publication. Faculty members should have some mandatory publication requirements for their career advancement and to avail their AGP as per UGC/AICTE norms. All faculty members who have completed probation in MIT-WPU are eligible for this scheme.
- (b) In case the budget permits, the following incentives shall be made available:-
  - (i) **To present paper in the conference:**
    - (aa) A request with the confirmation letter from the organizers of the conference has to be submitted through HOD to the Dean RDIC. The HOD shall recommend the case based on the nature of the conference and other details. The Dean RDIC shall take the final decision based on availability of funds.
    - (ab) University shall provide financial assistance for the conference registration fee, travel, food and accommodation as per the existing policy on it, for a conference in an academic year. In addition, faculty members shall submit the certificate of attendance to Dean, RDIC besides giving the seminar in the Department on paper presented.

**Note :** *Please refer the Financial Assistance Policy for attending seminars / conferences for further details.*

(ii) **Honorarium for Research Projects:**

- (aa) An honorarium of Rs.3000 per month subject to a maximum of Rs. 30,000/- per annum will be granted to the faculty member who is the Principal Investigator of a research project of value over 20 lakh funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE, etc.
- (ab) Additional facilities in terms of space/infrastructure also can be provided at the discretion of University.

- (c) **Consultancy Projects:** Suitable incentive will be granted to the person as per University policy, from time to time, on consultancy, who takes the consultancy project from an industry/research organization, if the income from the project exceeds Rs. 2.5 lakhs per year.

3. **Other Norms**

- (a) A faculty member can avail of a maximum of Rs. 75000 per annum (Rs. Seventy five thousand) from various incentives of the University.
- (b) Number of faculty members participating in conferences (National) at any given time shall not exceed 25% of the sanctioned strength of the School in a trimester.
- (c) Number of faculty member participating in conferences (International) at any given time shall not exceed 10% of the sanctioned strength of the School in a trimester.
- (d) A faculty member shall be permitted to attend/present a paper in a conference maximum two times in a year.
- (e) Publications/Patents should be in the name of MIT-WPU and the rewards/benefit should be properly acknowledged by the authors/presenters.
- (f) University has the right to review/modify the scheme at any time.

4. **Financial Incentive for Research Publication:** Faculty Members are encouraged to publish research work in reputed journals and are considered for financial assistance.



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5. **Deputation for Ph.D. Work:** Staff members having Postgraduate qualification are encouraged to pursue Ph.D. qualification. Staff members who have put in at least three years of continuous service at MIT-WPU and whose performance is satisfactory, can request Vice Chancellor to depute them for completing Ph.D. from recognized institutions. Such member is required to sign a legal bond before the start of Ph.D. to serve MIT-WPU for **at least three years** after completion of Ph.D. They also have to submit the periodical progress report to Dean RDIC.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)  
Registrar**

## CHAPTER 15 - PERFORMANCE EVALUATION, MIN API REQUIREMENT & PROMOTION

### 1. API for Career Advancement Scheme (CAS) and Direct Recruitment:

Academic Performance Indicators for CAS Promotions for Assistant Professors, Associate Professors and Professors and for Direct Recruitment of Associate Professor and Professor in University.

#### Direct Teaching Hours per week

Position	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for:

- Teaching related activities, domain knowledge
- Participation in examination and evaluation and
- Contribution to innovative teaching, new courses etc.

2. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation /selection committee.

#### (a) Category – I : Teaching, Learning and Evaluation Related Activities

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max Score	Actual Score	Max Score	Actual Score	Max Score	Actual Score
I	a. Direct Teaching	70	Actual hours spent per academic year / 7.75	60	Actual hours spent per academic year / 7.75	60	Actual hours spent per academic year / 7.75
	b. Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year / 10	20	Actual hours spent per academic year / 10	10	Actual hours spent per academic year / 10
	c. Innovative Teaching learning methodologies, updating of subject contents / courses, mentoring etc.	10	Actual hours spent per academic year / 10	15	Actual hours spent per academic year / 10	20	Actual hours spent per academic year / 10

**Note:**

1. Direct Teaching 16/14/14 hours per week include the lectures / tutorials / practical / project supervision / field work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub categories
3. In consonance with established academic and teaching traditions and with a view to reinforce student centric and caring approach; the teachers are encouraged to work with students; beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular, teachers would be the best judge to identify and address the needs of students who may be differently abled or require assistance to improve their academic performance or to overcome any particular disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**(b) Category –II Professional Development, Co-Curricular and Extension Activities**

Based on the teachers' self-assessment, category –II API scores are proposed for professional development, co-curricular and extension activities and related contributions. The minimum API required by teachers for eligibility for promotion is as fixed in table below. A list of items and scores are also given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion from Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor as well as for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. University may detail the activities or in case institutional specifications are required, may adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Max API Score	Actual Score
a	Student related co-curricular, extension and field based activities i) Discipline related co-curricular activities (eg. Remedial classes, career counselling, study visit, student seminar and other events) ii) Other co-curricular activities (Cultural, sports, NSS, NCC etc.) iii) Extension and dissemination activities (public / popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year /10
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Dean /	15	Actual hours spent per academic



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	Principal / Chairperson /Convener/ Teacher in-charge / similar other duties that require regular office hours for its discharge) ii) Participation in Board of Studies, Academic and Administrative Committees.		year /10
c	Professional Development activities (such as participation in seminars, conferences, short-term training courses, industrial experiences, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year /10

**(c) Category – III : Research and Academic Contribution**

Based on the teachers' self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in university. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of assistant professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category III	Activity	Faculty of Sciences / Engineering	Faculty of Languages / Humanities / Social sciences / Library /Arts / / Physical Education / Management	Maximum Score for University
III (A)	Research Papers published in:	Referred Journals as notified by UGC	Referred Journals as notified by UGC	25 per publications
		Other reputed Journals as notified by the UGC	Other reputed Journals as notified by the UGC	10 per publications
III (B)	Publications other than journal articles (books, chapters in books)	Text/references, books published by International Publishers, with ISBN / ISSN numbers as approved by the university and posted on its website.	Text / Reference books, published by international publishers, with ISBN / ISSN number as approved by the University and posted on its website. The list will be intimated to UGC.	30 per Book for Single Author
		Subject books, published by National level publishers, with ISBN / ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The list will be intimated to UGC.	Subject books, published by National level publishers, with ISBN / ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The list will be intimated to UGC.	20 per Book for Single Author

		Subject books, published by other local publishers, with ISBN / ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The list will be intimated to UGC.	Subject books, published by other local publishers, with ISBN / ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The list will be intimated to UGC.	15 per Book for Single Author
		Chapters in books, published by National and International level publishers, with ISBN / ISSN number as approved by the University and posted on its website. The list will be intimated to UGC.	Chapters in books, published by National and International level publishers, with ISBN / ISSN number as approved by the University and posted on its website. The list will be intimated to UGC.	International -10 per chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	a) Major projects with grants above Rs.30 Lacs	Major projects with grants above Rs.5 Lacs	20 per project
		b) Major Projects with grants above Rs.5 lacs upto Rs. 30 Lacs	Major Projects with grants above Rs.5 lacs upto Rs. 30 Lacs	15 per project
		c) Minor Projects with grants above Rs.1 lacs upto Rs. 5 Lacs	Minor Projects with grants above Rs.1 lacs upto Rs. 5 Lacs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lacs	Amount mobilized with a minimum of Rs.2 lacs	10 for every Rs.10 lacs and Rs. 2 Lacs respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO / UNO / UNESCO / UNICEF etc. Central / State Govt. / Local Bodies.	30 for each International / 10 for each national level output or patent. Major policy document of International Bodies – 30 Central Government – 20 State Govt. -10 Local Bodies – 5



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III (D)	<b>RESEACRH GUIDANCE</b>			
III (D) (i)	M.Phil	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree Awarded / Thesis Submitted	Degree Awarded / Thesis Submitted	15/10 per candidate
III E	<b>Fellowships, Awards and Invited lectures delivered in conferences / seminars</b>			
III (E) (i)	Fellowships / Awards	International Award/ Fellowship from academic bodies	International Award/ Fellowship from academic bodies / associations	15 per award / 15 per fellowship
		National Award / Fellowship from academic projects	National Award / Fellowship from academic projects / associations	10 per award / 10 per fellowship
		State / university level award from academic bodies	State / university level award from academic bodies / associations	5 per award
III (E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State / University level	State / University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (F)	Development of e-learning delivery process/material			10 per module

3. Wherever relevant to any specific discipline, the API score for a paper in referred journal would be augmented as follows:

- (a) Paper with impact factor less than 1-by 5 points,
- (b) papers with impact factor between 1 and 2 by 10 points,
- (c) papers with impact factor between 2 and 5 by 15 points,
- (d) papers with impact factor between 5 and 10 by 20 points,
- (e) papers with impact factor above 10 by 25 points.



