



CRITERION- 6

GOVERNANCE LEADERSHIP & MANAGEMENT

Key Indicator 6.3 Faculty Empowerment Strategies

Matric. No.	Matric Details																
6.3.1 QIM	<p>The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Content</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Staff/ Faculty welfare policies</td> </tr> <tr> <td>2</td> <td>Leaves policies</td> </tr> <tr> <td>3</td> <td>List of welfare measures for Teaching & Non-Teaching staff</td> </tr> <tr> <td>4</td> <td>Photos of faculty welfares</td> </tr> <tr> <td>5</td> <td>Appraisal policies</td> </tr> <tr> <td>6</td> <td>Sample of appraisal form</td> </tr> <tr> <td>7</td> <td>Employee manual</td> </tr> </tbody> </table>	Sr. No.	Content	1	Staff/ Faculty welfare policies	2	Leaves policies	3	List of welfare measures for Teaching & Non-Teaching staff	4	Photos of faculty welfares	5	Appraisal policies	6	Sample of appraisal form	7	Employee manual
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1. STAFF/ FACULTY WELFARE POLICIES

The Institute takes care of faculty and staff welfare for providing facilities for the wellbeing of employees. At its most basic, the institute provides essential amenities such as toilets, wash room and clean drinking water to all faculty and staff. Apart from the existing facilities, the Institute has drafted the following policy for the welfare of faculty and staff to establish healthy ambiance and ideal work culture:



STAFF MEMBERS

1. Two sets of **Uniforms** to the non-teaching staff members are given for which 100% of the charges is borne by the Institute.
2. **Faculty Development Program** are conducted to get acquainted with filing system, ERP usage, general behavior.





FACULTY MEMBERS

1. **Computers with Internet connection** is provided to the faculty and staff members as per requirement.
2. **Shared printer** is availed to all faculty members.
3. **Faculty Appreciation** on completion of PhD
4. To give wide exposure of the various activities carried all over the world, faculty members are motivated to become member of **Professional bodies**.

Visiting Card is provided to the faculty members.

1. **Faculty Development Program** must be conducted on different topics like ERP usage, personality development, recent trends in management and Computer.
2. **Office stationary** is provided to staff and faculty members after filing requisition form.

COMMON WELFARE SCHEMES

1. The Institute should provide **I-cards** to faculty and staff.
2. **Security and safety of staff members** and their belongings.
3. Clean drinking water, proper parking facility, specialized security and guards are engaged by the institute.
4. During the working hours two breaks of 15 min's. and 45 min's. are available.
5. Free Gymnasium.
6. Unlimited access to Books from the library.

Finance

1. **P F** for teaching and non-teaching staff.
2. **Gratuity** provided for employees as per government rules.
3. The Institute already follows a practice of electronically crediting **Salary** on or before 10th of every month.
4. Covid insurance- Institute has provided Covid insurance to all teaching & non-teaching staff during A.Y 2021-22.





5. SIM card and Mobile bill- During Covid period when more online work related meetings, online teaching through Zoom, Google meet take place, institution has provided SIM cards to faculty members.

Leaves

1. For home emergency work, faculty members are permitted to go.
2. Leaves –
 - I. Every approved faculty eligible for 15 Casual leave, 15 Medical Leave, 25 OD,
 - II. Ad hoc employee eligible for 15 Casual leaves only.
 - III. For non-teaching staff 10 Casual leave and 10 Medical LeaveThe Leave policy document has mentioned all details about leave.
3. Compensatory off is given to the staff if they work on holidays.
4. Maternity Leave is provided to women staff.

Documents

1. The teaching faculty members are given experience certificate, salary certificate, NOC, etc. on request.

Events

1. **Birthdays** of all staff and faculty members are celebrated.
2. Achievements all staff and faculty members are appreciated.
3. Diwali gift to all teaching and non-teaching staff.
4. Every year International Women's day Celebration





2. LEAVE POLICIES

FOR FACULTY/ STAFF APPOINTED IN THE INSTITUTE

The following general principles shall govern the grant of leave to the employees appointed in the institute. However, the general principals of the rule will be altered / modified as per the changed policies of the Zeal Education Society.

1. Leave and vacation cannot be claimed as right and the same shall be availed keeping in view the interest of the Institute and as per the guidelines given in the following clauses.
2. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
3. Depending upon exigencies of service, the leave sanctioning authority may: -
 - Refuse,
 - Recall any member of staff from leave before it is wholly availed,
 - Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
4. An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.
5. Competent Authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
6. It is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
7. If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing or communicate via email and inform telephonically to the competent authority giving reasons for seeking the extension. Such request shall be made well in advance, so as to enable the office to process and communicate the decision to the employee before expiry of the leave sanctioned earlier.
8. No leave or extension of leave shall be deemed to have been granted unless it is sanctioned.
9. Absence in excess of the sanctioned leave shall be treated as leave without pay.





