



R. C. Patel Educational Trust's
**Institute of Management Research
and Development, Shirpur**

"Quality Education for Nourishing Tomorrow's IT and Management Professionals"

Policy Handbook

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About the Institute



About the institute: R.C. Patel Educational Trust's Institute of Management Research and Development (IMRD), Shirpur has established in the year 1997. Though comparatively new and young institute it developed fast under the visionary leadership of Hon. Amrishbhai R. Patel, the former cabinet minister for school education, sports and youth welfare Maharashtra State. It is a self-financing institution, affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (A-Grade NAAC accredited). MCA and MCA (Integrated) programs are approved by AICTE, New Delhi.

IMRD is located in Shirpur, a town run by a municipal council in Dhule district of Maharashtra state, which is situated at the foot of the Satpura ranges and dotted with lush green trees and shrubs all around.

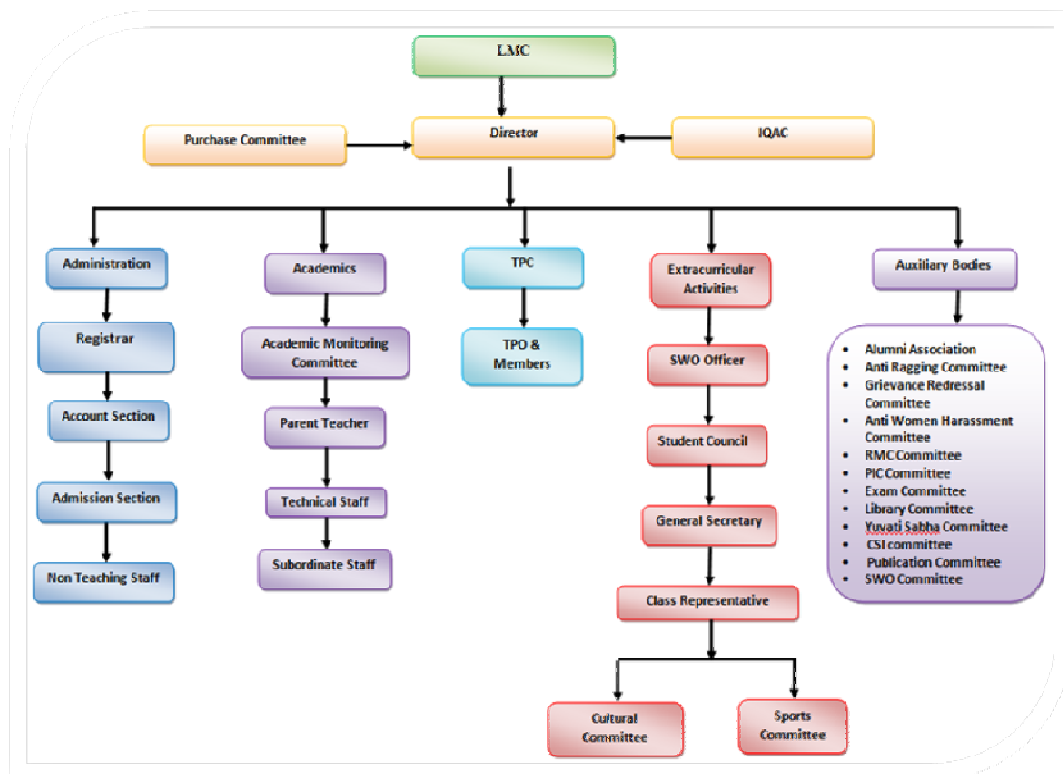
The institute has earned reputation as a centre for quality education for its prime infrastructure equipped with modern facilities and conducive environment. An academically competent and committed Faculty member is the backbone of Institute. Our Alumni hold significant position in their profession in India and abroad.

IMRD offer Post Graduate program : MCA, MCA (Integrated) and MMS at Undergraduate program BCA, BBA and BMS, along with part time diploma courses DCM, DBM, Certificate courses CCBO, CCBM and CCED.

Quality Policy

“To provide quality technical education with state-of-the-art infrastructure, value-added services and human resource development obtained through honesty, trust, transparency, responsibility and commitment for the overall development, benefit and satisfaction of all stakeholders”.

