

THE MET LEAGUE OF COLLEGES

**MET** Bhujbal Knowledge City

AS SHARP AS YOU CAN GET

HUMAN RESOURCE DEPARTMENT

# HR HAND BOOK

## Mumbai Educational Trust (MET)

Brief history and about MET & MET's Bhujbal Knowledge City, MET was established in 1989 with a mission to offer unique learning experience to shape the professionals for the new millennium. Today the Trust has under its umbrella 13 Institutes a well developed network offering a wide range of professional learning centre. The grant of the ISO 9001:2008 certification is a acknowledgment of the institution's capability to deliver professional education that meets the highest standards of professionalism worldwide.

MET's Bhujbal Knowledge City, Nashik was established in 2006 Knowledge is the supreme form of wealth amongst all. In keeping with this philosophy, MET's Bhujbal Knowledge City has branched out into many fields of Engineering, Pharmacy, MBA, Polytechnic, C-DAC.

## Introduction

**HR Rules :** This rule-book is prepared to provide all the employees with information for common questions and concerns. Please contact your HR Department for any queries about the policies outlined here. The policies stated in this hand-book are subject to change at any time in the sole discretion of the organization. You may receive the copy of the updated information from time to time.

There comes a time in the history of a nation when braving all odds it marches forward regardless of global dominance. Powered by double digit growth of the industrial sector, 300 million middle class and 500 million young hopefuls, our country is soon developing as the engine of growth of the world economy. Globally, through leaders hold a common view that India represents the aspirations of the world. Undoubtedly, the Educated English Speaking, Technology savvy youth will lead us to universal success.

With two million schools, five million teachers and associates with a million young professionals offering their services to industry and business annually, the economy is poised ushering in a techno commercial revolution in the country. But as the forces of globalisation bring in competition with accompanying cost and bottom line pressures, we will soon be faced with the question of class vis a vis mass education. As the industry becomes more competitive and as we try and reach out to the global markets, we will have to deliver world class quality products and services all the time. Therefore, nurturing and developing high quality educational system and institutions will become the prime responsibility of all the stakeholders in education.

We believe that the golden age of India is with us and ahead of us and not behind us. At MET-BKC, through our academia and pedagogy we seek to offer world class learning system to the youth. Through a balanced mix of academics and industry, we have reached beyond the shores of this country and sought global acclaim for our efforts.

Today, India is emerging as a global super power. Not surprising, considering she has produced some of the best minds in the world. In every field, Indians are making their mark in the international arena. At MET-BKC, in our own small way, we are trying our best to add to the country's intellectual capital, by producing the next generation of sharp minds, who, we hope, will shape India's future and lead her to greater heights.

MET-BKC is our humble contribution to the building of resurgent India poised to conquer the global economy.

**Recruitment** - As a start-up to recruitment, then need should be indentified by the HOI/HOD. Teaching staff requirement should be supported by workload distribution and projected in the Roster maintained in the institute. The HOI/HOD should submit the draft of advertisement through the HR Department for Trustees approval.

First filling-up the recruitment requisition form and getting the approval of the Trustee (It requires around a month's time from receipt of requisition from the dept., till the closing of the position) In case there is any change in the job profile, it should be immediately conveyed to HR office.

- Getting job posted.
- Advertisement / E-mail / Telephonic.
- Receiving applications & Resume.
- Screening of applications & Resume.
- Interviewing the candidates.
- Checking References.
- Director's approval (Interview by Trustees)
- Acceptance & Final Approval.

**Selection** - Selecting the right candidate at the right Position and at right time. Selection should be made by examining all factors necessary to determine the best qualifications and capabilities to fill the position. These factors may include experience, past performance, job related educational background, ability and qualifications to perform the work

**Induction** - After Recruitment & Selection, there is an Induction programme for the new joinee.

## Check List / Joining Formalities

- a. Welcome note
- b. Introduction of all the institutes & employees
- c. • Complete the Joining Formalities :
  - Offer Letter / Appointment Letter
  - Copy of Resume & Certificates / Experience Certificates, mentioned in CV
  - Two passport size Photographs
  - Date of Birth
  - Date of Joining
  - Issuing them Diary, Calender, Pens, Notepad etc. (Slip may be issued by HR Department & Staff member should collect it from store dept.)
  - Assigning the Login User & Password
  - Laptop (if Needed)
  - Photo session for ID Card (RFID Card)

**Attendance and Punctuality** - The attendance and punctuality are expected from the all employees. Employees are expected to report as per schedule. Incase they are unable to attend they will have to inform the Principal / Director / HOD's

**Attendance Register** - All employees of MET-BKC have to sign the attendance muster immediately after RFID / Biometric punching before entering the respective institute. the attendance muster will always be maintained and monitored in & by the HR department of MET-BKC.

