



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING
(Approved by AICTE, Recognized by Government of Maharashtra
& Affiliated to University of Mumbai - Estd. 1999 - 2000)

HR MANUAL

Code of Conduct





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1 - General Guidelines

- 1** This document shall be called '**Atharva College Of Engineering Hr Manual**'.
- 2** These **Hr Manual** shall apply to all employees of Atharva College Of Engineering.
- 3** Atharva College Of Engineering reserves the right to amend (delete, add or modify) these **Hr Manual** from time to time and such amendment shall be binding on all the employees from its effective date.
- 4** This Atharva College Of Engineering Hr Manual is strictly '**Private & confidential**'.

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2 – Atharva College Of Engineering Vision statement

Please put Vision statement

“Atharva College of Engineering aims to constantly strive and provide comprehensive technological education in a healthy learning environment, nurturing technocrat leaders for the competitive world.

3 – Atharva College Of Engineering Vision statement

Mission

“To provide the best educational opportunities in the most conducive work culture with highest level of professionalism and dedication to develop Techno-managerial leaders in a progressively enhanced manner”.

4- Atharva College Of Engineering Values

Our Values:

- Integrity
- Commitment
- Discipline
- Research, Technology & Innovations
- Healthy Learning values





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5- Atharva College Of Engineering Quality Policy

At **Atharva College Of Engineering** enthusiastic technocrats and educationalist are involved in the mission of evolving Quality education System for institute growth and better tomorrow. In our institute, students perceive value of total aspects of satisfaction.

Objective of entire team efforts is to establish name of **Atharva College Of Engineering** as single source quality supplier for tin packing solutions by determining & fulfilling students requirements.

This shall be achieved through,

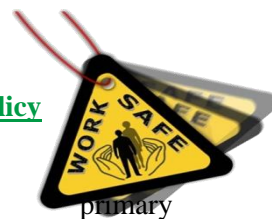
- Continual improvement in all areas of operations.
- Complying ISO 9001:2008 standard requirements.
- Applying for NAAC
- Development of human resources through training and motivation.
- Adaptability to changing global Education pattern and technical developments.



6- Atharva College Of Engineering Health, Safety and Environment Policy

Protection of health, safety and the prevention of pollution to the environment are goals of the Institute.

The Institute will strive to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused or disposed of safely.



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7- Atharva College Of Engineering Policy on Fraud and Similar Irregularities

Fraud and Similar Irregularities

Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud. Fraud includes, but is not limited to:

- Dishonest or fraudulent act;
- Embezzlement;
- Forgery or alteration of negotiable instruments such as Institute checks and drafts;
- Misappropriation of Institute, employee, customer, partner or supplier assets;



Any fraudulent activity may have occurred is required to report such concern to the HR or Committee of Management

All fraud investigations will be conducted under the direction of the HR or Committee of Management as per the applicability.

8-Atharva College Of Engineering General Policy on Laws and Business Conduct

The Code of business conduct of the Atharva College Of Engineering consists of the policies relating the ethical and legal to be followed by Institute's Directors, Executives, Teaching & Non teaching Staff and associated Institute and all the Institute actives.

It is the policy of the Institute to comply with all applicable laws whether AICTE & Mumbai University norms but supports ethics & humanity too.

It is the personal responsibility of everybody in the Institute to observe the standards of conduct and other requirements of code of business conduct. Whether or not these standards and requirements are imposed by laws, no director, employee, and associated Institute shall reserve to comply with these standards and requirements or acting outside the scope of his or her employment responsibility.

The underlying formal polices themselves have more details than it is contained in this booklet. It is the responsibility of each director, employee, Executives, Teaching & Non teaching Staff , also associated Institute to familiarizes himself or herself with the details of these policies of the Institute that apply to his or her assign duties.

If Executives, Teaching & Non teaching staff, and employees has any questions about polices in this booklet, he or she should contact the HR.



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9- Atharva College Of Engineering Ethical Business Practice

Institute policy requires Directors and all the employees to observe high standards of education and personal ethics while discharging duties, practice honesty and integrity in every aspect of dealing with other Institute, employees, the public, the business community, shareholders, customers, suppliers, competitors and Government authorities and not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair-dealing practices when acting on behalf of the Institute.