Organogram



Code of Conduct

1. Preamble

- 1.1 Institute of Management Research and Development, Shirpur believes that for an Institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
- 1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
- 1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- 1.4 The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

2. Objective

- 2.1 The Institute prides itself on the high standards embodied in its working principles. The Institute expects its employees to adhere to these in their day to day activities.
- 2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the Institute expects from its employees.

3. Applicability

- 3.1 All employees on regular rolls of the Institute including employees on contract governed by this Policy.
- 3.2 Employees are the representatives of the Institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.
- 3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

4. Policy Guidelines of Conduct

- 4.1 National Interest: Institute of Management Research and Development is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.
- 4.2 Use of the IMRD Brand: The use of IMRD name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the IMRD Brand for any purpose without specific authorization.
- 4.3 Group Social Responsibility: IMRD's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in Corporate Social Responsibility (CSR) activities.
- 4.4 Competition: IMRD shall market its services on its own merit and shall not make unfair and misleading statements about competitor Institutes.
- 4.5. Quality of Services: IMRD is committed to deliver services of world class quality based on the requirement of its Stakeholders and built to National and International standards.
- 4.6. Equal Opportunities: IMRD shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and Selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.
- 4.7 Accurate and Complete Accounting: Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's polices.

No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.

Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting

rules and controls. All books, records and documents must accurately and completely describe the transactions

4.8 Settlement of Expenses: Employees shall settle all the expenses incurred on account of travel, loans & advance etc. as per the guidelines stipulated in the Policy/Policies.

4.9 Confidentiality and Non-disclosure: Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.

4.10 Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

4.11 Using equipment and consumable resources: Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain:

a) Limited, occasional and brief private telephone calls and faxes

b) Limited and occasional use of a photocopier

c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

4.12 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

- 4.13 Protecting Institute's assets Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.
Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institute
- 4.14 Unethical Transaction:
No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or stakeholder.
All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.
- 4.15 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.
- 4.16 Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.
- 4.17 Political Activity:
No employee shall involve in any political activity directly or indirectly. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.
- 4.18 Regulatory Compliance: Every employee shall, in her/his professional conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.
- 4.19 Sexual Harassment and other harassment policy:
Institute recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed

by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the institute's policy against Sexual Harassment.

4.20 Other Harassment:

The Institute prohibits harassment of one employee by another employee or superiors on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.

Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of IMRD Employees, Stakeholders and at the Community at large.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

1. Causing physical injury
2. Making threatening remarks
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
4. Intentionally damaging employer property or property of another employee
5. Committing acts motivated by or related to sexual harassment or domestic violence.
6. No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

4.21 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.

Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

Recruitment Policy

1. Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. General Criteria Governing Recruitment

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 58 (Fifty Eight) years (depends on government of Maharashtra and government of India norms regarding recruitment age and retirement age). The age may be waived in case of Contract Employee but as a rule the maximum age for recruitment of Contract Employee should be one year less than the superannuation age (Fifty Eight years) fixed by the organization.

- The minimum age for recruitment is 18 years. IMRD does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- Service of retired hands may be leveraged by the Institute by giving appropriate contracts with maximum duration of 3 (three) years at a time. Age limit of up to 70 (Seventy) years for teaching staff and 65 (Sixty Five) years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.
- IMRD reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

3. Internal Appointments

In order to avoid stagnation of the competent employees and encourage career growth, Management should develop mechanism for creating avenues for growth/promotion.

4. Advertisement

The IMRD will be responsible for initiating action such as advertising for the vacancy, enlisting recruitment consultants, and use of panel of past short listed candidates as may be appropriate after acquiring requisite approvals. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or on Institute website (www.rcpimrd.ac.in).

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 10 days between the date of publication of the advertisement and interview.
- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.

5. Short listing

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Intimation for interview is sent thereafter.

6. Assessment process

The assessment process for program staff and administrative staff recruitment shall have the following assessments:

- Written test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills and references.

7. The Assessment and Interview Panel

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

8. The Interview Rating Form

The Interviewer's rating form is aimed to achieve two things

- i. To map the process through which the candidate passes, and
- ii. To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form.

9. Letter of Appointment

The selected candidate must bring the relieving order\ from the previous organization before joining duty.

