



6.2.2 The Functioning of the Institutional bodies in Effective and efficient as visible from politics , administrative set up , appointment and service rules procedures etc.

The Institute has defined the proper organogram to articulate apt governance as well as the escalation matrix. Zeal Education Society is the apex body and the Founder Director and Secretary takes policy decisions which are taken based on the directives of the statutory, regulatory and affiliating bodies, the inputs from stakeholders, the recommendations from the various Committees, Cells, and Director of the Institutes, etc., for smooth functioning of the Institute. The overall functioning of the Institute is supervised by the Executive Director and the Director of the Institute. The Director acts as an operational authority for the day-to-day running of the Institute to ensure full compliance of norms and directives of the Management and the respective regulatory bodies.

The governance system includes the following bodies:

- Governing Council
- College Development Committee
- Various committees for respective institutional processes.

The Institute established institutional committees to carry-out all the academic and administrative processes, which are substantial to achieve the Institute's vision, are as follows: Admission Committee responsible for fulfilling the sanctioned intake Academic Committee responsible for teaching-learning and evaluation Research and Incubation Cell responsible for Developing Research Culture Training and Placement Committee responsible for Industry interaction

Entrepreneurship Development Cell responsible for encouraging students for entrepreneurship



IQAC responsible for quality assurance The Constitution of the institutional committees as well as their Standard Operating Procedures are stated and available on the Institute's website. These bodies keep in view the Vision, Mission, Strategic Goals and Objectives, Values and Quality Policy of the Institute for taking decisions and making recommendations on various institutional matters.

The Institute adheres to norms and regulations laid down by the various government and statutory bodies and frames its rules and procedures in accordance with:

- All India Council for Technical Education (AICTE)
- University Grants Commission (UGC)
- Directorate of Technical Education (DTE)
- Savitribai Phule Pune University (SPPU)
- Fee Regulatory Authority (FRA)
- Admission Regulatory Authority (ARA)

The Institute has developed an Employee Handbook which comprises all the service rules for faculty and staff. Code of Conduct, Policies and Procedures, Welfare measures, Recruitment and Induction Policy, Performance Appraisal, Whistle-Blowing Policy, etc. and the same is available for each and every staff on Institute website at dedicated admin office and IQAC Cell for information and compliance. The Institute provides a conducive work environment for teaching-learning process, research, and development, consultancy, industry interaction, besides the administrative matters. There are Committees for redressal of grievances, unfair means inquiry committee, sexual harassment, student council, etc. There are encouraging schemes for faculty development including sponsorship for conferences, workshops, seminars, for interaction with industry, participation in foreign tie-ups, for higher study leading to Ph.D., for revenue earning consultancy etc. giving them a healthy career path





STRATEGIC PLAN 2020-21

Index

Sr. No.	Particular	Page No.
1.	Strategic Plan – Index	01
2.	Acknowledgement	02
3.	About Zeal Education Society	
4.	About Zeal Institute of Management and Computer Application	
5.	Strategic Framework	02
	a) Vision-Zeal Education Society	
	b) Vision- ZIMCA	
	c) Mission- ZIMCA	
	d) Strategic Process	
6.	Thrust Area	
	a) SWOC	
	b) Needs and Expectations of Stakeholders	
	c) Analysis of SWOC and Needs & Expectations of Stakeholders	
	d) List of thrust area derived from Analysis	
7.	Strategic Plan	
	a) Objective- Means of achievement	





ZEAL EDUCATION SOCIETY'S

**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

Acknowledgement

We the member of strategic management and planning department of Zeal Education Society's Zeal Institutes take immense pleasure in placing on record our sincere gratitude towards Zeal Management particularly Shri Sambhaji Katkar, Founder Director, Shri Jayesh Katkar, Executive Director, Prof. Uddhav Shid, Campus Director, for believing on our capabilities and appointing us as a member of Strategic Management and planning department. Also profound thanks to Dr. Ashwini Sohani, Management Program Head, Dr. Ajit Kate, Principal ZCOER, Dr. Rajesh Kashyap, Director ZIBCAR, Prof. U.S.Shid, Campus Director, ZES for their support in the development of strategic plan of their respective Institutes. We are so fortunate to be given an opportunity to make contribution in the development of strategic plan of all Zeal's Institute.

We express our thanks to each and every Zeal Institute's IQAC Coordinators for their commendable coordination with us for the development of Strategic plan for their respective Institute.

We are highly grateful for the valuable contribution of all our Stakeholders, especially Students and their parents, Staff, Alumni, and Industries in terms of feedbacks, suggestions and information towards the development of this plan.

Members

Strategic Management and Planning Department





ZEAL EDUCATION SOCIETY'S

**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

Zeal Education Society

About:

Zeal Education Society established in 1996 under the able guidance of Hon. Shri. S. M. Katkar (Founder Director) an eminent industrialist with a vision to provide quality education. Zeal Education Society, Pune is a well-known education hub assortments from nursery to Ph.D. with special focus on Engineering and Management courses. Our institutes are one of the leading institutes in the Pune region, approved by AICTE, Recognized by DTE, and affiliated to Savitribai Phule Pune University. Zeal is well known as an Educational venture of Zeal Industries as Education is the backbone of every nation and is the stepping stone for the country, to move into the niche of a developed nation. Creating enriched human beings' is our motto and we have realized that the future is abstract and unknown but the youth in our nation is powerful and can be molded to be good human beings with values that are embedded for life. We aim to teach students to LEARN and IMPLEMENT, not just STUDY. Hence, we strive to push students beyond the boundaries of mere books. Soft skills and educational skills are what the institution provides every student at the campus itself through its Zeal Pattern. We at Zeal Education Society are committed to producing engineers and managers with excellent potential in diversified areas who will, in turn, write the next stories of success.

Secretary





ZEAL EDUCATION SOCIETY'S

**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**

NARHE | PUNE | INDIA

PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909



About:

ZIMCA is one of the finest centers of management education excellence under the umbrella of the Zeal Education Society and versatile leadership of Hon. Shri. S.M. Katkar (Founder Director, ZES Pune) and Transformational leadership of Mr. Jayesh Katkar (Secretary, ZES Pune) Approved by AICTE, New Delhi, Recognized by DTE Government of Maharashtra and affiliated to Savitribai Phule Pune University with an intake of 120 students.

Since its establishment in 2009, ZIMCA, relentlessly working towards the path of excellence through its dynamic teaching-learning methodology.

ZIMCA is a student-centric participative and democratic management institute with an intensive focus to equip our students with a complete set of competencies both depth and breadth of knowledge, updated trends and analytical framework of courses beyond the curriculum.

Throughout the course of the MBA program, the emphasis is placed on improving the employability quotient of young graduates, learners by developing business acumen and managerial competencies inclusivity ethics, principles and values-based management creating competent business managers.

We, supplementing routine classroom teaching, with training and guidance from industry experts and academicians in order to make the students be well-rounded individuals. We give our students that extra edge' through continuous interaction with entrepreneurs, practicing managers and academic experts and periodic exposure to business organizations, surveys. Interaction with all these experts will not only elevate or thinking level but will also enable a cross-fertilization of ideas and exchanges.

Director

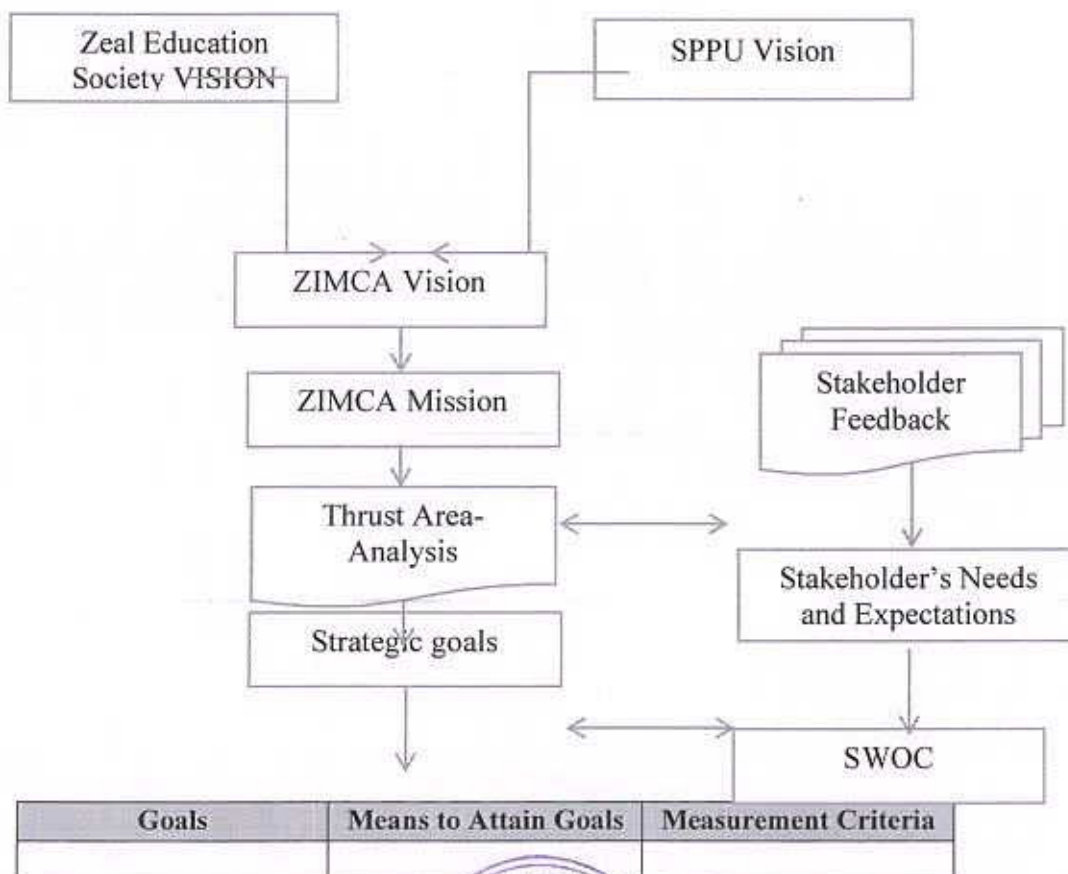




Strategic Framework

For the development of the strategic plan of each Institutes, the Director/Principal of the institutes, their respective IQAC Coordinators and strategic management and planning department members work in participation, collaboration and in a coordination. Several brainstorming meetings among them on the facts, data, and suggestions results in well-thought designed and drafted objective strategic plan for each Institute. The detailed strategic plan is present and put forth in front of Governing Body and College development committee with action plan, review frequency as well as monitoring mechanism, for their valuable inputs and approval during governing body meeting. Once approved by Governing Body, respective Institutes IQAC cell ensures implementation of the approved plan, under the leadership of their respective Director/ Principal.

To develop the strategic plan it is important to have the basic thrust areas of the organization. The thrust areas need to be derived from the needs and expectations of various crucial stakeholders of the organization, Hence the process of the strategic plan with risk and evidence based thinking is as follow:





Mapping: ZES Vision and ZIMCA VISION

ZES Vision:

To empower society with holistic development through quality education

ZIMCA Vision:

To be recognized as student-centric institute through value-based quality education

Mapping of ZES Vision with ZIMCA Vision

ZES Vision	ZIMCA Vision	Keyword match
<i>To empower society with holistic development through quality education</i>	To be recognized as student centric institute through value-based quality education	To empower society = student-centric institute
<i>To empower society with holistic development through quality education</i>	To be recognized as student centric institute through value-based quality education	Holistic development = Value-based
To empower society with holistic development through quality education	To be recognized as student centric institute through value-based quality education	Quality education = quality education





Mapping ZIMCA Vision to SPPU VISION

SPPU Vision:

- Becoming a vibrant knowledge Centre and a Centre of Excellence in teaching, research and extension activities.
- Bringing about conservation, creation advancement and dissemination of knowledge;
- Creating technologically equipped thought and action leaders in a wide range of spheres by providing value-based and high quality education;
- Generating cutting edge research and innovations and enabling empowerment through social and regional inclusion;
- Increasing global linkages by attracting international students and establishing collaborative programmes with educational institution of repute

ZIMCA Vision:

To be recognized as student-centric institute through value-based quality education

Mapping of ZES Vision with ZIMCA Vision

SPPU Vision	ZIMCA Vision	Keyword match
Becoming a vibrant knowledge Centre and a Centre of Excellence in teaching, research and extension activities	To be recognized as student centric institute through value-based quality education	vibrant knowledge Centre and Centre of Excellence in teaching, research and extension activities = student-centric institute
Bringing about conservation, creation advancement and dissemination of knowledge;	To be recognized as student centric institute through value-based quality education	conservation, creation advancement and dissemination of knowledge = quality education





SPPU Vision	ZIMCA Vision	Keyword match
Creating technologically equipped thought and action leaders in a wide range of spheres by providing value-based and high quality education;	To be recognized as student centric institute through value-based quality education	action leaders = value-based and high quality education
Increasing global linkages by attracting international students and establishing collaborative programmes with educational institution of repute	To be recognized as student centric institute through value-based quality education through value-based quality education	collaborative programmes with educational institution of repute = To be recognized student centric institute

Mapping ZIMCA Vision to ZIMCA Mission

ZIMCA Mission:

Emerge as a remarkable facilitator for enhancing employability quotient of young graduates through business management education, which eventually contributes decisively to sustainable economic growth

Mapping of ZIMCA Vision and Mission:

Vision	Vision Keyword	Mission	Keyword match
To be recognized as student-centric institute through value-based quality education	Student-Centric institute	Emerge as a remarkable facilitator for enhancing employability quotient of young graduates through business management education, which eventually contributes decisively to sustainable economic growth	Student-Centric institute = remarkable facilitator for enhancing employability quotient of young graduates
	Value-based	Emerge as a remarkable facilitator for enhancing employability quotient of young graduates through business management education, which eventually	Value-based= enhancing employability quotient of young graduates





		contributes decisively to sustainable economic growth	
	Quality education	Emerge as a remarkable facilitator for enhancing employability quotient of young graduates through business management education, which eventually contributes decisively to sustainable economic growth	Quality education = business management education, which eventually contributes decisively to sustainable economic growth

Thrust Area Analysis

Stakeholder’s Feedback:

The Institute conducts stakeholder’s feedback time-to-time with the aim to

1. To develop shared understanding of Vision mission and policies
2. For Reliable information flow
3. To enhance inter-institutional trust

The institute collects feedback on the various occasions like Parent meet, Alumni Meet, Industry-Institute Interaction, as well as students in the classroom to get good understanding of Needs and Expectations of the stakeholder.

Once the Needs and Expectations are drawn the institute performs SWOC analysis to understand the Strengths-Weaknesses-Opportunities-Threats, which gives the platform to validate and verify the needs and expectations of the stakeholders are genuine and not over demanded

ZIMCA Strategic Goals

1. Endeavor to bridge the gap between Industry-Academic
2. Impart updated knowledge of business management through interactive research
3. Develop and Hone business acumen and managerial skills through holistic approach
4. Develop sensibly socially responsible human potential with high values and integrity
5. To provide a sustainable technological green environment at campus





ZEAL EDUCATION SOCIETY'S

**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

6. To foster ethical, moral and professional environment with knowledge skill and positive attitude among each and everyone in the campus Provide nurturing environment to foster entrepreneurial spirit.

Goals for Academic Year 2020-21:

1. To develop Innovative academic programs for student progression.
2. To enhance industry-academia collaboration
3. To provide excellent facilities and quality opportunities to students for all-round personal and professional growth.





ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE
Internal Quality Assurance Cell

Zeal Institute of Management and Computer Application (ZIMCA) aims to be a main channel of data communication, sharing of ideas and information to the commerce, management and social researching community and also to the society at large. It is mandatory to follow certain code of ethics and it is advised to adhere strictly to the following code of ethics which will enhance the quality of the published works. This currently written code of ethics is focusing to provide guidance on the proper behavior of editors, reviewers and authors in the process of publication by ZIMCA.

Responsibilities of the Institute

- Institute has a responsibility to respect the autonomy of the researchers and ethical guidelines set by the Institute for research.
- Institute creates and maintains an environment with adequate support to enable researcher to follow ethical guidelines (**SOP- Research Facility**)
- Institute has a responsibility to take appropriate and adequate steps for protection against pressures inimical to the observance of ethical guidelines for research.

Following are ethical codes followed by the Institute As a researcher –

- **Integrity:** Researchers are expected to maintain the highest standards of honesty and integrity at all times.
- **Respect:** Researchers must operate according to civilized norms and ethically acceptable standards and must have respect for themselves, their colleagues, professional and academic community, human research subjects, the environment and the society.



- **Beneficence and no maleficence:** Researchers have an obligation first towards no harm (no maleficence) and then to ensure that their research aims at some overall good, more in particular Society, Industry and Body of knowledge.
- **Responsibility:** Researchers must be prepared to take responsibility and be held accountable for all aspects and consequences of their research activities. Researchers are accountable to society, their professions, the Institute and affiliating University, the staff and the students who are involved, and to the sponsor who funds the research.
- **Scientific validity and Peer review:** Researchers must follow scientific validity and peer review process of the Institute for their research work.
- **Justice:** Researchers ensures the fair distribution of both the burdens and benefits of research and is of particular relevance when research involves human participants.

Academic freedom and dissemination of research results

Plagiarism Policy

Teaching & Research is a noble profession based on extremely high moral values. Ethics and honesty are the two most important components of the academic activities be it teaching or research. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Ideas too are borrowed without acknowledging the persons who have first conceived the idea. Such acts affects healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. For the purpose of creating awareness about plagiarism, the faculties, researchers of ZIMCA are being informed to take notice of.

Definition of Plagiarism:

Plagiarism ranges from the unreferenced use of others’ published and unpublished ideas, including research grant applications to submission under “new” authorship of a complete paper, sometimes in a different language. It



may occur at any stage of planning, research, writing, or publication: it applies to print and electronic versions.

Detecting Plagiarism:

The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. Therefore, it is important for an academic institute like ours to have in place a policy on plagiarism to avoid such type of acts. The ZIMCA use the turnitin software for detecting the plagiarism.

