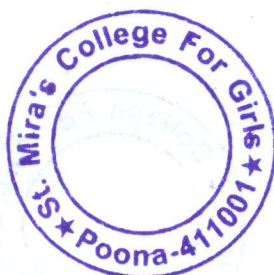


St. Mira's College for Girls, Pune
[Autonomous-affiliated to Savitribai Phule Pune University]

EMPLOYEE HANDBOOK



Jayash
Principal Incharge
St. Mira's College for Girls

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1.0 FROM THE PRINCIPAL'S DESK

It gives us great pleasure to welcome you as a member of the Mira Family at St. Mira's College for Girls, Pune.

This Handbook has been designed to provide you with all the information you may need which shall enable you to be an active, content, and, productive member of the College. At St. Mira's, we endeavor to create a work culture that allows our employees to express themselves and feel empowered such that they can contribute to a larger cause. It is highly recommended that you view this handbook as a useful tool and a ready reckoner of rules relating to all College employees.

As an institution that comes under the aegis of the Sadhu Vaswani Mission, we believe in a value system that values honesty, transparency, personal integrity, and deep respect for our colleagues, our students, our management, and all other stakeholders. We hope that you will find our value system, our work environment, and our culture engaging, making your journey with us a truly meaningful and enjoyable one.




Dr. Jaya Rajugopalan

Principal In-charge
Principal Incharge
St. Mira's College for Girls



2.0 OUR PARENT BODY - SADHU VASWANI MISSION

The Sadhu Vaswani Mission is a humanitarian, not-for-profit international service organization that endeavors to bring about spiritual awakening. It also extends societal outreach services in the areas of education, medical care, relief and rehabilitation, and social welfare. The Mission has over 16 educational institutions within the country offering primary, secondary, and higher education. These educational institutions strive to provide a value-based education with a focus on character building along with professional competence.

The Sadhu Vaswani Mission is named after its visionary Founder – revered Sadhu T.L. Vaswani. Sadhu Vaswani was a visionary philosopher-saint, poet, and educationalist and a firm believer in woman empowerment. He started the Mira Movement in Education in 1932 with its focus being the triple training of the Head, the Heart, and the Hand.

After 1966, when revered Founder, Sadhu Vaswani left his mortal frame and moved to the unseen world, the reins of the Mission were steered by revered Dada J. P. Vaswani [1966 -2018] –much-loved nephew and first Disciple of Sadhu T.L. Vaswani. A distinguished educationalist, practical philosopher, and a modern-day saint, he influenced thousands all over the world. A gifted writer, an internationally acclaimed thinker, and a brilliant orator, revered Dada, addressed distinguished audiences worldwide. He was an eminent speaker at venues including the UNO, the World Parliament of Religions - Chicago, South Africa, and Melbourne, the House of Commons, London, the Global Forum of Spiritual and Parliamentary Leaders on Human Survival, Oxford and Kyoto, Japan, The World Vision 2000, Washington, the World Hindu Conference, Sri Lanka, and USA, the first World Parliament of Spirituality in Hyderabad and several other Global Forums.

Dada J.P. Vaswani was an educationist par excellence. The outcome of knowledge acquisition must be the creation of strong, courageous individuals whose lives are reflective of the ideals of simplicity, service, purity, and prayer. Thus, Dada reposed faith in value-based education as being the key to building a new humanity, a new race, and a new world order.

Dada J.P. Vaswani was indeed an influential change maker and was honored with many prestigious awards like the U Thant Peace Award, Sant Shree *Dnyaneshwara* World Peace Prize, and the World United's Lifetime Achievement Award et al.




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3.0 ST MIRA'S COLLEGE FOR GIRLS, PUNE

St. Mira's College, established in 1962, was one of the pioneering colleges set up exclusively for girls in this part of the country. The College comes under the aegis of the Sadhu Vaswani Mission. The College represents the culmination of our Revered Founder, Sadhu Vaswani's vision to empower women in the interests of social and national progress. Our unique identity is rooted in the values of ethics and fair practices, which have been carefully sown by our revered Founder, Sadhu T.L. Vaswani, and nurtured by our spiritual mentor, Dada J.P. Vaswani.

It is our goal is to equip our women students with academic knowledge, self-confidence, excellent communication, and listening skills. It is our quest to imbue the students with values of simplicity, service, purity, prayer, honesty, ethics, pragmatism, and sensitivity to their environment so that they can cope with the challenges faced on their personal and professional front.

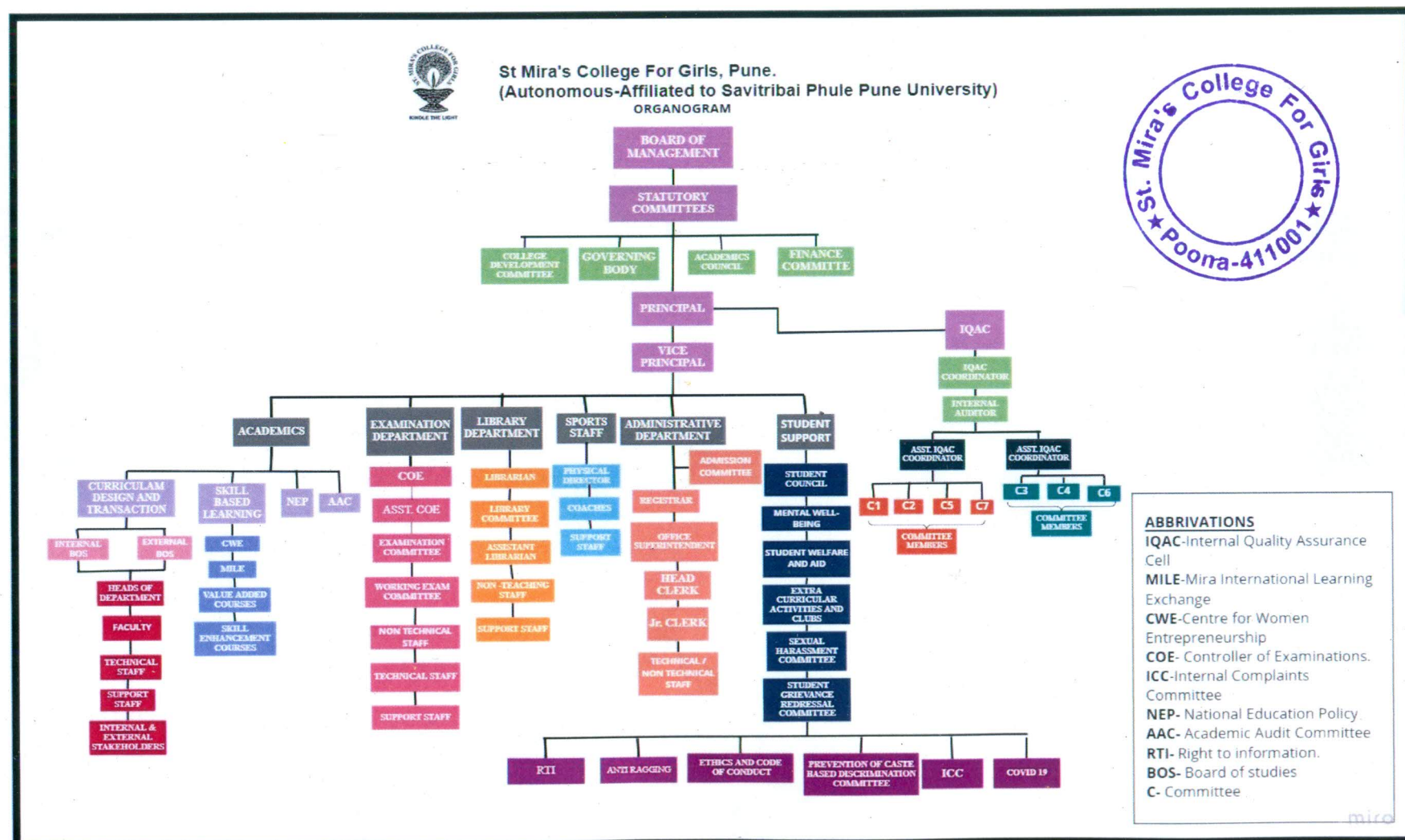
4.0 COLLEGE WORK ENVIRONMENT

We wish to create and maintain a work environment that is informal, yet productive. We would like our employees to feel empowered to innovate and develop themselves as individuals and become effective academicians. We respect creativity, and strong work ethics and expect our employees to respect each other and the core values of the Mira Movement in Education.

Although the work culture at St. Mira's College is informal, fun-filled, and engaging; the College does not accept behavior that may seem in conflict with its core values of honesty, personal integrity, and ethics.



4.1 ORGANOGRAM



4.2 PERSONNEL GUIDELINES

This Employee Handbook is intended to serve as a ready reckoner for the employees of St. Mira's College for Girls, Pune (Degree College). The rules so laid down, apply to the Degree College - Teaching (grantable /self-financing) and Non-teaching Staff, as the case may be.

EMPLOYEE RESOURCE PLANNING, RECRUITMENT, AND SELECTION POLICY

Preamble

All Employees including Faculty and Administrative staff will be appointed based on their academic competency, educational qualifications, and eligibility criteria laid down in the UGC Guidelines, specifications made by the Office of the Director, Higher Education, Government of Maharashtra, and as per the rules of the affiliating Savitribai Phule Pune University. The College ensures a transparent recruitment process.

