



**ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF MANAGEMENT
& COMPUTER APPLICATION, PUNE**

POLICY MANUAL

Redefining Excellence



Zeal Education Society's

Zeal Institute Of Management And Computer Application, Pune.

Recruitment Policy

Policy statement:

Zeal Education Society is committed to equality of opportunity in employment, where all individuals are considered based on 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 calibre 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 the human resource requirement of the respective department.
2. To build a team with the required talent and experience.
3. To help the institute/college/department for talent acquisition and management.
4. To develop and set a 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 a 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 the 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 the 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 a proper selection process only.
11. Candidate must fulfil 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 a 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 the 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 the 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 allowed to apply for a new vacancy if they desire. Screening of the candidate for the 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 the 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 Manpower requirement before submitting it to the 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 manpower 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 behavioural key competencies

- e. Discuss on Eligibility criteria's and other requirements
- ii. Top management is the authority of the approval of the manpower requirement. In the case of the new position, Top management can invite suggestions from the Local Managing Committee or Governing Body. Local Managing committee prepares a justification and discusses with top management to finalize the new position, with the proper discussion with top management and head.
- iii. Minutes of the meeting should be prepared and maintained with the 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 the smooth functioning of the Recruitment and selection process by keeping track and time-to-time checks.

Internal Recruitment:

- i. HR Department receives a manpower requisition and prepares the advertisement and write-up for requirement announcement
- ii. HR department firstly announces requirement on Internal communication medium for internal and referral recruitment.
- iii. Faculty/ staff members can submit their own/referral resume to the HR department in a stipulated 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 the internal process, either for the vacant position or the position become vacant due to internal recruitment as an internal candidate wanted to join a new position. In this process HR department choose the 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 manpower requirement on various job portals like Naukri, Timesjob, Shine, Monster, indeed, etc.
- ii. **Social Media:** to disseminate manpower 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 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 the available position.

c. Newspaper:

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

d. Employment Exchange and Recruitment consultancy:

The 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 the unsolicited application pool search process with the internal recruitment process. HR department surveys Unsolicited Application pool as soon as Manpower 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 scrutinizes and compile all resume/CVs according to applied post and their eligibility to the applied position and maintain a database of those unsolicited applications.
- iii. HR department sends job openings/vacancy information and schedule of an interview to eligible candidates from this application database.

f. Career (Website)

- i. HR Department sends a manpower requirement to the website administrator to update current vacancies on the college/institute website's career section/page.
 - ii. Website administrator updates vacancy on the same day on the website.
- v. Next, the HR department will prepare a summary sheet in the prescribed format and discuss with the respective Head to discuss and confirm the following points:
- a. Eligibility of Individual candidate.
 - b. Scrutiny based on *Annexure-IA* (Job eligibility for a particular post).
 - c. Head can recommend candidates based on 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 the respective head for the consideration under section 1.V of this document.

4. Compiling and Scrutiny:

- i. HR department compiles and scrutinizes all received resumes and prepare a summary sheet for the further reference
- ii. HR department refers to the Job specification and Eligibility criteria received with Manpower requisition form for further scrutiny for the 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 behavioural aspect for adaptability of organizational culture:

- i. Depending on candidature and experience, HoD/HR Department/Top Management can ask the candidate to be assessed with the Psychometric Test in Zeal Campus
- ii. Candidate should appear for the assessment test and submit the Psychometric test result to the head.
- iii. Head produces the psychometric test result to the top management in the 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 checklist 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 the recommendation, experience Head can proceed for "Demo" round to check on predefined parameters likewise: a. Subject knowledge b. Presentation skills c. Language command and d. stage daring, etc. A Head/Demo Coordinator should take the following steps to conduct a demo lecture.

- i. **Assessment panel:** At least three senior faculty members must be the part of Demo Panel consisting of at least one subject/domain expert.
- ii. HR department Head or Representative (optional)
- iii. Top Management representative (Optional)
- iv. Faculty members on the invitation.