4. The API for joint publications shall be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

5. The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee shall give its recommendations within 60 days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the List of Journals.

6. **Service Book**: A service book shall be maintained by HR department for all the staff members to record annual increments/career advancements / professional growth etc.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## PART “C”

### NON-TEACHING STAFF

#### CHAPTER 16 - JOB DESCRIPTION OF ADMINISTRATIVE POSTS

##### 1. Non-Teaching Staff Members and their responsibilities.

Whoever adopts any allied profession in an educational institution such as MIT-WPU, assumes the obligation to conduct himself commensurate with the ideal of the main profession of that institute i. e. Teaching. Every Non-teaching member should also see that there is no incompatibility between society precepts and his conduct while dealing with the students or the parents. His conduct should be an ideal one and must motivate / look after students. This “Knowledge Transfer” supporting profession also requires the individual to be calm, patient and communicative by temperament and amiable in disposition.

##### 2. The administrative hierarchy at MIT-WPU is as given below,

(a) **The Statutory Officers:** The statutory officers are considered to be mandatory for the University as given in the MIT-WPU Act. They are

- (i) The Vice Chancellor
- (ii) The Registrar
- (iii) Chief Finance and Account Officer (CAFO)
- (iii) The Controller of Examinations (COE)

(b) **Other Administrative Officers :** There are other administrative officers, primarily employed for managing various administrative tasks, under the statutory officers, as per the requirement of the University. They are as follows

- (i) Associate Registrar
- (ii) Director HR,
- (iii) Deputy Registrars (Records, Establishment, Admin-Estate & Maint etc)
- (iv) Assistant Registrars (Admissions, student affairs etc)
- (iv) Head of Departments, for different administrative departments such as purchase, media, stores etc. as necessary.
- (v) Finance Controller, Dy Controller of Examinations,

(c) **Other Admin Staff :** Other admin staff is required for actual execution of administrative activities such as

- (i) Office Superintendent (Admin supervisors, System administrators, System engineers etc)



- (ii) Sr Clerks (Sr Admin clerks, Lab and workshop technicians & Instructors, Mechanics, IT technicians, EAs & all other Assistants, Store supervisors etc )
- (iii) Jr Clerks (Drivers, hostel wardens, store keeper etc)
- (iv) Peon & Janitors :(Office Boys or equivalent, Housekeeping Staff, Gardeners, Safaiwala, Catering staff, Security guards, watchmen or equivalent, Dry & wet sweepers, all attendants etc)

### **Duties, Responsibilities of Administrative and Technical Staff**

3. **Scope:** As the employees of MIT-WPU, the administrative and technical staff have to follow the rules & regulations as well as certain code of conduct prescribed in performing their duties so as to ensure that the set standards are achieved. These rules, regulations and code of conduct are applicable to all the full time, part time, ad-hoc or contractual staff members working either on time scale of pay or on consolidated pay.

### **Duties & Responsibilities of the Administrative Staff**

#### **General Administration**

4. **Registrar:** Registrar is the Chief Administrative officer of the University and his duties and responsibilities would be as given in the MIT-World Peace University Act. There would be many administrative heads under him, as decided from time to time according to the requirement of MIT-WPU, to assist him in the day today administration of University. The **Associate Registrar** shall function as the de-facto Registrar in the absence of Registrar and otherwise would assist him in delivering all the duties and responsibilities as per the requirement of the Registrar. The duties and responsibilities of other administrative heads are as given below.

#### **5. Dy Registrar (Records and Documentation)**

- (a) **Preparation & Maintenance of Records :** As a self-financed private University, there are many statutory committees in the University Act such as the Governing Body, Board of Management, Finance Committee, Academic Council, Board of Studies, etc. The work relating to these bodies include,
- (i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
  - (ii) Calling for subjects / suggestions for inclusion in the agenda from the Dean/Director/Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
  - (iii) Sending agenda and notes to the members of various committees.
  - (iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.

(v) Maintenance of all important documents such as University Act, Statutes, Ordinances, SOPs, Bye-laws, Policies and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.

(vi) Preparations, Collation of information, Seeking the approval of / information to the UGC, AICTE and other bodies, as the case may be, wherever necessary for the changes/modifications made.

(vii) Maintenance of all attendance registers for meetings and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the University.

(viii) Filing of the documents as per subject and maintaining the files / documents.

(b) **Dealing with UGC, AICTE and other Accrediting Agencies :** The responsibility includes providing assistance to other heads as necessary in:

(i) Initiating all necessary actions in time to get approvals / extension of approvals to the University, to be extended after the expiry of the stipulated period.

(ii) Furnishing the returns called for by the UGC, AICTE and other bodies who have supervisory / overseeing powers with regard to the programmes offered by the University.

(iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the University may decide to get.

(iv) Furnishing of compliance reports and providing the details called for by the agency.

(c) **Collaboration with other Universities**

(i) Keeping record of all correspondences, if any and pursuing actions relating to collaboration dealings with other Universities/Institutions in India and abroad.

(ii) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the University.

(iii) Looking after other documentation related activities pertaining to collaborations as necessary.

(d) **Academic Related Matters ( for New academic programme)**

(i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes / change in intake / closing of programme in the University through Academic Council / Board of Management and the Governing Body of the University.

(ii) Securing the approvals of the Board of Management after due examination in the concerned Board of Studies and Academic Council.

(iii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.

(e) **Other Documents** : He shall also be responsible for

- (i) Development of different Standard Operating Procedures on various issues.
- (ii) Development of different policies on various matters related to academics as well as administration of the University.
- (iii) Development of various rules, regulations and Ordinances for MIT-WPU.
- (iv) Obtaining necessary approvals of the SOPs and Policies from appropriate authorities and bodies as required.
- (v) Preparing the further versions of those Rules / regulations / ordinances / SOPs and Policies and maintaining the previous versions as necessary for record purpose.

(f) Any other task given by the Registrar / VC / Executive President from time to time.

6. **Chief Finance & Accounts Officer (CAFO)** : CAFO is the finance head of the University and his duties and responsibilities would be as given in the MIT-World Peace University Act. The Chief Finance Controller would be working under him, as decided from time to time, to assist him in the day today administration of University financial affairs.

#### 7. **Chief Finance Controller**

(a) **Budget Preparation;** Budget is an important instrument for the control of expenditure and financial management of the University. The duties and responsibilities of financial administrative staff include,

- (i) Calling for budget details; for Permanent and Limited Time Assets as well as consumables and non-consumables from the Departments of the University.
- (ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- (iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- (iv) Bringing timely, to the notice of appropriate authority; in case of any deviation noticed, so that necessary control can be exercised.
- (v) To ensure pre-audit for expenditure above the limits decided from time to time.