4.2.1 FACULTY RESOURCE PLANNING AND WORKLOAD

We have a formal manpower planning process based on our Programmes offered, and workload requirements which help us cope with sudden external changes in the market or internal demands due to turnover, promotions, and or changes in the guidelines, rules, and norms for recruitment issued by the University Grants Commission (UGC), the Office of the Director of Higher and Technical Education, Government of Maharashtra State, the affiliating Savitribai Phule Pune University and the relevant University legislations/ordinances/statutes and there successive amendments/revisions thereof.

I Manpower Inventory

- A manpower inventory depicting existing staff in terms of numbers, strengths, skill levels, and positions will be carried out.
- Vacancies arising out of terminations, and resignations will be assessed by the Principal In charge with inputs from the Registrar and the concerned Head of Department(HOD).
- The manpower requirements are calculated after due consideration of the concerned department and faculty workload and the faculty working hours assigned as per UGC norms.
- Both permanent and temporary positions will be calculated while assessing manpower requirements.

The process of Manpower Planning follows the UGC and Government of Maharashtra norms with regard to

- Faculty student ratio



- Recruitment of Regular and Adjunct Faculty.
- Workload of Teaching Faculty.
- Minimum Direct teaching-learning process hours (per week) should be as follows:

Designation	Hours per week
Assistant Professor	16 hours per week
Associate Professor and Professor	14 hours per week

- The workload for Professors/Associate Professors/Assistant Professors is as fixed under the UGCs (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2019. The Commission has fixed the workload of College teachers in full employment at 40 hours a week for 30 working weeks (180 teaching days) in an academic year. To promote research, every teacher must earmark a minimum of 6 hours per week for research activities. However, there is a relaxation of 2 hours in the workload for professors actively involved in extension and administration.
- Our College enjoys academic autonomy since 2007, with affiliation to the Savitribai Phule Pune University. This gives us the freedom to design our own curriculum which is revised every 3 years. This is done for all academic courses under all the UG and PG Degree Programmes approved by the affiliating University and conducted on our campus. Our College has undertaken curriculum design for certain Certificate Courses, Diploma, and PG Diploma Programmes which have been approved by the Academic Council-whose constitution includes 3 Vice Chancellor nominees of the affiliating University (SPPU).
- Maintaining a healthy blend of Faculty with expertise in Academics and Industry experience to ensure that students have the best learning experience.

II Budgeting

- Budgeting for additional staff is done based on the gap between current manpower available [number and quality of staff] and the numbers required to effectively implement the academic objectives for the Academic Year.
- The approved Manpower Plan will be reviewed twice a year by the Principal.

III Manpower Planning for administrative posts

This is conducted on a need assessment basis [especially after resignations/terminations] and available resources. The gap thus identified forms the basis for recruitment and selection.




Principal Incharge
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4.2.2. STAFF RECRUITMENT POLICY

1. Objectives

The objectives of the recruitment policy are:

- To recruit and acquire competent and quality human resources;
- To ensure a streamlined recruitment process in identifying and hiring the best-qualified candidates for all given positions.


2. Applicability

- All new recruits in all grades [Full time Teaching Faculty (Assistant Professors, Associate Professors, Professors), Librarian, Sports Director, Non-teaching Staff [Registrar, Administrative Staff of College Office, Examination Cell and Library, Laboratory Assistants, Class IV employees (Peons), Visiting Faculty and other staff appointed on CHB basis].
- The recruitment of the teaching staff falls under the following categories, viz.
 - The Aided Grantable Section covering the Undergraduate(UG)Degree Programmes of Arts (B.A. in Economics, Sociology, English, and Psychology) and Commerce (B.Com with specializations in Banking and Finance, Marketing, Business Administration, Business Entrepreneurship, Cost and Works Accounting);
 - The Self-financing Section covers the Undergraduate(UG) Programmes of Bachelor of Business Administration (BBA) (with specializations in Finance and Human Resources), Bachelor of Business Administration (Computer Applications) [BBA(CA)], Bachelor of Science (Computer Science) [B.Sc(CS)] and Postgraduate (PG)Degree Programmes of Arts [M.A. with specializations in Economics, Sociology, English], Commerce (M.Com with specializations in Business Administration and Advanced Accountancy), and Computer Science [M.Sc(CS)].
- To fill the gap arising out of workload requirements, Visiting Faculty may be appointed on a contract/clock hour basis(CHB) for the conduct of aforesaid UG and PG Degree Programmes or for Certificate Courses/Diploma/PG Diploma Programmes/Courses/Value Added Courses, as and when such Courses/Programmes are conducted and only for the duration of the Course/Programme.

3. Policy and Procedure

- Compliance with the relevant UGC Regulations, Provisions by the Government of Maharashtra, the Office of the Director, Higher and Technical Education, and the




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Savitribai Phule Pune University and their amendments from time to time [in the context of recruitments] will be a prerequisite for all recruitments in the College.

- The Head of Department (HOD)/Faculty-in-charge is to get in touch with the Principal with the details of the manpower required and upon approval, proceed with the process of recruitment.
- The Head of Department (HOD)/Faculty In charge shall source the profiles for the required position, through various sources viz., data bank, (newspapers, portals), internal references, etc. for Adhoc posts.
- Recruitment for Regular – full-time posts –shall be based on merit through an advertisement, as per norms set by the Savitribai Phule Pune University(SPPU), and selection by the duly constituted Selection Committee, as per the provisions made in this connection by SPPU.
- As per UGC Guidelines, a minimum of 55 marks (or an equivalent grade on a point scale wherever the grading system is followed) will be required at the relevant Master's level for those recruited as Assistant Professors. Relaxation of marks by 5% at the Master's level shall be permitted in case of candidates from reserved categories [SC/ST/OBC(Non-creamy layer)/differently abled] as per norms.
- Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and Associate Professors.
- The concerned HOD/Faculty In-charge shall screen and shortlist the profiles depending on their eligibility for the position. The list of shortlisted profiles will be communicated to the Principal.
- The concerned HOD/Faculty In-charge and administrative staff will coordinate the entire process of conducting the interviews.
- The Candidates shortlisted through the Selection Committee shall be given a formal Appointment Order.
- Documents of all candidates appointed by the Selection Committee will be sent to the Savitribai Phule Pune University for seeking University approval.

Recruitment for administrative and other posts may or may not be advertised. Referrals by existing staff will be given preference over the other sources. Selection will be done by the Principal /Principal In charge based on Personal Interviews.

4. Basic Criteria for Selection of Faculty:

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A. Grantable Aided Section: The selection of faculty for the Grantable Programmes will be as per the Government of India, Seventh Pay Commission Norms, and the relevant UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education.

B.Non-Grant/Self-financing Section: The selection of faculty for the Grantable Programmes will be as per the Government of India and the relevant UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education.

I OFFICE BEARERS

A Faculty Appointments

1. COLLEGE PRINCIPAL

An eminent scholar with a Ph.D. degree of the rank of Professor/Associate Professor with a total service /experience of at least fifteen years of teaching/research in Universities, Colleges, and other institutions of higher education and fulfilling the research publication norms as specified in the UGC Guidelines and the relevant Government of Maharashtra G.R. The College Principal shall be appointed for a period of five years, extendable for another term of five years based on performance assessment by a Committee appointed by the University, constituted as per these Rules. The Principal performs teaching duties along with the performance of administrative duties as College Principal. The Principal, as the Head of the College also serves as the Chief Controller of Examinations. The appointment of the College Principal is based on selection committee norms laid down in the UGC Regulations and Govt of Maharashtra. Higher & Technical Education Department.


2. VICE PRINCIPAL

An existing senior faculty member of the level of Associate Professor shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal, who can be assigned specific administrative duties, in addition to existing teaching responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

2. CONTROLLER OF EXAMINATIONS

An existing senior faculty member of the level of Associate Professor shall be appointed by the




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Principal, as the Controller of Examinations (COE) to oversee examination work and head the Examination Cell of the College. Designated faculties (from different Programstreams offered in the College) shall be appointed by the Principal to assist the COE in the discharge of Examination duty. The COE, Examination Officers shall be assisted by administrative staff members for the smooth conduct of all examination-related work. The COE will perform her Examination duty in addition to her duties as a teaching faculty.

3. COLLEGE LIBRARIAN

A Master's Degree in Library Science/InformationScience/DocumentationScience or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of the computerization of library. The College Librarian position may be at the level of Assistant/Associate Professor, following the 7th Pay Commission scales but will have no teaching workload.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the UGC's (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

The candidates who are Ph.D. degree holders, who have registered for a Ph.D. program before July 11, 2009, are exempt from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the conditions laid down in the Govt. of Maharashtra G.R.

5. COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

A Master's Degree with 55% marks in Physical Education and Sports or Physical Education or Sports Science (or an equivalent grade on a point scale wherever the grading system is followed). The candidate must have a record of having represented the university/college at the inter-university /inter-collegiate competitions or the State and/or national championships. Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in Physical Education or Physical Education and Sports



or Sports Science in accordance with the University Grants Commission (minimum standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

The candidates who are Ph.D. degree holders, who have registered for a Ph.D. program prior to July 11, 2009, are exempt from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the conditions laid down in the Govt. of Maharashtra G.R.

The College Director of Physical Education and Sports will be of Assistant/Associate Professor level and shall take classes for Physical Education (for the First Year students-, across streams), inculcate a spirit of sportsmanship across as many students as possible by encouraging student participation in competitive Sports within and outside the College Campus.