An appointment letter duly signed by the Appointing Authority is issued to the candidate.

The Appointment letter should contain:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of head of the department.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

10. Joining Report

On joining, the candidate should give the joining report duly filled and signed before the Director.

11. Exit Interview

When a staff is leaving the institute either by resignation or termination an Exit Interview has to arrange along with concern staff, Head of all Departments, Director. The purpose of this exit interview is to identify the reason of resignation or termination. It may be for change of place, it may be for betterment of job, it may be loss of enthusiasm in present organization, or anything else. This may help the institute to rectify the policies of corrective actions for the betterment of Institute as well as for all the stake holders.

Probation Policy

1. Objective

- 1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.

2. Eligibility & Coverage

- 2.1 All new recruits of the institute on regular rolls

3. Policy & Procedural Formalities for Completion of Probation

- 3.1 All new employees will be on probation for a period of 24 months from the date of joining.
- 3.2 While the formal probation appraisal shall be at the end of 12 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to registrar office
- 3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.
- 3.4 Registrar will send the Appraisal form to the concerned Faculty members at least one month before completion of the probation period.
- 3.5 At least one week before completion of the probation period, Faculty members will submit Duly completed Appraisal Form to registrar office for the issue of Confirmation Letter.

Extension of Probation Period

- 3.6.1 Probation period may be extended under any of the following circumstances:
 1. Performance of the probationer is not up to expectations.
 2. The role and the skills of the probationer are not aligned.
 3. Probationer's values are not aligned with the institute's values

Confirmation of services

- 3.7 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- 3.8 Registrar shall send the confirmation to the employee within one week of the end of probation.
- 3.9 Upon confirmation, the notice period on either side will be three months.
- 3.10 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.

Group Mediclaim and Personal Accident Insurance Policy

1. Objective

- 1.1 To provide employee welfare through basic assurance of healthcare to employees and help them to meet unforeseen personal expenses arising from medical emergency.

2. Eligibility & Applicability

- 2.1 All regular and contractual employees of the Institute, including probationers will be covered.
- 2.2 The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining.

3. Policy & Procedure

- 3.1 Bajaj Allianz General Insurance Company Ltd (Group Insurance) and Bajaj Allianz General insurance Company Ltd (Group Personal Accidental Policy)
 - 3.1.1 A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, Tonsillitis, and such other ailments as covered under the Mediclaim Policy.
 - 3.1.2. Annual entitlement of Group Medical Insurance is Rs. 1, 00,000/- (Rupees One Lakh only). This can be used only by the individual. For personal accidental policy Annual entitlement is up to Rs 10, 00.000/- (Rupees Ten Lakh only)
 - 3.1.3 The Admissions are restricted to specified Registered Medical Hospitals or listed hospitals.
 - 3.1.4 The policy also covers reimbursement of expenses on maternity for the first two confinements.
 - 3.1.5 The Mediclaim policy usually covers: Room and board as provided by the Hospital / Nursing home, nursing care Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee, Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances, Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses. The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

- 3.1.6 The following are not covered under the Mediclaim Policy (the list is not exhaustive):
Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc. Dental treatment or surgery, unless requires hospitalization in case of an accident General Medical Check-up (without any illness)General debility, rest cure, congenital external deformity / defects or anomalies Sterility Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc. Naturopathy Treatment. Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the Institute. The Institute shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.
- 3.1.7 Employees not opting for the cash-less provision may file their claim in the claim form to the Institute along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting documents/Bills as indicated above should be submitted to Institute within 7 days from the date of discharge.
- 3.1.8 Institute shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim.
- 3.1.9 Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.
- 3.1.10 All claims are governed by the terms & conditions agreed between the Insurance Company and the IMRD under the Group Mediclaim Insurance Policy.
- 3.1.11 In all disputes, the decision of the management shall be final.

Policy & Guidelines for Prevention of Sexual Harassment at Workplace

(Internal Complaint Committee)

1. Introduction

IMRD recognizes that sexual harassment violates fundamental rights of gender equality, right to life, liberty and the right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offense and punishable under the relevant laws of the Country.

2. Policy against sexual harassment

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually colored remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place.

"Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.