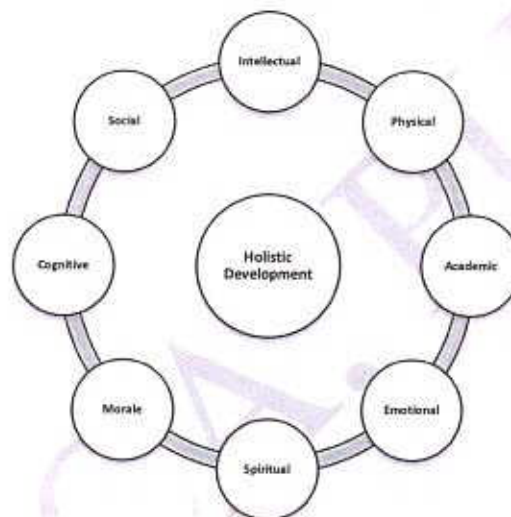
- ✦ All researchers are required to submit a signed copyright form that they are aware of the plagiarism policy of the Institute and no part of their research work is copied in any form and it is their own creation.
- ✦ The author has given due credit to the earlier authors whose work has been referred to. For establishing the originality of the submitted manuscripts, the online plagiarism software's are used to know the originality of the manuscript / article / research report etc.
- ✦ In case of plagiarism or un-originality is detected or suspected, an action on account of misconduct will be taken against the plagiarizing authors. This may include approaching the third parties including their affiliating institutions and other research organizations for verification and authenticity, of the matter presented.
- ✦ The submitted plagiarized documents may also be shared with the original authors or third parties for high-lighting the misconduct by the plagiarizing authors.
- ✦ In sever / repeated incidences the author / faculty member / student will be black listed or may ever be subject to explosion if deemed fit.



ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE-41
Internal Quality Assurance Cell

As Zeal Education Society's vision *"To empower society with holistic development through quality education"*, we take into account all the components of holistic development through DISCIPLINE as DISCIPLINE act like a bridge between goal and accomplishment and rightly said by Jim Rohn:

"Success is nothing more than a simple few disciplines practiced every day"



COMPONENTS OF HOLISTIC DEVELOPMENT

Zeal Education Society's continuous endeavor tries to inculcate constructive discipline and positive attitude in our students, where the following *"Code of Conduct"* is implemented and practiced with the aim.

CODE OF CONDUCT

Preamble:

Zeal Education Society has both rights and responsibilities in fostering and maintaining a safe and respectful learning community for all. Therefore, this Code of Conduct has Four Dimensional Approach:

- 1) To be educational,
- 2) To prevent future violations,
- 3) To address violations in a manner commensurate to the seriousness of the violation,

Code of Conduct



4) To fix any harm done to the community.

Whenever possible and when appropriate, sanctions focus on helping students learn from their mistakes and model skill development that will be useful as they continue in their education, approach and in their future employment.

The College/Institute expects students to behave in an exemplary manner, both academically and socially. Students are expected to adopt a mature and professional approach to their studies and their general conduct in and around the College. The College honors its professional commitments to students by providing quality teaching-learning and guiding, mentoring and supporting students in their career development. In addition, the College will offer further educational and workplace opportunities, entrepreneurial spirit, and ethical and moral support to grow in the healthy and competitive environment to students to maximize the probability of success. As a partner in students' learning, we expect students to abide by this Code of Conduct.

Below mentioned Code of Conduct is applicable equally whether in College premises or carrying out activities related to student enrolment at the College, for example on field trips, sports matches or work experiences. All students shall be required to conduct themselves in a manner befitting the students of Zeal Education Society (ZES), an institution of high reputation, within and outside the precincts of the institution.

A student must:

1. Attend the Institute from the day of opening to the last day of each term during the academic year.
2. Be regular and punctual for theory and practical classes/labs. In case, the attendance falling short of 75% for each, theory and practical, term will not be granted.
3. Note that failing to complete the term work regularly and to the entire satisfaction of the respective faculty and Head of the Department (HoD), his/her term will not be granted and will not be allowed to appear for the university examination.
4. Complete all the term work such as Journals, Drawing Sheets, Workshop or any other assignment as per schedule.
5. Attend Guardian Faculty Meeting without fail on schedule day and time.
6. **Dress code:** Attend the college in full college uniform on the specified days as follow:

Day	Particular	Code of Conduct
-----	------------	-----------------



Monday, Thursday, Saturday, and whenever instructed	Dress Code	College dress code (Blue formal trouser and shirt, tie and polished Black shoes)
Tuesday, Wednesday and Friday, and whenever instructed		Formal Dress (informal dressing is not allowed in the campus)
All days	Black shoes	Black shoes with neatly polished, (No other foot wares are allowed in the campus)
Note: No jewelries, accessories, and valuables are allowed in the campus.		

Important notes:

- a. Wear proper college dress code during the examination.
 - b. Student's not adhering to dress code policy will not be allowed to attend classes and will forfeit the attendance for the classes missed.
 - c. For repeated violations even after three [03] warnings, students will have to appear and explain their behavior to the HoD / Principal.
7. **ID- Card:**
- a. Any student found without Id- Card maybe prohibited from entering the campus.
 - b. The loss of I-card should be reported immediately to the coordinator with an application. The librarian must also be given the copy of the same. Rs. 300/- will be charged for duplicate I-card (including tag and holder).
8. Treat all members of the College community with respect and courtesy.
 9. Value the facilities, books and resources provided to assist in the studies.
 10. Comply with the College's IT policy.
 11. Follow the College's health and safety policy and be mindful of the safety of community
 12. Switch off phones and store them out of sight in class, unless by permission of the teacher.
 13. Important Notices/Notifications/Circulars etc are displayed at separately allocated Notice Boards & Information corners on the campus, students are expected to make it a practice to regularly read such displayed information.

A Student must not:

1. Bring non-students in the College campus. Any visitors must be taken to check in at reception. If you are aware of any unauthorized visitors, you must reports this to a member of staff.
2. Bring four-wheeler in the campus (prohibited by AICTE norms.)
3. Smoke or use e-cigarettes at any part of the College campus.
4. Bring alcohol in the College premises or be under the influence of alcohol at any time during the College day.
5. Drive any motorized vehicles in the College campus unless by permission.
6. Be in possession of any bladed articles, offensive weapons or firearms.



7. Be in possession of illegal substances or bring such substances onto the College campus.
8. Be under the influence of illegal drugs, legal highs or any other non-prescribed psychoactive substances.
9. Engage in any violent or threatening behavior.
10. Bully, harass or discriminate against any member of the College community.
11. Use College facilities to send or view any obscene, offensive or illegal material.
12. Behave in a manner, within or outside College that may bring the College into disrepute.
This includes any criminal or antisocial behavior.
13. Involve any political or anti-social activity.

If any student fails to observe any aspect of the Code of Conduct or associated policies, the College's disciplinary procedures may be implemented.

Zeal Education Society has laid down this code of conduct with the mindset of educative rather than punitive, and aimed at helping students to understand their behavior and its impact on others. However, significant sanctions can be imposed based on the severity of the violation of the Code of Student Behavior and Community Standards.





ZEAL EDUCATION SOCIETY
C E L E B R A T I N G
20 YEARS OF EDUCATIONAL EXCELLENCE



Founder, Hon. Mr. S. M. Katkar

Pune | Sangali

EMPLOYEE CODE OF CONDUCT
&
EMPLOYEE HANDBOOK



ZEAL EDUCATION SOCIETY
PUNE-41



ZEAL EDUCATION SOCIETY, PUNE

EMPLOYEE HANDBOOK AND CODE OF CONDUCT

Table of Content

Sr. No	Content	Page No
1.	1.1 WELCOME	06-10
	1.2 VISION	
	1.3 ZEAL VALUES	
	1.4 INSTITUTION POLICY ON ITS RELATIONSHIP WITH EMPLOYEE'S	
	1.5 SEASONAL NATURE OF WORK	
	1.6 EMPLOYEE HANDBOOK	
	1.7 EMPLOYMENT STATUS	
	1.8 INTRODUCTION PERIOD - PROBATIONARY STATUS	
2.	OPERATIONS	11-29
	2.1 STANDARDS OF CONDUCT	
	2.2 EMPLOYEE CONDUCT AND WORK PERFORMANCE	
	2.3 AVAILABILITY FOR WORK	
	2.4 ABSENTEEISM AND PUNCTUALITY	
	2.5 PERSONAL APPEARANCE	
	2.6 UNIFORM GUIDELINES	
	2.7 NEATNESS OF WORK AREA	
	2.8 COMMUNICATION- PROBLEM RESOLUTION- OPENDOOR POLICY	
	2.9 EMPLOYEE RELATIONS	
	2.10 DISCIPLINARY GUIDELINES	
2.11 USE OF INSTITUTION VEHICLES		



Sr. No	Content	Page No
	2.12 CONFLICTS OF INTEREST	
	2.13 CONFIDENTIALITY OF INSTITUTION INFORMATION	
	2.14 SAFETY	
	2.15 VIOLENCEANDWEAPONSPOLICY	
	2.16 WORKPLACEMONITORINGANDSEARCHES	
	2.17 SUBSTANCE ABUSE	
	2.18 SOLICITATION AND CONTRIBUTIONS	
	2.19 INSTITUTION AND/OR CLIENTPROPERTY	
	2.20 OFFICE EQUIPMENT	
	2.21 INTERNET ACCESS	
	2.22 EMAIL	
	2.23 EXCESSIVE PERSONAL USE OF ZES's E-MAIL	
	2.24 TOOLS AND EQUIPMENT	
	2.25 MANDATORY MEETINGS	
	2.26 ELECTRONIC COMMUNICATIONS DEVICES AND CELL PHONES	
	2.27 PERSONAL EMAIL	
	2.28 SEVERE WEATHER	
	2.29 SUGGESTIONS	
	EMPLOYMENT	
3.	3.1 ORIENTATION	
	3.2 EQUAL EMPLOYMENT OPPORTUNITY	
	3.3 HARASSMENT	
	3.4 CRIMINALCONVICTIONS	
	3.5 PERSONNELFILE	
	3.6 EMPLOYMENT REFERENCES	
		30-36

Sr. No	Content	Page No
	3.7 EMPLOYMENT OF RELATIVES	
	3.8 OUTSIDE EMPLOYMENT	
	COMPENSATION	
	4.1 EMPLOYMENT CLASSIFICATION	
	4.2 HOURS OF WORK	
	4.3 RECORDING TIME	
	4.4 OVERTIME	
4.	4.5 SALARY AND WAGE INCREASES	37-39
	4.6 PAYROLL	
	4.7 PAYCHECKS	
	4.8 PERFORMANCE REVIEWS	
	4.9 PROMOTIONS	
	4.10 PERSONAL FINANCES OF EMPLOYEES	
	BENEFITS	
	5.1 THE BENEFITS PROGRAM	
	5.2 BENEFITS ELIGIBILITY	
	5.3 INSURANCE	
	5.4 INSURANCE CONTINUATION	
5.	5.5 VACATION AND LEAVE	40-53
	5.6 BEREAVEMENT LEAVE	
	5.7 SOCIAL SECURITY	
	5.8 PRE-TAX DEDUCTIONS	
	5.9 WORKERS COMPENSATION	
	5.10 JURY DUTY	

Sr. No	Content	Page No
	5.11 UNEMPLOYMENT COMPENSATION	
	5.12 TRAVEL EXPENSES	
	5.13 REIMBURSABLE EXPENSES	
	SEPARATION	
	6.1 GENERAL	
	6.2 JOB ABANDONMENT	
6.	6.3 VOLUNTARY RESIGNATION	54-55
	6.4 PERFORMANCE-BASED RELEASE OR ACTS OF MISCONDUCT	
	6.5 OTHER FORMS OF SEPARATION	
	6.6 TERMINATION / REASSIGNMENT	
7.	EMPLOYEE HANDBOOK	
8.	ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING	56-57



1.1 WELCOME

We are pleased that you have decided to join Zeal Education Society, Pune in the Department of _____, _____ as _____.

We would like to take this opportunity, through the use of this Employee Handbook, to personally welcome you and introduce you to some of our policies and procedures. It is our desire that a sound working relationship be established on trust and cooperation. To accomplish this, it is important for you to know, understand and adhere to rules and policies that affect you, your safety, and help keep our Institution strong.

We at Zeal Education Society value our employees and the hard work they accomplish every day. Zeal Education Society, Pune promotes a culture that progressively recognizes and advances the *"Rare Responsible Employee"* who demonstrates specific behaviors and skills that we particularly value in our employees:

The *"Rare Responsible Employee"* is:

- ❖ Safety minded
- ❖ Self-motivated
- ❖ Self-aware
- ❖ Self-disciplined
- ❖ Self-improving
- ❖ Acts like a leader
- ❖ Never feels "that's not my job"
- ❖ Always willing to adapt to change

Employees who consistently demonstrate these skills and behaviors, and adapt easily and responsively to the day-to-day changes that occur in our industry may expect to succeed in their employment with Zeal Education Society, Pune again, welcome to Zeal Education Society, Pune. We're proud to have you with us.

Sincerely,

Shri S.M. Katkar
Founder Director,
Zeal Education Society, Pune-41

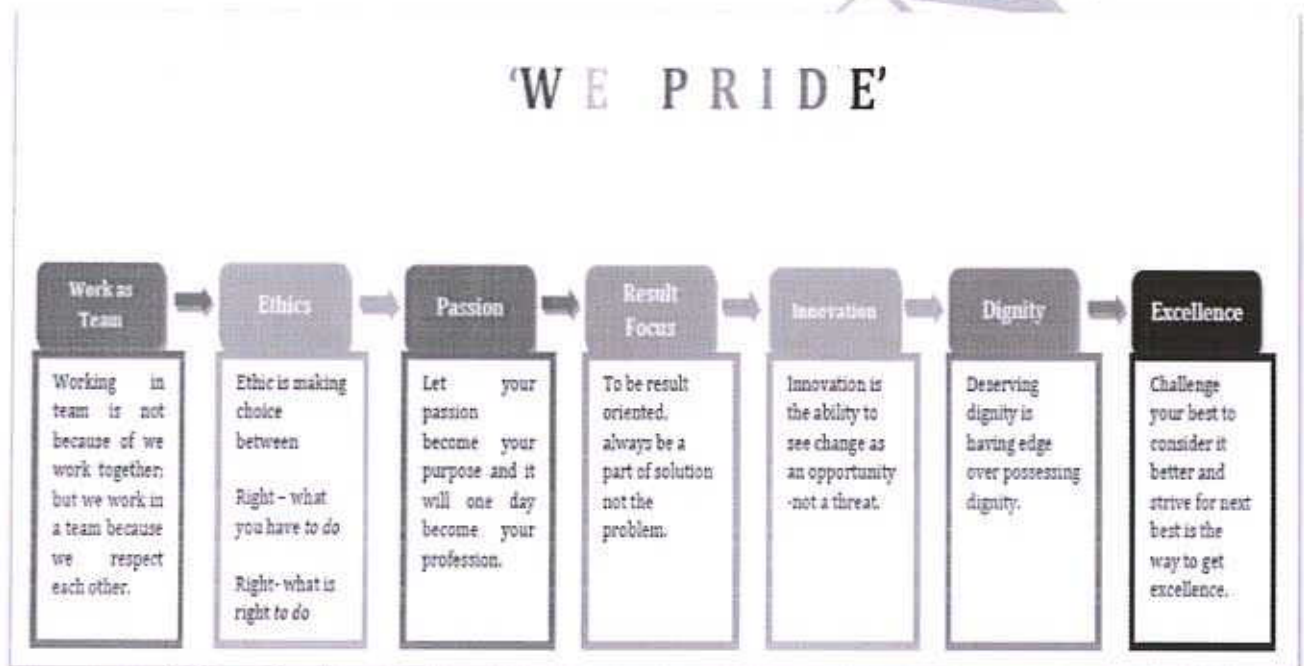


1.2 Vision:

To empower society with holistic development through quality education

1.3 Zeal Values: *W.E. P.R.I.D.E.*

"W.E. P.R.I.D.E." are our unified set of values. It is instructional to our operating system for day-in and day-out



1.4 INSTITUTION POLICY ON RELATIONSHIP WITH EMPLOYEE'S:

In continuing effort to implement fair and effective personnel policies and practices, Zeal Education Society, Pune pledges:

- To employ people without any discrimination to race, color, gender, national origin, religion, marital status or change in marital status, pregnancy, parental status, physical or mental disability, age, or status as a veteran, or any other classifications protected by law;



- To welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
- To establish procedures which establishes a platform to discuss freely any work related matter of interest or concern with your immediate supervisor or department head; and
- To permit you as much discretion and responsibility as is consistent with a well- coordinated and effective operation.

1.5 SEASONAL NATURE OF WORK:

Zeal Education Society's client base is mainly derived from the Education and skills sector. These industries provide episodic or seasonal work that requires Zeal Education Society routinely adapt to industries changes. Changes in government regulations, legislation and economic limitations may result in our clients need to mobilize quickly or demobilize rapidly effecting your employment status. This type of environment is not for everyone and the expectation is great on employees to adapt to changes in client needs quickly and seamlessly.

Zeal Education Society, Pune expects employees:

- To give a productive day's work and to arrive at assignment and begin work on time;
- To demonstrate a considerate, friendly and constructive attitude toward fellow employees, customers and clients;
- To maintain a professional personal appearance in dress and grooming that is appropriate for the work situation, present a good public image for the Institution and meet safety and health considerations in the workplace;
- To refrain from vulgar or profane language when representing the Institution.
- To follow the directives of supervisors and abide by all Institution policies;

Zeal Education Society, Pune retains the right to exercise customary managerial functions including, but not limited to, the right:

- To assign, supervise, discipline, and terminate employees;
- To determine and change starting and quitting times;
- To transfer employees within their department or into other departments and other classifications, or to another jobsite;
- To determine and change the size and qualifications of the work force;



- To establish, interpret, change, or abolish its policies, practices, rules and regulations;
- To determine and change methods by which its operations are to be carried out;
- To assign duties to employees in accordance with the Institution's needs and requirements and to carry out all administrative functions.