(b) **Account Keeping and Compilation**

- (i) Keeping of books of accounts such as ledgers, subsidiary books, cash book, etc. as per the approved procedure / finance manual of the University.
- (ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.

- (iii) Management of accounts receivables by taking prompt action to recover the amount due to the University.
- (iv) Receipt of trimester fees and other fees from the students, accounting them and attending to all other issues relating to that.
- (v) Accounting of caution deposit of students and refund / adjustment as the case may be.
- (vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the Chief Finance & Accounts officer / the Executive President.
- (vii) Management of all payables by the University by taking prompt action after approval from the authority concerned, for all bills for supplies and services availed.

(c) **Fund Management**

- (i) Investment of funds, received from parent body (Maharashtra Academy of Engineering and Educational Research, Pune) or from the income realized from students in terms of fees, as per the decision of the University.
- (ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- (iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

(d) **Salary and wages**

- (i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- (ii) Maintenance of accounts pertaining to statutory deductions like provident fund, GST, property tax, etc.
- (iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- (iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- (v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- (vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity as applicable and recovery of dues from employees.
- (vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the University.

(viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

(e) Any other task given by the Registrar / VC / Executive President from time to time.

## **8. Director HR**

### **(a) Recruitment of staff**

(i) Collating staff requirements projected by Faculty / Schools / departments and working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.

(ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concerned.

(iii) Putting up proposals for sanctioning additional staff as and when new programmes are added and / or expanded, etc., after getting necessary proposals from the concerned Dean / Director / Head of Department.

(iv) Issuing advertisements in print media, websites etc and receiving applications, short-listing candidates by qualification as per UGC / AICTE as applicable or test / experience, etc. and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.

(v) Issuing of appointment orders to the selected candidates after approval by the competent authority.

(vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

(vii) Maintenance of personal files / leave / service record for each employee.

### **(b) Service Related Matters**

(i) Prompt up-dation of all matters relating to probation, regularization for all categories of staff.

(ii) Receipt of all annual performance appraisal forms from the Faculty / Schools / Departments, initial scrutiny for missing details and submission to the appropriate review committee / authority.

(iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.

(iv) Arranging for special reviews for career advancement / training needs / promotion by the committee constituted and issue of orders thereafter.

(v) Maintenance of all service records of all employees and periodic updating.

(vi) Matters relating to deputation of employees for higher studies in India or abroad.

(vii) All matters relating to deputation of faculty to attend conferences / seminars / workshops either in India or abroad.

(viii) Issue of certificate such as service certificate, experience certificate, etc. after obtaining approval from the authority concerned.

(c) **Retirement, Severance and Disciplinary Action**

(i) Processing of resignation request of employees after checking his / her condition of appointment with respect to the policy of the University.

(ii) Issue relieving order through the Department concerned only after satisfying meeting of all conditions prescribed and after obtaining no dues certificate.

(iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.

(iv) Issuing certificate / experience certificate only on completion of all formalities.

(v) All matters relating to disciplinary action against employees for misconducts / offences committed, dereliction of duty, etc.

(vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the University.

(d) Any other task given by the Registrar / VC / Executive President from time to time.

9. **Assistant Registrar Admissions**

(a) Issuing advertisements calling for application for various programmes offered by the University and processing of applications.

(b) All correspondences relating to admission of students in various programmes and all issues relating to admission.

(c) Verification of all certificates of students for validity before admission.

(d) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

(e) Keeping an updated count of admissions / cancellations etc.

(f) Any other task given by the Registrar from time to time.

10. **Assistant Registrar ( Student Affairs)**

(a) **Maintenance of Student Records**

(i) Maintenance of all information relating to every student pursuing a programme in the University in proper form and to retrieve them as and when necessary.

(ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

(b) **Scholarships, Bank loan and Research Fellowships**

(i) Issuing certificates to students to secure loan from Banks for pursuing education in the University.

(ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.



(iii) Matters relating to award of merit scholarship, fee waiver, etc., by the University for meritorious students on case to case basis as per University Policy.

(iv) Distribution of cash award, prize, etc. if any, to students who secure ranks in the examination as per the scheme of University, as decided by the University.

(v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

(c) **Disciplinary Action**

(i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action as directed by the Registrar or VC and securing the report and pursuing disciplinary action against the student(s) concerned.

(ii) Pursuing matters relating to cases filed by student in the courts to defend the University.

(iii) Processing of complaints received from parents of students and others and pursuing action through appropriate authorities till completion of the process.

(iv) Dealing on priority basis disciplinary action relating to ragging by students.

(d) **Student Professional Bodies**

(i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.

(ii) Sanction of advance for various events organized by student professional bodies and final settlement/adjustment of accounts by the Department concerned.

(e) **Issue of Transfer certificates & Hall tickets etc.**

(i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the University after completion of programme / discontinuation of the programme.

(ii) Distribution of Hall tickets to the students after ensuring their compliance of stipulated conditions, as per the regulations, for the end trimester examinations.

(vi) Any other issues relating to students' academic activities.

(f) Any other task given by the Registrar / VC / Executive President from time to time.

11. **Controller of Examinations (COE):** COE is the head of the Examinations department in the University and his duties and responsibilities would be as given in the MIT-World Peace University Act. The COE would work as the overall controller of examination related affairs, directly under the Vice Chancellor of MIT-WPU. The Dy COE would assist him as required by the COE from time to time, in the day today administration of University examination affairs. Besides, any other task given by the Registrar / VC / Executive President from time to time.

12. **Dy COE :** As a Dy Controller of examinations he / she shares the responsibility for scheduling and conducting of end trimester examinations, declaration of results, distribution of mark sheets and degree certificates for the University. The duties and responsibilities include,

- (a) Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assigning marks.
- (b) Scheduling of end trimester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- (c) Making arrangements to conduct examinations and evaluations as per the CAP procedure of MIT-WPU.
- (d) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.
- (e) Printing and distribution of cumulative credit point average (CGPA) trimester-wise to students of various programmes.
- (f) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- (g) Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution or preparing the data of each student for uploading on the NAD portal for creation of degree certificate in soft form.
- (h) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.
- (i) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.
- (j) Any other task given by the Registrar / VC / Executive President from time to time.

### 13. **Dy Registrar (Stores and Purchase)**

- (a) **Purchase of items** The duties and responsibilities under this item shall include,
  - (i) Though Faculty / School / Departments initiate purchase actions; for both consumable and non-consumable (PA /LTA type) items; it is the duty of administration to ensure that they follow the purchase procedure as prescribed in the **SOP on Purchases & Procurements** by the University.
  - (ii) Scrutinise the purchase indent and advise the initiating agency on securing the administrative approval from the appropriate authority as per said SOP on the purchase proposal. Initiate purchase action as per SOP on completion of all pre-requisites.
  - (iii) Check the comparative statement and the evaluation sheet with remarks for accuracy/missing information, as necessary for short listing the vendor. Place it before the purchase committee for consideration / negotiation with the parties concerned and final decision.
  - (iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks, as necessary.
  - (v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and for approval.

(vi) Making arrangements for procuring required record books and other stationery required by the Departments, Examination Cell, etc., for every end of term, as the case may be as per guidelines given in SOP.

(vii) Purchase of all furniture and fittings and all types of consumables, required by the University maintenance department through appropriate agencies as per the procedure enunciated by the University.

**(b) Central Stores, Stocking & Distribution**

(i) Collate the routine requirements from all departments, make arrangements for procuring / printing / stocking and distribution of calendars, magazines, record note books, other forms, answer booklets, registers and all types of stationary items required by the University.

(ii) Collate the routine requirements from all departments as well as maintenance dept for running repairs, painting requirements and stock in central stores to reduce time delays.

(iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.