3. Objective

1. To create awareness amongst students about the problems faced by women of all strata due to gender issues.
2. To create an environment of gender justice where men and women work together With a sense of personal security and dignity.
3. To create awareness amongst students about the issues related to the youth, girls in particular.
4. To disseminate knowledge about rights and laws related to women.

5. To create a sense of responsibility in the students and have healthy study and work culture in all schools of the University.
6. To enhance the self- esteem and self- confidence of girl students, women Faculty members and staff in the institute.

4. Applicability

This policy applies to all IMRD employees, students. As a policy it applies to all locations, situations of IMRD and to all Institute-sponsored social events.

5. Policy & Procedure

- 5.1 The Committee against sexual harassment will be represented by senior woman's faculties and the committee coordinator will also be a woman.
- 5.2 Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.
- 5.3 All complaints of sexual harassment shall be addressed in a confidential manner.
- 5.4 The Complaint will be investigated in a time-bound manner in accordance with the principles of natural justice and a detailed report shall be maintained.
- 5.5 Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.
- 5.6 The committee will maintain Meeting Register, keeping a track of complaints received, when the process began, procedure followed and date of closure.
- 5.7 Actions will be taken based on the recommendation of the committee and will commensurate with the degree of offence.
- 5.8 The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.

6. Committee against Sexual Harassment

6.1 The Internal Complaint committee for resolving issues pertaining to sexual harassment comprise of the following structure

Role	Constitution of Committee
Chairman	Director of Institute
Secretary	Senior women Faculty members
Members	4 to 5 women Faculty members members
Student Representative	2 to 3 Girls students Representative

6.2 The names of the above members will be circulated from time to time and will be displayed on the institute website.

6.3 The registration of the complaint could be by way of a written complaint to the coordinator or members of the committee.

Grievance Redressal Policy

1. Introduction

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach to the Mentor, HOD, Grievance cell. Grievances may also be sent through e-mail to the head of the institute.

2. Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the Institute with the following objectives:

- Upholding the dignity of the Institute by ensuring strife free atmosphere in the Institute through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the Institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and Institute administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Director.

3. Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

4. Functions:

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

5. Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin department and drop it in boxes or via sending e-mail at rcpimrd@gmail.com
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

6. The Composition of the Grievance Cell is as follows: –

Role	Constitution of Committee
Ombudsman	Senior and reputed educationalist from society
Chairman	Generally Director of Institute

Leave Policy

1. Objective

- 1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

2. Eligibility & Applicability

- 2.1 All employees on regular rolls of the Institute.

3. Policy & Procedure

- 3.1 Categories of leave available to the employees are: Casual Leave, Earned Leave, Maternity Leave, Academic Leave, Compensatory Casual Leave, Summer Vacation, and Leave without Pay.
- 3.2 For the purpose of leave, “Year” shall mean the Calendar Year commencing 1st June and ending 31st May.
- 3.3 All leaves shall accrue effective 1st June of every Year, except the Casual Leave.
- 3.4 Employees shall apply for leave on prescribed formats as well as on-line using ESSL software. The leave application shall be made prior to actual days of leave.
- 3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only. Weekends and holidays are exempted in case of Casual Leave.

Entitlement & Procedure for availing Leaves:

4. Casual Leave (CL)

- 4.1 All Employees are eligible for 12 days of CL in a year, which shall be credited to them after one Month of joining.
- 4.2 Employee on CL cannot be absent from duty continuously for more than 4 days including intervening holidays.
- 4.3 Employees may avail CL for half-day also.
- 4.4 CL may be prefixed or suffixed to intervening holidays or weekends.
- 4.6 CL cannot be prefixed or suffixed to any other category of Leave.
- 4.7 Un-availed CL will automatically lapse at the end of the year.

5. Earned Leave (EL)

- 5.1 All Non-Teaching staff is eligible for 30 days of EL, in a year instead of summer vacation. Teaching Faculty members is not eligible for EL.
- 5.2 Employees joining the organization are not eligible for EL for the current year. Only from the next year EL shall be credited to their account.
- 5.3 Earned Leave may be availed for minimum of half day also.
- 5.5 Earned leave can be accumulated to a maximum of 300 days. Leave over and above this limit will lapse automatically.
- 5.7 Un-availed Earned Leaves cannot be encashed.
- 5.8 EL will may not be prefixed or suffixed with any other type of leave.