6. CO-ORDINATOR, SELF-FINANCING SECTION

A senior faculty from the self-financing section, with a good academic record, exhibiting leadership qualities, and possessing a strong team spirit is appointed by the Principal as the Coordinator of the Self-financing section. The selection process and tenure of this post are at the discretion of the Principal and the Management.

I OFFICE BEARER

B Non-Teaching

1. REGISTRAR


The Head of the College Office is the Registrar. She is a senior non-teaching staff member appointed from the aided section, appointed from the aided section, with the requisite experience and administrative skills required for the discharge of her duties. She is assisted by a dedicated team of administrative staff (belonging to both aided grantable section and the self-financing section).

II TEACHING FACULTY POSITIONS:

1. PROFESSOR

An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline with published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers. This is in conjunction with a minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including




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experience in guiding candidates for research at the doctoral level.

2. ASSOCIATE PROFESSOR

An eminent faculty with a good academic record possessing a Ph.D. Degree in the concerned/ allied/relevant disciplines and holds a Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed). This person should have a minimum of

eight years of experience in teaching and/or research in an academic/research position equivalent to that

of an Assistant Professor in a University, College, or Accredited Research Institution/industry excluding

the period of Ph.D. research with evidence of published work and fulfillment of research publication criteria as specified in the relevant guidelines/statutes norms.

3. ASSISTANT PROFESSOR

A suitable candidate with a good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade on a point scale wherever a grading system is followed) at the Master's Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign university. The candidate must have cleared the National

Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC like the State Eligibility Test (SET) or who are or who have been awarded a Ph.D. Degree in

accordance with the UGC's (Minimum Standards and Procedures for the Award of M.Phil/Ph.D Degree) Regulations, 2009 or 2016, and their amendments from time to time as the case may be.

It may be noted that candidates registered for a Ph.D. Programme prior to July 11, 2009, shall be governed by the provisions of the existing Ordinances/Bye-laws/Regulations of the Institution

awarding the Degree and such Ph.D. candidates shall be exempt from NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/

Institutions subject to the eligibility conditions stated in the [Government of Maharashtra G.R.No: Misc-2018/C.R.56/18/UNI-1 page no. 9].

NON-TEACHING STAFF:

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The rules relating to non-teaching staff are incorporated in the Standard Code Rules Handbook, 1984, a copy of which is available in the College Library.

(i) Non-teaching staff (Office, Library, and peons) falling under the category of aided grantable Section are paid salaries as per the 7th Pay Commissionsalary scales.

(ii) Non-teaching staff (including administrative staff, laboratory assistants, and peons coming under the purview of the self-financing section are paid salaries as per the discretion of the Principal and the management.

SELECTION COMMITTEE AND GUIDELINES ON SELECTION PROCEDURES

Selection Committee Specifications:

I Aided Grantable Section: The Selection Committee specifications for College Teachers of The level of Assistant Professor/Associate Professor/Professor; College Principal/College Librarian/College Director of Physical Education & Sports shall be as per the UGC Regulations, 2018 and the Govt. of Maharashtra G.R. No: Misc-2018/C.R.56/18/UNI-1 dated 8th March 2019.

II Self-financing Section: For the self-financing section (Teaching Faculty), the Constitution of the Selection Committee is as follows:

- Chairperson of Sadhu Vaswani Mission
- College Principal
- Vice Principal
- 2 external subject experts
- Internal subject expert (concerned subject HoD)
- 4 Management Representatives

Process for the Selection of Teachers

I For the Aided Section: After the College receive a 'No Objection Certificate' (NOC) from the Office of the Joint Director, Dept of Higher and Technical Education, Govt of Maharashtra, the College advertises the vacant teaching positions in 3 leading newspapers and the Employment Exchange.

After receiving the applications from the candidates, the Head of the Department and the Principal scrutinize the applications received for the required post. Candidates who fulfill the eligibility norms are called for a Personal Interview within 10-15 days. The Selection Committee conducts




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the Personal Interviews. After the Selection of the Candidate, a report from the Selection Committee is submitted to the University within 72 hours of the Interview. All the necessary documents are submitted along with the report.

After one week the college has to send Proforma B (online form-filling) of the Selected Candidate to the University which includes her Appointment Order, Joining Report, and the documents relating to the candidate's educational qualifications. After scrutiny and verification of the candidate's documents, the University furnishes the approval letter to the Candidate through the College.

II For self-financing Section: The same selection process is adopted, except that there is **no** requirement for a NOC requirement from the Office of the Joint Director, Dept of Higher and Technical Education, Govt of Maharashtra.

Performance Indicators for Interviews

The candidate shall be assessed on the following parameters by the Selection Committee:

- Assessment of aptitude for teaching, research, and administration;
- Knowledge of online pedagogy tools and techniques;
- Ability to communicate clearly and effectively;
- Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support, and college development/administration;
- Ability to deliver lectures, to be assessed by requiring the candidate to participate in a group discussion or exposure to a classroom situation by a 'demo' lecture;
- Analysis of the merits and credentials of the candidates [participation in extra /co-curricular activities, seminars attended, and ethical orientation]

Note: St. Mira's College for Girls, Pune will prefer to recruit candidates having a good academic record, preferably with teaching experience and a proven research record, high personal integrity, a positive attitude, a professional mindset, and a high emotional quotient. As ours is a women's College, preference will be given to women applicants as teachers. Male applicants will be considered as Visiting Faculty (especially for the PG classes).

Since our College enjoys a Sindhi linguistic minority status, a Sindhi candidate would be given preference over the others, with due consideration of merit.



4.2.3 STAFF INDUCTION POLICY

The College Induction Policy demonstrates the formal process of familiarising employees with their roles, responsibilities, entitlements, and applicable workplace and organizational policies, resources, and support services.

Objective

The purpose of the Staff Induction Policy is to facilitate the smooth assimilation of new employees into the College and help them understand the institution as a whole, develop a sense of belonging, get to know their colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

Applicability

The Staff Induction Policy relates to all new employees of the College.

Joining Formalities

- All new employees at St. Mira's College for Girls, Pune are required to fill in an Employee Data Form that needs to be returned to Administration on or before the first day of employment and submit mark sheets and degree certificates in original along with photocopies.
- Employees are required to promptly notify the College Administration about any changes/updates about their personal information.
- All employees at St. Mira's College for Girls, Pune are deemed full-time employees and as such cannot hold posts, jobs, or consulting assignments in any capacity outside of the College under any circumstance.

4.2.4 STAFF PROBATION POLICY

Objective

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

Eligibility and Coverage

All new recruits of the College on regular rolls.



Policy and Procedural Formalities for Completion of Probation


- All new employees [Faculty and Librarian] selected by the Selection Committee will be on probation for a period of two years from the date of joining.
- The Principal will review the performance of the probationer at the end of each semester.
- Emphasis will be placed on students' feedback.
- The Principal will discuss the performance of the probationer and counsel the employee on required areas of improvement wherever applicable.
- Duly completed Probationary Appraisal Form (ASAR) with the recommendation of the Principal for confirmation, will be sent to Registrar at least one week before the completion of the probation period for the issue of a Confirmation Letter.
- The services of the employee will be terminated [after due process of serving notice or summary termination wherever warranted] during the probation period where the performance of the employee does not meet set standards, or the role and the skills of the probationer are not aligned, or the Probationer's values are not aligned with the values cherished by the College.

For administrative positions, the probation period will be decided on a case-to-case basis.

4.2.5 EMPLOYEE SALARY

- The salary of the aided grantable section staff (teaching and non-teaching) is as per the Government norms. The salary of self-financing staff (teaching and non-teaching) is finalized by the Principal and the College Management. Salary issues are taken up and discussed with the employee at the time of joining the College. The cost-to-college is fixed by the Principal in consultation with the Management before the joining date.
- Salary is revised yearly subject to eligibility.
- All employee salaries will be paid by the first 7 working days of the following month.
- Aided section employees are required to maintain salary accounts with the Bank of Maharashtra, into which all salaries will be directly credited.
- Employees under the purview of the self-financing section are required to maintain salary accounts with the Bank of Baroda, into which all salaries are directly credited.
- All employees must ensure 100% compliance with personal income tax and other regulations. The Registrar will assist within reasonable limits in this context.
- All employees must submit their investment plans [Section 80C of Income Tax Act] as specified by the College Office, usually by end of October (end of the first half of the




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academic year), to facilitate calculation and provisioning for staff member's tax liability, by the administrative department.

- The Salary Structure for the staff of the Self-financing Courses for Degree College, namely, BBA, BBA(CA), B.Sc(CS), and M.Sc(CS) is shown below:

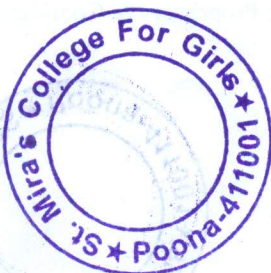
Category	Applicability	Number of Levels
A	For BBA/BBA(CA)/B.Sc Faculty with NET/SET	23
B	For BBA/BBA(CA)/B.Sc Faculty without NET/SET	26
D	For Administrative Staff	30
E	For Laboratory Assistants	30

Note: Category C relates to Junior College (Science) which is outside the purview of this Degree College Employee Handbook.