10. Any type of leave shall not be granted in the first two months of service. In spite of that if the leave is availed for any genuine reason, shall be treated as leave without pay.

1) CASUAL LEAVE

- a. The Teaching Staff members are entitled for **15 days** and Non-Teaching Staff members are entitled for **10 days** of casual leave during the academic year.
- b. The application for casual leave shall ordinarily be sent at least two days before the date from which casual leave is applied for.
- c. Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
- d. Holidays and Sundays falling between two periods of casual leave shall be entirely counted as casual leave.
- e. Holidays and Sundays, immediately preceding or following the day / days of casual leave shall not be counted as casual leave.
- f. An employee shall not be entitled for casual leave of more than two days at a time and in a month.
- g. Casual leave, not availed by an employee during the academic year, cannot be carried forward to the next academic year.
- h. Half day casual leave may also be granted for absence of half working day (more than 2.5 hours).
- i. Casual leave is applicable in proportion from the date of joining the services for the fresh employees.
- j. In case of emergency, faculty / staff member shall communicate telephonically to the competent authority giving reasons for seeking the leave. Written leave application





2) ON DUTY LEAVE

- a. The faculty / supporting staff is granted duty leave for University, DTE, AICTE, Zeal Society, central / state / local government and other official work, subject to prior approval.
- b. The faculty / supporting staff is granted duty leave (once in each semester) for attending FDP / Seminar / Workshop / Conference / Industry Interaction etc.
- c. It is mandatory for the faculty / staff to submit the supporting document / certificate (as applicable) to avail the duty leave, and share the knowledge acquired with the faculties/staff members.

3) COMPENSATORY LEAVE

- a. A faculty / staff will be granted Compensatory Leave if he / she has worked on holidays for at least 06 hours with the permission of higher authorities.
- b. The concern employee can apply for Compensatory Leave without disturbing the regular schedule of the institution.
- c. Compensatory Leave can be carried forward to next academic year.

4) STUDY LEAVE

- a. Teaching and Non-Teaching faculty can avail Study Leave as per the policy for "Sponsorship for Higher Education".

5) HOLIDAYS

- a. Employees shall avail National / Regional holidays as notified by Zeal Education Society, Narhe.

6) VACATION

- a. All the faculty / staff members may avail vacations after completion of one year of service.
- b. The vacation can be split in maximum two slots.





- c. Un-availed vacation can be converted into EL, which can be used in the time of emergency.

7) MEDICAL LEAVE

- a. Yearly **10 days** of Medical Leave can be availed in one academic year.
- b. The medical leave may be avail as per requirement. However, Faculty/staff needs to submit the authentic medical certificate from a Registered Medical Practitioner (Allopath) only, if number of days of medical leave availed are more than 03.
- c. Any leave taken in emergency (for which sanction has not been taken) will be considered as Medical Leave.
- d. Medical leave is applicable in proportion from the date of joining the services for the fresh employees.
- e. The un-availed medical leaves can be carried forward to next academic year, for approved faculty/staff with minimum one-year experience at Zeal Education Society.

8) MATERNITY LEAVE

- a. An approved lady faculty / staff who has put in 1 year of continuous service may avail maternity leave for **180 days**.
- b. If an employee, who is on Maternity Leave, seeks extension thereof, shall make an application in writing or communicate via email to the competent authority giving reasons for seeking the extension. Such request shall be made well in advance, so as to enable the office to process and communicate the decision to the employee before expiry of the leave sanctioned earlier. For the same must be submitted immediately after rejoining. However, such emergency cases may be considering just once per semester.

9) EARNED LEAVE

- a. The approved / regular faculty and staff can avail maximum **15 days** of Earned Leave during the calendar year. For every two working days of vacation, one EL can be earned.





3. LIST OF WELFARE MEASURES FOR TEACHING & NON-TEACHING

Name of Welfares	Description
Provident Fund	As per government norms every months PF has been deducted from employees
Gratuity	Every employee who has worked in the institute up to or more than
Maternal Leaves	In the Year 2019-2020 Prof. Poonam Kadwe Got Maternity leave in the form of three months' full salary.
Covid Insurance	Institute has provided Covid insurance to all teaching & non-teaching staff during A.Y 2021-22.
SIM Card and Mobile Bill	During Covid period when more on line work related meetings, online teaching through Zoom, Google meet take place, institution has provided SIM cards to faculty members.
Salary	Monthly salary of employees takes place on a regular basis, sample copy attached.
Computers with Internet Connection	Computers with Internet connection is provided to the faculty and staff members as per requirement.
Shared Printer	Shared printer is availed to all faculty members.
Faculty Appreciation	Faculty Appreciation on completion of PhD
Professional Bodies	To give wide exposure of the various activities carried all over the world, faculty members are motivated to become member of Professional bodies .
I-cards	The Institute should provide I-cards to faculty and staff.
Certificates	The teaching faculty members are given experience certificate, salary certificate, NOC etc. on request.
Free Gymnasium	Free Gymnasium in campus to all students and faculty
Diwali Gift	Diwali gift to all teaching and non-teaching staff
Diwali Celebration	Every year Diwali is celebrated.
Birthday Celebration	Celebrate the birthdays of all faculty members.