1.6 EMPLOYEE HANDBOOK

This employee handbook has been prepared to help provide information to all employees about Zeal Education Society, Pune guidelines, policies and procedures. It also outlines many of the benefit provided to you as an employee. This handbook does not include all Institution guidelines, policies and procedures. Should you have any questions, please discuss them with your respective Reporting authority, Competent Authority, Zeal Education Society, Pune and/or the Human Resource Department. The information contained in this handbook applies to all employees of the Institution. It is presented as a matter of information only and its contents should not be interpreted as a contract between Zeal Education Society, Pune and any of its employees.

Zeal Education Society, Pune reserves the right to revise its policies, programs and benefit plans at any time. While the Institution will normally attempt to provide employees with advance notice of any change, the Institution reserves the right to alter these policies at any time without advance notice. Continued employment after a change or modification will signal the employee's consent and understanding of the change. As circumstances dictate, Zeal Education Society, Pune also reserves the right to make individual exceptions to these policies and procedures. Any exception granted by Zeal Education Society, Pune is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of any of Zeal Education Society, Pune policies and/or procedures may result in disciplinary action up to and including termination.

1.7 EMPLOYMENT STATUS

The policies and procedures presented in this handbook are in no way to be interpreted or construed as a contract of employment or guarantees of continued employment for any specific period of time. No verbal communication or written document will provide such a contract, assurance, or guarantee unless specified in writing and signed by a Institution official who is authorized to enter into such agreement.



Your compensation, hours of employment, and all other terms and conditions of employment are subject to modification by Zeal Education Society, Pune at its discretion.

We recognize that you have voluntarily joined Zeal Education Society, Pune that your employment is "at will", and that you are free to discontinue your employment at any time and for any reason. Zeal Education Society, Pune reserves a similar right. Therefore, both you and Zeal Education Society, Pune have the right to terminate your employment at any time, with or without advance notice and with or without cause or reason.

Any person providing false or misleading information on the employment application or at any time in the employment process may be subject to immediate dismissal.

1.8 INTRODUCTION PERIOD – PROBATIONARY STATUS

The first one Year of employment is considered an introduction period. During this time a manager will continuously evaluate the employee's performance, attendance, attitude, and conduct to determine compatibility with the requirements of the position. Should an employee's performance, attendance, attitude, or conduct not meet the standards at any time during the introduction period, or anytime during the course of employment, they will be released from employment. Release or voluntary resignation during this period will not have an adverse effect on an employee's records. Upon successful completion of the evaluation period employees may be eligible for certain benefit programs on the first day of the following month. Completion of the introduction period does not ensure continued employment, as all employment with Zeal Education Society, Pune is "at will" unless otherwise specified in writing from the Institution Executive Director and/or Founder Director, Zeal Education Society, Pune .



2. OPERATIONS

2.1 STANDARDS OF CONDUCT

Zeal Education Society, Pune is committed to conducting its business affairs honestly and with integrity. This commitment applies to our relationships with all stake holders includes competitors, customers, vendors and employees. Each employee must maintain the highest standards of personal and professional ethics. These rules, practices and policies concerning conduct and behavior ("Standards") are instrumental to your continued success and the success of Zeal Education Society, Pune.

An employee should not conduct business that is not in the full spirit of honest and ethical behavior, nor should an employee cause another employee, or non-employee, to act or behave in such a manner, either through inducement, suggestion, or coercion. Furthermore, an employee should not furnish Institution, employee, client or competitor information to any individual, business and should defer such requests to the Zeal Education Society, Pune direct Supervisor.

Each employee is expected to report dishonest activities by other employees to their direct Supervisor. Failure to report such activities is considered a violation of the Standards. Knowingly submitting false information is also considered a violation of the Standards.

Initiating or encouraging reprisal action against an employee or other person who, in good faith, reports known or suspected Standards violations is prohibited.

2.2 EMPLOYEE CONDUCT AND WORK PERFORMANCE

As an employee of Zeal Education Society, Pune, you are expected to conduct your working relationships with your supervisor, co-workers, clients and vendors in a professional manner, working as a team while demonstrating a positive attitude and showing respect for coworkers, clients and their property. Good faith compliance with applicable laws, policies and regulations are required.



The following guidelines have been developed to communicate the Standards of Zeal Education Society, Pune Each employee is expected to:

- Report to work punctually, as scheduled, and be at the assigned work station, ready for work, at the assigned starting time;
- Notify the appropriate manager with as much advance notice as possible when unable to report to work, or unable to report for work on time;
- Actively work during all work hours;
- Comply with all performance/conduct and safety/security policies and procedures;
- Wear appropriate business attire/uniform for and in accordance with the work being performed;
- Perform assigned tasks efficiently and correctly;
- Address fellow employees, customers and visitors in a professional, courteous and respectful manner;
- Maintain work place and work area cleanliness;
- Refrain from behavior or conduct deemed offensive or undesirable;
- Obtain approval from a Reporting Authority before removing any Institution and/or client property for Institution or for personal use.

The following definitions and classifications are examples of violations for which corrective counseling or other disciplinary action may be taken, up to and including termination. This list is not exhaustive and other performance issues and/or misconduct may result in disciplinary action.

Examples of performance issues may include, but are not limited to:

- Excessive absenteeism, tardiness or failure to come to work;
- Failure to meet scheduled transportation connections;
- Failure to meet performance and work quality standards;
- Abusive or unauthorized use of Institution/Client supplies and equipment;
- Failure to adhere to safety/security regulations, procedures and policies;
- Reckless or unsafe driving, including speeding, while operating Institution vehicles;
- Unauthorized use of Institution vehicles;



- ✘ Failure to immediately report an incident or job-related injury.

Examples of inappropriate behavior and misconduct include, but are not limited to:

- ✘ Reporting to work intoxicated / under the influence of alcohol, non-prescribed narcotics; or the abusive use of prescribed narcotics;
- ✘ Possession or use of alcoholic beverages and prescription drugs without a valid prescription on Institution and/or Client property;
- ✘ Consumption of alcoholic beverages while engaged in Institution business or while in Institution uniform;
- ✘ Falsifying employment or any other Institution records;
- ✘ Submitting a fraudulent injury claim;
- ✘ Failure to maintain the confidentiality of Institution information or business records;
- ✘ Actions and/or behaviors involving Harassment, sexual or otherwise, Intimidation, Retaliation, or Discrimination;
- ✘ Solicitation of outside work from customers;
- ✘ Fighting or otherwise physically assaulting another employee, customer or vendor;
- ✘ Use of obscene, abusive, or threatening language and/or gestures;
- ✘ Theft or misappropriation of property from co-workers, customers, Zeal Education Society, Pune or visitors of Zeal Education Society, Pune;
- ✘ Misuse, abuse or destruction of Institution and/or Client Property;
- ✘ Gambling on Institution and/or Client Property;
- ✘ Possession, sale or use of firearms or other weapons on Institution premises or while on Institution business;
- ✘ Insubordination defined as unwillingness or refusal to follow management's directions or instructions concerning any job-related function; and/or disrespectful behavior toward a manager or supervisor.
- ✘ Deliberate concealment of another employee's misconduct;
- ✘ Posting, removing or defacing Zeal Education Society, Pune notices, signs or writings on Institution and/or Client Property without proper permission;



- ✘ Embezzlement/theft of any money or property belonging to Zeal Education Society, Pune;
- ✘ Violation of or failure to adhere to the rules of operation or conduct established by Zeal Education Society, Pune.;
- ✘ Any behavior or practice, whether or not mentioned in this Handbook, inconsistent with the ordinary and reasonable conduct necessary for a productive work atmosphere.

Employee performance should be evaluated annually. The Performance Evaluation Form is located on the ERP System under "Forms/Documents" - HR Forms. Zeal Education Society, Pune, at its sole discretion, reserves the right to modify all evaluation forms. Zeal Education Society, Pune also reserves the right to utilize other performance evaluation forms or methods.

2.3 AVAILABILITY FOR WORK

Employees are hired, in part, based on their availability to work. If, for any reason, there is a change in an employee's availability, Zeal Education Society, Pune should be notified as soon as possible and no later than 48 [Forty-Eight] hours or sooner prior to the change. Zeal Education Society, Pune will make a reasonable attempt to modify the employee's work schedule.

2.4 ABSENTEEISM AND PUNCTUALITY

It is your responsibility to be present for work when specified by your site supervisor or a member of management. Proper management personnel must be notified when you will be absent from or late to work. By not showing up or showing up late for a shift or change out, puts undue stress on your fellow team members. Zeal Education Society, Pune counts on you to be there.

If you require time off from work, you are required to notify your supervisor at least 02 [Two] days in advance. If an emergency arises, such as sickness or an accident, notify your supervisor or a member of management, as soon as possible, so arrangements can be made to assign someone to your work position. Calls from individuals other than the employee will not be accepted as appropriate notice unless approved by management.

Failure to make scheduled flight (or other transportation connections) may result in disciplinary action, up to and including termination. Employees are held responsible for making their scheduled transport to work and must contact their Immediate supervisor



if a transport will be failed/missed.. If your immediate supervisor is unavailable, you must leave a message. Failure to call within this time frame in the event of a transportation issues may result in a suspension of employment, without pay, for up to 02 [Two] days. Further disciplinary action, up to and including termination, may be taken as well.

2.5 PERSONAL APPEARANCE

Personal apparel and uniforms must be clean, well maintained, acceptable "conventional dress" and appropriate for each position and work environment. This not only promotes a safe work environment, but shows pride in our appearance, and helps instill client confidence in our work.

No article of clothing may display any obscene language or graphics that could be considered offensive by clients or other employees.

A clean shaven appearance is required. Facial hair is permissible (per individual camp or location policy) in the form of a moustache, closely groomed beard and sideburns. All kitchen employees must keep hair longer than shoulder length restrained with a hair net and Beards not closely groomed covered with a beard net. No exceptions. Housekeeping staff that has hair that is longer than shoulder length should keep hair tied back.

Visible tattoos that are vulgar or offensive must be covered during work hours. Heavy perfumes or colognes for both men and women shall not be worn to work. Good personal hygiene is required at all times for all employees.

Food Handlers:

- Must bath or shower daily and hair is kept clean and neat. Hands and fingernails (nail polish free) must be kept clean.
- Clean hair restraint is worn when handling open food.
- Clean uniform is worn and dirty aprons are changed as often as necessary.
- No jewelry should be worn that may pose a safety or sanitation risk.

Loose fitting clothing must be gathered and tucked in and long sleeves should be rolled and folded above the elbow when using machinery or rotating equipment.



Because of frequent contact with customers, personal items such as pins, badges, emblems or buttons may not be worn on uniforms or work attire during business hours unless they are Institution approved.

Employees who do not comply with Institution personal appearance standards may be required to leave work (off the clock) to correct the personal appearance problem.

Repeated violations or refusal to comply with these standards could result in disciplinary action up to and including termination.

2.6 UNIFORM GUIDE LINES

Uniforms are a very important part of the job we do. Without the proper uniforms we do not project the proper professionalism that it takes to be successful at our job sites. It is very important to always have a clean uniform.

Zeal Education Society, Pune, publishes time-to-time uniform policy and rules, an employee must adhere and follow all the rules and regulations strictly. Failure in the same may incur disciplinary action, including or up to termination of employment

2.7 NEATNESS OF WORK AREA

It is Zeal Education Society's policy to keep all areas of the business, neat, clean and professional in appearance.

Each employee is responsible for keeping his/her personal work area clean and uncluttered.

Inappropriate or distasteful pictures, posters or calendars are not permitted on Institution and/or Client property.

2.8 COMMUNICATION - PROBLEM RESOLUTION – OPEN DOOR POLICY

The cornerstone of effective team communication is the employee-supervisor relationship. If an employee has a problem or concern, he or she should discuss it with their immediate supervisor.

We believe that most problems can be resolved at the employee level in our organization. However, if this is not possible, all employees should know that they should report issues preferably following their chain of command. If after discussing the problem or concern with the supervisor, the employee feels that their problem or concern was not properly addressed, they should contact their Supervisor's Manager. If there is still no resolution to the problem, the Zeal Education Society, Pune Human Resource Department should be contacted.

2.9 EMPLOYEE RELATIONS



Having complete confidence in its management staff and employees, Zeal Education Society, Pune is confident that any issues that arise in the work place will be handled fairly and professionally.

Management will provide information and specifically listen and answer questions to develop a mutual respect among all organization staff.

Management will strive to conduct itself in an ethical and legal manner at all times.

2.10 DISCIPLINARY GUIDELINES

An employee's failure to follow the rules, practices, policies, guidelines or other Institution standards or policies not specifically mentioned in this handbook may result in disciplinary action. Any action taken will be at the sole discretion of Zeal Education Society, Pune. Disciplinary action options include informal or verbal counseling, written counseling, suspension and termination of employment.

2.11 USE OF INSTITUTION VEHICLES

All Institution vehicles are to be used for Institution business only. Should it be necessary for you to drive an Institution vehicle, you will be required to be on the Approved Drivers List. To be approved, your driving record is subject to periodic review. Record showing serious violations such as driving under the influence of drugs or alcohol, or repeated violations, could prohibit you from being authorized to drive an Institution vehicle. You are expected to observe all traffic laws, use your seat belt and not drive an Institution vehicle if you are in a physical or mental condition that impairs your judgment or ability to drive.

Employees using their personal vehicle for Institution business will be reimbursed at the current Reimbursement Guideline rate per mile. Employees should use their personal vehicle for Institution business only when an Institution vehicle is not available, and **ONLY** when approved by their supervisor. *Employees must receive prior management approval if personal-use vehicles are going to be used for Institution business if they wish to receive compensation*, and expense receipts and odometer readings need to be submitted to Zeal Education Society, Pune for reimbursement. It is against Zeal Education Society, Pune policy to operate ANY vehicle while under the influence of drugs or alcohol.

2.12 CONFLICTS OF INTEREST

A conflict of interest exists when an employee engages in any activity that may compromise him/her, another employee, Zeal Education Society, Pune or Zeal Education Society's relationship with a customer, vendor, or competitor. Potential conflicts of



interest with a customer, vendor, or competitor may include soliciting business for personal gain, accepting gifts other than those of nominal value, requesting favors, discounts or any other gesture considered a gratuity.

Employees are required to disclose any potential conflict of interest. Failure to disclose a potential conflict of interest or engaging in a practice determined to be a conflict of interest may result in disciplinary action up to and including termination.

2.13 CONFIDENTIALITY OF INSTITUTION INFORMATION

Safeguarding Zeal Education Society's confidential information, including systems, software, procedures and technology is essential. Caution and discretion are required in the use of such information. Confidential information should be shared only with those in Zeal Education Society; Pune having a legitimate business need to know.

Confidential information obtained as a result of employment with Zeal Education Society, Pune is not to be used for personal gain. Unauthorized use or disclosure of confidential information can result in civil and/or criminal penalties, for both the employee and Zeal Education Society, Pune

Inquiries regarding current or former employees should be referred to Human Resources. Improper use of any Zeal Education Society, Pune information may result in disciplinary action up to and including termination.

2.14 SAFETY

Great care has been taken to provide a safe workplace, including monitoring and complying with Central/Union, state and local laws and regulations. You are expected to read and become knowledgeable of our Institution Health, Safety and Environmental Policy Manual and to understand that we believe all occupational injuries and illnesses can be prevented. Employee Health, Safety and Environmental Awareness is a *priority* while working at Zeal Education Society, Pune, it is just how we do business.

Specific safety and health rules will be posted. Each employee is responsible for remaining aware of and following safe working practices/procedures. Failure to follow safety and health rules may result in disciplinary action up to and including termination.

A. brief review of these guidelines:

- Report any unsafe conditions or practices immediately to your supervisor;
- Report all personal injuries to your supervisor immediately;
- Alert your supervisor if you become sick while at work;



- ☑ Employees are required to keep their work area clean and free from hazard;
- ☑ Never remove guards or safety devices from equipment. Report any broken or missing devices immediately;
- ☑ Smoking is prohibited on Zeal Education Society's all campuses.
- ☑ Footwear is well maintained and clean with non-slip/skid sole. For maintenance workers, safety toe footwear is required or as required by specific site.

1.15 VIOLENCE AND WEAPONS POLICY

Zeal Education Society, Pune believes in maintaining a safe work environment for all of its employees and clients. Any and all acts or threats of violence by or against any Institution employee, customer, vendor, or other visitor to Zeal Education Society's facilities are strictly prohibited. This policy applies to all Institution employees whether on or off Institution and/or Client Property.

Possession or use of any and all weapons, including but not limited to, knives, handguns and martial arts weapons, regardless of licensure or concealment, is prohibited on Institution and/or Client Property. The exceptions to this policy are: contracted licensed security officers, law enforcement officers and tools of an employee's specific trade.

All firearms and weapons, including but not limited to lawfully possessed shotguns, rifles, handguns, ammunition, explosives, incendiary devices, accelerants, gunpowder, bows, crossbows, zip guns, stun guns, air or gas-powered guns, hoax bombs and illegal weapons (including illegal knives as defined by state law) are prohibited on Institution property, on the person of an employee while conducting Institution business, and in personally-owned vehicles while on Institution business.

2.16 WORKPLACE MONITORING AND SEARCHES

Institution property, including but not limited to, desks, lockers, computers, files, e-mail, toolboxes and other property owned by Zeal Education Society, Pune is subject to monitoring, interception and review. Reasons for monitoring, interception and review include, but are not limited to:

- Theft investigation,
- Improper disclosure of confidential or proprietary information,
- Personal abuse or monitoring workflow and productivity.



Computers, e-mail and other communications systems are to be used for business purposes only. Zeal Education Society, Pune employees should not have an expectation of privacy using Zeal Education Society's equipment or electronic information.

Any attempt to gain access to restricted files by use of unauthorized codes or passwords is prohibited and will subject the employee to disciplinary action up to and including termination.

All communications conducted with Institution resources, including e-mail, are subject to monitoring and review at any time.

Zeal Education Society, Pune retains the right to conduct searches of Institution and/or Institution managed property at any time. A search of Institution and/or Institution managed property is not an allegation or an accusation of criminal conduct.

