

## SERVICE CONDITIONS

### **TEACHING AND NON- TEACHING STAFF**

- Service of staff will be governed by the Maharashtra University Act, 1994, statutes code of conduct, ordinance and rules and regulations laid down by the University of Pune and State Government & B.P.H.E. Society from time to time.
- Appointment is subject to approval of University of Pune, Director of Technical Education and Board of Control of B.P.H.E. Society, Ahmednagar.
- The Member of the Teaching and Non-Teaching staff shall undergo medical examination by approved medical officer or by the civil surgeon and submit the medical certificate stating that he/she is free from any disease and that he/ she is physically fit for employment as a staff of the Institution.
- He/She will not engage himself/ herself in any job paid full time, part time or otherwise, during the continuance of his/ her service without the permission of the competent authority /Management.
- (a) A Permanent employee may leave his service by giving one month's notice in writing or by paying one month's salary in lieu of such notice.  
  
(b) In case the services of a permanent employee of the Society are terminated by the society for the reasons (other than disciplinary action) one month's notice will be given or on payment of one month's salary in lieu of such notice.
- If he / she is found absent continuously for more than thirty days without permission, his/her service will stand terminated automatically. If he/ she is found guilty of violation of any terms & conditions mentioned above he/ she will be liable for disciplinary action and punishment decided by the

management as provided for in statutes. During the period of his/ her service he /she shall not directly or indirectly do with things which are subversive to the institutes of Society / University / Institute / Students.

## **PAY PACKAGE AND INCENTIVES**

- The faculty & non-teaching staff are being paid the salary as per AICTE scales including the allowances. The pay includes:
  - Basic
  - AGP Academic Grade Pay
  - Dearness Allowance currently paid 111%. The BPHE Society may enhance the D.A. from time to time subject to the Govt. rules and financial conditions.
  - House Rent Allowance @ 10% of Basic & AGP. However House Rent Allowance shall not be admissible to employees who occupy accommodation provided by the Society. It will not also be admissible to those employees who are staying with such employees.
  - T.A. as applicable
- Out of the total pay following deductions are made
  - Professional Tax – Maximum Rs. 2,500/- p.a. deducted in equal installments every month.
  - Provident Fund 12% of Rs. 15000/- i.e. Rs. 1,800/-. Matching amount of Provident fund is paid to each employee by the Institute's Management.
  - TDS as applicable
  - Other deductions as applicable.

- The net salary is credited to the employee's Account directly in his/her bank account at Union Bank of India, Station Road Branch, Ahmednagar.
- The Institute has PF A/C – Employees Provident Fund Organization, Nashik (Only for permanent employees).
- The Institute made provision for gratuity at LIC, Pune in group gratuity scheme.
- The incentives are offered to the faculty in the form of bearing expenses by the institute for sending them to seminars, conferences, workshops & Faculty Development Programmes.
- The promotions are given to the faculty on the basis of their qualification, experience, their performance & availability of vacancy.
- **Incentive for Ph.D. / M.Phil.:** Cash award of Rs. 20,000/- is given to faculty on completion of Ph.D.
- **Incentive for Researchers:** From the year 2021-2022 the Institute has decided to give an incentive upto Rs. 10,000/- to faculty for Research work.
- **Incentive to the faculty in the form of sharing fees for conducting training, consultancy, orientation etc.**
- The Institute has initiated health insurance of the employees. The Institute pays yearly premium to Star Health Insurance Company & the same is recovered in twelve equal installments from employees.
- The Institute has also initiated 'Personal Accident Insurance' of all employees.
- B.P.H.E. Society's Credit Co-operative society provides facility of loan to permanent staff members of the Institute.

## LEAVE RULES FOR IMSCDR STAFF (PER YEAR)

- For Teaching staff:

Casual leave	Duty leave	Medical leave
<b>8</b>	<b>30</b>	<b>10 (Only for permanent faculty members)</b>

- For Non-teaching staff

Casual leave	Duty leave	Medical leave	Earned leave
<b>8</b>	<b>As &amp; when required</b>	<b>10 (Only for permanent staff)</b>	<b>30 (Only for permanent staff)</b>

- Only medical leaves balance can be carried forward. The number of Medical Leaves allowed to be utilized at any given time will be 50% of the outstanding balance leaves or 30 days out of the balance leaves whichever is higher.
- In case balance leaves are less than 30 days then, all leaves will be allowed to be utilized if required. However, the Staff member will be allowed to utilize the total balance medical leave if taken just before retirement/superannuation.

  
**Dr. M. B. Mehta**  
Director

## Policy 16: FACULTY EMPOWERMENT POLICY

- The institute has introduced effective strategies to train, retrain and motivate the employees for performing various roles and responsibilities.
- The faculty members are encouraged to attend various research conferences, seminars, syllabus revision programs, orientation programmes with leave-on-duty sanctioned by the Institute.
- For such events registration charges are borne by the institute.
- All the teaching and non-teaching Faculty Member satisfies mandatory requirement of participating in the annual conferences organized by the management for the enrichment of teaching and non teaching Faculty Member.
- The Departments have Orientation Programme for all the faculty members newly appointed which helps the newer faculty members to get involved and trained in the working of the Institute.
- The faculty members with leadership traits are given the opportunity to head committees and projects.
- The Institute provides infrastructural facilities for independent learning through the well-stocked Learning Resource Centre (Library).
- The Institute provides opportunity for Faculty Member members to participate in exchange programmes that help them to manage their work-life balance.
- The teachers are given opportunity to interact with Government officials, NGO representatives, and professionals from other fields.
- Faculty is empowered by regular salary payment including Dearness Allowance, House Rent Allowance, contribution towards Provident Fund and Gratuity.

  
**Dr. M. B. Mehta**  
Director