(iv) Maintenance of stock register and arranging for periodical / annual stock verification in all the Departments of the University.

(v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

**(c) Bills processing**

(i) Bills received from the vendors and suppliers have to be verified for stock certificate and the claims made by the suppliers.

(ii) Bills after due verification be passed to the Accounts Section for passing and issue of cheque.

(iii) Payment to the parties by cheque will be made by the accounts department once cleared by Stores and Purchase section.

(d) Any other task given by the Registrar / VC / Executive President from time to time.

**14. Dy Registrar (Estate & Maintenance)**

**(a) Maintenance Related Responsibilities**

(i) He shall be responsible for all types of maintenances in the University buildings, procurement of material for building repairs, engaging available manpower or hired manpower for repair works or performing maintenance works of buildings.

(ii) Servicing and maintenance of DG sets available in the campus as well as procurement of electrical spares and components for general up keep of electrical services in and outside the buildings.

(iii) Coordination, supervision and monitoring of housekeeping services for cleanliness of toilets, gardens, laboratories, classrooms and all such areas in the University.



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(vi) Maintenance of other services such as biogas plants at canteen, bore wells and water pumps, overhead tanks, solar panels on roof tops etc.

(v) Provision as well as maintenance of all types of furniture in the campus, class rooms, offices, laboratories, libraries, hostels etc.

(vi) He shall engage adequate number of carpenters, plumbers, electricians, housekeeping staff, labourers etc through contract or employment after consulting the Registrar.

(vii) He shall also keep a watch for availability of space for creating office accommodation for new office bearers / staff and furnishing them with appropriate interior decoration commensurate with the post of the individual.

(b) **Maintenance Contracts**

(i) He shall look for suitable agencies to enter into contracts for certain services such as maintenance of DG sets, Air conditioners placed all over the University, Solar panels, elevators etc wherever there are no specific people employed or to outsource the services to obviate any permanent employment for short term work.

(ii) He shall keep a track of such contracts and renew them / terminate them as the need be.

(c) **Estate and Property**

(i) He shall keep himself aware about the total area covered by the University and see that there are no encroachments on University land from any side. In case of such observation, the same would be brought to the knowledge of the Registrar immediately.

(ii) He shall hold a copy of all the land records with him such as 7/12 papers of all the Gut numbers owned by University / sponsoring body, the mutation entry papers etc.

(iii) He shall hold a copy of all the building related documents with him such as copy of NA (Non Agriculture) order for each survey (gut) number', building construction / commencement permission, Electricity board permissions, PWD permissions, architectural drawings, structural drawings, elevator permissions, building completion certificates, as built drawings and its clearances etc.

(d) Any other task given by the Registrar / VC / Executive President from time to time.

**Duties & Responsibilities of Technical Staff**

15. **Practical Classes**: A big number of technical supporting staff is employed in the laboratories of various departments. As far as practical classes in the laboratory are concerned, the responsibilities of the technical staff is as given below.

(a) **Science Laboratories :**

(i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.

(ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.



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- (iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages / malfunction etc., if noticed.
- (iv) While the faculty member is explaining and issuing instructions as to 'how to conduct experiment', this technical support member should refrain from prompting the students.
- (v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling the equipment.
- (vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use and are placed securely in the place designated for each.
- (vii) In case of any damage, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the dept office at the end of the semester to effect recovery from the student concerned.
- (viii) Wherever harmful items/chemicals are involved in the experiment, the supporting staff should keep a watch to avoid misuse by any student(s); in the interest of their safety.
- (ix) Carry out any other work assigned to them by staff in charge and HOD.

(b) **Workshops :** The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students for imparting technical skills, involving machines etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical support staff is responsible for

- (i) Issue of required tools and gadgets for performing the exercise / practical assigned to each of the student and receiving it back after the class is over.
- (ii) Coaching the students as to 'how to operate the machine, mounting of tool, carrying out machining operations, dismounting tools, cleaning of eqpt', etc.
- (iii) Helping the students in grinding / sharpening the blunt tool, so that the students acquire the skill involved in it.
- (iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- (v) Coaching the students in handling of 'hand tools' involved in carpentry work, helping the student in learning simple carpentry works.
- (vi) Coaching the students in fitting and welding activities and in plumbing works.
- (vii) Demonstrating the students, steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- (viii) To keep a watch on the students so that they handle tools safely and securely in the interest of their own safety.

(ix) Technical staff should communicate with the students in appropriate language, preferably English, during Lab Classes since the students are from all over the country.

(x) Carry out any other work assigned to them by faculty staff in charge and HOD.

(c) **Testing and Machine Oriented Laboratories** : There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries / test equipment. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

(i) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing it by himself and instead, get it done from the students.

(ii) Provide assistance if needed, to the students, in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.

(iii) Issue of necessary consumables from the laboratory stock, required by the students for conducting the experiment and accounting it properly.

(iv) Keeping the testing equipment / machinery in operable condition by checking them when the laboratory classes are not there.

(v) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and record of issue to students and receipt back, after the experiment.

(vi) Maintenance of cleanliness in the laboratory.

(vii) Carry out any other work assigned to them by staff in charge and HOD.

(d) **Electrical and Electronics laboratories**

(i) To assist the faculty in charge of laboratory practical class, for an effective and orderly conduct of practical courses.

(ii) To check and ensure that all the equipment and machineries are in proper working condition before the commencement of lab classes.

(iii) To ensure the safety of the students during lab classes by carefully watching that students follow the safety instructions.

(iv) To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment and account for each.

(v) To help the students in the circuit debugging, measurement / observation, etc., in the regular lab classes.

(vi) To always maintain all the work-tables in the labs in working condition by properly carrying out periodical maintenance activity.

(vii) To help the students in the fabrication of working models, as a part of their project work.

(viii) Maintenance of cleanliness in the laboratory.

(ix) Carry out any other work assigned to them by staff in charge and HOD.

(e) **Computer related laboratories**

- (i) Routine maintenance of all computer systems, UPS, network peripherals and other peripheral equipment related to laboratory.
- (ii) Assisting the faculty in charge of laboratory class for any recovery, as far as it relates to the hardware and system software problems.
- (iii) If a system is under warranty period or in maintenance contract, the staff should coordinate with the concerned vendor / company technical staff for fixing the defects as and when required.
- (iv) Maintenance of computers placed in the University offices, libraries, work areas and placed with senior officials in their offices like Vice-Chancellor, Registrar, Director and Deans.
- (v) Maintenance of networking of the laboratory concerned.
- (vi) Creation of new login during the commencement of trimester for new students, so that they can perform designated exercises during the trimester.
- (vii) Attending the problems faced by students with respect to hardware and system software.
- (viii) Arranging LCD projector in the class rooms, conference halls, seminar halls, event locations etc., as and when needed.
- (ix) Loading specific software and upgrading of system to meet the specific requirement of students for doing project works.
- (x) Maintenance of all software packages held by the laboratory. Performing virus check and carrying out anti-virus scan of all the system routinely and whenever found affected.
- (xi) Switching off the systems and air conditioners after the class or if students are not using the laboratory; to save energy.
- (xii) Reporting to the faculty member in case of misuse of the system by any student(s).
- (xiii) Keeping the cleanliness in the laboratory.
- (xiv) To carry out any other work assigned to them by staff in charge of Laboratory or HOD.

16. **Cleanliness And Maintenance** : The duties and responsibilities of all the technical staff with regard to the cleanliness and maintenance activities are concerned, include,

- (a) Ensuring that the laboratory/workshop where the technical staff is working is kept clean and neat by utilising the sweepers or the house keeping services, provided for the purpose.
- (b) All the equipment / machinery should always be maintained in the optimum working condition. In case of any fault / defect, it should be brought to the notice of the faculty in

charge of the laboratory and prompt recovery action should be initiated to rectify the defects.