- **Commercial Bribery**

Institute policy prohibits commercial bribes, kickbacks and other similar payoffs and benefits paid to any suppliers or customers.

Directors, employees and associate are also prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation from the Institute) in connection with a transaction entered into by the Institute.

This policy does not prohibit expenditures of reasonable amounts for meals and entertainment of suppliers and customers which are an ordinary and customary business expense, if they are otherwise lawful. Expenditures of this type should be included on expense reports and approved under standard Institute procedures.

- **Fraud and Similar Irregularities**

Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud.

- **Accounting Controls, Procedures and Records**

Applicable laws and Institute policy require the Institute to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets. In addition, the Institute must maintain a system of internal accounting controls that will ensure the reliability and adequacy of its books and records.

Those transactions have proper Management approval, that such transactions are properly accounted for in the books and records of the Institute, and that the reports and financial statements of the Institute are timely prepared, understandable and fully, fairly and accurately reflect such transactions.

- This Code of Conduct shall apply to all Departments, and every persons working in the Institute and to other entities acting on behalf of them.



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10- Atharva College Of Engineering Staff working Policy

The Institute, its subsidiaries and affiliates, recognize its responsibility to respect and protect the rights of its employees. As such, the Institute has adopted the following guidelines as part of its goal to respect the fundamental rights of its employees.

The Institute:

- Shall obey and comply with AICTE & Mumbai University norms practices and maintain good working relationships with its employees.
- Shall seek to provide a safe and healthy work environment.
- Shall not engage in nor support the use of corporal punishment, mental or physical coercion, or verbal abuse.
- Prohibits discrimination of employees based upon sex, race, national origin, political beliefs, or religion and maintains a discrimination-free work environment.
- Prohibits, and complies with laws prohibiting acts of sexual harassment or threats in the workplace.
- Shall comply with applicable industry standards relating to work hours and payment of wages.

11- Atharva College Of Engineering Work Place Employment Policy

- **Equal Employment Opportunity**
Institute policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to providing equal opportunity to all qualified individuals in its hiring and promotion policies. The Institute will endeavour to create a workforce that is a reflection of the diverse population of the communities in which it operates.

- **Harassment**
The Institute believes that all employees' workers, staff should be treated with dignity and respect. It is the policy of the Institute to provide a work environment which is free from harassment.

As used in this policy, harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability. Some examples, depending on the facts and circumstances

- **Verbal or Written Harassment**
Unwelcome or derogatory comments regarding a person's race, color, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age or appearance; threats of



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physical harm; or the distribution of material having such effects, including by electronic mail or display in any Institute work area.

- **Physical Harassment**

Hitting, pushing or other aggressive physical contact or threats to take such action, or inappropriate gestures.

- **Sexual Harassment**

Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favours, or other verbal or physical conduct of a sexual nature, whether or not it was designed or intended to promote an intimate relationship.

It is not considered harassment for supervisors and other members of management to enforce job performance and standards of conduct in a fair and consistent manner.

- Reports of harassment will be investigated promptly and discreetly.
- Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such report.
- **Political Activities**
The Institute believes strongly in the democratic process. Its Directors and employees should take an active interest in fostering principles of good governance in the countries and communities in which they do business.

12. Atharva College Of Engineering Departments & Employee Career Parth

Teaching Departments:

- Information Technology
- Computer Engineering
- Electrical Engineering
- Electronics & Telecommunication
- Electronics Engineering
- Applied Sciences & Humanities

Non Teaching Departments:

- Human Resource & Administration
- Accounts
- Housekeeping & Maintenance





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- Non Teaching Technical
- ExamSection
- Canteen staffs

13 – Employment Terms

1. Employee services will be governed by the provisions of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Council of Atharva Educational Trust.
2. Employee will be on a contractual appointment from the date of joining of the services in this Atharva college Of Engineering till the end of Contract. Appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the AICTE & UNIVERSITY OF MUMBAI norms. If employee do not fulfilled the required qualification during the academic year or during services are not found suitable, employee services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by employee at the end of employee tenure and also on basis of the report of HOD & Principal, employee may be recommended for further extension. However, the management reserves the right to offer/reject candidates for continuation. No Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Appointment is purely on Ad-Hoc basis for the period mentioned in the appointment letter of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to employee to fall under any jurisdiction against this notice. Employee has to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The chairperson however has discretion to relax this condition.
5. Employee will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. Employee services shall be discontinued without any notice or 48 hrs notice & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non deliverable performance at work or any willful act of misconduct on employee part without any notice and any time during the said tenure and if so in such case employee will be paid the salary only till employee last working day with the organization.