Zeal Education Society, Pune also retains the right to search any locked or secured areas on the premises. This includes the use of computer pass codes, which must be available to Zeal Education Society, Pune at all times.

When Zeal Education Society, Pune determines the safety of individuals or Institution and/or Client Property may be at risk Zeal Education Society, Pune may, at its sole discretion, conduct unannounced searches of Institution and/or Institution Managed Property as well as an employee's personal property on Institution and/or Institution Managed premises. These searches may include Institution and/or Institution Managed lockers and vehicles. Employees are expected to cooperate when searches are conducted. Searches may occur at any time.

These searches may include the use of electronic devices, scent-trained animals, or the taking of breath or urine samples for testing to determine the presence of substances prohibited by this policy. The Institution will pay for the full cost of any tests and transportation to and from such tests.

Since such samples and testing are conditions of your employment, refusal to submit to them is cause for termination of your employment.

2.17 SUBSTANCE ABUSE

Zeal Education Society, Pune has a long-standing commitment to maintain the highest standards possible for the health and safety of its employees, customers, clients, and the public at large. The use of or impairment by drugs and/or alcohol during work time is contrary to these high standards and will not be tolerated.



The purpose of Zeal Education Society's Drug and Alcohol Policy, which all employees are required to sign off on at the beginning of employment, is to maintain the highest safety, health, and work performance standards possible, and to reduce work-related accidents, injuries, and damage which may be caused by drug or alcohol use or impairment. This policy is also intended to ensure the maintenance of productivity, the quality of products and services, and the security of property. Violation of this policy will result in disciplinary action up to and including termination.

Any employee reporting to work impaired will not be allowed to work and will be subject to drug and/or alcohol testing. Employees who voluntarily admit to a substance abuse problem prior to Zeal Education Society's identifying a problem, and request assistance from a rehabilitation program will be granted an unpaid leave of absence, up to 06 [Six] months, available one time only and will be conditional upon the employees full compliance with the terms of the rehabilitation program. Any benefits for which the employee may have been eligible will continue in accordance with the Leave of Absence Policy. However, seniority will not continue to accrue for benefits eligibility purposes during the rehabilitation period.

Legally prescribed medications/drugs may be taken during working hours. Employees must notify their supervisors if the use of prescribed medication/drugs might affect their performance. Abuse of prescription medications/drugs will not be tolerated. Prescribed medications must be in their original container as prescribed.

Zeal Education Society, Pune employees will be tested for drugs and/or alcohol under the following situations:

Post Offer/Hire Testing (Drugs Only).

A pre-employment drug test of all prospective employees will be conducted. A positive test result is grounds for denying employment and a negative result is required prior to reporting for work.

Post-Accident Testing

a. Persons Subject to Post-Accident Testing.

Employees whom the Institution reasonably believes may have contributed to an accident in the workplace or during work time *may be* required to undergo drug and/or alcohol impairment testing. Such a test will be conducted as soon as practicable after the accident.

b. Obligations of Employee Subject to Post-Accident Testing.



1. An employee who is subject to post-accident testing shall not consume alcohol for 8 hours after the accident, or until s/he has taken an alcohol test, whichever occurs first.
2. An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

Employees who do not comply with the post-accident testing requirements, or who fail or refuse to provide a sample for testing will be considered to have refused to submit to testing and will be subject to appropriate disciplinary action, including termination.

Random Testing

All employees shall be subject to drug testing on an unannounced and random basis. The primary purposes of unannounced random testing are to deter illegal drug use which may affect work performance or safety, and to ensure a drug free work place.

Twenty-five percent of the testing pool will be randomly selected for drug testing each year. The selections will be spread reasonably over a 12-month period.

Reasonable Suspicion Testing

Any employee whom the Institution reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect job performance, safety or the work environment may be required to submit to a drug and/or alcohol test. Reasonable suspicion testing is done to identify drug and alcohol affected employees who may pose a danger to themselves or others in their job performance.

Supervisors will make the decision whether there is reasonable suspicion to believe an employee is impaired by or under the influence of a drug or alcohol while on duty in violation of this policy. Refusal to submit to any drug and/or alcohol testing for any reason may result in disciplinary action up to and including termination.

Zeal Education Society, Pune may report information with regards to possession, distribution or use of illegal drugs to law enforcement officials. Additionally, suspect substances found during the search of Institution and/or managed property or an employee's personal property on Institution premises may be turned over to law enforcement officials. Employees convicted of drug and/or alcohol involvement may be considered to be in violation of Zeal Education Society's Substance Abuse Policy.

Institution, customer or supplier sponsored activities which may include the service of alcoholic beverages are not included in this policy. However, all employees are viewed as representatives of Zeal Education Society, Pune, whether at work or participating in these events. Zeal Education Society, Pune expects that such consumption will be in



moderation so as to not reflect negatively on Zeal Education Society's professional reputation or expose Zeal Education Society, Pune to undue legal liability. An employee should never operate a motor vehicle or otherwise engage in any hazardous activity if the alcohol consumed would impair their ability to safely perform those functions.

2.18 SOLICITATION AND CONTRIBUTIONS

Solicitation and distribution of materials on Institution premises is prohibited without the prior approval of management. Employees may request permission to solicit other employees during non-working hours and in non-working areas of Zeal Education Society, Pune

Any request to solicit or sell on Institution premises must be referred to your supervisor, manager or the Zeal Education Society, Pune direct Supervisor for approval prior to solicitation. Management may designate a time and area in which solicitation may occur.

Zeal Education Society, Pune reserves the right to reverse any approval for solicitation/distribution at its sole discretion.

2.19 INSTITUTION AND/OR CLIENT PROPERTY

All desks, file cabinets, computers, furniture, etc. are the property of Zeal Education Society, Pune and must be accessible to management at all times. The use of personal locks on Institution offices, furniture, file cabinets or other property is not permitted.

Zeal Education Society, Pune assumes no liability or security for personal property including vehicles, electronic equipment, tools, personal items, toolboxes, etc. brought onto Institution premises or parking lots.

Remote site employees: Please refrain from leaving personal property (jewelry, cash, and/or Vehicles) on Institution premises when you leave for work at your designated jobsite.

2.20 OFFICE EQUIPMENT

Fax machines, copiers, computers, and other office equipment are for Institution business use only and should not be removed from the premises without the expressed consent of Zeal Education Society, Pune

Computer Access

As is true of most companies today, the data stored on our Institution's computers is among our most valuable assets. If that data is lost or stolen; it can have an adverse



effect on all of us. Therefore, Zeal Education Society's policy regarding computer access is:

1. Institution computers are for the sole use of our employees/students, to engage in Institution business.
2. We cannot allow non-employees to have access to Zeal Education Society's computers under any circumstances.
3. Do not leave open laptops, keyboards, mice or other input devices where non employees could access it without your knowledge.
4. As an employee, the Institution may provide you with a distinct *username* and *password*. These are for your use only.
5. Do not share your username or password with any other person – including other employees.
6. Do not give fellow employees access to a computer when it is logged in under your name.

2.21 INTERNET ACCESS

Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at Zeal Education Society, Pune will comply with all Federal and State laws, all Zeal Education Society, Pune policies, and all Zeal Education Society, Pune contracts. This includes, but is not limited to the following:

1. Individuals should limit their personal use of the Internet. Zeal Education Society, Pune allows limited personal use for communication with family and friends, independent learning, and public service. Zeal Education Society, Pune prohibits use for mass unsolicited mailings, access for non-employees to Zeal Education Society, Pune resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by Zeal Education Society, Pune, and the dissemination of chain letters.
2. Individuals may not establish Institution computers as participants in any peer-to-peer network, unless approved by management.
3. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Zeal Education Society, Pune or another individual without authorized permission.
4. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.



5. Individuals will only use Zeal Education Society, Pune -approved services, for voice communication over the Internet.

2.22 EMAIL

Hackers routinely use e-mail and e-mail attachments to distribute destructive programs throughout the Internet and to commit identity theft by tricking e-mail recipients into divulging personal information. This can have consequences for you, personally, as well as for the Institution. Therefore, our Institution policy is:

1. Do not open any e-mail attachment unless:
 - a. You are certain of the sender's identity.
 - b. It is an attachment you specifically requested the sender mail to you.
 - c. You are familiar with the file format and know that it cannot possibly contain any destructive programming (example: Adobe Acrobat PDF files).
2. Be aware that Microsoft Word (*.doc) and Excel (*.xls) files can contain harmful programs called *macros*. Even if such documents appear to come from a legitimate source, be aware that they could have been mailed without the sender's knowledge. Again, do not open any Microsoft Office documents unless they are ones you specifically asked the sender to forward to you.
3. *Under no circumstances* open files with the extension *.zip or *.exe. These are almost always viruses.
4. Do not forward or send e-mail from your home computer -- or any other PC -- to an Institution e-mail address if it contains attachments or pictures. We understand you may have come across something you think is important to share with co-workers. What you are really sending, however, may be a message with a virus or other harmful programming attached. *Don't do it.*
5. Be suspicious of any e-mail that appears to be from a bank or credit Institution asking you to go on line to confirm personal account information -- no matter how authentic it looks. These counterfeit messages are employing a tactic known as *phishing*, and are designed to trick you into divulging credit card and Social Security numbers, user names, passwords, etc., in order to commit identity theft. Legitimate companies do not ask for this information via e-mail.
6. The following activities are deemed inappropriate uses of Zeal Education Society's systems and services and are prohibited:
 - a. Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).



- b. Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Zeal Education Society, Pune or another individual without authorized permission.
- c. Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 10M or less.
- d. Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- e. Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.

2.23 EXCESSIVE PERSONAL USE OF ZEAL EDUCATION SOCIETY'S E-MAIL

Zeal Education Society, Pune allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Zeal Education Society, Pune prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Zeal Education Society, Pune commercial activity, political campaigning, dissemination of chain letters, and use by non-employee

Employees who disregard this and continue to violate computer, internet and email access will be subject to progressive discipline up to and including termination.

2.24 TOOLS AND EQUIPMENT

Zeal Education Society, Pune provides specialized equipment and tools when needed. Much of this equipment is designed to perform a specific task safer, easier and faster than it could be done manually. This equipment should only be used for the purpose designed.

Any employee abusing Institution tools and equipment will be subject to disciplinary action, up to and including termination.

Zeal Education Society, Pune is not responsible for loss, theft or damage to employee's own work tools. It is the employee's responsibility to care for and keep track of their personal belongings.

2.25 MANDATORY MEETINGS



Employees are required to attend daily toolbox and weekly Safety meetings. These meetings are held to discuss team performance, policies, procedures, safety issues, etc.

Also, all employees are required to attend all the meetings called and/or instructed by higher authority, Zeal Education Society, Pune, with apt punctuality and at desired place, without fail.

If any collusion may occur, employee should take a priority call and make necessary arrangements through, call, email, etc.

2.26 ELECTRONIC COMMUNICATIONS DEVICES AND CELL PHONES

1. Telephone Use

The Institution recognizes that occasionally it is necessary for employees to make or receive personal telephone calls during working hours. Zeal Education Society, Pune however, asks that employees restrict their personal telephone usage to emergency situations. Employees may not charge personal long- distance calls to the Institution. Excessive personal telephone usage may result in disciplinary action, up to and including termination.

2. Skype

Skype is a voice-over-IP service, providing telephone-like service via the Internet. Use of Skype is now permitted/not permitted on the network, so long as use is consistent with Zeal Education Society, Pune policy. It is requested that all Skype accounts be approved and registered through Zeal Education Society's ICT Department.

3. Prohibition of Recording Equipment Use

In order to protect the privacy of our employees and clients, Zeal Education Society, Pune prohibits employees from using any recording device on Institution or client property, including audio, video and still photography. The only exceptions to this prohibition are when there is "informed consent" of all parties to the conversation or event. For example this could include training sessions and all parties agree to the consent of the recording.

No employee or other individual may openly or secretly tape or otherwise record or videotape any conversation, communication, activity or event in any way that involves Zeal Education Society, Pune, the employees Zeal Education Society, Pune, any of our clients, subsidiaries or affiliates, clients or any other individual with whom we are doing business or intending to do business in any cap Zeal Education Society, Pune.



No employee may eavesdrop on the conversations or communications of other employees or non-employees in accordance with the same standards set forth.

Employee violations will be subject to disciplinary action up to and including termination. If the conduct in which the employee is engaged is illegal, violators may also be subject to prosecution under applicable federal, state or local laws.

4. Cell Phones, Personal Radios, PDA, and IPod's, CD Players, and Like Equipment

Employees are cautioned that the use of electronic entertainment or communication devices may present a safety concern in that the associate might not hear an approaching vehicles, machinery or verbal communication from another team member. Due to safety concerns, any devices that impair normal hearing or distract an employee from focusing at work are **never** to be worn or used during the normal work day or while driving. This equipment may be used before and after a shift or on schedule breaks only. Any accidents or incidents that result from the use of these devices will result in discipline, up to and including termination. Supervisors may determine site specific criteria regarding the use of ear buds during normal working hours.

Specific Guidelines for Personal Cell Phone Use and Text Messaging:

Having your cell phone at work can be useful but it can also be very disruptive. Your friends and family can reach you anytime, anywhere, and these interruptions can not only interfere with your work, they can be annoying to others who work with you and bring bad work habits to the attention of your supervisor and potential disciplinary action.

When you are off shift on your own time, the choice to turn on your cell phone is entirely yours or to text message. But when you are at work, you are expected to be mindful of your co-workers and your ability to get your job done; therefore your cell phone should be on vibrate. Abusive cell phone use while working could be considered an "unsafe behavior" and subject to disciplinary action. Use of personal cell phones and text messaging in the workplace during off shift time is restricted and subject to a few common-sense rules that you are expected to observe when you bring your cell phone to work. The rules are:

- 1. Find a Private Place to Make Your Cell Phone Calls** -- Using your cell phone for personal calls is permitted during breaks. You may be on a break, but your co-workers have work to do. Find somewhere else to talk, where you can't be overheard -- even if what you are talking about is not personal.
- 2. Never Use Your Cell Phone In A Restroom** -- This should apply to using your cell phone at work or anywhere else. You never know who else is in there and the person on the other end of the call will hear sounds of toilets flushing and other noises. Use of a phone in a restroom is an invasion of another's privacy.



Specific Guidelines for Operation of Personal Entertainment/Communication Devices:

1. The use of headsets or ear pieces for cell phones, personal entertainment (Walkman, iPod, etc.), or trunk radio telephone calls is prohibited during the operation of motor vehicles or equipment, or during normal work hours.
2. Volume must be kept low so as not to interfere with the normal conversation level in the workplace, vehicle or equipment.
3. Music or commentaries are restricted to ensure the absence of profanity and/or racial slurs or other offensive language.
4. If supervisors allow personal entertainment devices to be used in the workplace, the devices must be UL Approved, placed out of the way of work task areas, and electrical cords must not pose a Trip Hazard.
5. If kitchen supervisors allow personal entertainment devices to be used in the kitchen, they must be kept clean and sanitary.
6. Any infraction of these standards will result in disciplinary action up to, and including termination.

2.27 PERSONAL MAIL

Employees should not use Zeal Education Society, Pune address or any of its client camp addresses for personal business including the delivery of personal mail without prior approval from the Site Supervisor.

Institution stationery should not be used for personal correspondence. Any communication sent out on Institution stationery must be official Institution business.

2.28 SEVERE WEATHER

Zeal Education Society, Pune will be open for business on all regularly scheduled days, regardless of weather conditions. Every attempt should be made to report to work if weather conditions permit. Employees should notify their manager as soon as possible if they will be absent from or late for work. Your manager may approve late arrivals or early departures if it is determined that you made an effort to report to work for a full day.

2.29 SUGGESTIONS

Employees are encouraged to submit suggestions concerning quality, working conditions, procedures, sales, marketing and policies. This can be done either through your supervisor, or through the email on hr@zealeducation.com



3. EMPLOYMENT

3.1 ORIENTATION (Induction)

New employees will be required to provide documentation of identity and employment eligibility in accordance with eligibility criteria, and rules and regulations led by SPP University, AICTE, UGC, DTE and legislation (Maharashtra Public University Act-2016). The 1-9 form is to be used for this purpose. (Refer Recruitment Policy). New employees who do not provide the required identification for completion of the process within 48 hours of employment appointment will be terminated.

New employees will receive a copy of the employee handbook on their first day of employment. They are to be given the opportunity to read the entire handbook and once completed, sign the acknowledgment of understanding form. The signed acknowledgment of understanding form will be placed in their personnel file at establishment department.

3.2 EQUAL EMPLOYMENT OPPORTUNITY

Zeal Education Society, Pune is committed to compliance laws and regulations designed to prevent discrimination against any individual without regard to race, color, gender, national origin, religion, marital status or change in marital status, pregnancy, parental status, mental or physical disability, age, or status as a veteran or any other classifications protected by law.

It is Zeal Education Society, Pune policy that employees have the right to work in surroundings that are free from all forms of unlawful discrimination. It is this Institution's policy to ensure that fair and equal employment opportunities are extended to all qualified persons, without regard to race, color, gender, national origin, religion, marital status or change in marital status, pregnancy, parental status, mental or physical disability, age, or status as a veteran, or other classifications protected by law. This policy applies to recruitment, selection, placement, training, promotion, demotion, and rates of pay, benefits, layoffs, discipline, termination, transfers and all other conditions of employment. Zeal Education Society, Pune also has a program for the recruitment, hiring and promotion of qualified natives.

In addition to compliance with Laws and statutes, Zeal Education Society, Pune complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including but not limited to the following:

- Recruitment, hiring, placement, transfer, promotion, and demotion;
- Training, development, and educational assistance;
- Compensation and benefits;



- Educational, social, and recreational programs;
- Discipline;
- Termination of employment.

6.2 Employment decisions, subject to the legitimate business requirements of Zeal Education Society, Pune are based solely on the individual's qualifications, merit, behavior and performance.

3.3 HARASSMENT

Zeal Education Society, Pune is committed to compliance with laws and regulations designed to prevent discrimination against any individual because of race, color, ancestry, national origin, age, disability, sex or veteran status. This includes a commitment to maintaining an environment which promotes Equal Employment Opportunity for all present or potential employees. This includes maintaining a work atmosphere free of behavior that is or may be viewed to be offensive to any other employee or group of employees. It also includes the right of employees to be free from sexual harassment and to have the ability to report such incidents without fear of reprisal.