## Hours of Work / Work Schedules - (We are also having some flexible work schedules as per job requirements.)

Institute name	Timing	
	Teaching	Non-Teaching
Trust Office	9 am onwards	
Institute of Engineering	10.00 am to 05.30 pm	10.00 am to 06.00 pm
Institute of Pharmacy	08.00 am to 03.30 pm	08.00 am to 04.00 pm
Institute of D. Pharmacy	08.00 am to 03.30 pm	08.00 am to 04.00 pm
Institute of Technology - Polytechnic	08.00 am to 03.30 pm	08.00 am to 04.00 pm
Institute of Management	10.00 am to 05.30 pm	09.30 am to 05.30 pm
C-DAC	10.00 am to 05.30 pm	10.00 am to 06.00 pm
MET's School of Architecture & Interior Design	08.00 am to 02.00 pm	09.00 am to 05.00 pm

**Swipe Rules** - All the employees are requested follow their biometric punch procedure at the time of arrival and also while leaving campus.

Any single punch is considered as half day. - If there is any major issue during biometric punching please inform to HR Department.

**Late Mark** One leave will be deducted for every 3 late arrivals or early exit during the month and incase where only ONE entry has been made either 'incoming' or 'outgoing' it will be treated as ABSENT. 10 minutes are considered while arriving in the campus.

### Leave Policies

In addition to the declared public holidays and weekly off, the Non-Teaching staff is entitled to:

- Earned leave (EL) @ 1/11th of the period spent on duty. (\*Note : Leave taken for minimum 3 days or more will be considered as Earned Leave.)
- Casual Leave (CL) 08 days / 16 half days
- Sick Leave (SL) 07 days (requires doctor's certificate. (\*Note : Sick Leave (SL) cannot be adjusted with any other leave. It should be only) taken when you are not well. Any violation against the rule will face strict action.
- Maternity Leave (ML) This leave is available for two deliveries only. The Total leave cannot be more than 03 months (90 days)

The Teaching Staff is not entitled to Earned Leave (EL) of 30 days. They are entitle to Casual Leave (CL) of 08 days only, Sick Leave (SL) of 07 Days and Maternity Leave (ML) The employee in the probation period will be entitled only to Casual Leave (CL) of 08 days, in addition to the declared public holidays & weekly holidays. Any other leave taken during this period may be granted LEAVE WITHOUT PAY (LWP). There is no Vacation for the teaching staff during the probation period.

### Vacation

Teaching staff members will be entitled to Summer Vacation & Winter Vacation, the period of which will be decided by the organization in accordance with the University / MSBTE schedule for the respective institute. Any change in the declared Vacation, will require prior sanction from the trustees & the same should be communicated to the HR office after necessary sanction. Incase of a staff member is deputed for the following activities; the days of absence will be deducted from Vacation days announced by BKC from time to time.

### Activities :

1. PhD work / PG
2. Paper presentation & attending seminars and conferences.
3. Visits as members of any committee appointed by University / MSBTE / DTE / AICTE / PCI.

## Compensatory off

May be granted only to drivers, maintenance staff and office assistant and not for teaching & non-teaching staff.

(In special case - sanction could be obtained from trustees through the respective Institute Heads only)

## Out door Duty

For local out door duty (OD), the employee should report to their respective Institute before proceeding on out duty with due approval. For salary processing either IN punch or OUT Punch is mandatory for Local out duty. OD should be marked only for work related to CAP, GD/PI, University work to be treated as "On Duty" Claims for OD leaves should be supported with documentary evidence. Outstation OD can be availed with prior consent of head of the Institute.

## LWP

Leave without pay should be sanctioned by respective institute head and the intimation should be forwarded to HR office.

Casual Leave will be considered after obtaining the proper sanction of the respective Institute head. (If Proper approval is not taken, it will not be sanctioned, even if the leave is balanced in your A/c)

## Change in Time

In case there is any change in the timing as work demands then the employee has to fill up the form of Change in duty if the Head of the Institute.

\*Note : All the employees are requested to fill up their leave application, Change in time form, Com-off form or Out door duty form completely and submit the same to the HR In charge on or before 25<sup>th</sup> of every month, 22<sup>nd</sup> in case the month is of 28 days forms without the Principal/Directors/HOD's signature will not be accepted in any case.

## Coupons

An employee is given coupon of Rs. 250/- every month. But the newly joined employee may receive it only after one month.

## Refreshments (Lunch Break)

There is half an hour "Lunch Break" in the Institute. During this period employees are not allowed to go out of the MET-BKC premises. Staff members are not allowed to eat any eatable or their work place.