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7. Employee appointment is subject to approval from the University of Mumbai. Employee has to fulfill all the required qualifications & experiences for the said post according to the AICTE & Mumbai University norms time to time. If the University objects about any point with respect to qualification, NET/SLET/ experience, age requirement etc. then in such case the university and Atharva College of Engineering decision will be final and any claim on the said post after or during the service period will not be considered.

Employee on Probation (For UGC By University & Management):

- 1 All New joiners Employed by Atharva College Of Engineering shall be under the 'Probation Period' unless specified otherwise.
- 2 This probation period shall be for atleast Two Years .
- 3 Atharva College Of Engineering Management has all the rights to extend or reduce this period based on the performance of an employee.
- 4 It is mandatory to clear the "Confirmation Appraisal" to become the Regular or Confirmed Employee.
- 5 Clearing Confirmation Appraisal does not give assurance of Increment. Increment shall be as per Atharva College Of Engineering's increment cycle and AICTE and University of Mumbai.

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14 - Work Days, Institute Timings & Attendance System

Scope –All employees of Atharva College Of Engineering

- 1 **Teaching Staff:** Working days are from Monday to Friday. Saturday and Sunday = weekly off.
Non Teaching Staff : Working days are from Monday to Saturday. Sunday is a weekly off.
- 2 The work timings of Atharva College Of Engineering is as follow:
 - For Teaching staff And Lab Assistant : 09.00 am to 05.00 p.m.
 - For Non Teaching Staff: 10:00am to 06:00p.m.
 - Security Department:
 - Morning Shift: 07.00 am to 03.00 pm
 - Afternoon shift:03:00 pm to 11:pm
 - Night Shift: 11.00 pm to 07.00 am
 - Sweeper : 08:00 am to 06:00pm
 - Gardner: 09:00 am to 06:00pm



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This includes 8 hours of working, and 30 minutes of lunch.
Office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.

15.2.1 Department specific time as per the institute need may differ which shall be communicated to the concerned Employees separately.

3 Lunch Time

Applicability: Employees who are present in the Institute.

15.3.1 For Teaching and Non Teaching staff,: Lunch break is for 30 Minutes

4 Grace Time, Half day & late coming

Grace Time

- Upto 10 minutes' grace time is available for employees reaching late to their respective work place after their official in-time.

Late Coming

- Any employee coming after grace time shall be considered as late.
- Three (3) late marks shall attract deduction of a half day's leave.
- Employee must inform his / her Reporting Authority if he / she is coming late.
- Employee must inform his / her Reporting Authority if he / she won't be coming to work due to any reason or emergency – immediately he / she is coming to know about his emergency.

Half day

Half day shall be defined as 4 hours of work **excluding** the lunch.

5 Employees may require to work on weekly off, Holidays and on non working days as per the decision of Management.

In an event employees are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc.,employee shall attend duties without fail and no extra remuneration will be payable for the same.

In such scenario, 'Compensatory Benefits' policy shall be applicable.

6 Attendance System

It is mandatory for all the Employees to mark their attendance daily in 'Attendance Register'.



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All Employees should mark their attendance daily in the morning and in the evening in Bio-Metric Attendance system as per given instruction and training.

Employees should mark their attendance in Bio-Metric Attendance system every time going out of Institute for official or personal work and when back to Institute.

7 Verification and Calculation of Attendance

The attendance shall be verified and calculated based on attendance records present in Attendance system. (Bio Metric Attendance system and / or Attendance register as per the applicability)

Important Point:

Any attendance records in the register found tempered (i.e. re-writing with on white Ink, cancelling and re-writing) shall attract that Day's absent. Under no circumstances the same shall be reversed.

8 Out-Door

Definition:

Out-Door means Employee going for official work in the morning.