Harassment is conduct focused on a person or group of persons including, but not limited to: physical or verbal abuse, unwelcome activity of a sexual nature and retaliation; as well as any behavior or action which interferes with an individual's ability to perform assignments or which creates a hostile or intimidating work environment.

The following, though not all-inclusive, is a list of various types of harassment.

- Verbal Abuse** - any language that degrades or berates others, including, but not limited to, racial, religious, or sexual comments, jokes, sexual innuendoes or threats of any kind;
- Physical Abuse** - includes touching, hitting, slamming, throwing, kicking or threatening another person, including restraining by force or blocking the path of another;
- Interference or Hostile Environment** - any behavior or action which interferes with an employee's ability to perform work assignments or which results in or creates a hostile or intimidating work environment.
- Sexual Harassment** - includes, but is not limited to, sexual advances, requests for sexual acts or favors and other physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implied as a term or condition of an individual's employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or



Such conduct is severe and pervasive, and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Retaliation - any adverse action or threat of adverse action taken or made because an individual has exercised or attempted to exercise any rights under state or federal employment laws or under the policies of Zeal Education Society, Pune

Retaliation includes, but is not limited to:

- Verbal abuse
- Threats of withholding or withdrawal of pay, promotions, training or other employment opportunities.

In addition to the above forms of harassment, any behavior or action which interferes with an individual's ability to perform job duties or which results in or creates a hostile or intimidating work environment is considered harassment.

Zeal Education Society, Pune will not tolerate the discrimination or harassment of employees and/or applicants.

Comments, conduct, off color jokes and innuendoes that may be perceived as offensive or harassing are strictly prohibited and will not be tolerated.

In addition, Zeal Education Society, Pune will not tolerate the harassment of Institution personnel by non- Institution personnel on Institution premises. Non-Institution personnel include, but are not limited to, customers, vendors, guests and regulators.

Any employee who feels he/she is the victim of discrimination or harassment has a responsibility to report this to the Human Resources Manager, or other managerial personnel. Reporting of the incident should be made verbally or in writing to Zeal Education Society, Pune Human Resources Department or the employee's direct supervisor immediately. A written complaint should include the specific nature of the incident, date and place of incident, names of all parties involved as well as a detailed report of all pertinent facts. Complaints of harassment will be promptly and carefully investigated. Investigations will include interviews with all relevant persons, including the accused and other potential witnesses.

Any employee, who, in good faith, files a complaint of harassment, will be free from any and all reprisal or retaliation as a result of filing the complaint. Investigators will make every effort to strike a balance between the parties' desires for privacy and the need to conduct a fair and effective investigation.



Harassment shall subject an employee to disciplinary action up to and including termination.

3.4 CRIMINAL CONVICTIONS

Zeal Education Society, Pune reserves the right not to employ or retain in employment anyone convicted of a criminal offense involving dishonesty or breach of trust.

All post/pre-placement offers of employment at Zeal Education Society, Pune will be contingent upon results of a thorough background check. Background checks may be conducted on all newly hired staff members and on all employees who are promoted, as deemed necessary. Background checks will be conducted without regard to race, religion, gender, national origin, age, veteran or physical or mentally disabled status or any other protected class covered by law.

Felony conviction of a crime will not automatically result in a rejection of employment. All relevant circumstances, such as length of time since conviction, and the crime involved will be considered in relation to the specific job requirements.

Background checks may include:

- Social Security** validates the applicant's social security number, date of birth and former addresses.
- Prior Employment Verification** confirms applicant's employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, reason for departure and eligibility for rehire. This will be run on past two employers or five years, whichever comes first.
- Multi- State Criminal** will be run on counties that applicants have listed on the release form. This will include counties of past residence for a period of up to five years.
- Criminal History** checks district courts for any crimes committed in violation of federal law in district of current residence.
- Personal and Professional References:** Calls will be placed to individuals listed as references by an applicant.
- Educational Verification** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

The following additional searches will be required if applicable to the position:



- Motor Vehicle** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History** confirms candidate's credit history. This search will be run for positions that involve management of Zeal Education Society, Pune funds and/or handling of cash.

3.5 PERSONNEL FILE

The information contained in personnel files is considered confidential information.

Due to the confidential nature of personnel files, the Zeal Education Society, Pune Human Resources Department is responsible for controlling all access to them through the Establishment section. Personnel files may be reviewed and copied by employees under the presence of the Human Resource Manager or employee representative.

An employee may review his/her personnel file in the presence of the Zeal Education Society, Pune Management during normal business hours and by scheduled appointment. Under no circumstances may an employee alter or remove any document in the file. Due to security and confidentiality reasons, requests for copies of an employee personnel file may not be made over the phone, but only in person or in writing to the Zeal Education Society, Pune Human Resource Department. A reasonable charge may apply for the cost of copying documents or contents of a personal file.

It is the sole responsibility of each employee to inform Zeal Education Society, Pune of any changes in personal status that may alter his/her payroll or benefits status. Such information includes, but is not limited to:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Marital Status |
| <input checked="" type="checkbox"/> Address | <input checked="" type="checkbox"/> Telephone Number |
| <input checked="" type="checkbox"/> Emergency Contact | <input checked="" type="checkbox"/> Deductions |

3.6 EMPLOYMENT REFERENCES

Information concerning former or current employees is considered confidential. All mail and telephone inquiries are to be directed to Zeal Education Society, Pune Human Resources Manager. Employees are strictly prohibited from providing any information regarding former or current employees.

Information released by the Human Resource Manager will include dates of employment and position(s) held only. Unless required by court order or subpoena, the employee



must provide a signed release to the Zeal Education Society, Pune Human Resources Department before additional information will be disclosed.

3.7 EMPLOYMENT OF RELATIVES

Family members (relatives) of current employees may be considered for employment if:

- The applicant meets the requirements of the position and successfully completes the application process; and
- The hiring of the applicant will not create an actual or perceived conflict of interest.
- Prior approval by the Zeal Education Society, Pune Human Resource Department has been obtained (before a relative is hired, promoted or transferred from another job or facility).

Persons in the following categories are considered relatives for purposes of this policy: Spouse, parent, parent-in-law, sibling, sibling-in-law, grandparent, child, child-in-law, stepchild, grandchild, legal ward, aunt, uncle, niece, nephew, cohabitants.

If the hiring of an employee's family member (relative) creates an actual or perceived conflict of interest, one of the employees may be requested to transfer to another position or location if an available job exists. Should this transfer occur, we can never guarantee a same-schedule for either party. Transfers will be based on business needs.

Relatives will not be employed in positions which:

- Actual or perceived conflicts of interest would be created;
- An immediate supervisory relationship would exist between the parties;

On occasions when the relationship occurs after employment, management will determine the disposition of the affected employees. In situations such as described above, employees may be requested to transfer to other positions, if available jobs exist.

3.8 OUTSIDE EMPLOYMENT

It is important that Zeal Education Society, Pune employees take time off from their work schedules to relax and recharge their batteries. Outside employment, which could interfere with an employee's productivity or may result in a conflict of interest, should be avoided. Approval of secondary employment must be obtained in advance of commencing the secondary employment. An employee already working at a second job when he or she commences employment with Zeal Education Society, Pune, must obtain approval to continue with their second job.



Requests to obtain, modify, or maintain a secondary employment relationship should be submitted in writing to your supervisor. The Zeal Education Society, Pune Operations Manager must approve secondary employment requests.

Employees should carefully consider the demands of any additional work activity. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime or refusal to work different shifts.

Accepting employment with any employer during the course of employment that competes with any activity of Zeal Education Society, Pune is prohibited.

Providing, catering, and housekeeping services or work within the scope of Zeal Education Society, Pune client contracts for clients during non-working time that are normally performed by Zeal Education Society, Pune personnel during working hours is strictly prohibited.

Employees shall not to conduct any outside business during paid working time.



4. COMPENSATION

4.1 EMPLOYMENT CLASSIFICATION

Zeal Education Society, Pune categorizes all employees with respect to position and central / state regulations. Summary definitions are:

- Exempt Employee** - any salaried executive, administrative, professional, or contracted position. These employees are exempt from both the minimum wage and overtime provisions of the *Labor Laws*.
- Nonexempt Employee** - any salaried or hourly employee who is not exempt from the minimum wage or overtime provisions of the *Labor Laws*.
- Salaried Employee** - employee whose wages are computed on an annual or daily basis.
- Hourly Employee** - employee whose wages are computed on an hourly basis.

Employees are also classified as one of the following three:

- Full-time** - any employee who is regularly scheduled to work 40 [forty] or more hours per week. Permanent, full-time employees are eligible for all standard Institution benefits.
- Part-time** - any employee who is scheduled to work less than 40 [Forty] hours per week. Part-time employees are not eligible for standard Institution benefits.
- Temporary** - any employee scheduled to fill a temporary job assignment that has a predetermined beginning and ending date. Temporary employees are not eligible for standard Institution benefits



4.2 HOURS OF WORK

The standard work week for full-time remote site employees is 08 [Eight] hrs/ day unless otherwise specified. Work schedules are based on the needs of Zeal Education Society, Pune and employees are not to deviate from the assigned work schedule without permission from their manager and approval from the client. The standard work week for home office hourly employees is Monday thru Saturday as per shifts (Morning, General, Afternoon) according applicable for respective department

4.3 RECORDING TIME

Employees are required to record their hours worked each day, including "time in" and "time out" in biometric machine installed at Administrative offices of each building. Executive Director, Director, Principal, Dean, and HoDs shall not record "time in" or "time out" without specific instruction to do so. It is mandatory to record punch in and punch out time in Attendance register available at Administrative office regularly.

4.4 OVERTIME

Employees are expected to work overtime when the need arises. Zeal Education Society Pune will reward all the employees who are working in as overtime. The overtime reward might be financial and/or non-financial in nature. The nature of the reward depends on nature of work and significance of contribution. Over time and/or additional responsibilities carried out by an employee shall be considered in Appraisal format directly and/or indirectly.

4.5 SALARY AND WAGE INCREASES

Salary and wage increases are granted on the basis of performance and/or promotion. All salary or wage increases will be reviewed and approved by the Zeal Education Society, Pune Anchorage-based Contract Representative or Zeal Education Society, Pune Top Management.

4.6 PAYROLL

Per Union and state laws, withholding and social security tax will be withheld from each employee's pay or wages. If you have any questions regarding deductions from your pay, contact your Anchorage Administrative office. Payroll checks will not be released to anyone other than the employee without prior written authorization to the Anchorage Administrative Office. This includes the employee's family members. *Authorized person picking up check must have a valid ID and will be required to sign for receipt of the payroll check.*



Pay and compensation should only be discussed with members of top management.

4.7 PAYCHECKS

Payroll checks will be available for pick up in the Anchorage office each Wednesday from 03:00 p.m. until 05:00p.m. Employees participating in "Direct Deposit" will have their funds available usually by the beginning of business day each Friday. Changes to this may result from where holidays fall in the year.

4.8 PERFORMANCE REVIEWS

Supervisors and/or managers will be responsible for employee performance reviews (appraisals). Performance reviews evaluate an employee's job performance, job-related strengths and job related weaknesses. The review is used to develop a plan for improvement, if needed. Performance reviews can also be used to determine changes in job status and/or salary level, *but by no means should be interpreted as an automatic pay increase.*

The KRAs are well defined in the Employee roles and responsibilities mapped with desired outcome format and the Performance Appraisal forms and formats are directly linked with KRA format.

Factors to be considered in the performance appraisal include:

- Knowledge of job:
- Quality and quantity of work;
- Promptness in completing assignments; and
- Cooperation, initiative, reliability, safety, attendance, judgment and acceptance of responsibility.
- Reference: Roles and responsibility document

We endeavor to provide annual or on an as needed basis a performance review. During these reviews the employee and the supervisor will outline the employee's performance strengths and areas requiring improvement. Each review will establish:

- Results desired by management;
- Action management will take to help the employee obtain these results;
- Actions the employee will take to improve deficient areas;
- A completion date for correcting those deficiencies.

The performance appraisal will be reviewed and approved by the supervisor. Appropriate salary increases (if any) will be granted once reviewed by the Zeal Education Society, Pune HR Department. The written performance review will be retained in the employee's personnel file.

4.9 PROMOTIONS



The Institution recognizes the importance of filling job openings from within, whenever possible. The Institution will make efforts to provide an opportunity for eligible and qualified employees to advance within the Institution before consideration is given to outside candidates. The Institution is committed to fully utilizing the talents of its internal workforce and thereby retaining qualified staff. Employees will be considered for transfer whenever both the interest of the Institution and the employee are served.

4.10 PERSONAL FINANCES OF EMPLOYEES

In the event that garnishment or similar proceedings are instituted against you, the Institution will deduct the required amount from your paycheck. The amount from your disposable earnings will not exceed as permitted by law.

5. BENEFITS

5.1 THE BENEFITS PROGRAM

Complete information regarding the benefit plans may be obtained from the Anchorage Office. Zeal Education Society, Pune reserves the right to amend or terminate any of these voluntary programs at any time.

In the event of discrepancies between the information contained in this handbook and the official plan document and/or master insurance contracts, the latter will govern in all cases.

5.2 BENEFITS ELIGIBILITY

Permanent, full-time employees (scheduled 40 [Forty] or more hours per week) are eligible for standard Institution benefits after 365 days (One year) of continuous employment. Part-time, temporary, and seasonal employees are not entitled to participate in Zeal Education Society, Pune benefits programs.

Any break in service may affect eligibility status.

5.3 INSURANCE

Zeal Education Society, Pune offers individual medical, dental and vision coverage to all eligible employees. An eligible employee is one who is classified as Regular, Full-Time and has completed three years of continuous employment.

For complete information regarding Zeal Education Society, Pune insurance benefit plans, consult the Human Resources Department.

5.4 INSURANCE CONTINUATION

Employees enrolled in the health insurance plan on extended personal medical leave, outside their normal shift, must provide a physician's statement that indicates the length of time the employee is expected to be inactive prior to going into inactive status or unpaid leave status to the Human Resource Department. A determination of the continuation of health benefit insurance coverage will be determined on a case-by-case



basis depending upon the physician's statement and the extent of the leave. Failure to provide the physician's statement prior to entering inactive status may result in the cancellation of the health insurance benefits due to the lack of, or reduction in work hours.

If your employment status changes, Zeal Education Society, Pune will provide you the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

TO QUALIFY FOR COVERAGE

Employees: As an employee of Zeal Education Society, Pune you have the right to elect this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

Retirees: As a retiree, spouse of a retiree, or dependent child of a retiree, of Zeal Education Society, Pune have the right to elect this continuation coverage if you lose your group health coverage because Zeal Education Society, Pune declares bankruptcy and you lose your group health care coverage within one year before or after the bankruptcy proceedings.

Spouses: As the spouse of an employee covered by medical or dental insurance, has the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons:

- The death of your spouse who was an employee of Zeal Education Society, Pune
- A termination of your spouse's employment (for reasons other than gross misconduct)
- A reduction in your spouse's hours of employment
- Divorce or legal separation from your spouse
- Your spouse becomes entitled to Medicare

Dependent Children: In the case of a covered dependent child of an employee, he or she has the right to continuation coverage if group health coverage is lost for any of the following reasons:

- The death of a parent who was an employee of Zeal Education Society, Pune
- The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Zeal Education Society, Pune
- Parents' divorce or legal separation



- A parent who was an employee of (Name of Institution) becomes entitled to Medicare
- The dependent ceases to be a "dependent child".

NOTICE OBLIGATIONS

Under the law, the employee or a family member has 30 [Thirty] days from (1) the date of the event or (2) the date on which coverage would be lost, whichever is later, to inform the Human Resources Department, Zeal Education Society, Pune, Sr. No. 39, Narhe, Pune of the employee's divorce or legal separation, or of the employee's child losing dependent status under the plans. Please give written notification to the Human Resource Manager at the address indicated above.

Failure to give notice within the time limits can result in coverage being forfeited. Zeal Education Society, Pune has the responsibility to notify the Benefits Coordinator of the employee's death, termination of employment, reduction in hours, or Medicare entitlement.

TO ELECT COVERAGE

When the Benefits Coordinator is notified that one of these events has happened, he/she will in turn notify the employee, spouse and dependents that they have the right to choose continuation coverage. The employee and spouse have independent election rights. The employee, spouse and dependents have 30 [Thirty] days from either (1) the date coverage is lost or (2) the date of the notice, whichever is later, to respond informing the Zeal Education Society, Pune Human Resources Department that they want to elect continuation coverage. There is no extension of the election period.

If an employee, spouse or dependent does not elect continuation coverage within this election period, then rights to continue group health insurance will end.

If an employee, spouse or dependent chooses continuation coverage and pays the applicable premium, Zeal Education Society, Pune is required to provide coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated active employees or family members. If Zeal Education Society, Pune changes or ends group health coverage for similarly situated active employees, your coverage will also change or end.

DURATION OF COVERAGE

Termination or Reduction in Hours: If group health coverage was lost because of a termination of employment (other than for reasons of gross misconduct) or a reduction in work hours, the continuation coverage period is six months from the date of the qualifying event, if elected.



Employees, Spouses or Dependents with Disabilities: The 06 month(s) of continuation coverage can be extended to 12 months if the Social Security Administration determines that the employee, spouse or dependent child was disabled on the date of the qualifying event according. Disabilities that occur after the qualifying event do not meet the criteria for the extended coverage period.

The employee, spouse or dependent must obtain the disability determination from the Social Security Administration and notify the Zeal Education Society, Pune Operations Manager of the result within 30 [Thirty] days of the date of disability determination and before the close of the initial 18-month period. The employee, spouse or dependent has 30 [Thirty] days to notify HR Department from the date of a final determination that he or she is no longer disabled.