- v. All panel members and Demo attendees must be provided with 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):

The 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 the HR department representative should be present at the time of Personal Interview
- ii. Candidate summary sheet with a resume must be provided to the panel
- iii. The panel should assess and mark their remark on the Summary sheet "remark section" and submit to Head.
- iv. HoD should prepare a summary report of the 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 the 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 the respective area and have completed PhD 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 puts their remark based on overall evaluation and satisfaction with remuneration finalization.

- iv. Selected candidates must submit an Acceptance letter in prescribed format to the Head immediately and should communicate time required to join the institute

10. Joining :

Selected candidates on a given date should report to the 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 facilitates new employee with the schedule of the 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.

This program aims 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 goodwill 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 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 with 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 the Institute's 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 following the job description and agree with performance and behaviour targets for the probationary period of employment.
- c) Introduce the new employee to their workstation and allocate all required stationery and other technical requirements with the checklist.
- d) All basic contacts in the organization like a 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 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 a minimum of 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 the 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. No.	Buddy Benefits	New employee Benefits	Zeal Benefits
1.	Recognition as a 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 get done."	Sharing of quality work processes
5.	Enriching leadership and mentoring skills	A smoother acclimation period	Increased employee productivity within a 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
Career Development And Advancement

1. **Introduction:** The Institute promotes and fosters Individual intellectual development for career advancement and development time-to-time. The institute believes that it is important for both the institute and an individual and understands the significance of the growth of an individual internally in the organization on the senior positions (Academic and administrative) and commit himself/herself to career development and advancement through his/her continuous endeavour.
2. **Purpose:** This Policy encourages all the employees to pursue a long-term career in the Institute. With the intention, the Institute devised various development plans, schemes, and activities that all employees can undertake to raise their performance and realize career advancement and development through achieving desired career goals.
3. **Career Development and Advancement Policy:**
 - a. **Career Planning:** The institute encourages providing long-term opportunities to work with the Institute. The institute supports and assists to set a long-term career plan for the employee. The Institute has defined clear roles and responsibilities along-with eligibility criteria for all the positions (job titles), therefore, an individual can have a clear career path for all the job titles.
 - b. **Continuous Learning:** The Institute encourages all its teaching and non-teaching staff members to enhance knowledge, skills, and abilities to undertake tasks/ assignments/roles which are assigned them time-to-time and will escalate their career from one to another height.
 - c. **Job Rotation:** The institute rotates the employee roles (jobs) through diverse job roles either vertically or horizontally in the Institute.
 - d. **Sponsoring for higher studies:** The Institute supports teaching and non-teaching staff members to pursue higher studies in the

relevant field of studies and as per the requirement of the Institute, under the condition that upon successful completion of higher studies, the staff member shall work for the Institute for a stipulated time.

- i. Incentives for Higher education:** The Institute may offer incentives to the staff member after the completion of higher study with the succinct discretion of CDC and GB of the Institute.
- e. Personal Development:** Personal development facilities allow staff members to learn from multiple dimensions. The Institute encourages the personal development of staff members through R&D, Conference attendance and paper presentation, Conduction of workshops and seminars, MPDs, etc.
- f. Sponsored Research:** The Institute encourages staff members to apply and secure research grants from the government, and non-government agencies, institutions, and Industry. The Institute also offers special provisions in the form of relaxation of duties that are considered to ensure the completion of the project with quality and within the stipulated time frame.
- g. Consultancy:** The Institute encourages the faculty members to pursue the consultancy within their domain of expertise and the earnings are shared on a percentage basis. This is done to bring practical inputs into the teaching-learning process.
- h. Deputation to the Industry:** The Institute encourages the faculty members to work with industry on deputation in their vacations for a maximum of six months which will be counted as service when they join back to the Institute.
- i. Sabbatical Leave:** The institute allows a maximum of two-year sabbatical leaves to the permanent faculty member who has served the Institute more than five years. Such faculty members can utilize this leave to pursue their research, or publication of books, or work abroad. The Sabbatical leaves are completely succinct discretion of the CDC proposal and Governing Body approval on the same.

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. 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 a 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. All acts or threats of violence by or against any Institution employee, customer, vendor, or

other visitors 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 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.

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 work tools. It is the employee's responsibility to care for and keep track of their personal belongings.

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 before 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 before 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 with 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.