Important Points:

- If Out-Door is necessary, Employee must take an approval from their Reporting Authority in advance, via E Mail / such request must also be marked cc to HR Department.
- The Reporting Authority must approve this request on the same day of the request made.
- In case of verbal approval for Out-Door (due to attending official work without coming to work place in case of emergency), an e-mail must be sent to Reporting Authority of Employees with cc to Human Resource Department within 48 hours of coming to work place. Those not having email facility shall have the written approval from HOD to HR prior to his outdoor work.
- If the Reporting authority requests an employee for Out-Door in the morning, He / She need to inform the HR via E Mail about it and submit OD form to Admin Department..
- Any Out-Door without advance intimation and approval shall be treated as absent.



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15 - Leave Policy

1 Entitlement

All eligible employee of Atharva College Of Engineering will be getting 15 Days' Leave Salary of every Calendar year.

CL = CASUAL LEAVE = 15 DAYS..

CL is eligible for all Teaching & Non teaching staff after one month of the Date of Joining..

Jan – June = 7

July – Dec = 8

Jan – Dec = Total 15.

At the end of the year CL are lapsed and not carried forward and even not encashed for that purpose..

SL = SICK LEAVE = 10 DAYS..

For Teaching Staff after One year

For Non-teaching Staff after after one month of the Date of Joining

Jan – Dec = Total 10.

At the end of the year SL are lapsed and not carried forward and even not encashed for that purpose.. [Compulsory medical certificate required for SL].

- 2** In case an employee requires leaves for more than 10 days for any special reason e.g. Study, Marriage, going to Native etc., He /She has to make special leave request to the Management well in advance along with Reporting Authority. He / She also need to submit application and necessary supporting documents as applicable to HR Department.

3 Maternity Leave

Female employees shall be entitled to a maximum of 90 days of maternity leave in accordance with the provisions of Maternity – Benefits Act, 1961 out of which not more than 6 weeks shall precede the date of her expected delivery.



To be entitled the concerned female must have actually worked for a period of not less than 3 Years in the Atharva College of Engineering immediately preceding the date of her expected delivery.



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Besides, application for maternity leave, the concerned female must submit a medical certificate from a registered medical practitioner, specifying the expected date of delivery at least 30 days before availing of the maternity leave.

This leave shall be applicable only one in the total career with Atharva College Of Engineering.

Leave application has to be submitted at least one month before proceeding on leave.

An employee on maternity leave who accepts other employment during such leave shall forfeit her right to Maternity Leave and its benefits.

16 – Public Holiday Policy

Scope – All employees of Atharva College Of Engineering

16.1 Public Holidays – National & Festival Holidays mentioned below are declared by Atharva College Of Engineering as Public Holidays.

16.2 List of Public Holidays

Republic Day
Chhatrapati Shivaji Maharaj Jayanti
Mahashivratri
Holi (Second Day)
Good Friday
Gudi Padwa
Dr. Babasaheb Ambedkar Jayanti
Ram Navmi
Mahavir Jayanti
Buddha Pournima
Ramzan Id (Id-UI-Fitar) (Shawal-1)
Independence Day
Parsi New Year (Shahenshahi)
Ganesh Chaturthi
Bakri Id (Id-UI-Zua)
Dasara
Moharum
Diwali Amavasya (Laxmi Pujan)
Diwali (Balipratipada)
Guru Nanak Jayanti
Id-E-Milad
Maharashtra Din



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Mahatma Gandhi Jayanti
Christmas

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17- Compensatory Benefit Policy

Scope – All employees of Atharva College of Engineering.

17.1 Eligibility: Having worked on non-working day.

17.2 Benefits :

Atharva College of Engineering acknowledges the contribution of its employees who have gone all the way and shown the dedication to the work by working on any of the non working day. To value this dedication, Institute offers as a compensatory benefit.

Employee can opt for leave for one day against worked on Non-working day.

This option shall be availed within 90 days' of working on non-working day.

17.3 Compensatory off application Process:

Within 24 hours of working on a Non-Working Day, Employee needs to send Application for Compensatory benefit as mentioned below...

- Fill in Compensatory Benefit Application form by providing details as mentioned in the form,
- Get the approval from your reporting authority,
- Forward this application for Admin as well as HR for further processing.

Employee can get the *Compensatory off application form* from on Server.

Note:

- The respective Reporting Authority shall verify and approve this Application and submit to the Admin as well as HR for further action.
- Application for Compensatory Off to be made in the 90 days in which he/she worked on Non Working Day to avail benefits under this Policy.
- In case of absence of timely Compensatory off Application, the same shall lapse.