Unlimited access to Books from the library	Unlimited access to Books from the library to faculty and students.
National library	National Digital Library. National Digital Library is a project sponsored by MHRD, India & Coordinated by IIT Kharagpur. With objective to integrate several national & International digital libraries in one single portal. It provides free of cost access to many resources like e-books, Articles, Thesis, Audio lectures, Video Lectures.
Yoga Session	Every national yoga day institute organize the yoga session.
Uniforms to the non-teaching staff	Two sets of Uniforms to the non-teaching staff members are given for which 100% of the charges is borne by the Institute.
Reading Hall	Reading Hall is available for all faculties and students.
Achievements	Achievements of all staff and faculty members are celebrated
National Women's Day celebration	Every year national women's day celebrate under club activity.
Drinking water provided	Clean and pure drinking water provided in all floor.
Office stationary	Office stationary is provided to staff and faculty members after filing requisition form.
Security and safety	Security and safety of staff members and their belongings.
Proper parking facility	Proper parking facility to all faculty members.
Faculty seating arrangement in canteen	Separate faculty seating arrangement in canteen.
Green Environment	Maintain economic sustainability.
Leaves	For Faculty – <ul style="list-style-type: none">• 15 Casual Leave• 10 Medical Leave• 25 On Duty Leave• Summer vacation & Diwali vacation• Study Leave• Comp-off





4. PHOTOS OF FACULTY WELFARES

- **Provident Fund**

Member Details >

Sl. No.	UAN	Name as per		Wages				Contributions Remitted				Refunds	PFMSY / ADRY Benefit			Posting Location of the member
		ECR	UAN Repository	Basic	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Mark	DR PF Mark	EE Mark	
1	100007007	Dr. Pooja Parthiv	Dr. Pooja Parthiv	1000	7000	7000	1000	50	50	20	0	0	-	-	-	NA
2	100040104	Dr. Anika Shweta	Dr. Anika Shweta	1200	1200	1200	1200	144	144	44	0	0	-	-	-	NA
3	100002000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
4	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
5	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
6	100007000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
7	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
8	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
9	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	14071	14071	14071	14071	1700	1200	200	0	0	-	-	-	NA
10	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
11	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
12	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
13	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
14	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
15	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
16	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA
17	100000000	Dr. Anshu Jyoti	Dr. Anshu Jyoti	15000	15000	15000	15000	1500	1200	200	0	0	-	-	-	NA



Pooja
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041.



• **Gratuity**

Affiliation/ Inspection-Affiliation Fee	137500
Audit Fees- College	100000
Bank Interest/Commision/Charges-Bank Charges	4573
Communication Expenses - Postage & Telegram	2853
Communication Expenses-Telephone/Fax Charges	42367
Confereance and Seminar -Faculty	2348
Conference & Seminar- Students	25795
Contactual Salary - Non Teaching Staff	4286880
Contractual Salary- Security	3957120
Depreciation	2204555
Employer's Provident Fund	505850
Establishment Expenses-Cleaning	322289
Establishment Expenses-Electricity	311000
Establishment Expenses-Gardening	234705
Establishment Expenses-Sweeping	493150
<u>Gratuity Expenses</u>	<u>135011</u>
<u>Magazine, Journals, Periodicals Etc-Subscription</u>	<u>205772</u>
Meeting Exp- Staff/Faculty	38402
Meeting Exp- Travelling/ Conveyance	46198
Other Expenses-All Other Expenses Without Head	266646
Other Expenses- Other Exp Realted to Student	498067
Printing & Stationary-Prospectus Printing	514079
Printing & Stationery-Exam Papers & Form Printing	10007
Printing & Stationery-Other Stationery	371412
Remuneration Expenses	189444



Prady



- Maternal leaves



Dr.Yogendrakumar Deokar <yogendrakumar.deokar@zealeducation.com>

Fwd: Maternity Leave Extension Application

1 message

Ashwini Sovani <ashwini.sovani@zealeducation.com>

Fri, Mar 25, 2022 at 5:05 PM

To: Pratibha Tapadia <pratibha.tapadia@zealeducation.com>, dipak kulkarni <dipak.kulkarni@zealeducation.com>, "Dr.Yogendrakumar Deokar" <yogendrakumar.deokar@zealeducation.com>