- An entry-level salary structure is fixed for each category of employee.
- A probation period of two years is mandatory for the staff in all categories.
- An employee is given an annual increment to move to the next level in the respective category.
- Staff across all categories is given increments annually, which is at the discretion of the management.
- The Annual Increment is generally given from July payable in August for the Academic Year. In extraordinary situations and in case of events beyond the control of the management, it may be made applicable from a later month of the academic year.
- In the self-financing section, the Teaching Staff awaiting fulfillment/completion of eligibility criteria for the employment position, the terms of service are contractual.
- On clearing NET/SET, the non-NET/SET Teaching Staff moves from Category B to Category A, at a level higher than the level of Category B.
- The extra payments are made for workload beyond 20 Lectures per week for BBA/BBA(CA)/B.Sc(CS)/M.Sc(CS) lectures.

4.2.6 EMPLOYEE BENEFITS

All employees can avail of concessional medical facilities/consultation at Inlaks and Budhrani Hospital and Shanti Clinic during designated days and hours.




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4.2.7 EMPLOYEE LEAVE POLICY (ON REGULAR ROLLS AND CHB)

Objective

To communicate the leave entitlements and provide guidelines for availing of this leave.

Eligibility and Applicability

All employees on regular rolls of the Institute.

3. Policy & Procedure

General Rules for availing Leave

3.1 All types of Leave are a **Matter of Privilege and NOT a Matter of Employee Rights.**

3.2 Sanction of all types of Leave is subject to the prior approval and sanction of the Principal.

In case the employee is unable to get the leave pre-approved, then the employee in such rare cases has to inform the Principal about the leave via phone /SMS/e-mail within six hours of reporting time. In the event of the non-availability of the Principal, the Office Registrar must be informed.

3.3 Categories of Leave available to the employees are specified in the section on TYPES OF LEAVE given below.

3.4 For the purpose of leave, the term 'Year' shall mean the Academic Year commencing 15th June and ending 1st May, for teaching staff, since 2nd May till 14th June is usually the summer vacation period. For non-teaching staff, for the purpose of leave, the term 'Year' shall mean the Academic Year commencing 15th June and ending 14th June.

3.5 All leaves shall accrue effective 15th June of every year.

3.6 Employees shall apply for leave on prescribed formats(for CL and ML) and for other leave types (by written application) and submit to the Office promptly.

3.7 Holidays and weekly offs between the said leaves will be treated as a part of leave only.

3.8 Teaching staff should be present on both closing and re-opening days of the vacation period.

3.9 For all leaves, a holiday in between will be included for the number of days of the leave period.

For example:

Case	Period of Leave applied	No. of days of Leave
1	Working Day + Holiday + Working Day	3
2	Sunday + 6 Working Days + Sunday	8
3	Holiday + 3 Working Days	3
4	3 Working Days + Holiday	3
5	Working Day + 3 Holidays + Working Day	5

3.10 If an employee's services are terminated or if the employee exits from active service, then




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the College reserves the right to adjust the leaves with the notice period accordingly, subject to availability and the Principal's approval.

3.11 If an employee takes extended leave without prior permission, the employee's services are open to termination at the discretion of the Management.

3.12 The HOD/Registrar will inform the department/or other relevant staff members in St. Mira's College when a staff member is on leave.

4.0 Leave during the examination period of the College will be discouraged and will be sanctioned only in exceptional cases like some personal emergency or on medical grounds. The same is subject to approval by the Principal.

5.0 No leave will be granted during the notice period after the employee tenders a Resignation Letter.

TYPES OF LEAVE


The College follows the UGC guidelines to support and provide information on eligibility and redemption of the different types of leave:

Casual Leave, Medical Leave, Maternity Leave, Academic Leave, Leave without Pay or Extraordinary Leave, Duty Leave, Compensatory Off, Summer & Winter Vacation Leave, Special Leave for Pursuing Research, Leave Rule for Half Day, and Earned Leave.

1. CASUAL LEAVE (CL)

- 1 All teaching employees are eligible for 8 days of Casual Leave in an academic year. [These cannot be availed of when vacation leave is announced]; confirmed administration staff are eligible for 8 days and Class IV employees are eligible for 8 days, which shall be credited to permanent employees every year. New recruits will enjoy CL on a pro-rata basis based on their date of joining work. In general, such employees will enjoy one Casual Leave for every 45 days worked.
- 2 Casual Leave must be availed of by applying for it at least two days prior to enjoying such leave, except in case of emergencies.
- 3 Prior approval and sanction of the said leave by the Principal are mandatory.
- 4 CL can be availed up to 50% per term/semester/half of the academic year. If exceeded, it shall be treated as leave without pay. However, a candidate can submit an application for a claim of refund of salary deducted if, in the subsequent term, she has not exhausted all the entitled casual leaves.
- 5 One cannot avail of more than 4 continuous Casual Leaves.




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- 6 In case of 4 days of continuous casual leave, a prefix or suffix or both will get included as leave.
- 7 Employees may avail of CL for half-day also.
- 8 Proportional leaves will be allowed to employees who join in between the period of June to the Academic year-end.
- 9 No other type of leave can be combined with casual leave. For e.g: CL cannot be prefixed or suffixed or both to the summer/winter vacation period OR CL cannot be prefixed and suffixed to public holidays.
- 10 Unavailed CL will automatically lapse at the end of the academic year.
- 11 Any time taken off during office hours for unavoidable personal reasons may be charged to Casual Leave.

2. MEDICAL LEAVE [ML]

- All permanent, full-time employees will be granted Medical Leave of 10 days for every academic year.
- Medical Leave / Earned Leave (if entitled) can be availed only after the completion of 2 years of service.
- Medical leave can be applied for with the necessary medical certificates and reports from a registered Medical Practitioner, with a minimum qualification of MBBS.
- Such Leave cannot be combined with another type of leave.
- This leave cannot be carried forward [Faculty and Administration Staff]
- For all types of leave, including Medical Leave, a holiday in between will be included as the number of days of the leave period. For e.g: If an employee takes Medical Leave on Saturday, and on the following Monday, then Sunday (weekly off) will be counted as M.L. OR if between two days of Medical Leaves, if the intervening day is announced as a public holiday, then the intervening day will be counted as part of the Medical Leave period.

3. MATERNITY LEAVE

- The Institute permits Maternity Leave as per prevailing rules and can be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. A woman who has worked for at least 80 days in the 12 months immediately preceding her expected date of delivery will continue to be eligible.
- 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).



- The employee shall inform the Principal at least 4 weeks prior to proceeding on such leave with the appropriate Medical Certificate.
- ML will be in addition to other leave facilities of the College and shall not be prefixed or suffixed with any other kind of leave.
- Such paid ML leave will be calculated on Basic Pay.
- Any further leave shall be decided on a case-to-case basis and will be considered as Leave without Pay.

4. ACADEMIC LEAVE (AL)

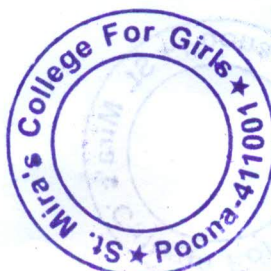
- All teaching faculty is eligible for 5 days of AL/Duty leave in an academic year.
- AL for all days of the conference may be availed ONLY for listed/approved conferences that are of repute (subject to the condition of having an advance schedule). For other conferences, the leave shall be sanctioned for the day of making a presentation.
- AL may also be considered for delivering invited talks.
- Teaching faculty wishing to avail of Academic Leave should get their leave approved by the Principal at least 7 days in advance and send the approved leave application along with the invitation letter sent by the concerned institute or of Conference/Workshop to the Registrar.
- Faculty members availing of such leave must produce and submit evidence of attendance [Fee receipt and Certificate] to the Registrar for records.
- Such leave could be considered for attending conferences or seminars/workshops sponsored by NAAC/UGC/SPPU/CG/SG.
- Academic Leave may neither be accumulated nor combined with any other type of leave.

5. LEAVE WITHOUT PAY (LWP) OR EXTRAORDINARY LEAVE

- If an employee has exhausted all types of leave, exceptionally, she/he may be allowed to take leave without pay up to a maximum of 3 days in a year, subject to the approval of the Principal.
- Three days of LWP in an academic year shall not be treated as a break in service.

6. DUTY LEAVE

Such leave will be sanctioned when a staff member travels out of the College premises for official work. He/ She should take the prior written permission of the Principal for availing such leave.




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7. COMPENSATORY OFF (C/O)

- Compensatory Offs are provided to administration staff and faculty for work done on public holidays or weekends owing to tight UGC/Office of the Director of Higher & Technical Education/SPPU schedules or work requirements as pre-approved by the Principal.
- Such leaves will be restricted to 2 in a year and must be availed of within 60 days of taking such leave. [This Rule shall not apply to the Principal's Post]
- Such leave may also be granted to all staff members en masse on a mutually decided basis for work done on a public holiday/Sunday.
- Compensatory off can be applied only if a candidate works on a holiday approved by the authority for as many working hours as a normal working day and the task does not have any extra payment exceeding a day's salary.
- Compensatory Offs cannot be clubbed with other types of leaves except for weekends or public holidays.
- Compensatory Offs have to be availed of during the same academic year in which the official work/duty was discharged (on a public holiday/Sunday), for a period not less than the minimum hours prescribed for the said teaching and non-teaching staff (from both the aided grantable as well as the self-financing sections of the College).