18 – Salary, Increment,

18.1 Salary

18.1.3 Salary will be paid on or after 10th of every month.

18.1.4 It is advisable for employees to have a savings account with Bank as per the communication from HR in this regards so that the salary can be directly transferred



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to the respective savings account of employees.

18.1.5 Employees will get payment through Cheque.

18.1.6 The Details of Salary and Increment shall be kept confidential.

18.2 Increment

18.3.1 Atharva College Of Engineering follows Annual Increment Cycle i.e. once in a year.

18.3.2 Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Institute's performance.

18.3.3 Ad-hoc increment can happen subject to Management decision.

18.3 TDS

18.5.1 Tax Deducted at Source (TDS) will be deducted from all the payments with respect to salary, Incentives as per the provision on Income Tax Act.

18.5.2 It is strongly recommended that employee must have the Permanent Account Number (PAN) to avoid any Issues related to Tax compliance.

18.4 The Management decision in all these matters shall be final.



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19- Employee Facilities, Employee Engagements and safety

Scope: – All eligible employees of Atharva College Of Engineering.

19.1 Following facilities, benefits and Employee Engagement programs are offered by Atharva College Of Engineering to its Employees

19.1.1 Facilities

- Employees Provident Scheme to applicable employees
- Identity Card
- Uniform to eligible employees

19.1.2 Employee Engagement Programs

- Festival Celebration
- Traditional Day
- Engineer's Day

19.1.3 Safety

- First Aid Box
- Fire Extinguisher
- Hand gloves
- Nose Mask



20 - Discipline, Decorum & Code of Conduct

Employees must adhere to the following guidelines

20.1 Identity Card

- 20.1.1 Atharva College Of Engineering shall issue Identity Cards to all eligible employees.
- 20.1.2 Wearing Identity card is compulsory in Institute premises, on duty in a manner



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that it is visible.

- 20.1.3 This Identity card shall also facilitate entry at customers' and vendors' place, in some restricted areas etc.
- 20.1.4 Employees must return their Identity card at the time of separation from the Institute.
- 20.1.5 It is expected from employees to take proper care of the ID card including its safe preservation.
- 20.1.6 This Identity card is the property of Atharva College Of Engineering and shall be surrendered immediately when demanded by the Management of Atharva College of Engineering.
- 20.1.7 It is expected that employees do not misuse the Identity card in any manner.

20.2 Reporting:

- 20.2.1 Daily, Weekly and Monthly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Management.
- 20.2.2 Weekly Review Meeting: It is mandatory to attend and compulsory to give Weekly Report in written form to your Reporting Authority HOD.
- 20.2.3 It is compulsory to attend meeting called by the Management as per mentioned schedule.

- 20.3** Employee must inform the HR in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued.
If the new address has not been informed to HR, then all the official communication will be at the last address of an employee as per the Institute records.

- 20.4** Employee must handle Institute equipments carefully.

- 20.5** Employee must switch off computers', Monitors, unwanted lights and electricity operated appliances before leaving Institute Premises or while attending lectures and Practicals in Institute, in meeting, during lunch etc.

- 20.7** Employee must remember cell phone are not allowed in the Institute premises, so as not to disturb others.

- 20.8** Employee must Focus on their work while they are on the Institute premises.



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20.9 It is expected from employee to complete their day's work before leaving at the end of day.

20.10 Employees must refrain (Not to do) from the following

- 21.10.1 Usage of screen savers and / or backgrounds on Computers, other than standard windows screensavers / backgrounds or background released by the Management.
- 20.10.2 Speaking in a language not understood by others, while on Institute duty which look offending to others.
- 20.10.3 Making / having long personal conversation on telephone / mobile etc. during Office hours.
- 20.10.4 Usage of Internet for requirements not pertaining to job during the Office hours.
- 20.10.5 Smoking, gambling or consuming alcohol or tobacco or pan masala, chewing gum in any form while at work or anywhere on the Institute premises or on official duty.
- 20.10.6 Leaving Institute premises for smoking / Tea / chewing tobacco etc. and remaining absent during working hours.
- 20.10.7 Usage of Institute property for personal requirement.
- 20.10.8 Accessing personal emails / personal chatting during official work hours.
- 20.10.10 Usage of absurd ring tones / SMS tones / caller tune on mobile phones leading to disturbance in the Institute
- 20.10.11 Viewing / storing / collecting / distributing / receiving pornographic material in any of Institute premises, at Atharva College Of Engineering . 's customer's Premise and on duty in any form and in any storing devices such as Institute provided desktops, Laptops, any kind of Discs, pen drive, mobile phones etc.
- 20.10.12 Storing personal materials such as personal photos, personal backups, songs, PC Suites of your mobile phone devices, configuring personal email IDs in outlook etc. on any of the Institute's devices.