----- Forwarded message -----

From: Poonam Kadwe <poonam.kadwe@zealeducation.com>

Date: Wed, 11 Nov 2020 at 16:23

Subject: Maternity Leave Extension Application

To: Ashwini Sovani <ashwini.sovani@zealeducation.com>

Cc: Executive Director ZES <executive.director@zealeducation.com>, Dr. Rajesh Kashyap <rajesh.kashyap@zealeducation.com>

Respected Madam,

I am Prof. Poonam Jaywant Kadwe working as an Asst. Professor at ZES, ZIBACAR. As we discussed, I am currently on my maternity leave, which is due to expire on 15 December 2020.

I would like to kindly ask for your approval to extend my leave until 30 January 2021. The reason being is that my daughter is only 5-month-old and still requires extensive attention.

Due to this pandemic I am facing a lot of difficulty in arranging support from my immediate family as my father in law is still recovering from covid-19. I am confident that upon given leave extension, I will be able take good care of my daughter and support my family.

Through this application, I request you to please extend my maternity leave. I will be thankful to you.

Regards
Poonam Kadwe
Assistant Professor, MBA
ZIBACAR
9766364186

Reduce, Reuse and Recycle. Go GREEN and please consider our environment before printing this email.



Praveen
Director
Zeal Institute of Business
Administration Computer Application
& Research, Pune-411041.



- Covid insurance

ZIBACAR
Go Digit Central Insurance Ltd.

DIGIT ILLNESS GROUP INSURANCE POLICY SCHEDULE
(Product UIN : GODHLGP21488V022021)

Corporate office: Atlantis, 95, 4th B Cross Road, Koramangala Industrial Layout, 5th Block, Bengaluru, Karnataka 560095

Master Policy Holder		Policy Details			
Name of the Master Policy Holder	ZEAL EDUCATION SOCIETY	Master Policy Number	D036640701		
Address of Master Policy Holder	SR NO 39 NARHE PUNE 411041	Policy Issue Date	2021-06-03	Business Type	Roll Over
Mobile No of contact person of Group Manager	+919763722208	Period of Insurance	From	2021-05-30	00:01 Midnight
Email ID	santosh.dhokte@zealeducation.com		To	2022-05-29	23:59 Midnight
Partner Code and Name	1045427 LANDMARK INSURANCE BROKERS PVT LTD	Partner Contact and Email ID			

NAME MRSSANJEEVANI SHRAVAN BODAKE GROUP NAME ZEAL EDUCATION SOCIETY DOB 12-Oct-1990 MEMBER ID P0013634949		RELATIONSHIP Self Emp Id/Digit Sr No AAU22awns-E407	POLICY NUMBER D036654992 VALID UPTO 29-May-2022	This card is non-transferable as it is only for you, valid only at Network hospitals of Medi Assist Insurance TPA Pvt.Ltd.(MediAssist) / Go Digit General Insurance Ltd (Digit) on Positive Diagnosis of COVID-19 and not valid if policy is cancelled. Things you need to carry along with this card: • An authorization letter issued by MediAssist / Digit. • Valid Photo ID. Digit General Insurance pays : Hospitalization bills for a pre-approved claim. Valid for ONLY COVID-19 coverage under Digit Group Illness Insurance. You pay : All non-medical hospitalization bills and expenses not covered under your policy. Email : covidclaims@godigit.com Visit us at : www.godigit.com
Toll Free Number 1800-258-4242				



Prasad



- SIM card and Mobile bill

Summary Of Account

CUSTOMER NUMBER : 164720821

ZEAL EDUCATION SOCIETY

Please attach the below break up along with your payment

Summary of Account (Amount Due in Debit)

Sr. No	Cell No	FA ID	User Name	Bill No	Previous Balance	Payments	Adjustment	Current Charges (Pre Tax)	CGST @9%	SGST/UTGST @9%	IGST @18%	CESS	Current Charges (Post Tax)	Total Amount Due
1	7447422251	171273884	M/s Zeal Education Society	M61404148 505042	27749.75	27750.00	0.00	23541.75	0.00	0.00	0.00	0.00	27779.27	27779.02
Total					27749.75	27750.00	0.00	23541.75	0.00	0.00	0.00	0.00	27779.27	27779.02

Summary of Account (Amount Due in Credit)

Sr. No	Cell No	FA ID	User Name	Bill No	Previous Balance	Payments	Adjustment	Current Charges (Pre Tax)	CGST @9%	SGST/UTGST @9%	IGST @18%	CESS	Current Charges (Post Tax)	Total Amount Due
Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Amount					27749.75	27750.00	0.00	23541.75					27779.27	27779.02



Remy
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041.