Multiple Events: The [06] six-month continuation period can also be extended, if during the 06 [six] months of continuation coverage, a second event takes place (divorce, legal separation, death, Medicare entitlement, or a dependent child ceasing to be a dependent). The 06 [six] months of continuation coverage will be extended to 06 [Six] months from the date of the original qualifying event. Upon the occurrence of a second event, it is the employee's, spouses or dependents responsibility to notify the Zeal Education Society, Pune HR Department within 30 [Thirty] days of the event and within the original 01 (one) month period. The coverage does not last beyond 06 [Six] months from the original qualifying event, no matter how many events occur.

Other Qualifying Events: If group health coverage was lost because of the death of the employee, divorce, legal separation, Medicare entitlement, or a dependent child ceasing to be a dependent child, then the continuation coverage period is 06 [Six] months from the date of the qualifying event, if elected.

CANCELLATION

The law provides that continuation coverage may be cut short for any of the following reasons:

- Zeal Education Society, Pune no longer provides group health coverage to any of its employees
- The premium for continuation coverage is not paid in a timely manner
- The employee, spouse or dependent becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition
- The employee or spouse becomes entitled to Medicare



- The employee, spouse or dependent extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made that he or she is no longer disabled
- The employee, spouse or dependent notifies the Zeal Education Society, Pune Operations Manager that they wish to cancel continuation coverage.

PREMIUMS

An employee, spouse or dependent does not have to show that they are insurable in order to choose continuation coverage. But an employee, spouse or dependent must have been actually covered by the group health plan the day before the qualifying event in order to elect coverage.

An employee, spouse or dependent will have to pay the entire applicable premium, which will not exceed 15% of the plan costs for a 06 month period. The group health plan may increase the cost that must be paid for coverage if the applicable premium increases.

The period for paying the initial premium following the election of coverage is 30 [Thirty] days. The first payment made is to be applied retroactively toward coverage for the period beginning after the date on which coverage would have been lost as a result of the qualifying event. All subsequent payments are due by the first of each month for the month the premium is due. If payments are not made in a timely manner the insurance will be dropped without further notice to the continuing covered individuals

Only in the case of mental incapacity is any further extension permitted, since the group health plan does not permit extensions.

CONVERSION PRIVILEGES

At the end of the continuation coverage period, the employee, spouse or dependent must be allowed the option to enroll in an individual conversion health plan provided if such conversion plan is available.

5. 5. Vacation and Leave:

A. Vacations:

The teacher is entitled to Eighty [80] days' vacation during the period of Twelve [12] months commencing from the beginning of the academic year. The teacher shall be expected to undertake such work in the University/College during the vacation, relevant to his duties as a teacher, as may be assigned to him by the Competent Authority.

The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor/Principal/Head of the Recognized Institution.



Utilization of Vacations:

1. A regular Employee, who has prior approval from the respective Head of the Department/Principal/Director, is eligible for availing vacation.
2. An employee, who need to take days off (applicable only in exceptional circumstances) during the first three months of his/her tenure may take leave without pay if it is not in the regular vacation slot.
3. An employee may take vacation / holidays in the slots allocated for the same. Only the Principal/Director on the recommendations of the Head of the Department allows any exceptions.
4. Any balances of unused accumulated vacation / holidays are transferred along with an employee being transferred from one department or campus to another.
5. Vacations /holidays cannot be carried forward, under any circumstances.

Employee Tenure and Vacation slots:

A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

a. Summer Vacation Slot:

Sr. No.	Employee Tenure	Vacation Period (in days)
1.	Less than one year	08
2.	More than one year but Less than Two years	22
3.	More than Two Years	50

b. Winter Vacation Slot:

Sr. No.	Employee Tenure	Vacation Period (in days)
1.	Less than one year	06
2.	More than one year but Less than Two years	15
3.	More than Two Years	30

B. Leaves:

Sr. No	Leave type	Sr. No	Leave type
i.	Casual Leave [CL]	ii.	Medical Leave [ML]
iii.	On-Duty Leave [OD]	iv.	Maternity Leave[MA]/Paternity Leave[PA]



v.	Compensatory Leave [CO]	vi.	Study Leave [SL]
vii.	Earned Leave [EL]	viii.	Sabbatical Leave [SA]
ix.	Special Leave [SP]	x.	Leave Without Pay [LWP]

i. Causal Leave:

- a. The teacher shall be entitled to 15 days casual leave in an academic year, or part thereof, in a calendar year depending on the date of joining.
- b. CLs are to be used at the caution of the employee, subject to the pre-approval of the Head of the Department and reporting authority.
- c. Balance CLs at the end of Academic Year do not get carried over to the subsequent calendar year under any circumstances
- d. Record of casual leave of the teacher shall be maintained.
- e. The application for casual leave shall ordinarily be sent before the date from which casual leave is required
- f. an back-dated sanction for the casual leave shall be ordinarily obtained
- g. by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed
- h. The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix Sundays/holidays
- i. The casual leave shall not be prefixed or suffixed to vacation or other type of leave
- j. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- k. CL can be taken for half day also.

ii. Medical Leave:

- a. The teacher shall be entitled to leave on medical ground for 10 days on commutation basis.
- b. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- c. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner
- d. The teacher shall produce another certificate at the time of rejoining the duty that he is medically fit. The services of the Institute's medical officer may be utilized for this purpose.
- e. For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.
- f. **Planned Absences:** Planned absences and other excused absences with or without pay must be applied and approved in advance through ERP



system. Medical appointments and scheduled surgery must also be approved by the Head of the Department and the Zeal Management.

- g. **Contingency Absences:** Contingency or emergency absences can be very unfavorable to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his/ her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.'
 - h. Unutilized or balance MLs will be carried forward into the subsequent year[s].
- iii. **On-duty Leave[OD]:**
- a. OD is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute/College campus.
 - b. On Duty Leave for SPP University Examination Work: 24/ Year/ Person.
 - c. On Duty Leave for outside SPP University work: 10/Year/ Person.
- iv. **Maternity Leave [MA] and Paternity Leave [PA] :**
- a. The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.
 - b. The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.
 - c. In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
 - d. The teacher may prefix or suffix this leave to other leave to her credit.
 - e. A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
 - f. Not more than 2 MAs can be availed by a lady employee while in service at the Institute.
 - g. Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 15 days and not more than 2 PAs can be availed by male employees while in service at the Institute.



v. **Compensatory Leave [CO]:**

- a. An Employee who works on holidays will be entitled to CO for an equal number of days that they have worked
- b. COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- c. If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs..
- d. COs cannot be carried over to the next calendar year.
- e. **Examinership:** No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examinership will be considered as on duty for record.

vi. **Study Leave [SL]:**

- a. The permanent full-time teacher with more than five years continuous service may be granted study leave on 50 % pay and allowances, together with leave due and admissible up to 12 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution.
- b. If the teacher 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.
- c. The employee is entitled to pay 50 % During the period of study Leave
- d. Approval of Study Leave is purely based on employee progress in the Institution and PhD progress after the registration. Faculty member who like to apply for the study leave during his/her course work will be approved by converting their vacation leave to complete the course work.
- e. Maximum 5 % faculty members of the department can avail this career advancement policy in a year.
- f. After completion of research (PhD) the faculty members must serve for three years from the date of open defense total span of 5 years.
- g. In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.
- h. The teacher who is granted study leave shall avail the same within two months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.



- i. After the leave has been sanctioned, the teacher shall, before availing the same, execute the Indemnity bond in favor of the College/Institution in the prescribed form.
- j. The teacher, who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.
- k. The teacher:
 - a. who is unable to complete his studies within the period of study leave granted to him,
 - or
 - b. who fails to rejoin the service of the University/College/Institution on the expiry of his study leave,
 - or
 - c. who rejoins the service of the University/College/Institution but leaves the service without completing the prescribed period of service after rejoining the service,
 - or
 - d. who within the said period is dismissed or removed from the service by the College/Institution as per the procedure provided in the Statutes elsewhere,

shall be liable to refund to the University/College/Institution the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study;

Provided that if the teacher has served in the College/Institution for a period not less than half the period of service under the Bond on return from study leave, he shall refund to the College/Institute half of amount calculated as above.

- l. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the College/Institution as amount of equivalent to his four months' pay and allowances last drawn as well as other expenses incurred by the University/College/Institution in connection with the courses of study.
- m. Provided further that if the teacher on study leave fails to fulfill the purpose for which he was granted study leave or leaves the service of the



College/Institution without completing the prescribed period of service, he will be required, in addition to refunding the amount as above, pay the College/Institution by way of penalty a sum of Rs. 25,000/- if the study leave is for one year or less and Rs. 30,000/- if the study leave is for more than a year.

- n. If the teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purposes of recovery of dues under these Statutes.
 - a. Notwithstanding the above, the Competent Authority may order that nothing in these rules shall apply to the teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Executive Council/ Governing Body may, in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under these rules.
 - b. The period of study leave shall count as service for the purpose of retirement benefits if the teacher rejoins the University/ College/Institution on the expiry of study leave and serves for the Bond period.

vii. Earned Leaves (EL):

- a. Only the administrative and supporting staff is entitled to EL for 30 [Thirty] days that they have worked.
- b. ELs cannot be attached to casual leave or any other leave.
- c. COs shall be carried over to the next academic year(s).
- d. Employees should avail such EL during non-active period of the semester

viii. Sabbatical Leave (SA):

- a. A Professor of continuous service of Ten [10] years can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.
- b. An Indemnity Bond of mutual understanding shall be signed between Zeal and Professor, where professor shall share the benefits of SA with institute/college in terms of royalty, partnership, branding, etc.

ix. Special Leave [SP]:

- a. An employee shall avail SP with proper prior approval from Reporting Authority and Institute/College management,



- b. In the period of SP, Institute/College would not be liable to pay salary and allowances will be applicable, when no other type of leave is available.
 - c. The monitorial benefits like salary, remuneration etc., would be as per the decision made by Director/Principal/Institute management.
- x. Leave without Pay (Also Known as Extra-ordinary Leave):**
- a. The permanent employee shall be granted (extra-ordinary) leave without pay if no other leave by rule is admissible and available to his credit
 - b. An employee can also avail Leave without pay in first three months from joining, where no other leaves are considered.
 - c. The Leave without Pay may be granted in combination with any other leave admissible and available except casual leave and shall not be debited to any leave account.
 - d. The temporary employee shall be granted leave without pay if no other leave is by rule admissible to his 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 teacher has completed 3 years of continuous service.
 - iii. Maximum for 12 months, on medical ground, mental illness where the teacher has completed 5 years of continuous service.
 - iv. Maximum for 24 months, for prosecution of higher studies which are in the public interest where the teacher has completed 5 years of continuous service.
 - e. LWP shall be considered as a Disciplinary Action under following circumstances:
 - i. If proper documents duly signed are not submitted in stipulated time to the Administrative Office, leave may be treated as LWP
 - ii. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
 - iii. On the prior permission of Principal/ Director, for the non-compliance of the assigned task, job role and/or responsibility, Director/Principal can mark the day, sanctioned leave, and/or approved On-Duty, without any intimation.
 - f. **Sanction of Leaves:**
 - i. Head of the Department and or competent reporting authority must sanction the leave application form of an employee before forwarding the same to the Management.



- ii. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP.
- iii. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Registrar shall sanction the Leaves for supporting staff.
- iv. The Principal shall get his leave sanctioned by the Campus Director/ Executive Director/ Founder Director.

5.6 BEREAVEMENT LEAVE (Unpaid)

In the unfortunate event of a death in the immediate family, an employee may request and be given bereavement leave. Immediate family members include your spouse, child parents, brothers, sisters, grandparents, grandchildren, and corresponding in-law relationships. Bereavement Leave is not paid but will be flexible to meet the needs of each individual situation. Please consult with your manager and/or the Human Resources Manager

5.7 SOCIAL SECURITY (Aadhar Number)

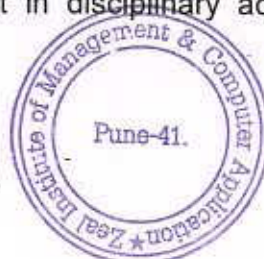
The Social Security Administration and Zeal Education Society, Pune require your current name and correct social security number. If you have a name change or notice an incorrect social security number, please notify both parties as soon as you are aware of this situation.

5.8 PRE-TAX DEDUCTIONS

Zeal Education Society, Pune may establish a salary reduction program so that a dependent's health insurance contributions are made on a pre-tax basis. This means that an employee's contribution to insurance premiums will not be included as taxable income for withholding purposes (Social Security, FICA, etc.). Once instituted, certain optional medical and disability insurance premiums may also be eligible. Consult your Zeal Education Society, Pune Accounts Department for updates.

5.9. WORKERS COMPENSATION

All job-related injuries and accidents, regardless of the severity or lack thereof, must be immediately reported to your immediate reporting authority. Failure to report a job related injury by the end of shift the day the injury occurs will result in disciplinary action, leading up to verbal



and/or written reprimand. You will complete the appropriate report and submit it to the Zeal Education Society, Pune Reporting Authority/Principal and the Human Resources Department. All workers compensation payments will be made directly to the employee. Employees are required to provide a copy of all workers compensation payments to the Zeal Education Society, Pune Human Resource Department as soon after receipt as possible.

Employees are expected to return to work immediately upon release by their doctor. Employees on worker's compensation leave who have completed one year of continuous service with Zeal Education Society, Pune will be allowed to return to the same or comparable position, if available, if released within 06 weeks after injury.

Should the employee be out of work for more than 60 days, and have normal insurance benefits may continue their benefits at a rates. Information will be sent to the employee regarding these rates. Should the employee choose not to continue their benefits during this leave, they will be subject to the first of the month following 90 days of employment waiting period or open enrollment period, whichever comes first on the return to regular full-time employment.

5.13 UNEMPLOYMENT COMPENSATION

Employees are eligible for unemployment compensation as specified by the state unemployment compensation laws.

5.14 TRAVEL EXPENSES

All pre-approved Institution travel expenses are reimbursable. Zeal Education Society, Pune will only reimburse reasonable expenses incurred while traveling on Institution business. Zeal Education Society, Pune reserves the right to pay for travel expenses on a per diem basis, and except expenses not pre-approved.

5.15 REIMBURSABLE EXPENSES

Expense reports will be used to reimburse employees for their out-of-pocket expenses on Zeal Education Society's behalf. Expense reports must include all receipts from lodging, airfare, meals and other transactions. Expense reports should be submitted weekly, along with appropriate receipts. Please do not present alcoholic beverages/entertainment on your expense report as it will not be reimbursed. Any unauthorized expenses charged to the Institution will automatically be deducted from an employee's paycheck.



6. SEPARATION

6.1 GENERAL

Employment with Zeal Education Society, Pune is on an at-will basis. Employees are free to terminate their employment at any time, with or without cause. In addition, Zeal Education Society, Pune may terminate the employment relationship at any time, with or without cause.

6.2 JOB ABANDONMENT

Absence without properly notifying Zeal Education Society, Pune will be considered a voluntarily resignation (abandonment) without sufficient notice. The effective date of termination will be the last day the employee reported to work.

6.3 VOLUNTARY RESIGNATION

To be considered eligible for rehire, employees are encouraged to provide a minimum of three weeks written notice prior to the effective date of their resignation. In most cases, Zeal Education Society, Pune will permit an employee to continue employment during the two-week notice period, provided the employee conducts his or herself in the manner normally expected by the Institution.

6.4 PERFORMANCE-BASED RELEASE OR ACTS OF MISCONDUCT



A performance-based or acts of misconduct release is a separation initiated by Zeal Education Society, Pune for unacceptable job performance.

6.5 OTHER FORMS OF SEPARATION

An individual's employment with Zeal Education Society, Pune may also be terminated for, but not limited to, any of the following reasons:

- Reduction in Zeal Education Society's workforce;
- Elimination of the employee's position;
- Retirement;
- When deemed appropriate for reasons other than job abandonment;
- Performance based release;
- Act of misconduct.

6.6 TERMINATION / REASSIGNMENT

On or before the last day of work, or at Zeal Education Society, Pune's request, employees are required to return all Institution tools, equipment, keys, memoranda, notes, records, drawings, manuals, computer files, and/or other documents, including all copies of such items, which in any way relate to the business or affairs of Zeal Education Society, Pune or any of its employees, customers, consultants, or agents. This includes other Institution and/or Client Property such as Client/Institution ID cards, security badges, corporate credit cards, etc.

Any employee leaving Zeal Education Society, Pune, regardless of separation reason or method, will generally be given the option of an exit interview with the Zeal Education Society, Pune onsite Supervisor or the Zeal Education Society, Pune HR Department. Additionally, any employee wishing to conduct an exit interview with the Human Resource Department may do so. During this exit interview the employee will be given the opportunity to ask questions and/or make comments regarding their job. Additionally, other issues, including the following, may be discussed:

- Reason for termination;
- Status of insurance and other benefits;
- Final pay;
- Return of keys and other Institution and/or Client Property;
- Correct forwarding address.

Resigning OR Terminated employees will receive their final pay as required by applicable State Law.



7. EMPLOYEE HANDBOOK

Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the Employee Handbook. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I certify that my employment and continued employment is based in part upon my willingness to abide by and follow Zeal Education Society, Pune's policies, rules, regulations and procedures. My signature below certifies my knowledge, acceptance and adherence to Zeal Education Society, Pune's policies, rules, regulations and procedures and that Zeal Education Society, Pune's offer of employment was based on my promise to abide by and follow said policies, rules, regulations and procedures.

I acknowledge that Zeal Education Society, Pune reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Institution and its employees.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

(COMPLETE AND RETURN TO ZEAL EDUCATION SOCIETY, PUNE HR DEPARTMENT)

I HEREBY ACKNOWLEDGE RECEIVING, READING AND UNDERSTANDING ZEAL EDUCATION SOCIETY'S STATEMENT OF POLICY. I ALSO CERTIFY THAT I HAVE RECEIVED A COPY OF ZEAL EDUCATION SOCIETY, PUNE HSE POLICY MANUAL AND THAT I WILL READ, REFER TO AS NEEDED AND ABIDE BY THE POLICIES, PROCEDURES AND STANDARDS. I WILL PERFORM MY JOB IN THE SAFEST MANNER POSSIBLE IN ORDER TO PREVENT INJURY TO MYSELF, MY FELLOW EMPLOYEES AND THE GENERAL PUBLIC.