6. Maternity Leave (ML)

- 6.1 The Institute permits Maternity Leave of 24 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 6.2 All confirmed lady employees, are eligible for Maternity leave.
- 6.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 6.4 The employee shall inform the Director prior to proceeding on leave with appropriate Medical Certificate. The employee shall submit Birth Certificate of the child at the time of resuming the duty.
- 6.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

7. Duty Leave (DL)

- 7.1 All teaching and non-teaching Faculty members is eligible for Duty leave.
- 7.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.
- 7.3 DL may also be considered for the following reasons:
 - 7.3.1 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc.
 - 7.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.

7.4 Teaching Faculty members wishing to avail Duty Leave should get their leave approved by the HOD at least 7 days in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.

7.5 Academic leave may neither be accumulated nor combined with any other type of leave.

8. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay, subject to the approval of Director.

8.1 LWP shall not be treated as break of service.

9. Compensatory Casual Leave (CCL)

9.1 If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted.

9.2 CCL equal to half the number of days worked in the manner as specified above shall be credited to the account of concerned employee.

9.3 CCL shall be availed in the current year, else it shall lapse.

10. Summer Vacation

10.1 All teaching Faculty members except those who hold administrative responsibilities will be eligible for Summer Vacation.

10.2 Those on probation are not eligible to avail vacation and shall work as per directions.

10.3 Director, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.

10.4 The Institute reserves the right to requisition the services of teaching Faculty members, during the summer vacation for special assignments. In such cases, the teaching Faculty members requisitioned for special assignments during the summer vacation will be eligible for equal number of days of in lieu of the summer vacation foregone.

10.5 The Director shall inform all such Faculty members whose services may be required during the summer vacation, well in advance, along with their HOD.

10.6 Summer vacation cannot be prefixed or suffixed with any other leave.

- 10.8 Faculty members availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.
- 10.9 Faculty members on summer vacation may at their discretion and on approval from the Director, attend external examination related works / SDPs / Seminars / Conferences. However such activities shall not count for any set-off against the summer vacation.

11. Study Leave

- 11.1 This leave shall be given, on a case to case basis, to those who have registered for Ph. D and cleared their pre-Ph. D course work, for a maximum period of two weeks.
- 11.2 The leave needs to be approved by the Director.
- 11.3 The Director shall call for supporting recommendation letter from a Faculty member's PhD guide for granting the approval.
- 11.4 The unutilized Study Leaves can neither be carried forward nor encashed.

Time and Attendance Policy

1. Objective:

- 1.1 To communicate the general office / Institute timings of the institute
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2 Applicability

- 2.1 All employees on regular rolls are covered under this policy

3 Procedure

- 3.1 The timings of the institute are from 8.00 AM to 3.30 PM for first shift and 10.30 pm to 6:00 for second shift on all days of the week, except Sunday.
- 3.2 Once the employee is on duty and if he / she is going outside the campus during the working hours for whatsoever reason, he/she shall write the reason manually at main entrance muster.
- 3.3 Employees are expected to register out station duty like tours; trainings etc. either in advance or immediately after resuming the work manually in a register kept at department. The intimation of this should be provided to the Office after approval of HOD.

Anti-Ragging Policy

1. Background

RAGGING of students, physically or mentally, is a black spot on society and is a cognizable offence. The students who have to face ragging can lose their mental stability and can spoil their lives. The institute is committed to “NO RAGGING” policy. Ragging is banned by Government as well as Supreme Court. Anyone indulging in acts of ragging, however minor, even in the form and garb of introduction of juniors is punishable act and attracts severe punishment leading to termination from Institute and imprisonment.

2. Objective:

- 1) To preserve a Culture of Ragging Free Environment in Campus
- 2) To aware the students of dehumanizing effect of ragging inherent in its perversity
- 3) To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence
- 4) To deal promptly and stringently with the incidents of ragging brought to our notice.
- 5) To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- 6) To root out ragging in all its forms from the institute by prohibiting it by law, preventing its occurrence and punishing those who indulge in ragging

3. Instructions to Fresher's

1. You do not have to compromise with your dignity and self respect.
2. You can report incidents of ragging to the concerned.
3. You can contact the Anti-Ragging Squad / Anti Ragging Committee of the Institute, or the Director.
4. The Institute is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
5. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police and complaint with the civil authorities.