- Salary

ABHYUDAYA
 CO-OPERATIVE BANK LTD.
 (Multi-currency Scheduled Bank)

अभ्युदय को-ऑप, बँक लि. (मल्टी क्युरेन्सी बँक)
 ABHYUDAYA CO-OP. BANK LTD. (Multi-currency Scheduled Bank)

Valid for three months from the date of issue
 25 03 20 22
 D O M M Y Y Y Y

सा धारक को or Bearer

Pay Rahul More

रुपये Rupees One Lakh Ninety Thousand
Eight Hundred Nine Only — x — नंदा करं ₹ 1,90,809/-

A/c. No. 053011100003399

SB

For ZEAL INST. OF BUSIN. ADM. COMP. APP. & RESE

[Signature]
 DIRECTOR / DIRECTOR

Please sign above

ES BRANCH SIH RTGS/NEFT/IFSC CODE: ABHY0065110

* 101930 * 4110650131: 003399 * 10

[Signature]

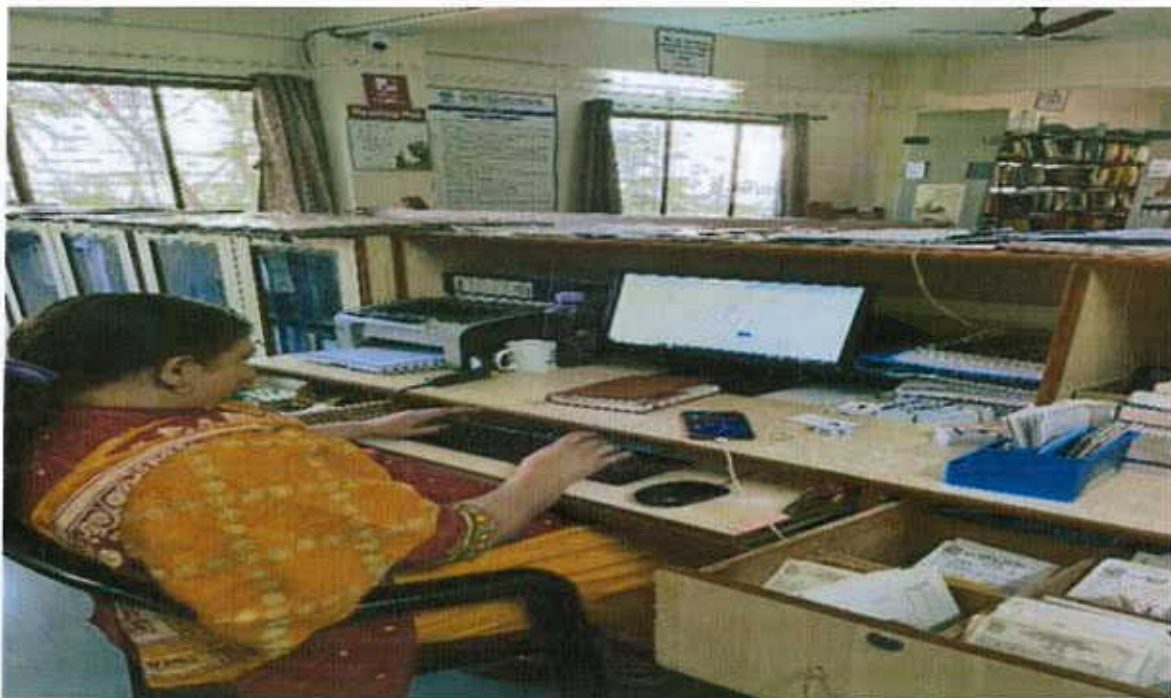


[Signature]
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041.