(c) The technical staff should ensure that the garbage / dirt in and around the laboratory or in the vicinity outside the laboratory are cleaned by the concerned cleaning staff.

(d) All safety items like fire extinguisher etc., should be kept in working condition and first aid medicines are kept in the “First-Aid” box, to be used in case of emergency. These medicines should be replaced as and when they expire.

(e) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done from the outside agencies, whenever it is needed.

(f) Maintenance and exhibition of charts and other learning materials in the laboratory as directed by the laboratory in charge is also the responsibility of technical staff.

(g) The technical staff should bring it to the notice of faculty in charge about unserviceable items as well as items to be condemned. He/she should also help him/her in taking action to dispose them.

(h) All the machineries and equipment are to be cleaned regularly by the technical staff.

17. **Laboratory / Workshop Record Keeping** : Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff shall be responsible for following,

(a) Maintaining the stock register for both; consumable and non-consumable items; by making entries instantaneously and getting it countersigned by the faculty member.

(b) Maintain the records of the store room / cupboard / shelves etc wherein the tools, gadgets, etc., are stocked securely and safely and issued to the students on the instruction of the faculty. The issue shall be with proper acknowledgement / receipt only.

(c) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.

(d) Maintenance of breakage register, regarding the item damaged / broken by students while doing experiment; preparing the statement and obtaining countersignature of the faculty member at the end of semester for forwarding to the office to effect recovery.

(e) Maintaining records of issue / receipt of, all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

18. **Involvement in Developmental Activities**: All the technical staff shall also assist for the following

(a) **Laboratory development**

(i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed (e.g. change of course or programme).

(ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and/or the laboratory in charge,



should help the students in fabricating / assembling the experimental set up or developing gadget using the laboratory facilities.

(iii) Whenever new equipment / machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge, in the installation of equipment, as necessary.

(b) **Research related**

(i) Whatever experimental set up needed by the Ph.D./M.S./M.Phil. researchers, the technical staff should assist the research scholar for obtaining the approval of the laboratory in charge.

(ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements as well as in the operation of the machine / gadget / eqpt.

(iii) As a University, emphasis will be on sponsored research projects and consultancy. Many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help the project co-ordinator and project associates in their endeavour.

(iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators, as necessary.

(c) **Testing for outside agencies :** Since the University holds a number of test equipment; it may receive requests for testing of components, materials etc or for certification, from different sources. While conducting such testing, along with the faculty member, the technical staff should take utmost precaution in preparing samples and be careful in testing, so that the credibility of certification is ensured.

19. **Involvement in Examination Related Activities:** The duties and responsibilities of the technical staff during practical examinations are as follows:

(a) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.

(b) Desist from revealing to the students, any confidential information relating to the content and scope of the practical test given to the students.

(c) Desist from giving any clue or assistance to the students, who are undergoing examination, thereby not jeopardizing the sanctity of the examination.

(d) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

(e) Account for equipment / material issued, before and after every examination.

20. **Workload**

(a) A full time technical staff should perform a minimum of **44 hours** of work per week for the University on a **5½ day week** basis. The University has the right to fix the working hours and days depending upon the exigency.

(b) The 44 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc. as necessary.

(c) It is quite likely in some trimesters, that there may not be much work in a particular laboratory. Therefore, the HOD concerned may re-deploy the technical staff depending on the need so that the workload is distributed evenly among all the technical staff of the department.

### **Duties & Responsibilities of Other Non-Technical Staff**

#### **21. Public Relations Officer.**

- (a) Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.
- (b) He shall be responsible to ensure that the information relating to the University is disseminated to appropriate agencies only.
- (c) He shall coordinate with media department for communication purposes, publicising of social events, academic achievements of the University as concurred by the Registrar.
- (d) He shall maintain an enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission rules etc.
- (e) He shall forward information about the views and reaction of the community on the various University decisions, feedback to review on its existing programme and plan for the future, to appropriate authorities of the University.
- (f) He shall maintain liaison in institutions of academic / research, Govt. research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.
- (e) He shall acquaint himself with the print media techniques.
- (f) He shall assist the Vice-Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice Chancellor / Executive Council.
- (g) The Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

#### **22. Security Officer :** The Security Officer shall be under the direct control of the Registrar or VC or the Executive President, MIT-WPU; as may be told to him and shall assist the Registrar in maintaining security of the University Campus, and of its movable / immovable property. He shall be responsible in respect of

- (a) He shall maintain a good relations and liaison with the area police station, ACP / DCP or with the commissioner of police for security related matters.
- (b) He shall look into all the routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to take the disciplinary

actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.

(c) He shall perform such other duties and functions as may be assigned to him by the Registrar / VC or the Executive President, MIT-WPU from time to time.

(d) He shall be personally responsible for the safety of the staff/officers etc. and for the security of the University property.

(e) It shall be the duty of the Security Officer to see that no encroachment on the University property / Campus and Buildings take place.

(f) He shall ensure that no unauthorised persons are allowed to enter the premises of the University. In case of such encroachment or tress-passing or insecurity due to a situation created by riot / student unrest etc. he shall take help of the police to control the situation.

### **23. Head Clerk, Superintendent, Assistant Superintendent or Equivalent Posts**

(a) To exercise, check and follow up the incoming letters received in the respective dept / sections from other Faculty / Departments / Students etc.

(b) To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.

(c) To submit notes/drafts for approval of the officers through the Superintendent.

(d) To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.

(e) To ensure the prompt dispatch of letters.

(f) To arrange filing of the papers and arrange files in order, year-wise and subject-wise.

(g) To maintain calendar of periodical returns for incoming and outgoing, separately.

(h) To attend to any such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

### **24. Senior or Junior Clerks or Equivalent Cadres**

(a) To enter the mail and letters and inter-departmental correspondence/files etc. in inward / outward registers.

(b) He / she shall see that the letters, documents etc. addressed to the officers by name, will be received by the officers themselves or through EA's / Secretaries.

(b) To acknowledge letters received.

(c) To submit mail (dak) to the respective office / Officers daily, dispatch and ensure every entry in the register bearing the initials of the recipients of that letter / documents etc.

(d) To keep a track of the letters issued, to which replies have not been received and for which reminders are required to be sent.

- (e) To send relevant extracts or any part of a receipt, through appropriate officers / Assistant Registrar / Superintendent to the Section, branch concerned for remarks and/or necessary action.
- (f) To open and maintain service book / new file(s)-note-book(s), carryout copying work / rubber stamping and to attend to all types of administrative / clerical work.
- (g) To maintain different registers, forms as necessary etc.
- (h) To keep a notebook to watch timely disposal of urgent papers.
- (i) To collect the relevant material required for taking action on a matter or case *viz.* file on the subject (if one already exists) or other papers/files, if any or refer to any receipt or any other relevant material etc.
- (j) To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
- (k) To prepare routine letters/replies for approval where noting is not required; issue reminders for submission of responses.
- (l) To maintain daily work sheet and to submit weekly arrears report to the next Senior in chain of command.
- (m) Any other work assigned from time to time, with the approval of the Assistant Registrar / respective officer.

25. **Executive Assistants (EA)** : Executive assistants provide high-level administrative support to executives in this University. They not only conduct clerical work but also perform duties that can have an effect on the success of any specific activity of the University, such as helping with coordination activity, collection of data for the executive, scheduling important meetings etc. They help the executive with time and daily work management, monitoring correspondence, answering phone calls, taking notes, emailing messages or texts etc. The primary role of the EA is to free the executive's time from organising and administrative tasks so that they can spend maximum time on strategic tasks.