If the staff feels necessary to upload such personal material on Institute devices, he / she must obtain the approval in writing from the Management.



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20.11 Code of Conduct

- | | |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20.11.1 | Employee must follow processes identified by the Management from time to time so as to improve working of Atharva College Of Engineering |
| 20.11.2 | Employee shall not commit theft, fraud, misappropriation or dishonesty in connection with Atharva College Of Engineering's business or property. |
| 20.11.3 | Employee shall not interfere with any other employee's work, disturb him/her or cause annoyance to him/her at work. |
| 20.11.4 | Employee shall not disturb the peaceful atmosphere in Atharva College Of Engineering by demonstrating, shouting and loud talk or indulge in any act, which is prejudicial to the peaceful working of Atharva College Of Engineering |
| 20.11.5 | Employee shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and/or riotous behaviour on any of the premises of Atharva College Of Engineering |
| 20.11.6 | Employee shall not distribute or forward any E Mails, notice(s), leaflet(s) or material, which is detrimental to the smooth functioning of Atharva College Of Engineering |
| 20.11.7 | Employee shall not make collection of money for any purpose other than Atharva College Of Engineering's official purpose without prior written approval from Atharva College Of Engineering Management. |
| 20.11.8 | Employee shall not Tamper or Disfigure or Damage any property, records, notice etc. of Atharva College Of Engineering by writing or otherwise. |
| 20.11.9 | Employee shall not tamper with any record(s) or notice(s) of Atharva College Of Engineering |
| 20.11.10 | Every employee shall show due consideration, courtesy and attention towards all other employees, customers, suppliers and associates of Atharva College Of Engineering |
| 20.11.11 | Employee shall not use Institute address for personal correspondence other than approved by the Management on receipt of appropriate justification and application in writing. |
| 20.11.12 | Employee shall not misuse or damage Phone Calls, Cash, Internet, software applications, Telephone, Appliance, Stationeries, Machine, papers, any raw material, Property etc. of Atharva College Of Engineering and its customers, Vendors, faculty of other colleges etc. |
| 20.11.13 | Employee must share the knowledge with their colleagues. |



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- 20.11.14 Employee shall not perform any of his / her personal activity during the Institute hours / in the Institute premises.
- 20.11.15 Employee shall not share his / her personal E-mail ID to any employee or ex employee of Atharva College Of Engineering's Customers and Vendors.
- 20.11.16 Employee shall not make unauthorized copy of any software or any copyrighted material.
- 20.11.17 Employee shall not criticize or malign Atharva College Of Engineering's Customers, Employees, Stake holders and Vendors.
- 20.11.18 Employee shall not take undue cash / Advantage from Atharva College Of Engineering and its customers, Vendors etc.
- 20.11.19 Employee must maintain professional relationship with Persons / employee of Atharva College Of Engineering and its customers, vendors etc. during Institute duty.
- 20.11.20 Employee shall not encourage the 'Employment Referring Activities' among Atharva College Of Engineering's customers, vendors etc. directly or indirectly, unless acquired necessary approval from the Management of Atharva College Of Engineering
- 20.11.21 No Employee take photocopy (Xerox) / scan / Photograph any official documents of Atharva College Of Engineering and its customers, Vendors etc. present in Institute premises their respective Institute premises or belonging them without taking necessary approval from the concerned authority in case of need of such document(s).
- 20.11.22 Any work assigned to Employees strictly need to adhere to time.
- 20.11.23 Documentation
It is mandatory to submit various documents such as Address proof, Residential proof, Professional and educational certificates etc. as and when required by the Management or HR.

20.12 Dress Code

- 20.12.1 As a member of the Atharva College Of Engineering family, each employee is expected to present in a professional appearance at all times. All men are expected to wear Business Casuals i.e. Formal Trousers, Shirt, and Smart Formal Polished Shoes.
- 20.12.2 While the range of ladies' business attire is broader, they must maintain comparable standards i.e. Sari, Salwaar-Kameez, Formal Shirt & Trousers.