8. SUMMER AND WINTER VACATION (VL)

- All eligible teaching staff shall be granted Summer and Winter vacations. Those on probation are not eligible for vacation and shall work on research projects, papers, or academic/administrative assignments during such period.
- After 2 years of work completed a faculty member will ordinarily be eligible for 45 days' vacation leave subject to the Principal's written approval. The duration of such leave however will be decided by the Principal on a year-on-year basis.
- The Principal/Management may withdraw this privilege /modify/reduce/re-schedule the number of such holidays without notice/explanation.
- The vacation schedule is divided into 2 periods [summer and winter sessions]. The Principal, in consultation with the College Management, plans the summer and winter vacation, based on academic and other relevant considerations and adhering to the affiliating SPPU norms.




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- All eligible faculty members must give a written application for such leave and get the same sanctioned by the Principal. The approved leave application must be forwarded to the Registrar for records.
- No other leave can be prefixed/suffixed with vacation leave.
- Faculty who do not wish to avail of summer and winter vacation, but have not been requisitioned by the Management, may share their intent with the Principal, who shall discuss the faculty's summer and winter plans (like research, writing a book, etc.) and may permit the faculty to work during summer and winter.
- Faculty availing the summer and winter vacation shall keep the College informed of their address of stay and contact details during the vacation period for emergency needs.
- Faculty on summer and winter vacation may at their discretion and on approval from the Principal, attend external examination-related works/FDPs/Seminars/Conferences. However, such activities shall not count for any set-off against the summer and winter vacations.
- The administrative staff is not eligible for such vacation period leave.


9. SPECIAL LEAVE FOR PURSUING RESEARCH

- This paid leave shall be given, on a case-to-case basis, primarily to those who are permanent and approved teachers and have registered for Ph.D. and cleared their pre-Ph.D. course work.
- This leave will be decided upon by Management on a case-to-case basis.
- The leave needs to be approved by the Principal.
- The Principal shall call for a supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.
- The unutilized Special Leaves can neither be carried forward nor encased.
- Faculty members who plan to undertake doctoral work must get a No-Objection Letter signed by the Principal and provide an undertaking to the effect that the research work will not impede academic and administrative duties at St. Mira's College for Girls, Pune.

10 LEAVE RULE FOR HALF DAY

- No half-day leave will be granted when prefixed to any holiday.
- Employees availing of half-day casual leave will report to the College for duty at 12 noon.




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11 EARNED LEAVE

The Principal will be entitled to Earned Leave in accordance with the Rules of the affiliating Savitribai Phule Pune University. It can also be availed of by the non-teaching staff, after seeking written permission and securing approval from the Principal.

4.2.8 STAFF TRAINING AND DEVELOPMENT

St. Mira's College for Girls, Pune (SMC) offers financial assistance to teaching faculty for attending conferences, workshops, seminars, and for research scholarship activities. The College rules for the same like Objectives of the Policy, Policy Statement, Guidelines, and Eligibility Process are prescribed in SMC Policy No. 12: Policy for Financial Support to Faculty Members and are in conformance with the UGC Guidelines. Policy No. 12 features as **Annexure 1** of this Employee Handbook for ready reference by interested teaching faculty.

4.2.9 TIME AND ATTENDANCE MANAGEMENT

1. Objective

- To communicate the general office/institute timings
- To lay down the general guidelines to record every employee's attendance as per the application timings.

2. Applicability

All employees on regular rolls and on contract are covered under this policy.


3. Attendance and Working Hours

Teaching Staff has to be in College from 7:40 am (8 a.m. for BBA and BBA(CA) till completion of their stipulated hours subject to a minimum of five and a half hours per day and up to 40 hours per week. Non-teaching staff (Office and Class IV) has to be in College from 9:00 am to 5:00 pm. Peons /Class IV may be assigned specific time bands by the Registrar, in accordance with duty allocation which must be adhered to at all times. On-campus duty on Sundays and public holidays is performed by peons on a rotational basis.

All employees are required to mark attendance in the manual attendance register and in biometrics [In the Administration Department] while entering and leaving the premises. This is a legal requirement and also forms the basis for salary calculations.

1. **Grace Period:** A total of 10 minutes of late reporting is allowed from the 1st to the last date of every month.
2. All employees are required to keep the Principal informed of their whereabouts when they leave the College premises during work hours.




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3. In case the Teaching faculty conduct extra classes/ skill enhancement /credit /MILE courses/examination-related work (conduct of exam and evaluation work) on public holidays and Sundays, it is mandatory that they seek written permission from the Principal and notify the Registrar in advance. Please note that working on public holidays and Sundays should be viewed as an exception. There will be NO compensatory off given for work executed on such days, EXCEPT in cases [like the conduct of an End Semester (Regular or Backlog) Examination], which involve a full day's work and the necessary formalities concerning the Muster Roll and the Biometric Attendance have been complied with.

4.2.10 PERFORMANCE APPRAISAL

Introduction

St. Mira's College is committed to moving on the path of excellence with a clear vision for quality of education and research. We believe that the performance of employees and their appraisal is a cornerstone for achieving excellence.

The staff performance appraisal mechanism of St. Mira's College for Girls, Pune is laid down in College Policy No:13- Policy for Performance Appraisal. This Policy applies to both Teaching and non-teaching staff and is in conformance with UGC and SPPU Guidelines. This Policy includes the Objectives of the Policy, Policy Statement, Guidelines, Eligibility Conditions, and Procedure of Performance Appraisal. For details of the Policy, kindly refer to Policy 13: Policy for Performance Appraisal included in Annexure II of this Employee Handbook, for ready reference.

Faculty at the College is expected:

- To teach and guide students at the Undergraduate and at the level, wherever applicable.
- To carry out research and publish papers in scholarly research journals.
- To organize national/international workshops / seminars/ conferences/ conventions/ conclaves/ summits;
- To organize Guest Lectures of academicians of repute and senior executives from the Industry;
- To undertake consultancy assignments;
- To provide active support during student admissions, introduce quality initiatives, and show active participation in NAAC work and similar activities.
- To conduct college brand-building exercises and undertake other activities which will enhance college development.




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These expectations will be built into the Performance Appraisal Mechanism.

4.2.11 Promotion for Faculty & CAS

1. Preamble

This policy governs the promotions of faculty so as to encourage scholarship through high-quality teaching, research, and Institutional commitment.

2. Eligibility

From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines [Based on CAS norms]. The entire staff (teaching and non-teaching) of the aided grantable section as well as the self-financing section adhere to the CAS norms prescribed for them under the different UGC Guidelines and the Govt of Maharashtra Resolutions.

CAREER ADVANCEMENT SCHEME(CAS)

The Govt. of Maharashtra G.R. No: Misc-2018/C.R.56/18/UNI-1 dated 8th March, 2019, p 24 gives details of the "Screening-cum-Evaluation Committee" for CAS promotions of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the next higher level. The Constitution of the said Committee shall be as follows:

For College Teachers:

Chairperson- College Principal

HoD/Faculty in charge of the concerned College Department

2 subject experts in the subject concerned as nominees of the VC nominees, SPPU.

Joint Director, Higher Education /his/her nominee not below the rank of Associate Professor.

For College Librarian

Chairperson of Committee- College Principal

The Librarian, Jayakar Library, SPPU

2 experts who are working Librarians nominated by the VC, SPPU.

Joint Director, Higher Education /his/her nominee not below the rank of Associate Professor

For College Director, Physical Education & Sports

Chairperson-College Principal

Director, Physical Education & Sports, SPPU

2 experts in Physical Education and Sports Administration from the University System nominated by Vice Chancellor, SPPU and Joint Director, Higher Education /his/her nominee not below the rank of Associate Professor.




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The quorum for these committees in all categories shall be three which will include the Government nominee, one subject expert, and a University nominee.

The Assessment of the performance of the College Teachers for CAS promotion is based on the following criteria:

- Teaching-Learning and Evaluation;
- Personal Development related to Teaching and Research Activities
- Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.

Details of the same are available in the Government of Maharashtra G.R. No: Misc-018/C.R.56/18/UNI-1 dated 8th March, 2019, p 27-28.


Fulfillment of employment eligibility conditions for the self-financing teaching faculty is necessary for promotion to higher levels. Teaching faculty are encouraged to complete their Ph.D. Completion of a Ph.D. means possessing a certificate of completion of Ph.D. from the degree awarding Institution (or provisional degree certificate). The teaching faculty of the self-financing section, also have to undergo performance appraisal like the aided section and have to compile their API scores annually and submit them for scrutiny to the concerned HoD, then IQAC for verification and final approval of the Principal.

All faculty, irrespective of whether they are from aided section or self-financing section are expected to contribute towards research, possess acceptable student feedback, perform administrative duties along with their teaching duties, contribute towards corporate life at College, generate revenue for the College via the offering of consultancy services to outside agencies, wherever possible. Career advancement for self-financing section teaching faculty depends on the availability of vacancies in the higher cadre and successfully clearing interview procedures of the Selection Committee.

4.2.12 Staff Meetings

A Staff meeting will be held at the beginning and end of each semester. Review of work done, new initiatives, examination schedules, seminars, work assignments etc will be part of this meeting. Other than these meetings, the Principal can call for a meeting of all members at any time.




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Other Requirements

All faculty members will be required to comply with the Session Plan, Evaluations, and Attendance maintenance norms of St. Mira's College for Girls, Pune. These will be a part of KRAs and will be discussed in detail by the concerned subject HOD.