(a) **Key skills for EA:**

- (i) Discretion, confidentiality and trustworthiness are the most essential attributes of a successful EA.
- (ii) Flexibility and adaptability to situation.
- (iii) Good oral and written communication skills.
- (iv) Organisational skills and the ability to handle multiple tasks simultaneously.
- (v) Proactive approach and ready to take the initiative.
- (vi) Tact and diplomacy.
- (vii) Good working knowledge of standard software packages and the ability to learn organisation-specific software, if required.

(b) **Duties and Responsibilities:** Besides the mundane tasks such as clerical works, setting meeting agendas, sending emails / memos, reviewing incoming reports and managing the executive's daily appointments and schedules; other tasks are;

- (i) Envisaging / maintaining office systems, including data management and filing.
- (ii) Arranging required mode of travel, tickets, visa and accommodation etc and if asked for, travelling with the executive to take notes or dictation at meetings or to provide general assistance during presentations.
- (iii) Screening phone calls, enquiries and requests, and handling them when appropriate.
- (iv) Meeting and greeting visitors at all levels of seniority and often controlling access to the executive.
- (v) Reminding the executive about the important tasks and deadlines.
- (vi) Dealing with incoming email, faxes and post and corresponding on behalf of the manager as told.
- (vii) Carrying out background research and presenting findings.
- (viii) Producing documents, briefing papers, reports and presentations.
- (ix) Organising and attending meetings and to help the executive for meeting preparations.
- (x) Liaising with clients, suppliers and other staff.
- (xi) He / she shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.

26. **Media & Marketing Staff** : The Media and marketing staff work 'hand in glove' and primarily administer the print media, marketing as well as advertising of the University. The media and marketing managers should be instrumental in managing various content-related assets of the university.

Media & Marketing Administration includes but is not limited to:

- Content design, planning and goal setting as per the event or occasion.
- Development of brand awareness and brand reputation.
- Content management.
- Managing news media.

The Media Head and the marketing head are required to be a highly motivated, creative individuals with experience and passion for connecting with people. Another essential component is communicating the University brand in a positive, authentic way that will attract the students across the country.

(a) **General Responsibilities of the Media and Marketing Manager**

- (i) University Brand Development
- (ii) Identify Target Customers (students)
- (iii) Set Clear Objectives
- (iv) Visual Design Development Strategy
- (v) Solid Content Strategy
- (vi) Promotion Strategy

- (vii) Engagement Strategy
- (viii) Conversion Strategy (Customer to student)
- (ix) Manage social media marketing campaigns and day-to-day activities including:
  - (aa) Develop relevant content topics to reach the prospective students and their parents.
  - (ab) Create, curate, and manage all published content (images, video and written).
  - (ac) Conduct online advocacy and open a stream for cross-promotions.
  - (ad) Develop and expand community outreach efforts.
  - (ae) Oversee design (ie: Facebook Timeline cover, profile pic, thumbnails, ads, landing pages, Twitter profile, Blog, etc.).
  - (af) Design, create and manage promotions and Social ad campaigns.
  - (ag) Manage efforts in building online reviews and reputation. Monitor online reviews and respond to each review.
  - (ah) Analyse key metrics and tweak strategy as needed.
  - (ai) Compile reports for management showing results (ROI).
- (x) Become an advocate for the University in media spaces,
- (xii) Demonstrate ability to map out a comprehensive marketing plan and drive strategies.
- (xiii) Monitor trends in social media tools, applications, channels, design and strategy.
- (xiv) Implement ongoing education to remain highly effective.
- (xv) Identify threats and opportunities in user-generated content surrounding the University. Report notable threats to appropriate authority.
- (xvi) Analyze campaigns and translate anecdotal or qualitative data into recommendations and plans for revising social media, content marketing and advertising campaigns.
- (xvii) Monitor effective benchmarks (Best Practices) for measuring the impact of media campaigns. Analyse, review, and report on effectiveness of campaigns in an effort to maximize results.

**(b) Duties and Responsibilities of Content manager**

- (i) Administer the creation and publishing of relevant, original, high-quality content.
- (ii) Identify and improve organizational development aspects that would improve content (i.e. employee training, recognition and rewards for participation in review building).
- (iii) Create a regular publishing schedule.
- (iv) Use and Leverage the right tools to develop and manage the content.

- (v) Implement a content editorial calendar to manage content and plan specific, timely marketing campaigns.
- (vi) Promote content through social advertising.

27. The media and marketing staff shall assist the media and marketing managers / heads in delivering the responsibilities as directed by them.

28. **Duties and Responsibilities of Vehicle Drivers**

- (a) Drivers are responsible for inspecting the vehicle entrusted to them, prior to leaving for duty and bring out the issues, if any, immediately to the notice of the University vehicle in-charge.
- (b) Drivers shall not ply the vehicle if he suspects that it is not operating properly or not roadworthy. They shall keep a track of routine maintenance requirements and arrange for it through appropriate authority.
- (c) In case the vehicle breaks down on the way; the driver will park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely, or towed.
- (d) Drivers must only transport the number of persons for which the vehicle is meant for.
- (e) The driver must make certain that all persons in the vehicle wear their seatbelts, as available.
- (f) Drivers must observe all traffic regulations and shall not, in any case, jump the Red light.
- (g) Drivers shall be personally responsible for any traffic challans that may be issued to them as a result of violating any traffic rule.
- (h) Drivers must take appropriate precautions while driving in hazardous conditions such as dust storms, fog, haze, heavy rain etc). This includes allowing enough time for travel.
- (j) Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location in the University. Even if, where a private vehicle is used, the driver shall be responsible for complying with all rules and regulations as stated above.

29. **Duties and Responsibilities of Peon (Office Boy / Office Assistant)**

- (a) To open windows etc. in morning and switch on fans and lights and closing the same, when not required.
- (b) Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines.
- (c) Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the concerned Officer / department Head.

- (d) Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
- (e) Carry messages, papers, registers, files, circulars, bags, portable eqpt etc., from one place to another inside office or outside as the case may be.
- (f) Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
- (g) Operate franking machine, wherever necessary.
- (h) Operate photocopy machine, wherever necessary.
- (j) Carry out any other work of similar nature which the Officer in-charge / Dy. Registrar / Assistant Registrar / Principal or any officer of the University, may instruct from time to time.
- (k) Serve drinking water / tea / coffee / snacks to employees and to visitors, as and when required.
- (l) Dispatch letters, including letters for 'by hand delivery'.
- (m) Peon shall also have to attend to the duties assigned to them such as sweeping, cleaning rooms and furniture and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.
- (n) Any other work as may be assigned to him by the concerned officer from time to time.

30. **Garden Superintendent** : The Garden Superintendent shall be under the direct control of the Administrative Co-ordinator or Registrar as the case may be. He shall be responsible for;

- (a) Maintenance and development of garden.
- (b) He shall also supervise the work of gardeners and other persons working under him and shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar/Administrative Coordinator.
- (c) Collection of brown waste and putting the manure plant and recycling the plant routinely.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

Gp Capt D. P. Apte (Retd.)

Registrar



## **CHAPTER 17 - CODE OF PROFESSIONAL ETHICS FOR ADMINISTRATIVE STAFF**

### **Code of Professional Ethics / Conduct :**

1. As members of administrative and technical staff, they have an enormous responsibility in providing necessary support services for imparting education, research and extension activities of the University as well as in the administration of the University. They are responsible for the sustenance of the highest ethical standards of the University and the broader community in which they function. This code serves as a guide to all the members of both the category.
2. **Applicability and Violations :** The members should bring to the attention of appropriate authority any suspected violations; by any member of the staff; of any of the provisions of the University rules and regulations. Raising such a concern is a service to the University and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action as per the SOP on Disciplinary Actions, upto and including termination from employment of the University. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.
3. **Relationship with Students :** While the aim of the University is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
  - (a) To accord a "Just and Impartial Treatment" to all students irrespective of their religion, community, caste, creed, sex, economic and social status.
  - (b) Making regular contribution for the personal development of students, while looking after their interest and welfare.
  - (c) Maintaining confidentiality of the personal information about students, which the member, if knows, to anyone other than to authorized persons/agency or in the interest of law.
  - (d) Having respect; to show an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
  - (e) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
  - (f) To deal politely and compassionately with the parents/guardians of wards when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
  - (g) Try and inculcate the values such as integrity, honesty and fairness in all the dealings by the staff as a requirement of the University ethical value system .