For Teaching staff: Sari, Salwaar-Kameez

For Non Teaching staff: Sari, Salwaar-Kameez, Formal Trousers, Shirt



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- 20.12.3 Employee can wear Smart Casual wear including Smart Indian Traditional wear on Saturday.
- 20.12.4 Decent pair of shoes and formal pair of socks is a necessity for all employees on all working days.
- 20.12.5 Male employees are expected to come to the Institute having decent shave on each day.

20.13 Communication Protocol

- 20.13.1 The official language of communication shall be English.
- 20.13.3 All the E-mail communications shall be done on Atharva College Of Engineering's official IDs.

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- 20.13.5 Employee must check their E-mails at least once in a day and reply to necessary mail immediately.
- 20.13.6 Employee must communicate with all the colleagues and students with due respect.

20.14 Performance Review and Training

20.14.1 Performance Review

All Employees' performance shall be reviewed using Appraisal System. It is mandatory for each employee to exercise Appraisal Systems implemented by Atharva College Of Engineering and contribute to the Growth of Institute.

Atharva College Of Engineering has implemented performance Review System as below.

- 20.14.1.2 **Annual Appraisal System:** The rating of all semester Appraisals shall determine the annual performance ratings of an employee.

This Annual Appraisal is also coincide with Increments as per the eligibility.

21.14.2 Training

- 20.14.2.1 Atharva College Of Engineering believes in constantly upgrading the skills of its employees by providing regular training. To achieve this



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objective, the Institute has initiated Faculty Development Program Program - (FDP).

- 20.14.2.2 It's very important and compulsory to attend all the training programs as applicable and assigned by the Management.
- 20.14.2.3 Employee must attend the training sessions held by Atharva College Of Engineering based on the training communication.
It is expected that employees undergoing training shall put the learning in practice to sharpen skills for the benefit of both the parties.

20.15 Non-disclosure

- 20.15.1 The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the **Confidential Information** that he/she may acquire or possess in any manner during the course of his/her employment with Atharva College Of Engineering and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of **INSTITUTE** and its **ASSOCIATES** or allow to be divulged or disclosed such **Confidential Information** in whole or in part belonging to **INSTITUTE** and its **ASSOCIATES**, in any form viz. verbal, written, digital, print, electronic, physical etc. to any **THIRD PARTY** save and except for the purpose of his/her employment with Atharva College Of Engineering by and under the instructions and after seeking written approval from authorized person of **INSTITUTE**.

20.16 Handling of Institute property

- 20.16.1 Employee must handle Institute property with care and prevent from any kind of damages.

20.17 Taking care of Visitors

- 20.17.2 Receptionist will contact the concerned person to whom the visitor wants to meet and receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.
- 20.17.3 In case visitor wishes to visit Floor area. Permission from respective Head will be required.

Visitors to department such as Accounts, Finance are not allowed, except in case where accompanied by HOD & above.

20.18 Non adherence to HR Policies / Instructions by the Management

The following process shall be followed in case any employee found non adhering to any of



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the HR Policies or non-following any instruction by the Management or respective reporting authority:

- Personal Meeting with the Reporting Authority
- Despite of Personal Meeting if there is no improvement shown then HR & Management will intervene
- If Employee found, despite of meeting with HR, non adhering to the policies, a warning letter will be issued.
- After two such warning letters any indiscipline may result in termination of the services of that employee.

20.19 Gifts Acceptance Policy

20.19.1 Accepting any gifts or such gesture of any value, even promotional and marketing-type gifts from our Students/Suppliers / Vendors / dealer etc. are strictly prohibited.

Personal relationships with Students/suppliers, dealers, and customers must not affect your ability to act in a manner that is best for the Institute. Those relationships must not harm the Institute's reputation by creating the appearance of impropriety.

Accepting gifts or favors from a business contact, such as a supplier or dealer, can make your judgment partial or bias when making decisions for the Institute, or many give the appearance that the supplier or dealer is "buying" favorable treatment.

All employees are expected to act in a manner which promotes our Institute's best interests.