4.2.13 TERMINATION POLICY

1. Preamble

The purpose of this policy is to set policies pertaining to the termination of an employee's employment contract with St. Mira's College for Girls, Pune.

2. Policy

Cause of Termination

The employee's service may be terminated without notice and by way of simple discharge. The following instances are illustrative of general circumstances which could be suitable grounds for termination from employment at the College:

- A commitment of an offense of theft, destruction of personal property belonging to others or of the College, the College property being charged with sexual abuse, any immoral acts, occurrences of misconduct and absence without notice, smoking, consumption of drugs, alcohol, non-vegetarian food, etc.;
- Breach of the College standards with respect to integrity, ethics, honesty, behavior, and sincerity;
- Gross misconduct or negligence by the employee;
- Viewing or downloading pornographic content on campus;
- Divulging of confidential information belonging to St. Mira's College;
- If an employee is arrested and/or is convicted on any criminal charges or other misdemeanors is also liable for immediate termination of employment.
- Unsatisfactory performance evaluation and failure to achieve and adhere to the required performance standards despite verbal/written warnings in this regard.
- On termination/resignation of employment with St. Mira's College for Girls, Pune, the 'employees' are required to return all property /resources belonging to the College.



Termination of Contract

- St. Mira's College for Girls, Pune, or the employee may terminate the contract between him/her and the College by giving notice in accordance with the terms of the employment contract.
- During the probation period, the employee can resign by giving notice to St. Mira's College for Girls, Pune, in accordance with the employment contract.
- In case the employee does not serve the notice period in full, the equivalent amount shall be deducted from their settlement salary.

Termination due to Incapacity to Work

The employment contract shall be terminated owing to Illness or injury resulting in a total incapacity to work, as diagnosed by the competent registered medical authority.

Termination by the Employee "Resignation"

- An employee has to give a resignation notice in writing. [No emails will be accepted in this regard] They will obtain an acknowledged copy of the resignation letter from the Principal. On resignation, the employee has to serve a notice period in accordance with their Contract of Employment.
- A decision on acceptance of resignation or otherwise has to be made within 30 working days from the date the resignation notice was given, otherwise, the resignation would be considered as approved.
- An employee is not entitled to any leave during the notice period and in case any emergency leave is availed of (due to medical reasons or anything else), the Notice period gets extended by the number of days the employee has stayed absent.
- Unless specified in the appointment order, a person who seeks to resign and not serve a notice period would require to surrender three months' gross salary. In all other cases, it would mean a Basic plus AGP of three months to be paid when choosing not to serve a notice period.
- Salary arrears will generally not be adjusted against notice period dues and this amount in lieu of notice period will be required to be paid upon resignation.




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4.2.14 Reimbursements

Vehicle Reimbursement

Employees using their own vehicles for official work can claim vehicle reimbursement, subject to the Principal's approval. The vehicle reimbursement rates will be available with Office.

Local Travel

Use of auto-rickshaws and taxis for official purposes can be claimed on actual travel costs.

Outstation Travel

All outstation travel must be approved by the Principal. Employees must submit the Travel Request Form with necessary approvals to the Principal. The details regarding allowances for travel, qualified hotels, travel bookings, and all associated travel expenses must be discussed and sanctioned by the Principal before undertaking such travel. Upon return from their travel [on the very next day], all employees are required to fill in the Expense Report Form to claim for all expenses incurred.

Books

With prior approval, the cost of books bought for skills enhancement will be reimbursed. However, all these books need to be cataloged by Library personnel before individual use and will remain as St. Mira's College for Girls, Pune's property.

4.2.15 ADVANCES FOR WORK-RELATED PURCHASES

- Staff members can request for cash advances for work-related purchases with prior approval from the Principal. All transactions for purchases need to be routed through the Principal.
- Cash advances require at least 24 hours advance notice.
- Advances must be cleared within 48 hours of such disbursement. Failure to do so will result in bills not being cleared by the auditor and result in non-payment.

4.2.16 LOANS AND ADVANCES

- The Institute shall not provide loans/advances against salary only in the event of medical emergencies.
- St. Mira's College for Girls, Pune may assist an employee to get a loan or advance from an external agency by providing supporting documentation. However, St. Mira's College for Girls, Pune will not co-sign or stand guarantee for any loan.



4.2.17 HOUSING

St. Mira's College for Girls, Pune will not provide any housing loans or deposits. It may assist an employee by providing supporting documentation, which will help them secure a housing loan or lease agreement. The Institute will not co-sign or stand guarantee in any situation.

4.2.18 CODE OF CONDUCT

1. Preamble

St. Mira's College for Girls, Pune believes that for higher educational institutions to succeed, grow and excel, it needs to be anchored to their Values and Beliefs. All employees must consistently display these values in the course of their interactions.

The College has a Code of Conduct and Ethics Policy document which embodies the College's Values and Beliefs and endeavors to lay down guidelines for employees to imbibe these in their day-to-day work life.

All employees are requested to read and imbibe the Code of Conduct and Ethics Policy Document and follow it in letter and spirit so as to maintain the highest standards of values and achieve the College's objectives.


2. Objective

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

3. Applicability

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




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4. Policy Guidelines of Conduct

- **National Interest:** St. Mira's College for Girls is committed in all its actions, to promote quality education and shall not engage in any activity or project that would adversely affect such objective or be detrimental to national interests.
- **Use of the St. Mira's College Brand:** The use of the College 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 College Brand for any purpose without specific authorization.
- **Group Social Responsibility:** St. Mira's College for Girls' Corporate Social Responsibility (CSR) is aimed at anticipating and meeting relevant, emerging needs of society in the areas of Education, Community Service, Health and Hygiene, and Livelihood. The College encourages its employees and their families to actively participate in CSR activities designed by the parent body [Sadhu Vaswani Mission] as also the College.
- **Competition:** St. Mira's College for Girls shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.
- **Quality of Services:** St. Mira's College for Girls is committed to delivering services of world-class quality based on the requirement of its students and built to National and International standards.
- **Equal Opportunities:** St. Mira's College for Girls 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.
- **Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the College is 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.
- **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.



- **Using the Internet, Wifi, and Electronic mail:** Employees shall avoid using computers for sending, receiving, and/or copying inappropriate material. Employees will avoid sharing passwords with another person, share another person's password/s, or record password/s which can be misused. The College monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

- **Protecting the College 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 not indulge in acts of unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise, or other tangible property of the Institute for personal use.

- **Public Representation-** No employee shall, without the express consent of the Director/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.

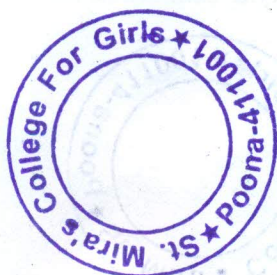
- **Sexual Harassment and other Harassment Policy:**


St. Mira's College for Girls, Pune follows a zero-tolerance policy toward sexual harassment and has in place an Internal Committee to handle issues in this connection.

St. Mira's College recognizes that Sexual Harassment violates the fundamental rights of gender equality, the right to life and liberty, and the right to work with human dignity as guaranteed by the Constitution of India. To meet this objective the College has in place measures to avoid, eliminate, and if necessary impose punishment for any act of sexual harassment.

Sexual harassment has been defined as a form of sex discrimination consisting of unwanted sexual advances. Prohibited sexual harassment includes:

- Employees explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion, or retention decision.
- Verbal or written sexually suggestive or obscene comments, jokes, or propositions.
- Unwanted physical contact, such as touching, grabbing, and pinching.
- Displaying sexually suggestive objects, pictures, or magazines.




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- Continual expression of sexual or social interest after an indication that such interest is not desired.
- Conduct with sexual implications when such conduct interferes with the members'/students' work performance or creates an intimidating work/learning environment.
- Suggesting/implying that failure to accept a request for a date or sex would adversely affect the employee /student in respect of performance evaluation/ promotion.

Other Harassment:

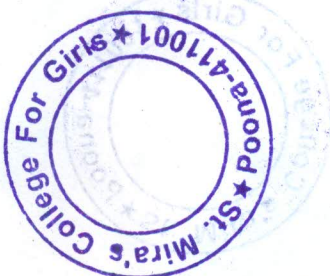
- The College prohibits harassment of one employee by another employee including but not limited to race, colour, religion, marital status, national origin, physical or mental disability, and/or age. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.
- Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes, and teasing.

Ethical Conduct

- St. Mira's College expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, and equity in interpersonal and professional relationships as well as in our day-to-day activities.
- No gifts/favours shall be taken from students.
- No favouritism is to be shown to students in evaluations or affording placement and other opportunities.

Dress Code:

- St. Mira's College expects its employees to follow a formal dress code that helps them to work comfortably at the workplace and at the same time project a professional image for our students, potential employees, and the community we are a part of. Hence, all employees must take pride in her/his appearance and maintain a proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.
- The staff and students are not permitted to wear sleeveless dresses, shorts, etc.
- The lady teaching faculty must wear a saree on all days except non-teaching days which will be notified by the Principal.



- Male visiting faculty (for PG classes) should be formally dressed in shirts and trousers. Jeans and T-shirts will not be permitted.
- Peons should be in uniform on working days.

Environment, Health, and Safety

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 the employees and students of St. Mira's College for Girls 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.