- **Computers with Internet connection**



- **Shared printer**

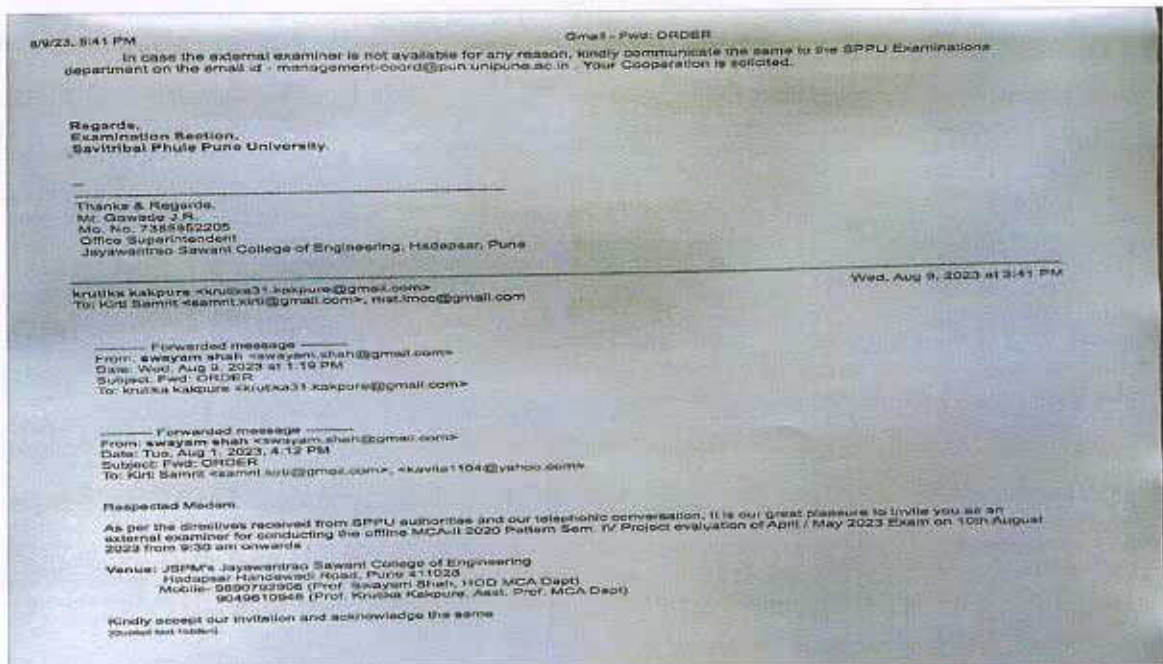




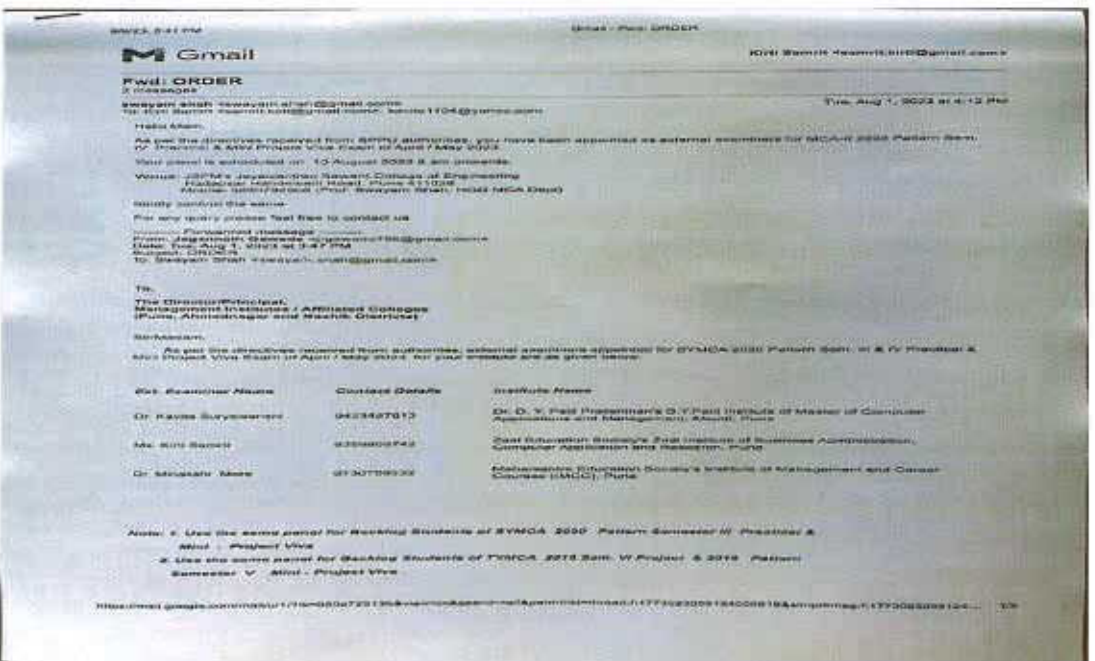
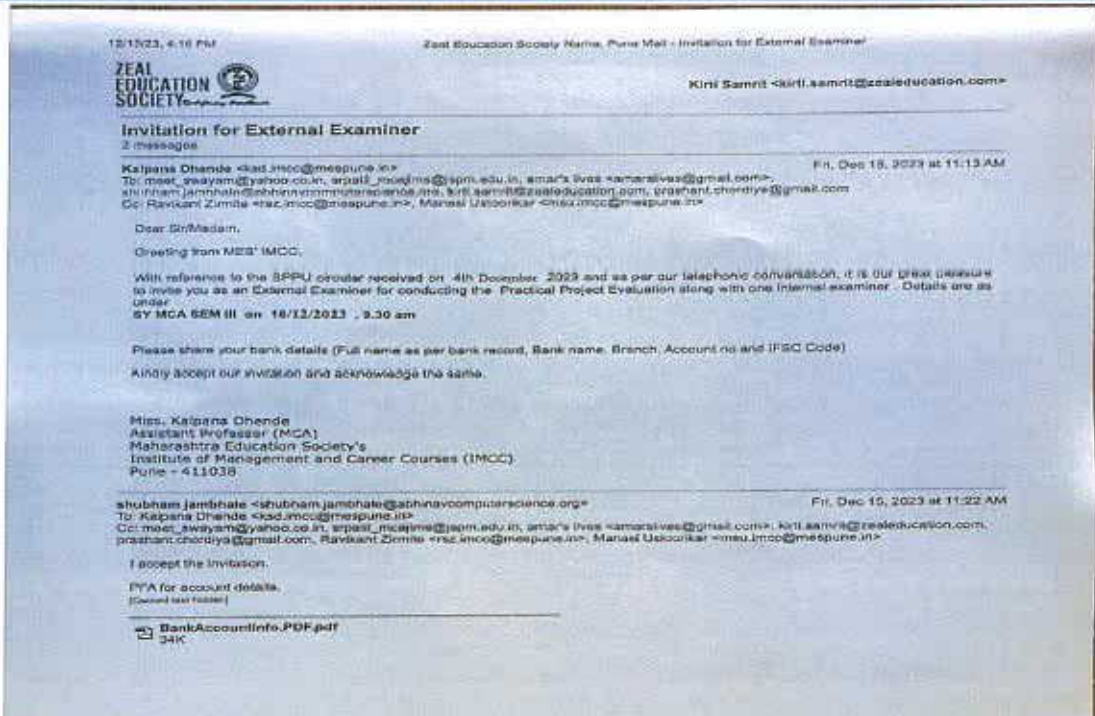
- Faculty Appreciation