4. **Relationship with Faculty Members** : Since the technical and administrative staff are expected to work closely with the faculty of the University in day to day activities, the staff should
- (a) respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
  - (b) develop friendly and co-operative relationship with the faculty members.
  - (c) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
  - (d) not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
  - (e) provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
5. **Relationship with Colleagues** : A member of technical and administrative staff is expected to develop cordial and brotherly relationships with his/her colleagues to nurture respectable interpersonal relationships and to develop a team spirit. In particular he/she should,
- (a) Behave or treat your colleagues in the University in a manner you expect them to treat yourself.
  - (b) Extend co-operation to all the colleagues in activities relating to academic and administrative matters and also in the development of his/her profession.
  - (c) Avoid writing anonymous letters to the authorities for attaining any selfish motives or interest about any colleagues which may harm others' interest.
  - (d) Desist spreading rumours or wrong news about any colleague(s) about any personal or official matter.
  - (e) Refrain from passing false or derogatory information about any colleague(s) to any individual or agency or any other information without his/her explicit permission.
6. **Relationship with Management** : A member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
- (a) Perform all professional activities through proper channels.
  - (b) Never discuss any professional or other information pertaining to the University with any unauthorized individual for any reason.
  - (c) Look for promotion/elevation only on grounds of competence/performance.
  - (d) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.
  - (e) Honour the provision of the bilateral agreement i.e. bond, which the member might have entered into with the University at the time of employment.

- (f) While performing any responsibility / work involving financial transactions; always adhere to professional etiquettes and ensure general interest of the University.
- (g) Co-operate whole heartedly with the University authorities for fulfilment of its mission and goals by performing given role in a professional manner.
- (h) Avoid condemnation of authorities, anonymous communication to outsiders / newspapers, conversational conflicts etc; which may harm the interest of the University.
- (i) Every member is required to conduct any kind of the financial transactions of the University with utmost honesty, integrity and fairness.
- (j) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- (k) One should follow all norms and jobs assigned by the University from time to time, with full dedication.

7. **Use of University Resources :** The University resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. These resources must be used only for the purposes of the University. They should not be used for any kind of personal gains and for personal purposes, except in a manner that is incidental and if in the list of employee's duties.

8. **Representation and Grievance Redressal :**

- (a) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- (b) Reports/representations shall be made to the grievance redressal committee by furnishing factual information with available evidence(s), for necessary redressal.
- (c) The affected member should address his/her problem through appropriate channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities. (PLs refer the hierarchy given in the SOP on Disciplinary Action )

9. **Relationship with the Society:** The activities of a member of technical and administration staff are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- (a) Adherence to desirable standards expected by the society from the University.
- (b) Participation in diverse activities of the community as a good citizen.
- (c) Soliciting public co-operation in the educational programmes of the University.



(d) Taking appropriate efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

10. **Conflict of Interest / Commitment:** A staff member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her designated time to academic, research, consultancy, extension and administration related activities. Therefore, doing private business or such related transactions, personal work, etc., during the University working hours is strictly prohibited, except in emergent cases and with due permission of the appropriate authority.

11. **Miscellaneous Rules of Conduct :** The following may be called the miscellaneous rules of conduct, which every member is expected to follow.

(a) If any member wishes to stand for election to any local body, State Assembly or Parliament, he/she shall seek prior permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her credit or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.

(b) A staff member shall not indulge in any adverse criticism of the University and its officers by means of any electronic or printed article, broadcast / emails, social media posts or any other document or statement to any person or media house or news agency.

(c) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.

(d) Use of cell phones by students in the University campus during working hours is discouraged and hence a technical staff member should also not use them during practical class hours, meetings, etc.

(e) Notwithstanding all the rules and regulations as well as the code of conduct specified in this document, all technical and administrative staff should follow the rules and regulations or instructions framed and issued by the University from time to time in true letter and spirit.

For Dr. Vishwanath Karad MIT-World Peace University

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Gp Capt D. P. Apte (Retd.)  
Registrar

## **CHAPTER 18 - ADMINISTRATIVE MANPOWER PLANNING & RECRUITMENT**

1. **Manpower Planning:** The administrative appointments or officers of the University can be changed except for the mandatory posts given in the MIT-WPU Act. Therefore, manpower planning and recruitment shall be carried out **on need basis**. Since they are not involved in teaching part, there is no specific need of appointing a person by any specific date. The requirement shall be decided by the Registrar or Associate Registrar as per requirement or on the input from various administrative officers.
2. **University / UGC / AICTE Norms:** The qualification requirements for specific posts given in the Act; such as Registrar, Controller of Examinations, CAFO etc shall be as per the guidelines given in the UGC /AICTE from time to time.
3. **Workload:** The standard workload for the administrative staff shall be 44 hours per week i.e. 5½ working days per week. However, it may vary depending upon the circumstances, events or occasions in the University.
4. **Substitute Member:** No substitute appointment will be made to fill a vacancy caused by an admin staff proceeding on maternity leave. However, in case there are two or more admin members from a same department proceeding on maternity leave around the same time; contractual employee may be appointed on contract basis for that period, based on need. The decision shall be taken by the Registrar as necessary.
5. **Admin Staff Requirement:** The concerned administrative officer shall prepare the department workload case. The Registrar shall scrutinize the requirement and after necessary modifications, if required, it will be approved. The HR staff shall initiate for appointments as per University procedure given below;

**Recruitment Procedure for the Administrative Staff:** A general recruitment procedure has been covered in detail in Part A of this document. However, few more points specific to admin staff are given below.

### **Notification, Recruitment Process & Selection:**

- (a) The advertisement shall be floated in the leading newspapers as well as website of MIT-WPU simultaneously giving last date of application. The minimum qualifications and other requirements for the post(s) would be as per the norms prescribed by regulating authorities such as UGC / AICTE or MIT-WPU depending upon the post.
- (b) Apart from this, there shall be an open invitation on the website inviting applications for admin positions, and applications received against this invitation would be considered.
- (c) The Ad-hoc / temporary members already employed in MIT-WPU and meeting the required qualification as well as eligibility criteria can also apply for recruitment. They will be considered along with other applicants & **shall enjoy service continuity**, if selected.

- (d) The screening and shortlisting of candidates for interview shall be done in consultation the Registrar.
- (e) Full time or part-time administrative experience in AICTE / UGC recognized institution shall be considered if meets the requirement.

6. **Selection Committee** : The selection committee for various administrative positions like Registrar/ CAFO / Controller of Examinations shall have following composition as per first statutes:

- (a) Vice Chancellor as Chairperson.
- (b) One Nominee of Governing Body.
- (c) One Nominee of Board of Management
- (d) Two experts having special knowledge in the field related to the post, who are not connected with the University, nominated by the President.
- (e) Registrar – Member secretary, if he is not a candidate for the post.

6. **Process of Shortlisting (Recommending)**

- (a) For above said positions, ordinarily, the Dir HR shall scrutinise the applications and conduct initial interviews for screening of the candidates, considered suitable for selection.
- (b) After initial screening, the selection committee shall conduct the interview wherein the experts from specific field shall be there as per the statutes. Candidates applying from abroad may be evaluated by experts through either video/telephonic interview or through recommendations of references and place it before the selection committee for final recommendations.
- (c) After the interviews; the expert comments for all the candidates shall be placed before the selection committee. After this stage, the selection committee shall make recommendations about each one and only shortlisted candidates will be interviewed by the Executive President MIT-WPU for final selection.