Name	Mr./Ms.
Signature	



Designation	
Department	
Institute/College	
Date of Joining	
Place	
Date	

ZIMCA, PUNE





**ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE
Sr. No. 39, Narhe, Pune-41**

Policy statement:

Zeal Education Society is committed to equality of opportunity in employment, where all individuals are considered on the basis of their relevant merits, skills and abilities; also aims to ensure that their recruitment processes are fair, equitable, respectful, transparent, consistent and confidential.

Introduction:

To recruit the staff of the highest caliber with the qualification and experience necessary to provide an efficient and effective service to the people we support. It is important and necessary to provide a framework and core principles for recruitment and selection, in line with relevant legislation and equal opportunities best practice, to ensure that the most suitable person is appointed and merit based selection is accomplished and best-fit with Zeal Education Society's value, philosophy and goals.

A) Objectives:

1. To satisfy human resource requirement of respective department.
2. To build team with required talent and experience.
3. To help institute/college/department for talent acquisition and management.
4. To develop and set transparent policy and procedure for recruitment.
5. To give a warm welcome, caring and supportive nature of the organization.
6. To ensure that the transition into ZEAL as a new employee is a smooth and positive experience for the new staff member.

B) Scope:

All Units of Zeal Education Society, Pune are under the purview of this policy.

C) Recruitment Policy:

1. Zeal Education Society Believe equality in employment opportunity
2. Avoids mid-semester recruitment
3. Ensures that all existing employees get the opportunity in new position through career and succession planning
4. Before recruitment screening and background check is mandatory



5. Head of the department /principal/director must check and track proper utilization of staff/faculty competencies for mutual growth.
6. A new position or excess staff recruitment must be discussed in LMC and approved by Governing Body
7. Access 10% recruitment is allowed in the respective department with proper LMC and Governing Body authorization.
8. If any candidate rejected once in the recruitment process, then that candidate cannot apply for next six months for the same position
9. Vacancy/job openings can be announced through authorized channels only like, Institute official website, official Social Media webpage, contracted job portals agencies and daily newspapers and employment magazines
10. Headhunting is the only invitation to the candidate as s/he is fulfilling all necessary eligibility criteria. Hence, s/he must be accessed and assessed through proper selection process only.
11. Candidate must fulfill all the tests (Asked by Institute like a psychometric test, Demo sessions etc.) and conditions (decided through mutual discussion and must adhere to the same till the whole employment tenure.
12. Document verification and eligibility criteria confirmation are mandatory
13. Candidate must adhere and follow all rules and regulations laid by all policy documents (Like Employee code of conduct, leave policy etc.) and time-to-time circulars received by an authorized channel only.
14. Zeal Education Society promotes healthy working environment so it is advisable for all applicants please do not bother yourself to join in following conditions
 - i. Non-disciplinary approach
 - ii. Political influence
 - iii. Hiding of curtail information and background information
 - iv. Unauthenticated and illegal use of college brand, infrastructure or recourses

D) Recruitment Process:

Manpower Planning (Department):

Manpower planning is very first stage of Recruitment and Selection. Respective Unit Head (Principal/Director/HoD/Registrar/Office Superintendent Librarian/Store In-charge, etc.) must raise Manpower Planning and Requirement in prescribed format only (*Annexure-I*). Institute/College always avoids staff employment during the semester as far as possible. Head will put-up the requirement for his / her respective department to the Management. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate is mentioned in post/position wise Eligibility.

1. The man Power requisition execution flow is as follow:

- i. This is to be carried out at the start / end of each academic semester, i.e., six months that constitute a semester, of the institute or as and when required.
- ii. Respective Unit Head must calculate Load per person/faculty according to AICTE norms and guideline prescribed in AICTE's "Approval Process Handbook" (yearly publication), University Guidelines and respective authority approval. The load must be calculated according to cadre, administrative responsibilities and working hours of and respective faculty and faculty wise load details must be discussed and submitted to top management and HR department.
- iii. Head should check and Submit all required eligibility criterion in prescribed format with Man Power planning and requisition form (*Annexure-IA*). This is to check the proper utilization of all skills and competencies of the newly recruited person.
- iv. The Subject/Course wise teaching load must be considered according to affiliated University/Board. Teaching load should be calculated as prescribed subject/course-wise theory/practical/project hours in syllabus and cadre wise load is as per "AICTE Process handbook" guidelines.
- v. Head must articulate other administrative responsibilities and submit with Man Power requisition.
- vi. Head must seek recommendations of Top Management on Man power requirement before submit it to HR Department.
- vii. If any senior, experienced and renowned personality wanted to join the respective unit, Head can directly recommend the candidature with eligibility, background check, character certificate and apt justification to the top management. Then, through direct HR and Top management round and with the prior permission of top management said selection can be done. Top management can invite LMC or Governing Body suggestions for the same.

2. Top management:

- i. Top Management assess the whole man power requirement and put their recommendations on Manpower requisition form with due discussion on
 - a. Post requirements and Job Description
 - b. Teaching Load and responsibilities
 - c. Salary structure and other monitorial expenses
 - d. Discuss KRA's and functional and behavioral key competencies
 - e. Discuss on Eligibility criteria's and other requirements
- ii. Top management is the authority of the approval of man power requirement. In the case of new position, Top management can invite suggestions from Local managing

Committee or Governing Body. Local Managing committee prepares a justification and discuss with top management to finalize the new position, with the proper discussion with top management and head.

- iii. Minutes of meeting should be prepared and maintained with HR department in proper format and a copy shall be submitted to Head for further actions

3. HR Department:

Human Resource Department is a facilitator in this process. HR department takes care of smooth functioning of Recruitment and selection process by keeping track and time-to-time checks.

Internal Recruitment:

- i. HR Department receives a man power requisition and prepare the advertisement and write-up for requirement announcement
- ii. HR department firstly announce requirement on Internal communication medium for internal and referral recruitment.
- iii. Faculty/ staff members can submit their own/referral resume to HR department in stipulated time period
- iv. Internal faculty /staff member must submit resume (self/referral) with proper remarks and recommendations of reporting authority (Principal/Director/HoD/Registrar/Lab In-charge/Librarian/Store In-charge, etc.) to the HR Department.

External Recruitment:

HR department starts looking for external recruitment along with internal process, either for vacant position or the position become vacant due to internal recruitment as internal candidate wanted to join new position. In this process HR department choose following methods to attract required talent, with proper approval of Top management:

a. Job Portals and Social Media:

HR Department uses various job portals or social media to disseminate manpower requirement

- i. **Job Portals:** HR department disseminates man Power requirement on various job portals like Naukri, Timesjob, Shine, Monster, indeed, etc.
- ii. **Social Media:** to disseminate man power requirements HR department utilizes official pages on Social media like Website (Career), Facebook, LinkedIn, etc.

b. Head Hunting:

HR department finds the contact details of a specific candidate that has some specific skills and contacts him/her in order to convince him/her to participate in the recruitment process. Headhunting doesn't mean that to call to make an offer but just to convince to participate in the recruitment process, as having strong candidature for available position.

c. Newspaper:

HR department prepares advertisement in prescribed format and appeal to daily newspapers to publish the same to call for candidature for announced positions.



- d. **Employment Exchange and Recruitment consultancy:**
HR department also communicates job openings to various Employee exchange and Recruitment consultancies to get eligible candidates.
- e. **Unsolicited Applications talent Pool:**
HR department starts unsolicited application pool search process with internal recruitment process. HR department surveys Unsolicited Application pool as soon as Man power requisition received. HR department sends interview call to all selected eligible candidates for interview.
- i. Throughout the semester/year interested candidates do send their resume/CV on college/Institute/HR mail Id.
 - ii. HR department scrutinize and compile all resume/CVs according to applied post and their eligibility to the applied position and maintain database of those unsolicited applications.
 - iii. HR department sends job openings/vacancy information and schedule of interview to eligible candidates from this application database.
- f. **Career (Website)**
- i. HR Department send a man power requirement to website administrator to update current vacancies on college/institute website's career section/page.
 - ii. Website administrator updates vacancy on the same day on website.
- v. Next, HR department will prepare a summary sheet in prescribed format and discuss with respective Head to discuss and confirm following points:
- a. Eligibility of Individual candidate.
 - b. Scrutiny on the basis of *Annexure-IA* (Job eligibility for particular post).
 - c. Head can recommend candidates on the basis of education, experience, skill sets and competency of the candidate; selection will be done through proper recruitment process only.
 - d. If HR Department found any senior, experienced or renowned person. The candidate information can be directly sent to respective head for the consideration under *section 1.V* of this document.

4. Compiling and Scrutiny:

- i. HR department compile and scrutinize all received resumes and prepare summary sheet for the further reference
- ii. HR department refers Job specification and Eligibility criteria received with Man power requisition form for further scrutiny for requirement.
- iii. After Scrutiny and compilation Head/HR department should discuss and submit summary sheet and eligible candidates resume to respective unit/department head for technical Personal Interview conduction
- iv. HR department sends interview call letter to all eligible candidates through proper channel. The Channel can be Courier/Speed Post/E-mail.

5. Psychometric Test:

Zeal Education society prefers Psychometric test for would be employees to assess the behavioral aspect for adoptability of organizational culture:



- i. Depending on candidature and experience, HoD/HR Department/Top Management can ask to candidate to be assessed with Psychometric Test in Zeal Campus
- ii. Candidate should appear for assessment test and submit Psychometric test result to the head.
- iii. Head produces the psychometric test result to the top management in final recruitment round.

6. Document verification and Employment form (Annexure-II):

In this stage a candidate must produce all the original documents two sets of photocopies of each

- i. Head must appoint one or more person for document verification.
- ii. All departmental appointed concerning person checks all original documents according to the check list of Employment form.
- iii. All Units/Departments should maintain one copy of Employment form at unit/Department Level and submit original copy to HR Department with appropriate signatory.

7. Demo:

After document verification according to recommendation, experience Head can proceed for "Demo" round to check on predefined parameters like: a. Subject knowledge b. Presentation skills c. Language command and d. stage daring, etc. A Head/Demo Coordinator should take following steps to conduct demo lecture.

- i. **Assessment panel:** At least three senior faculty members must be the part of Demo Panel consisting at least one subject/domain expert.
- ii. HR department Head or Representative (optional)
- iii. Top Management representative (Optional)
- iv. Faculty members on invitation.
- v. All panel members and Demo attendees must be provided a Demo assessment sheet and it is mandatory to fill assessment sheet
- vi. An attendance sheet must be shared and maintained with Demo Assessment sheet.

8. Personal Interview (Technical):

Personal interview is a face-to face survey conducted to explore more information and deeper knowledge assessment about the individual. The process of Personal interview is as follow:

- i. **Assessment Panel:** should be the same as in Demo lecture (7.i), also HR department representative should be present at the time of personal Interview
- ii. Candidate summary sheet with resume must be provided to the panel
- iii. Panel should assess and mark their remark on Summary sheet "remark section" and submit to Head.
- iv. HoD should prepare a summary report of eligible candidate list and make it ready for HR and Top Management round.

9. HR and Top management

HR and Top management round to assess the suitability and adaptability of candidate towards organizational culture as well as monetary aspects discussion:



- i. **Interview panel:** HR and Top Management Interview panel consists of Executive Director/Campus Director/Principal/Dean/Head/HR Department Representative and Senior Faculty members (who are expert in respective area and have completed Ph.D. and at least seven years in Zeal Education Society).
- ii. Head should submit SELECTED candidate list (with Personal Interview round Panel remarks)
- iii. Top Management assesses to all shortlisted candidates individually and put their remark on the basis of overall evaluation and satisfaction with remuneration finalization.
- iv. Selected candidates must submit Acceptance letter in prescribed format to the Head immediately and should communicate time period required to join the institute

10. Joining :

Selected candidates on given date should report to respective unit/department according to appointment terms and regulations to the department. Department representative/buddy must facilitate the new joining employee and give all necessary facilities to start work. HR Department facilitate new employee with schedule of Induction program.

11. Induction & Buddy Program:

Zeal Education Society recognizes the importance of an effective induction for new employees. A robust mandatory core induction programme containing both institutional and local elements ensures that the employee / faculty receives vital information, knowledge, skills and essential information of the institute, to ensure that they are adequately equipped to carry out the duties of their assigned post.

The aim of this program is to ensure that all new staff is fully equipped for the challenges of their new post, that they are welcomed into the organization and embrace the institute's vision, mission values and culture. It is hoped that the staff induction process will be a positive experience, which will foster good will on both sides and lead to a constructive working relationship, with a sense of belongingness.

Structure of Induction

Phase 1: Pre Employment

Phase 2: Date of Commencement of Employment

Phase 3: A Week Period with the 'Buddy'.

Phase 1: Pre Employment

a) Letter of acknowledgement of acceptance

As soon as the new employee submits all of the required documentation and met all of the requirements, HR will issue a letter confirming appointment together with the staff handbook, the contract of employment, details of who and where they should report to on the date of commencement and a copy of the Local Induction checklist.

b) Assignment of a 'contact' from HR Department

A member of the HR department/HR Executive is assigned as a 'contact' to each new member of staff. The contact can maintain regular contact with the new appointee and be

available to meet them if required. The new appointee can make a call at any time if they have any queries. If they need to meet with a member of the HR Department, the contact arranges a meeting. HR executive also introduces a Policy Manual to the new employee with the orientation of overall infrastructure facilities of the organization.

c) Date of Commencement

The HR department contacts the HOD to ensure that the new appointee is meeting all department staff and Institutes infrastructure, on arrival on their first day.

Phase 2: Date of Commencement of Employment

- a) HOD's/HR Executive introduce new Employee to the department and highlights welcome/Induction information specifically relating to the department as appropriate.
- b) HOD's/HR Executive explain the requirements of the job in accordance with the job description and agree performance and behavior targets for the probationary period of employment.
- c) Introduce new employee to their workstation and allocate all required stationary and other technical requirement with checklist.
- d) All basic contacts in the organization like library for I-card, registration for punching machine, canteen for food etc. are introduced to the new faculty.
- e) HR Executive confirms to all staff in the organization that the new staff member has taken up duty via mail communication.
- f) Introduce the new employee to their 'Buddy'

Phase 3: A Week Period with the 'Buddy'.

A 'Buddy' is among the existing respective department staff, who is appointed by HoD/Principal/Dean.

- a) Selection criteria of a buddy:
 - A buddy has minimum 2 to 3 years of experience in the Zeal organization
 - A buddy is aware of Zeal's vision, mission and values.
 - A buddy is aware of new employee's job description, to explain some simple job-related issues
 - A buddy has patience and good communication and interpersonal skills.
- b) **Buddy's Responsibilities:**
 - Enable new employees to become knowledgeable about department practices and organizational culture in a shorter period.
 - To up-front queries regarding basic operational issues are dealt with a timely and non-bureaucratic manner.
 - To lessen initial confusion and uncertainty faced by all new employees
 - To add value, leading to increased confidence and self-esteem in the new employee.
 - To make organization a better place to work, and make him more productive
- c) **Benefits of the program:**

Sr.	Buddy Benefits	New employee Benefits	Zeal Benefits
-----	----------------	-----------------------	---------------

No.			
1.	Recognition as strong performer	Special assistance to understand new things	Increases employee retention ratio
2.	Network development	Stimulus networking	Improve internal communication in the organization
3.	Opportunity to motivate others	Single point of contact to understand organizational culture smoothly.	Enhance employee development
4.	A new outlook towards work	Knowledge of "how things really get done."	Sharing of quality work processes
5.	Enriching leadership and mentoring skills	A smoother acclimation period	Increased employee productivity within short time

List of Annexure:

Sr. No.	Annexure No.	Name
1.	I	Manpower Requisition Form
2.	IA	Eligibility Criterion
3.	II	Employment Form
4.	III	Demo Lecture Assessment Sheet
5.	IV	Interview Summary Sheet
6.	V	Acceptance Form
7.	VI	Joining Letter
8.	VII	Induction Schedule
9.	VIII	HR Induction Checklist
10.	IX	Buddy Interaction Report
11.	X	extension list



ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE-41

1. Composition of Research and Incubation Cell (RIC):

There shall be a research committee headed by Principal. Dean R&D shall work as Member Secretary of this committee. The following shall be the members of this committee:

Sr. No	Member	Position on the RIC
1)	Dr. Sachin Chavan	Chairman
2)	Dr. Ashwini Sovani	Sr. Member
3)	Prof. Sachin Wadekar	Member
4)	Prof. Vikrant Nagare	Member (IQAC Representative)
5)	Dr. Ekta Talwar	Coordinator-RIC

2. Review of research activities:

The Cell shall take a review of research activities carried out in a semester, research outcome and fulfillment of objectives at the end of every semester.

3. Responsibilities of R&D Cell:

The following responsibilities shall be distributed among the members.

- a. Creation of awareness about research among the teachers
- b. Identification of research area
- c. Formation of research groups
- d. Identification of infrastructure, equipment, software, test facilities required for research
- e. Preparation of annual budget
- f. Updating the teachers with the research funding agencies, their research funding schemes
Motivating teachers to draft funding research proposals and assistance in ongoing projects
- g. Motivating teachers and research groups for getting consultancy
- h. Making and executing MoUs with research institutes, laboratories and R&D departments of industries
- i. Developing paper writing skills among the teachers and motivating teachers to write papers for possible publication in reputed journals and conferences
- j. Quality of PG projects and PhD thesis
- k. Formation of IPR cell

The activities with respect to above mentioned responsibilities shall be carried out as follows.



Creation of awareness about research among the teachers:

- a. The R&D CELL shall visit the departments and conduct meetings with the teachers to make them aware about the need and importance of research.
- b. The R&D CELL shall explore the research methodology, possible research avenues, various research institutes and laboratories and way of possible collaboration with them.
- c. The R&D CELL shall arrange expert talks for specific research area to explore the current trends of research in that subject area.