No Consumption of Tobacco products/Alcohol - Smoking, consumption of tobacco products, and drinking alcoholic beverages are not permitted in the Office including the Staff Room, Classrooms, Pantry, Washroom, and any area of the premises. Any employee found defaulting would be liable for disciplinary action including termination.

Non-Vegetarian Food -Staff and students are prohibited from bringing, keeping, or consuming food of violence/non-vegetarian food including food items containing eggs, on the campus of St. Mira's College for Girls, Pune, and all associated institutes.

Participation in SVM related activities -Sadhu Vaswani Mission activities being secular and humanitarian in nature, all employees are encouraged to whole-heartedly participate in and promote these activities.

College Letter Head and Seal- Employees are strictly prohibited from using College Letter Head [soft and hard copies] and College Seal without the explicit permission of the Principal.

Internet Usage: In general, team members must not use the Internet for conducting business not related to official work. Team members using the Internet for any pornographic or related content will be subject to immediate termination. Use of personal websites and social media sites including Facebook and Twitter must be maintained within reasonable limits (indicative limit –




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total of 15 minutes/work day). This policy applies in spirit even to personal mobile phones and other devices during working hours. An employee can use the College's electronic resources for personal email, social media, etc. outside of working hours within reasonable limits. Under no circumstance will an employee use College resources for commercial benefits or personal gains.

E-mail Etiquette: E-mail communication with abusive language will not be tolerated within the organization. Staff members are advised not to send out chain emails for personal promotions. Blind copying is strongly discouraged.

Phone Usage: The number of calls on all phones is tracked for accounting purposes. The use of St. Mira's College phones is for official purposes only. Team members are advised to keep personal calls to a minimum. All STD calls will have to be routed through the switchboard. Unless there is an emergency, all personal STD calls will be charged to staff members. Staff members will NOT be permitted to make any ISD calls.

Interpersonal Communication: To create a healthy work environment, team members are encouraged to have open, direct, and honest communication with each other. Sarcasm, gossip, and passive-aggressive behaviour have no place in this organization.

Conflict-Resolution: If there is a situation where an employee cannot resolve an issue with another employee, they are encouraged to immediately contact the Principal/Vice Principal (academic issues)/Registrar (administrative issues). All communication with the Principal/Vice Principal/Registrar regarding conflict resolution will be treated in total confidence.

4.2.19 GENERAL POLICIES

WORKPLACE

- Every employee is responsible for keeping their immediate work area neat and clean.
- Employees are encouraged to keep their desks free of clutter. This will help housekeeping in their cleaning duties.
- Employees must not leave open food containers or stale food in their work area. This will help eliminate odors and bugs.
- Employees must not leave 'sensitive' documents (requirements, design documents, etc.) in plain view on their desks. As far as possible such documents must be returned to Office immediately. In the rare cases where you need to temporarily keep documents with you, ensure that the documents are put away in desk drawers and lock them at the end of each workday.
- Employees must lock their desktop screens if they are going away from their desks for extended time periods.




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- Power off computer monitors at the end of the workday.
- No offensive or abusive language is permitted in the workplace.
- Public areas such as Foyer, Staff Rooms, Department Cubicles, Examination Cell (during exam assessment work), Audio Visual Room, Auditorium, Wash rooms are meant to be shared. Employees must assist to keep these areas as clean as possible
- We want to maintain hygienic conditions at the workplace. Please ensure that all toilets are kept clean and dry. DO NOT FORGET to flush the toilet after use. Please wipe the toilet seat after use if you have wet it. If you find anything amiss in the toilet (water leakage, flush broken, etc.), please bring it to the notice of the Registrar immediately.
- All employees must ensure that 'wet garbage' such as leftover food waste, used tea bags, fruit, etc. are disposed of in the garbage cans in the pantry area of the staff room. Such wet garbage MUST NOT be disposed of in the garbage cans in other rooms as they will attract flies and other insects. Garbage cans in workstations are for dry waste such as paper waste.

SILENCE

- Silence must be maintained in all work areas to ensure that others are not disturbed.
- Talking loudly and shouting are not permitted in the work areas.
- Music is allowed with the use of headphones only.

TELEPHONES

- Intercom facility is available in the office and on every floor, library, department, cubicles, etc. to facilitate communication on-campus. Personal calls must be avoided as much as possible during working hours.
- If you are on the telephone/mobile, keep your conversation to a minimum and speak in low tones to avoid disturbing co-workers in the vicinity.
- Avoid the use of mobile phones in work areas. If you are leaving your work area for any reason, carry your mobile phone with you. If not, ensure that the mobile phone is switched off or in silent mode while you are away from your desk. In all situations, do not allow mobiles to become a nuisance to others.




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PANTRY AREA

- Please keep the pantry areas in/near the Staff Rooms clean.
- Use the microwave, gas, refrigerator, water purifier, and other facilities in the pantry area responsibly.
- If you notice something amiss in the pantry area, (like a water or gas leak, or sparking), bring it to the notice of the Registrar immediately.

COMMUNICATION

- Use the College Intercom wherever possible for communication on College Campus as far as possible.
- The use of email for all official communication is encouraged. Also, avoid communication in high pitch and raised tone. This disturbs co-workers.

E-MAIL POLICY

All employees who use St. Mira's College for Girls, Pune's email system are required to comply with this policy statement.

Business Use: The email system is meant to be used for business purposes of St. Mira's College for Girls, Pune. Limited personal use of emails is allowed if:

- In compliance with this policy and
- Is reasonable in amount and does not interfere with work performance or business needs.

Ownership: All email accounts and all messages that are created, sent, received, or stored in St. Mira's College email system are the sole property of St. Mira's College for Girls, Pune, and not the property of the employee or other personnel.

Email Review: St. Mira's College for Girls, Pune reserves the right to monitor access, read, delete, copy, disclose and use such email without prior notice to the originators and recipients of such email. Official email may be read by authorized College personnel to monitor if there are any violations of law, breaches of official policies, or any communications detrimental to the interests of the college or for any other reason, as may be deemed necessary by the Principal.

Prohibited Acts: Provided below is a list of prohibited acts associated with the use of St. Mira's College email system:



- Using any words or images in references that could be viewed as libelous, offensive, harassing, illegal, derogatory, discriminatory, or otherwise offensive.
- Creating or transmitting emails or images that might be considered inappropriate in the workplace including but not limited to messages or images that are lewd, obscene, sexually explicit, or pornographic.

College Resources

- Make judicious use of the College resources. Kindly help St. Mira's College minimize its costs.
- Do not use the College resources (Internet, email, FAX, copier, printer, etc.) for your private use.
- Use the Internet for business purposes as far as possible. We realize that it is necessary at times to use College resources like the Internet for personal email etc. However, using the Internet to download large personal content (music, movies, etc.) is not permitted during normal working hours.
- Using the Internet for viewing or downloading pornographic content is liable for immediate termination of employment.

Promoting Corporate Citizenship

St. Mira's College for Girls, Pune has a firm belief in the policy of being a good corporate citizen. For promoting good corporate citizenship, the following aspects need to be kept in mind:

- If you see anything amiss in the facility, you are expected to report it to the Office Registrar immediately.
- You are urged to switch off your Personal Computer Monitors if you are going away from your work area for a long period of time. Kindly ensure that you switch off your monitors at the end of a work day.
- You are urged to turn unnecessary lights off in your work area. If you are the last person leaving your floor for the day, ensure that all lights and fans on the floor (including bathrooms) are turned off.
- You must ensure that faucets are closed tightly and there is no loss of water due to leakage.



- Avoid wasting College stationery. Use the printer judiciously. As far as possible, use double-sided printing.
- In general, St. Mira's College for Girls, Pune strives to work in a paper-free environment. Employees are encouraged to think "electronic before print".

Parking

- Free parking is available for 2-wheelers and 4-wheelers on the premises. Employees must park their vehicles inside the premises in an orderly way. You can park your vehicles at your own risk. While the college security personnel will do their best to protect your vehicles from damage due to weather, riots, etc., and from theft, the College is not responsible for any losses.
- If you are parking your vehicle overnight, you must inform the Registrar. Again, you will be parking your vehicle at your own risk, and St. Mira's College for Girls, Pune is not liable in any way for theft or damage.

Administration, Housekeeping & Security Personnel

- Please do not use administration, housekeeping, or security personnel for personal errands or tasks. While this personnel might occasionally oblige you, they can refuse to assist you with personal errands and tasks.
- Do not send the housekeeping or administration personnel on errands outside the office premises without the knowledge and consent of the Registrar.
- Drinking Water arrangements are available on campus.
- Housekeeping will provide Tea/Coffee for the Tea/Coffee Club members who have contributed towards the beverage preparation at the appointed times. Otherwise, the canteen facility is also available for meeting your food and beverage requirements, which can be availed of on a payment basis.

OTHER RESOURCES

STATIONERY

All requests for stationery material need to be addressed through the Administrative Department. No employee other than the Principal will use the College's letterhead for any purpose.

LIBRARY



A well-equipped library with books, e-resources, journals, and other databases is maintained on the College premises. Employees can avail of books and other materials as per the policies of the Library. Faculty members can recommend publications that they would like to add to the library.

FIRST-AID KIT

A First-Aid Kit is available at the College Office. The kit comprises of only those medicines, which are available 'across-the counter' from pharmacies and which meet minor or less serious first-aid requirements (band-aids, Dettol, balm, and medicines for backaches, headaches, and minor injuries).