* * *

21 - Employee Separation

21.1 Retirement & Extension

21.1.1 After attaining the age of superannuation, i.e. **60** years, the employee shall retire from the services of Atharva College Of Engineering

21.1.2 The age of superannuation is decided on the basis of the date of birth of the employee as entered in the records of Atharva College Of Engineering and proof submitted therewith. No subsequent justification towards the information furnished shall be entertained.





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21.1.3 Every employee shall retire on the last day of the month in which he / she attains the age of **60** and written intimation of the retirement date shall be sent to the employee at least 1 month in advance.

21.1.4 The final dues of the employee shall be settled as per the normal procedure.

21.1.5 Extension of services of an employee who has reached at the age of Retirement age shall be at the sole discretion of the Management.

Such employees shall be given an appointment letter as fixed term contract for 11 months period, renewable of contract subject to fulfilling the physical, technical and other conditions as may be described in the letter.

21.2 Resignation:

21.2.1 Employees can resign from the services of Atharva College Of Engineering by giving notice applicable as mentioned in the appointment letter of Atharva College Of Engineering Hr Manual, which may be revised from time to time.

21.2.2 It is preferred and expected that the Employee must talk with his / her Reporting Authority or with the Management on the reason/concerns before giving formal intimation for resignation.

21.2.3 Final dues shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations to Atharva College Of Engineering

21.2.4 Employees not giving proper one month notice, hand over or failing to meet any process as laid down in the afore said 'Exit Process' may not be relieved, and settlements due to such employees may be withheld and / or forfeited.

21.2.6 The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.

21.3 Notice Period

22.3.1 The resignation letter must be submitted in writing with sufficient notice of minimum 30 days or as mentioned in the letter of appointment.

21.4 Termination / Dismissal

21.4.1 The services of an employee are liable to be terminated in the following cases:

- i. Major misconduct (as per definitions under the AICTE & Mumbai University).



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- ii. Unsatisfactory performance (as decided within the performance appraisal & in conjunction with the Management)
- iii. Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.
- iv. Involvement in criminal offence(s).
- v. Violation of the terms Contract and undertaking given at the time of joining / thereafter.
- vi. Non-adherence to any Atharva College Of Engineering Hr Manual.

21.4.2 Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the Management decision will be final & binding.

21.5 Absconding / Voluntary abandonment of Service

- 21.5.1 Legal proceedings may be initiated against employees who violate any contractual obligations with Atharva College Of Engineering
- 21.5.2 In the absence of intimation to Atharva College Of Engineering after establishing the facts of abandonment of services, the name of such employee shall be removed from the muster and net dues. No relieving letter or experience certificate shall be issued in such cases of absconding / abandonment of service.

21.6 Death while in Service

- 21.6.1 All dues shall be settled in favour of the nominees as appearing in the records after ascertaining the identity of the nominees and obtaining an indemnity bond from them. In no circumstances after settlement of dues shall take place without ascertaining the legal heir ship in case of any dispute arises.

* * *

22 - Reimbursement Policy (Food, Conveyance, Travel, etc.)

Scope – All employees of Atharva College Of Engineering

22.1 Eligibility: All kind of reimbursements viz. Food, conveyance, Travel etc. shall be applicable and cleared subject to the **prior approval from the Management.**

Note:

In case of failure to submit the claim within stipulated time, no claim shall be entertained



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under any circumstances.

- 22.2** All kind of Food, Conveyance and travel bill shall be reimbursed at actual subject to the submission of valid bill on time and pre-approval from the Management.

22.3 In-Land / Overseas Travel

Any Travel with-in or Outside the country shall be governed as mentioned below

23.3.1 The Hotel & Travel Mode - Air Way/Rail Ways shall be booked by the Institute.

23.3.2 On visit, employee should have incurred the travel cost to meet the day to day Expense at the place of Visit, Fill Payment Voucher Application form and reimbursed from Accounts Department.

On return Employee need to submit detailed expanse summery along with Valid Bills to Accounts Department, balance cash, claim form if employee has incurred out of

pocket expanse etc. within 7 days of returning from In-Land / Overseas travel .

* * *



23- Transfer Policy

- 23.1** As mentioned in the letter of appointment, any employee (confirmed, on probation, on contract, trainee) may be transferred to department within Atharva College Of Engineering at the mutual consent between the employee and the Management, as and when the need arises or as per Business requirement.
- 23.2** In case of inter department transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record.

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