Identification of research area, formation of research groups and identification of infrastructure, equipment, software, test facilities required for research:

- a. HoDs shall identify the possible research area in the departments after thorough discussion with faculty members.
- b. HoDs shall forward the list of proposed research areas to R&D Cell.
- c. HoDs shall form the research groups of teachers and students working under their guidance/supervision.
- d. The department representative of R&D CELL shall become the bridge between department and R&D CELL for smooth functioning of research groups.
- e. One of the senior teachers in the group shall be the leader of this group.
- f. The group shall formulate the requirements for their activities and forward the same to R&D CELL with tentative costing.
- g. The group shall arrange weekly presentation. The group leader shall maintain records of the same. The presentation topic can be progress of research work, newly published research work of the group member, recently published research in reputed journals.

Preparation of annual budget:

- a. R&D CELL shall collect the list of institute funded research proposals and requirements raised by the research groups.
- b. R&D CELL shall check feasibility of research proposals.
- c. R&D CELL shall prepare annual budget by considering the following factors
 - Requirements raised by research groups
 - Contingency fund and seed money
 - IPR cell requirements

Updating the teachers with the research funding agencies, their research funding schemes:

R&D CELL member shall inform the faculty members about the research funding agencies, their way of functioning, their requirements and deadlines, funding schemes, ways of applying for funding schemes. To do this, R&D CELL members shall arrange department wise presentations in the first month of academic year.

Motivating teachers to draft funding research proposals and assistance in ongoing projects:

- a. R&D CELL members, leaders of research groups shall motivate the faculty members to draft a research proposal and apply the same to funding agencies.
- b. The department representative of R&D CELL shall guide the faculty members in drafting the research proposals and assist them in submitting the proposals.
- c. R&D CELL shall provide all necessary assistance in completing the procedures of sanctioned funded projects.



- d. R&D CELL shall forward recommendations to sanction seed money required if any to start the funded projects.

Motivating teachers and research groups for getting consultancy:

- a. R&D CELL shall be in touch with R&D cells of industries to identify the needs of industries to be outsourced in the form of consultancy.
- b. R&D CELL shall regularly interact with research groups to motivate, guide the faculty members to generate revenue through consultancy.

Making and executing MoUs with research institutes, laboratories and R&D departments of industries:

- a. R&D CELL shall visit different research institutes, laboratories and R&D departments of industries to initiate the MoUs with them.
- b. R&D CELL shall monitor the execution of these MoUs.

Developing paper writing skills among the teachers and motivating teachers to write papers for possible publication in reputed journals and conferences:

- a. R&D CELL members shall conduct weekly/monthly classes to develop paper writing skills among the teachers.
- b. R&D CELL shall assist the teachers in submitting manuscripts to reputed journal.
- c. R&D CELL shall notify the conference calendar of different reputed societies like IEEE, ASME, and ACE.
- d. R&D CELL shall notify the upcoming conferences in India.

Quality of PG projects and PhD thesis:

- a. To improve the quality of PG projects and PhD thesis of students the R&D CELL shall monitor the progress of their work.
- b. R&D CELL shall form the conditions to be fulfilled before submission of M. E. dissertation and PhD thesis.
- c. The departments shall prepare the calendar for progress presentation of PG students and PhD research scholar such that every student has to present his/her progress once in a month. These presentations shall be arranged once in a week in presence of R&D CELL members.
- d. The PG dissertations and PhD thesis shall be allowed for submission only after satisfying all pre-defined conditions and clearance from R&D CELL.

Formation of IPR cell:

As a long term goal, R&D CELL shall form IPR cell to motivate teachers to file patents, assist them in completing all formalities to file patents.

4. Policies of deputation for conferences, workshops, FDPs:

- a. Teachers those will come forward with a proposal, shall be deputed with on duty leave for summer and winter workshops (of minimum one week only) at IITs, IIITs, NITs, State and Central Government institutes and private institutes/Universities listed by HoD



- b. The teachers shall be deputed with on duty leave to all related and useful FDPs conducted by SPPU and recommended by head of the department. For such deputation, all expenses shall be borne by the institute.
- c. The teachers shall be deputed with on duty leave to present papers in all national and international conferences at his / her own cost. However, for reputed international conferences in India, 50% of registration fees and TA-DA as per institute norms shall be sanctioned. For reputed international conferences outside India, R&D CELL shall assist the faculty member to apply for travel grant to funding agencies. The institute shall bare 50 % of remaining expenses if the travel grant is sanctioned and 20% of total approved expenses if travel grant is not sanctioned. Recommendation regarding the repute of conference could be judged by the R&D CELL / expert teacher outside the institute. R&D CELL shall make a list of reputed conferences in consultation with HoDs.
- d. Upon completion of workshop, conference, seminar, FDP the teacher has to submit a copy of certificate to institute office through department office and give presentation to R&D CELL. Interested teachers in the institute can attend the same.

5. Revenue generation through consultancy and proportionate distribution:

Revenue generation through consultancy shall be appreciated and the amount left back after expenses shall be distributed in the following proportion.

Sr. No.	Beneficiary	Percentage
1	Institute	30
2	Principal	1
3	Head of the Department	3
4	Account Section	1
5	Teacher doing consultancy	65

The person doing consultancy shall give break-up of 65% among the team involved in the project.





**ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE-41**

Mission:

The ZES is committed to fostering educational excellence through a carefully designed sport activities in curriculum that examines the disciplinary foundations of sport management and explaining them how these things are benefited for them in corporate organization. This provides a strong base of fundamental sports management knowledge and professional skills.

Objective:

1. To promote sports culture among students.
2. To identify gifted sportsman students and promote their talent to next level like university level, State level, National level.
3. To employ principles of strategic planning, financial and human resource management among students.
4. To develop qualities like leadership, team work, group dynamism activities among students.
5. To utilise sports facilities provided by management to fullest extent for sportsman.
6. To organize sports event at college and inter college level.

Scope

Scope of sports policy is limited to all students enrolled with ZES, Narhe Campus.



Sports Facilities

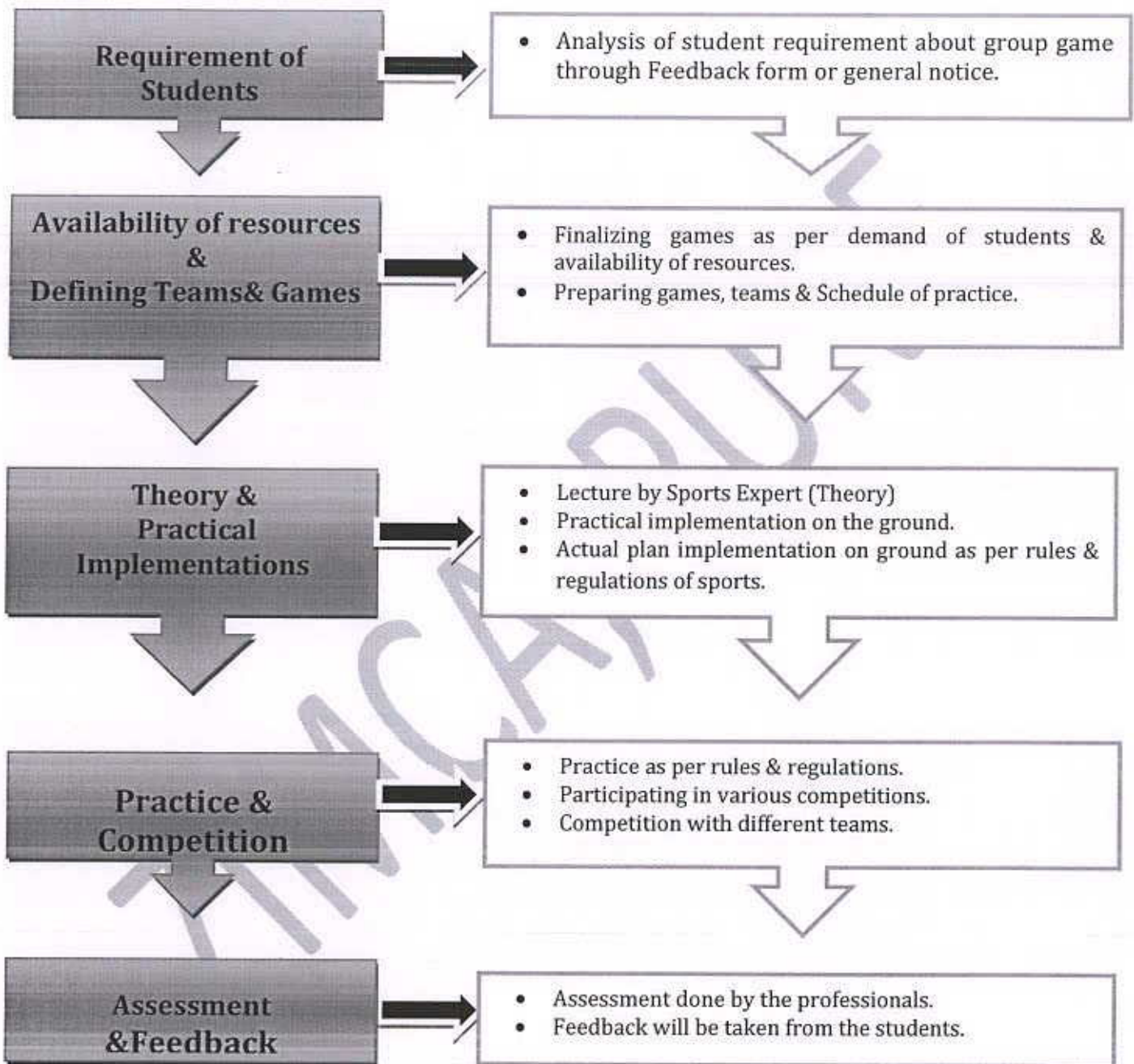
The Zeal Education Society aims to produce physically fit and mentally robust graduates. The institute has a playground of area 13952 Sq. Mts. and basketball court area 450 Sq. Mts. with facilities for different outdoor games.

The institute also has adequate infrastructure for indoor games. The institute has a Physical Director to guide and train the students in various games. For encouraging students to have active participation in physical activities; institute organizes various events like Ranaangan (State level intercollegiate sports competition), *ZEAL Karandak*, and intra-college sports competitions once in a year. The sports facilities are as follows.

Sr. No.	Facilities	Area Sq. M.
1	Outdoor sports <ul style="list-style-type: none">• Volleyball court• Cricket-Facility for Net practice• Football Ground• <i>Kabaddi</i> Court• Running Track• <i>Kho-Kho</i> ground• Basketball court	14402
2	Indoor sports <ul style="list-style-type: none">• Chess• Carom• Table tennis• Weightlifting	207.74



Flow Chart for the Sports Activity



Authority and responsibility

- Head of respective institute i. e. Principal/Director is Authority for all sport activity conducted for their students. S/he in consultation with respective Dept. head will permit the students for participation in sport activity.
- Sports director is responsible for all the activities including practice & competitions. Also responsibility can be shared with enthusiastic faculty from all institutes/colleges.

Schedule

Schedule of sport activity will be prepared by Sports director by having intra-collegiate, inter college, university, etc. competition dates from various sports authorities. He will also take care that academic activity of students will not be hampered.

First Aid

- First aid box is available in Gymnasium.
- Few volunteers are trained for first aid.

Medical emergency

- When some mishap occurs, injured person will be carried to Kashibai Navale Hospital Narhe, by college vehicle or Ambulance. Or
- Call medical emergency no. 108.
- Injury and hospitalization is brought to the notice of head of respective institute and parents immediately.

Security - Training of Guards regarding discipline, parking, visitors etc.

Security guards are trained

- To check valid Identity card of regular students and faculty members.
- To make entry in visitors book with appropriate identity and issue gate pass to visitors.
- To ask visitors to park their vehicles at appropriate place and style.
- To collect back gate pass from visitors at the time of exit with due signatures.





ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE-41

Purpose:-

1. To ensure that employee travel is consistent with the ZES objectives.
2. To provide the reasonable reimbursement of travel cost incurred by college staff members for visiting to other places for official work.
3. To ensure consistency of administrative decisions in sanctioning reimbursement of travelling allowance, boarding & lodging and other incidental expenses.

Scope:-

These Rules shall apply to all the teaching, non-teaching staff those who are working in various institutes running under Zeal Education Society, Pune.

➤ **Non-refundable.**

- Pet care expenses
 - Personal travel insurance
 - Insurance coverage for privately owned vehicles
 - Expenses for the repairs of privately owned vehicles
 - Expenses related to damages to uninsured rental cars and privately owned vehicles
 - Interest charges levied on overdue invoices or credit card statements
 - Barbers, hairdressers, toiletry items, health club fees, prescriptions and non-prescription medications
 - Hotel pay-per-view video and mini-bar/bar/leaker expenses
 - Expenses related to lost or stolen items
 - ATM fees
 - Meals included in another reimbursable item (e.g. conference fee, transportation charge, accommodation)
 - Personal telephone calls, with the exception of one brief call to the traveler's home location, per day.
- In general, personal expenses are not reimbursable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of the ZES.

➤ **Expense reporting & reimbursement process.**

A) Documentation (forms, receipts) needed by ZES in order to reimburse the traveler.

- ✓ **1. Travel approval by Higher Authority.**
- ✓ **2. Requisition.**



✓ 3. Advance Slip.

B) Expected timeline for the traveler to submit expense reports after the trip.

✓ Within 2 Days after join from the travel.

C) Reimbursement to the employee after the submission.

✓ Within one working week and after validation of expenses proofs.

D) If the employee do not comply with policies.

✓ No reimbursement

E) Pre- approval needed for any expenses categories.

✓ YES

F) Reporting Authority will approve trip request or expense reports.

RULES APPLICABLE FOR ALL THE TEACHING AND NON-TEACHING STAFF.

According to their cadre:-

CADRE	TEACHING / NON- TEACHING
I	1. Executive Director 2. Campus Director 3. Principal / Director 4. Dean 5. Registrar
II	1. HOD 2. Asst. Registrar 3. OS (Office Superintendent) 4. OSD (Officer on Special Duty) 5. TPO Account officer
III	1. A/C Officer 2. Accountant 3. Clerk 4. Personal Assistance 5. HR Executive 6. Minial Staff
IV	1. Minial Staff

Conveyance for out of station:-

Outstation Conveyance for all teaching and non-teaching staff members travelling other than Pune city for compensation according the below table-

By Train:-

CADRE	Eligibility for travel(Ordinary Mail, Express, Passenger Train and other other superfast train etc.)
I	First Class- AC/ Second Class Two-tier- AC sleeper coach.



II	First class/ Second Class Two Tier AC/ AC Chair Car, Second Class Sleeper Coach.
III	Second Class
IV	General Class

By Bus:-

CADRE	Eligibility for travel
I	Actual fair of AC Bus and all other public transportation.
II	Actual fair of Non-AC Bus and all other public transportation.
III	Actual fair of all public transportation.
IV	Actual fair of all public transportation.

Daily allowance:- Other than Traveling allowances if an employee of any cadre spending more than 12 hours s/he would be entitled for daily allowances for the purpose of refreshment. Daily allowance will be granted as below.

Sr. No.	Particular	Daily allowance amount
1	Teaching and Non-Teaching staff	Rs.350/- per day (Minimum 12 hours or above)

4. Daily allowance for stay in Lodge / Hotel:-

CADRE	Delhi, Mumbai, Calcutta, Chennai, Ben	In the country/ in the state 'A' Grade City	In the country/ in the state 'B-1' Grade City	City / Village
I	750-1000	600-800	500-650	350-500
II	575-750	450-600	375-500	300-350
III	300-375	225-300	225-250	150-200

Rules for TA / DA facility:-

- 1) All teaching and non- teaching staff members note that they can avail the TA / DA facility for official purpose only.
- 2) Advance will be given after approval / sanction by the approving authority.



- 3) All teaching and non-teaching staff members note that they should utilize advance only official purpose (mentioned in advance form) otherwise it will be treated as misuse of money and serious action will be taken against him / her.
- 4) All teaching and non- teaching staff members note that they should submit the advance form for getting advance before minimum four days through proper channel.
- 5) All concern staff members note that they will take care while applying for the advance for purpose of industry visit/ seminar/ workshop/ any event then they will put up approval letter and advance for before the ten days.
- 6) All teaching and non-teaching staff members note that without the clearance of first advance they cannot apply for next advance.
- 7) Any employee violates the rule than the respective employee shall be eligible for disciplinary action.
- 8) It is mandatory to attach all the original documents, bills, invoices with appropriate supporting explanations at the time of clearance and reimbursement.

NOTE: - This travel policy applies to all the employees who are working on role of ZIMCA.





ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE-41

PURPOSE: Zeal Education Society (ZES) has developed a CSR Policy in alignment with its objective, principles and values, for delineating its responsibility as a socially and environmentally responsible corporate citizen. The Policy lays down the principles and mechanisms for undertaking various programs under the corporate social responsibility of the society. The Policy shall apply to all the CSR programs and activities undertaken by ZES for the benefit of diverse sectors of the society and the locality in which it operates.

CSR FOCUS AREAS AND PROGRAMS: ZES will undertake CSR activities in the following areas as notified under Section 135 of the Companies Act 2013 and Companies (Corporate Social Responsibility Policy) Rules 2014.

- 1) Promoting education among children, women & livelihood enhancement projects;
- 2) Promoting gender equality, empowering women & measures for reducing inequalities faced by socially & economically backward groups;
- 3) Employment enhancing vocational skills
- 4) Ensuring environmental sustainability

CSR COMMITTEE: The management of ZES will constitute a CSR committee, which will be headed by a senior faculty member. The committee will have one member each from the constituent colleges and institutes of the society.

ROLES AND POWERS OF THE CSR COMMITTEE:

- 1) To formulate CSR policy and seek approval from the management
- 2) Review the policy on a yearly basis.
- 3) To formulate and share the CSR action plan with budget for the year with the management and seek approval.
- 4) To implement the activities through its CSR team.
- 5) To submit periodic reports to the management for the activities undertaken.

CSR ACTIVITIES/ PROJECTS/PROGRAMS: At the beginning of each financial year, the CSR Committee of ZES will prepare a list of CSR Projects/ Activities/Programmes which the society proposes to undertake during the financial year, specifying the modalities of execution in the areas/sectors chosen with implementation schedules for approval of the management. The society may take up other activities/Projects/Programs as it may consider appropriate.