- Professional bodies



J. B. Shah
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041.



Reedy
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041.



- I-cards



- Experience Certificates

EXPERIENCE CERTIFICATE

This is to certify that Dr. Rahul Pralhadrao More was working with Zeal Education Society as follows:

Name of the Institute	Post	From	To
Zeal Institute of Management & Computer Application, Narhe, Pune-411041	Asst. Professor (MBA)	05/10/2012	27/9/2017
Zeal Institute of Business Administration & Computer Application and Research, Narhe, Pune-411041	Asst. Professor (MBA)	28/9/2017	31/12/2021



Prady

Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041.



Experience Certificate

This is to certify that Dr. Pravin Narayan Mahamuni was working as an Associate Professor in Zeal Education Society's Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR), Narhe, Pune - 411041 as per details given below -

Sr. No	Name of Institute	Designation	From Date	To Date
1	Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR) formerly known as Dnyanganga Institute of Career Empowerment & Research (DICER)	Assistant Professor	10.08.2009	17.07.2016
		Associate Professor	18.07.2016	30.09.2021

Regarding his conduct and performance during the tenure of his service with the Institute and other verification write us on employee_verification@zealeducation.com or contact us on 7769000905.

For Zeal Education Society

Pravin Mahamuni



- Free Gymnasium



Pravin