## Dress code

Gents : Teaching & Admin Staff - Full Shirt & Tie, Half Sleeve Shirt & Trousers.  
Ladies : Salwar Suits / Sari and whenever there are function / committee to visit in any institute or BKC Campus then sari is compulsory. Non-Teaching - Uniform is Compulsory.

## Salary Processing

Salary is deposited in their respective salary account on the 5th of each month.

## Health Benefits

All the staff members who complete successfully one year of their work are entitled to be eligible for availing medical benefits under group Mediclaim Policy.

## Resignation Policy

Permanent employees who voluntarily resign from the organization are asked to provide minimum one month's advance notice of their resignation.

Employees who are in probation are required to give it in fifteen days advance or else they will have to pay one month's salary in lieu of notice. An employee cannot be relieved without the proper handing over of the documents. (Fifteen days notice or 15 days in lieu of notice either by employee or by institute)

## Library

Library facility is available for all staff members. Library consists of lots of books, magazines and periodicals on almost every subject. An employee of the institution is allowed to have the books from library on their I card basis and return the books within a weeks period.

## Stationery Requisition

One has to fill up the stationary Requisition form in need of any kind of stationery, get the signature of Principal / HOD and should handover the same to Mr. Phad OR Mr. Shinde who is heading the Stationery Dept.

## Photocopy Facilities

An employee can make use of the Photocopy machines but at a specified cost for their personal documents.

## Vehicle Policy

'Vehicle Requisition Form' is required to be submitted to Admin Department sufficiently in advance (before 24 hrs.) through the Head of the Department with his/her recommendations. Please note that Vehicle will be provided subject to its availability.

## Work Ethics

- Faculty members should not threaten students inside or outside MET-BKC.
- Given work should be strictly adhered to
- The faculty members should ensure the completion of syllabus for the allotted subject. (Theory & Practical)
- Due justice given to teaching activities with regular evaluation, revision and problems solving sessions.
- **Faculty members employed in MET-BKC should not be engaged in any private Tuition/Coaching activities independently or in groups outside MET-BKC.**

## Disciplinary Rule

Disciplinary Rules are essential for any institute that hopes to set standards and motivate & manage its staff. Always remember that BEHAVIOR DOES MATTER MUCH in MET.

Your behavior, conduct and performance have to be truly professional.

EATING, MUNCHING is allowed only in canteen and not at any other place like Lab, Classroom, Corridor, Library etc. CHEWING GUMS, PAN, PAN-MASALA, TOBACCO & TOBACCO PRODUCTS ARE STRICTLY PROHIBITED inside the campus.

- Don't try and seek audience from the next cubicle when talking on the phone.
- Don't mingle around or chat with your colleagues during the office hours.

- Don't keep ringtones or your mobile very loud when at work.
- Don't comment on people's sense of dressing.
- Do reply to office mails and try to use lower cases while typing as bold letters signify a scream.
- Do keep your voice low while talking.
- If you have a problem that may force you to stay away from work, keep your boss in the loop.
- Be on time : Punctuality is expected and respected. And if you do come in late, please inform the seniors.
- Don't pry : If you happen to sit at an arm's length from your colleague, pretend not to overhear your colleague's telephone conversation. Also, it will be less irritating to keep your eyes glued to your table rather than others.
- Don't be loud : Spare others from your loud burp, yawn or talk. It's outright indecent. Also most people have a normal hearing capacity and can hear even if you talk to them in a low voice. This also applies when you are talking on phone.
- Don't misuse the phone : "It's very irritating when some keeps talking all the time on phone. You don't realize that it distracts your colleagues not just because you are loud, but also because you are not contributing to work. Personal calls allowed but only in case of EMERGENCY ONLY.
- Switch off the monitor & CPU when not in use. Mouse Pads Data cables and power cords are our friends. Don't delete any system files; it's an offence BEFORE LEAVING YOUR DESK, PLEASE CHECK. That Monitor & Machine is off. Mouse, Mouse Pads and Chairs are on the proper place.
- **Smoking (Strictly prohibited)**  
Smoking is Strictly prohibited in MET-BKC Campus.
- **Safeguarding Cash and Personal Property**  
The Institute is an open community and most buildings are accessible to the public.  
All employees should take steps to safeguard their cash and property. Managers or supervisors should make sure that Institute funds are kept in a secured place on the premises.