VISITORS

- Personal visitors are not permitted to enter the college beyond the office area.
- All visitors entering the college beyond the office area will be escorted by an employee.
- Visitors and employees are expected to talk in low tones to ensure that the office area does not become noisy.
- Personal visitors are not permitted to use St. Mira's College resources such as telephones, stationery, Printers, and Internet at all times.

COMMUNICATION WITH EXTERNAL AGENCIES

- Other than the Principal, no employee is permitted to speak to the Press or other Media, represent St. Mira's College for Girls, or comment on or about the College or the parent body, Sadhu Vaswani Mission, in public, under any circumstances.
- If you are publishing an article, paper, book (or any other document) in print or electronic form, you must take permission from the Principal. Leaking of College sensitive information or any other form of communication that leads to damage to the College's reputation or business will lead to the employee's termination.




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4.2.20 LIST OF ABBREVIATIONS

ABBREVIATION	FULL FORM
AGP	Academic Grade Pay
AL	Academic Leave
ASC	Academic Staff College
ATR	Action Taken Report
ASAR	Annual Self-appraisal Report
B.A.	Bachelor of Arts
B.Com	Bachelor of Commerce
B.Sc(CS)	Bachelor of Science (Computer Science)
CARE	Consortium for Academic and Research Ethics
CAS	Career Advancement Scheme
CL	Casual Leave
CG	Central Government
CHB	Clock hour basis
C/O	Compensatory Off
CSR	Corporate Social Responsibility
CSIR	Council of Scientific and Industrial Research
DL	Duty Leave
EL	Earned Leave
FDP	Faculty Development Programme
G.R.	Government Resolution
H.O.D.	Head of Department
IQAC	Internal Quality Assurance Cell
KRA	Key Result Area



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LTA	Leave Travel Allowance
LWP	Leave without Pay
M.A.	Master of Arts
M.COM	Master of Commerce
M.SC(CS)	Master of Science (Computer Science)
M.PHIL	Master of Philosophy
MBBS	Bachelor of Medicine, Bachelor of Surgery
ML	Medical Leave
NAAC	National Assessment and Accreditation Council
NET	National Eligibility Test
OBC	Other Backward Classes
PG	Post graduate
Ph.D	Doctor of Philosophy
SVM	Sadhu Vaswani Mission
SPPU	Savitribai Phule Pune University
SC/ST	Scheduled Caste/Scheduled Tribe
SET	State Eligibility Test
SLET	State Level Eligibility Test
SMC	St. Mira's College for Girls, Pune
SG	State Government
STD/ISD	Subscriber Trunk Dialling/International Subscriber Dialling
UG	Undergraduate
UGC	University Grants Commission
VL	Vacation Leave



JB
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4.2.21 REFERENCES:

- Government of Maharashtra, Higher & Technical Education Department, Govt. Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 8th March, 2019.
- Press Information Bureau, Government of India, Ministry of Human Resource Development, Press Note, 26th May, 2016. Accessed & retrieved from <https://pib.gov.in> [<https://pib.gov.in/newsite/PrintRelease.aspx?relid=145708>]
- Standard Code Rules Handbook-1984- A Ready Reckoner for Non-teaching Employees Service Conditions, by Prof. Sudhakar Mankar, Marathi edition, Atul Publications, Kolhapur.
- Government of Maharashtra, Law & Judiciary Department, The Maharashtra Public Universities Act, 2016 (as modified upto the 6th September, 2018).
- UGC (Minimum Qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education) Regulations, 2010. Accessed & retrieved from <https://www.ugc.ac.in> [https://www.ugc.ac.in/oldpdf/regulations/revised_finalugcregulationfinal10.pdf]
- UGC Regulations on Minimum Qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measure for the maintenance of Standards in higher Education, 2nd amendment Regulations, 2013. Accessed & retrieved from <https://www.ugc.ac.in> [https://www.ugc.ac.in/pdfnews/8377302_English.pdf]
- UGC Guidelines for Empanelment of Adjunct Faculty in Universities and Colleges. Accessed retrieved from <https://www.ugc.ac.in> [https://www.ugc.ac.in/pdfnews/7140016_Guidelines-Empanelment-of-Adjunct-Faculty-Uni-and-Coll.pdf]
- UGC Regulations on Minimum Qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measure for the maintenance of Standards in higher Education, 2018. Accessed and retrieved from <https://www.ugc.ac.in> [https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018-9-2.pdf]




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ANNEXURE I

RESPECT FOR COLLEGE MOTTO, MISSION STATEMENT, GOALS & MANDATORY COMPLIANCE WITH ALL COLLEGE POLICIES BY THE EMPLOYEES

Preamble

This Employee Handbook broadly lays down the statutes, rules, and guidelines governing employee recruitment, selection, emoluments, leave and other benefits, termination policy, and other personnel matters. This Annexure further documents and specifies the requirement of the College employees to:

- respect the College Motto, College Mission, and College Goals, and safeguard the unique distinctiveness of our College, as spelled out in our College Prospectus.
- adhere to all the codified Policies of the College relating to its systemic and effective functioning.

The objective of this Annexure

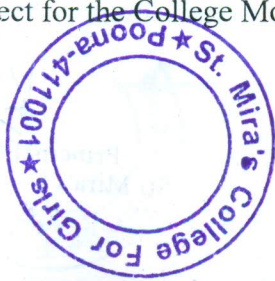
The prime objective of this Annexure is to:


- create awareness amongst all employees (teaching and non-teaching staff) about the paramount need for respecting the value system of the College.- the College Motto, the College Mission, the College Goals and safeguard the unique distinctiveness of our College as spelled out in the College Prospectus on page numbers 6-8. [<https://www.stmirascollegepune.edu.in/prospectus.php>]
- bring all the Policies of the College under the scope of this Employee Handbook, so that it can serve as a comprehensive, useful ready reckoner for all employees during their active tenure here.

Scope of the Annexure

The scope of this Annexure is to:

- reiterate the value system as laid down in the College Prospectus [p6-8], which includes respect for the College Motto, the College Mission, and the College Goals;




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- to incorporate an expectation that all the employees safeguard the unique distinctiveness of our College, as spelled out in the College Prospectus [p6-8] and reiterated here for their benefit.

College Motto

- The Motto given to us by our revered founder, Sadhu Vaswani, is '*Kindle the Light!*'

College Mission

- Empowerment of Women through a Triple Training of the Head, the Hand, and the Heart.

College Goals

- To produce graduates capable of independent, lifelong learning.
- To provide a holistic education of the Head, Hand, and Heart.
- To foster an environment in which staff and students can achieve their full potential.
- To inculcate a strong sense of belonging to the institution.

Institutional Distinctiveness of St. Mira's College for Girls, Pune

St. Mira's College distinguishes itself as an educational institution that builds competence by default and character by design. We have, since our inception in 1962, developed the necessary constructs for imparting a value-based education, which gives us our exclusive identity. St. Mira's College seeks to accomplish this ideal by providing an environment where the girl students' can flourish and evolve to achieve their highest potential. What sets St. Mira's class apart from other educational institutions, is a composite atmosphere and functioning, which may be described as the 'Mira Way of Life'. The College is a unique and proactive temple of learning. Our value system which has been bestowed to us by our revered Founder, Sadhu T.L. Vaswani, and our Spiritual Mentor, Dada J.P. Vaswani combines the triple training of the Head, the Hand, and the Heart with a focus on:

- Academic Excellence for the Girl Student aiming at Woman Empowerment;
- Social Service and Community Development;
- Love for the Indian Ideals and the internalization of the eternal values of life-a distinctive features of the Sanctuary period- a daily assembly of Staff and Students, devoted to connecting with one's inner self and with the Almighty.



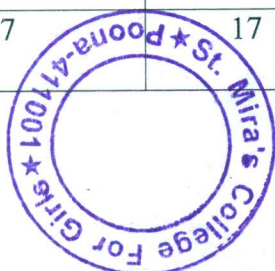

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College Policies

The College has formulated policies that govern its systemic and effective governance. They have been framed keeping in mind the ideals envisaged by our founding fathers and aim at the fulfillment of the goal of imparting value-based education to the girl child and achievement of woman empowerment. This Handbook includes all the College Policies since they relate to and have a bearing on the role and responsibilities of all the employees- important stakeholders in the effective functioning of the College.

The said College policies are:


Sr. No.	Policy No.	Title of the Policy
1	1	Student Admission Policy
2	2	Examination Policy
3	3	Code of Conduct & Ethics for Students
4	4	Infrastructure Maintenance & Utilization Policy
5	5	I.T. Policy
6	6	Laboratory Policy
7	7	Classroom Policy
8	8	Library Policy
9	9	Sports Policy
10	10	E-Governance Policy
11	11	Research Policy
12	12	Policy for Financial Support to Faculty Members
13	13	Policy for Performance Appraisal
14	14	Learning & Identifying Levels Policy
15	15	Student Satisfaction Survey Policy
16	16	Resource Mobilisation Policy
17	17	Institutional Policy for Scholarships & Freeships



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18	18	Policy for Rights of Persons with Disabilities
19	19	Staff Welfare Fund Policy
20	20	Mentoring Policy
21	21	Sustainable Campus Policy
22	22	IPR Policy
23	23	Consultancy Policy
24	24	Grievance Redressal Policy & Procedure Document
25	25	Gender Policy




Dr. Jaya Rajagopalan
Principal Incharge
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