7. **Appointment, Induction, Probation & Regularization**

**General Policy**

- (a) The Appointing Authority shall be the Vice Chancellor.
- (b) The first appointment shall be on the scale / pay range or on ad-hoc basis, as decided by the University, with a probationary period of one year.
- (c) At the time of joining on probation, the selected member shall undergo a one week's induction programme conducted by the University HR dept.
- (d) The Performance of the new member shall be reviewed at six-months during the probation period and if found not up to the mark shall be terminated either during the

probation period or at the end of probation on recommendation of Registrar and / or the Vice Chancellor.

- (e) On satisfactory completion of probation as assessed and decided by the University, the new member shall be regularized.
- (f) The frequency of formal performance review for all regular administrative officers shall be once in a Year.

#### 8. **Other Benefits**

- (f) Dearness Allowance fixation for staff on regular pay scale will be considered as per the State of Maharashtra rules.
- (g) A staff is eligible for annual increment on completion of one complete year (365 days) of service.
- (h) Increment on the scale of Pay shall be, generally, decided annually based on the appraisal results.
- (i) Increment is **neither automatic nor mandatory**. No increment may be awarded if the overall performance appraisal is not as expected. In case the appraisal indicates unsatisfactory performance, the admin officer shall be given three months' notice for improvements; failing which he may be terminated or relocated in some other place under administration as per skillset.
- (j) Seniority will be determined with effect from date of entry of continuous service with the incumbent in a particular cadre, provided he was qualified to be so appointed at the time of his/her appointment.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**

## CHAPTER 19 - PERFORMANCE EVALUATION & PROMOTION

### Appraisal System for Career Advancement and Direct Recruitment:

1. Performance evaluation of all the administrative officers and staff placed below Registrar shall be conducted every year. The hierarchy followed in the MIT-WPU for the administrative staff is given at Para 2 of chapter 15.
2. The appraisal reporting (AR) structure for all the administrative staff shall be as given below.

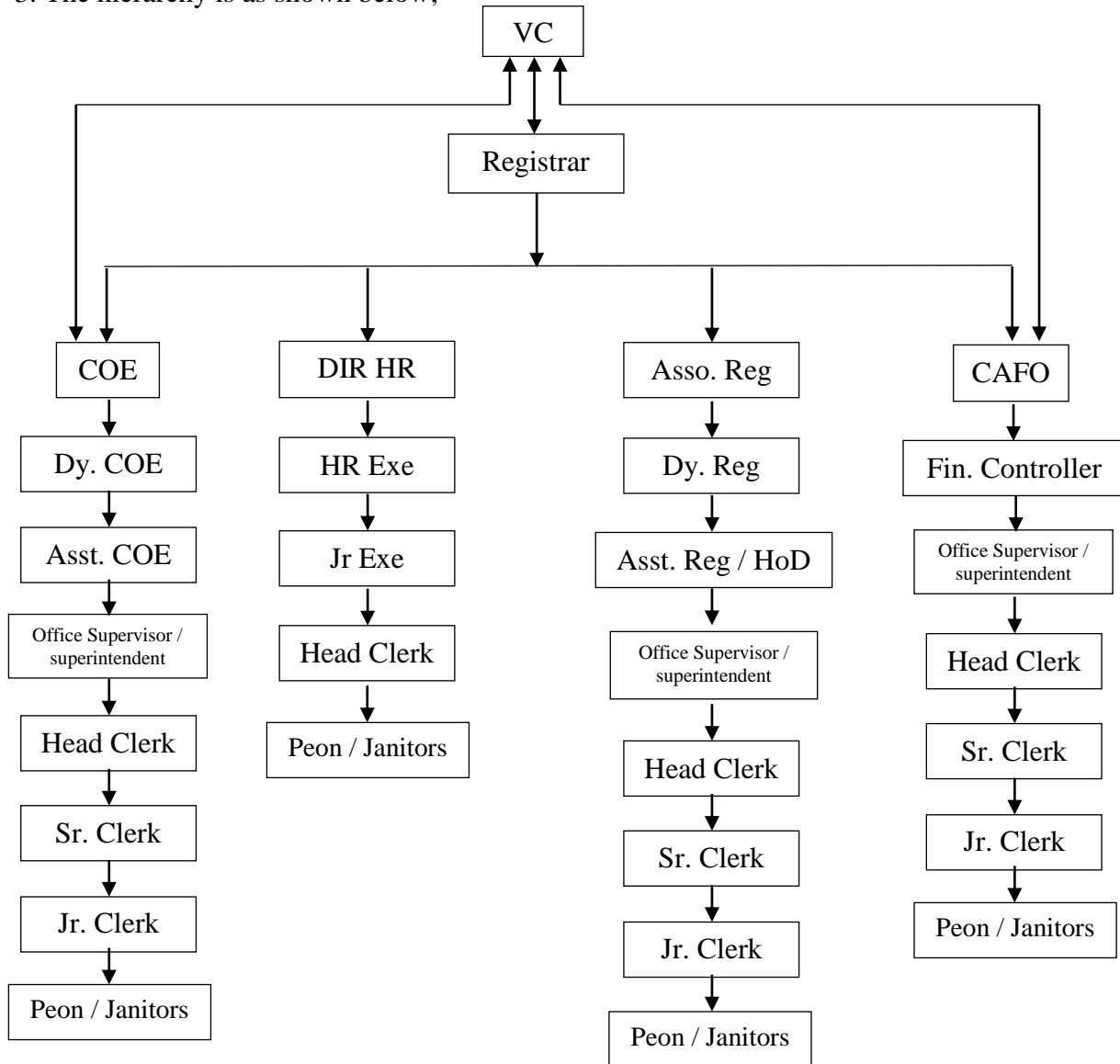
Appointment / Position / category	Initiating Authority	Reporting Authority	AR form No
Registrar	VC	Executive President	Form no 1
CAFO			
COE			
Security Officer			
Dir IT, Dir IR, Website Admin, Associate Registrar			
Dir HR	Registrar	VC	Form no 1
All Dy Registrar, HR Exe, HoD Purchase, HoD Media, HoD Marketing			
All Assist Registrar			
All Head Clerk, Senior clerks, Jr Clerks, hostel wardens, EAs, Lab asst, technicians, workshop technicians,			
All class III and IV	Respective Admin HoD#	Respective Admin Branch head*	Form No 2
	Respective HoD (Includes all academic and Admin HoDs where the individual works)	Associate Registrar	

### Note :

- \* : Registrar / CAFO / Sec Officer / All admin Directors /
- # : HoDs, Chief Fin officer, Website Admin



3. The hierarchy is as shown below;



4. **Appointments:** Though the nomenclatures used in the hierarchy are as shown above, actual nomenclatures used in appointment for the personnel below officers may be different, termed to suit the type of work entrusted to that individual. The equivalence is also shown in the Para 2 of Chapter 15 for clarity and understanding.

5. **Promotions** : Promotion to higher echelon shall be effected primarily based on performance of the individual; availability of vacancy as well as requirement of the University. Nobody can claim for promotion based on the length of service. The appraisal reports shall be scrutinised by the Registrar or the appropriate authority on his behalf and a committee consisting of the VC, Registrar, Associate Registrar and one of the Director or the senior administration member nominated by VC shall decide on it.



6. **Service Book**: A service book shall be maintained by HR department for all the admin staff members to record annual increments/career advancements / professional growth / leave record etc.

For Dr. Vishwanath Karad MIT-World Peace University

--Sd--

**Gp Capt D. P. Apte (Retd.)**  
**Registrar**