6. The Institute is in any case required to file FIR if your parents or you" are not satisfied with the action taken against those who 'ragged' you.

4. Anti-Ragging Initiative

IMRD has formed Anti-Ragging committee as per notification published by ALL India Council for Technical Education, New Delhi (AICTE, New Delhi) on July 1, 2009, as per F.No.37-3/Legal/AICTE/2009 and directions of the Hon. Supreme Court in SLP No.24295 of 2005, dated May 16, 2007 and in Civil Appeal number 887 of 2009, dated May 8, 2009 to prohibit, prevent and eliminate the scourge of ragging.

In the light of above, display of posters and putting up of notices on anti-ragging at all prominent places in and around the Institute highlighting the need for prevention of ragging and punishments entailed to those indulging in ragging.

5. Setting up of Committees and their functions

Anti-Ragging committee is constituted at Institute level as per AICTE guidelines comprising of the following members.

Constitution of the committee
Director
Police Inspector
Executive Magistrate
Press Representative
Regional Chairman
Representative of Faculty members
Representative of Parents
Representative of Fresher Student
Student Representative
Representative of Non Teaching Staff
Head of Department
Senior Faculty members of institute
Women Faculty members of institute

5.1 Function of Anti-Ragging committee

It shall monitor the Anti-Ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

5.2 Function of Anti-Ragging Squad

The Anti-Ragging Squad shall be nominated by the Head of the institution. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee.

6. Awardable Punishments

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- i. Suspension from attending classes and academic privileges
- ii. Withholding/withdrawing scholarship/ fellowship and other benefits
- iii. Debarring from appearing in any test/ examination or other evaluation Process
- iv. Withholding results
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from 1 to 4 semesters
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period

Consultancy Policy

Institute encourages its Faculty members to undertake consultancy work which is an important tool in industrial growth of the Country.

Guiding notes:

1. A consultancy work is one where Faculty members and staff provide knowledge and intellectual inputs to industry primarily for their purposes. This is effectively a contract work in which all outputs belong to the client.
2. All payments for consultancy work must come in the name of the Director R C Patel Institute of Management Research and Development, Shirpur. The Institute will then do the needful for complying with statutory laws and then give the honorarium to the Faculty members/staff as the case may be.
3. The requirement originates from the industry concerned. The Faculty members are expected to estimate the time and cost required to accomplish the task.
4. Letter of proposal is then prepared by the Director Investigator (PI) toward Director of Institute in typed format along with copy of client work order. It should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by IMRD board from time to time) as the primary component. It may also have budget for supporting manpower, equipment, travel contingency, institute overheads and expenses for IPR (if need be).
6. All consultancy proposals must be sent to Director for endorsement and approval along with the consultancy project agreement form between the PI and client Agency.
7. MoU agreement preparation: Institute has guidelines for drafting MoU /Agreement
8. When MoU is clear from all angles and acceptable to both the parties, it is sent to the Director for approval along with the Letter of proposal. A copy of the duly signed MoU will be sent to the other party and a copy retained in the office of Registrar.
9. After approval, PI / HOD as the case may be will sign the MoU.

Disbursement of Consultancy Funds

The incentives of consultancy is disburses among the consultant and the Institute as given below.

- Where it is a work assignment, involving the infrastructure facilities and Institute Machinery is used, it shall be 55:45 (45% to College).
- Where it is a work assignment, involving the infrastructure facilities and Institute Machinery is not used, it shall be 70:30 (30% to College).

Sr. No.	Title	InstituteMachinery is Used	InstituteMachinery is not Used
		% Distribution	% Distribution
1	Institute Contribution	45 %	30 %
2	Director	7 %	7 %
3	Head	6 %	6 %
4	Staff	37 %	52 %
5	Registrar	1 %	1 %
6	Accounts	1 %	1 %
7	Peon	3 %	3 %
	Total	100 %	100 %

Note: All rights are reserved towards institute regarding the disbursement of consultancy fund.