- **Gambling** - Conducting lotteries, playing cards for money, booking bets, or any other form of gambling by employees or outsiders on Institute time or premises is not permitted. A manager or supervisor should stop any gambling. he or she if observed the employees involved would face strict disciplinary action. The facts of any incident of gambling should be reported to the appropriate HOD. Serious offences or repetitions of offenses are grounds for serious disciplinary action, upto and including discharge.
- **Dishonesty** - Cannot be ignored and will be dealt promptly in the following or related circumstance, Stealing, Lying about matters connected with work; falsifying time records; unauthorized personal use of Institute; doing unauthorized private work on Institute time; and giving or receiving a bribe in any form. (Dishonesty is grounds for serious disciplinary action, upto and including discharge).
- **Policy on workplace violence** - Threats, threatening behavior, acts of violence against MET students employees, visitors, guests or other individuals or willful damage of property within the MET-BKC Campus will not be tolerated. (Violations of this policy may lead to disciplinary action up to and including suspension, dismissal, arrest and prosecution).
  - Record Retention. List of all the files
  - Personal files of each employee
  - Salary files of each employee
  - Leave files of each employee
  - Out Door Duty Forms as per Institute
  - Resume Hold / Active
  - Resigned employees
  - Internal & External Files (HR Notes)
  - Stationery Requisition
  - Recruitment Requisition

- Swipe Record File
- PF & PT Records
- Medicliam Files
- Training & Development Details
- Bill File
- Files of all the Institutes / Departments

## • Career Planning

### Analyze and evaluate your skills and capabilities

Whether you're employed, unemployed, considering a career change, re-entering the job market, or recently graduated, the first step towards reaching your career potential is to objectively analyze and evaluate your skill and capabilities.

Have a coach or a career counselor objectively assess your natural talent, skills, professional strength, analyzing & evaluation.

### Set realistic goals

Create a career plan that will give you a competitive edge. Be specific. Have it reviewed objectively.

### Use marketing techniques for a competitive edge

You need to implant an effective marketing strategy to increase your visibility and give you an edge. Create a career plan to meet your needs.

### Find long term support, even after your short term career goals are met

In order to keep growing, keep abreast of market trends and issues related to your career growth and development. Use an objective partner to support you.

## Use an approach that meets your needs

Don't follow guidelines in a book or from a friend if they are not comfortable for you and representative of who you are. Be authentic in designing a plan that really reflects opportunities that you wouldn't have thought of otherwise. (There are several jobs you may want to be a scientist, a nurse or a doctor).

A career goal will also guide you into doing what you want in your life rather than just drifting into a job. Generally, a career goal is based on your skills and interest, career possibilities, and job trends. Once you have chosen a career, think strategically about the steps to accomplish your goal.

## Performance Management System

- Performance Management and Development in the Work System.
- Define the purpose of the job, job duties, and responsibilities.
- Define performance goals with measurable outcomes.
- Define the priority of each job responsibility and goal.
- Define performance standard for key components of the job.

Hold interim discussions and provide feedback about employee performance, preferably daily, summarized and discussed, at least, quarterly. (Provide positive and constructive feedback)

Maintain a record of performance through critical incident reports. (Jot notes about contributions or problems through out the quarter, in an employee file)

Provide the opportunity for border feedback. Use a 360-degree performance feedback system that incorporates feedback from the employee's peers and people who may report to him.

Develop and administer a coaching and improvement plan if the employee is not meeting expectations.

Immediate Preparation for the Performance Development Meeting.

Schedules the Performance Development Planning (PDP) meeting and define pre-work with the staff member.

The staff member reviews personal performance, documents "self-assessment" comments and gathers needed documentation, including 360 degree feedback result, when available.

The supervisor prepares for the PDP meeting by collecting data including work records, reports and input from others familiar with the staff person's work.

Both examine how the employee is performing against all criteria, and think about areas from potential development.

Develop a plan for the PDP meeting, which includes answers to all questions on the performance development tool with examples, documentation and so on.

## Performance Appraisal

Effective performance & talent management has been proven to increase employee moral and overall productivity. See why more than 1.8 MILLION user across more than 500 companies put their trust in Success Factors Performance & Talent Management Solutions.

**Performance Reviews** : Reduce paper work by 90% and increase employee engagement.

**Goal planing** : Create S.M.A.R.T. goals and align employees across the company.

**Compensation Planning** : Create a true pay -for-performance-culture.

360 degree Reviews, Reporting & Analytics.

## Training & Development

Training are conducted on regular basis for the betterment and upliftment of the employees.

**Important Note** : With regards to any change in the clauses, rules and regulation in HR policy, the right is reserved with Hon. Trust and accordingly its implementation through HR Department.

**P.S.** : All existing and newly recruited staff members are requested to read this hand book and Sign accordingly as accepted.

**HR Department,**

Approved by : Samir Bhujbal, Trustee.

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Adgaon, Nashik-422003

Tel. No. 0253-2303515, 2303348 | Tele Fax No. 0253-2303203

email: hr@bkc.met.edu | www.metbhujbalknowledgecity.ac.in | www.met.edu

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