- Diwali gift



- Diwali Celebration



- **Birthday Celebration**

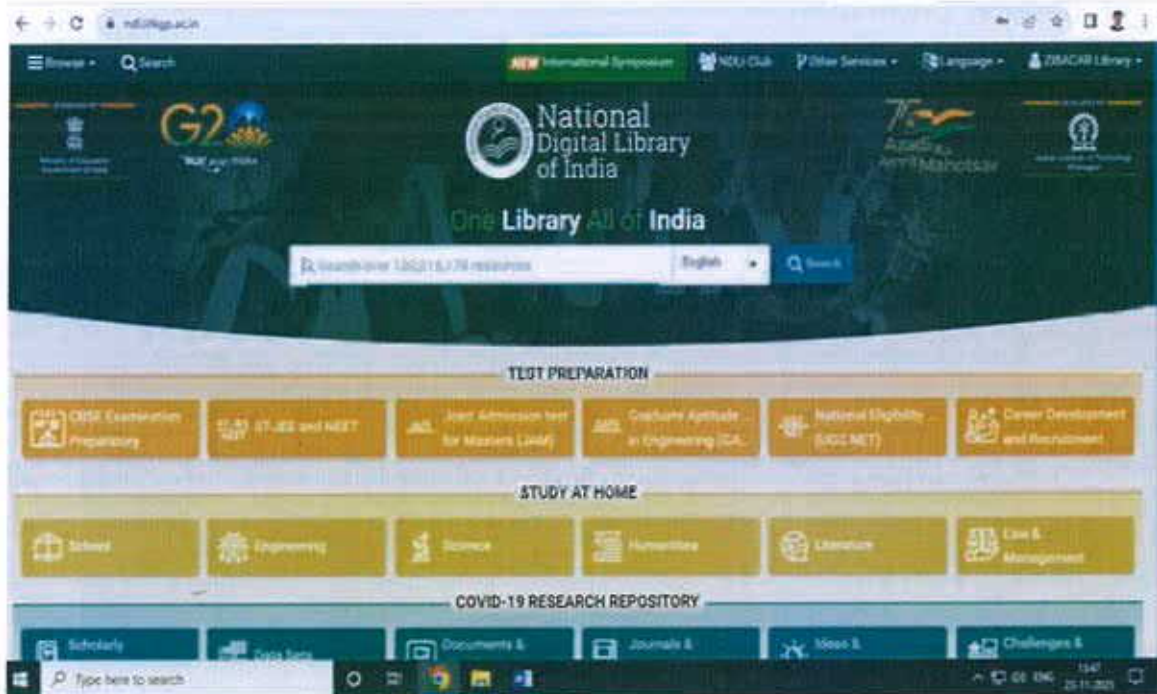


- **Unlimited access to Books from the library**

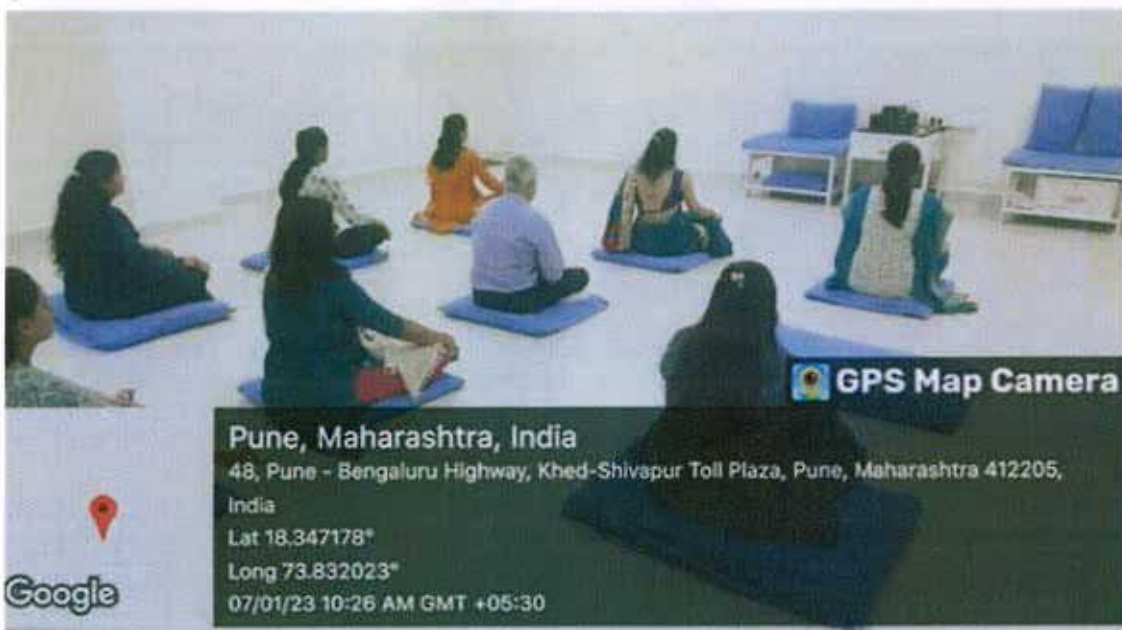




- National library



- Yoga Session



Priya
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research Pune-41



- Uniforms to the non-teaching staff



- Reading Hall





- Achievements Appreciation



- International Women's Day celebration

ZEAL INSTITUTES **ZEAL GROUP OF MANAGEMENT INSTITUTES**
INTERNATIONAL WOMEN'S DAY CELEBRATION

GLO-W TALKS
09 MARCH
 Live 3pm IST onwards
INTERNATIONAL WOMEN'S day

DR. NEYARA BADWAN
 Associate Professor,
 Electrical Engg., Faculty of Engineering, MRC,
 Aligarh Muslim University,
 South India

SOLMAZ M. SULEYMANOVA
 Director
 International Youth Society
 Azerbaijan

PROF. NADA RATKOVIĆ
 Associate Professor on Faculty of Economics,
 Business and Tourism
 Serbia

Follow us at

Live Streaming On **YouTube**



Prady
 Director
 Zeal Institute of Business
 Administration Computer Application



- Drinking water



- Office stationary



Pray
 Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-411041



- Security and safety



- Proper parking facility





- Reserved seating arrangement for faculty in canteen



- Green Campus



Bun

Director
Zeal Institute of Business
Administration Computer Application
& Research, Pune-411041.



- Leave form



Casual Leave Form

Department: _____

Name of the Staff: _____

Casual Leave Date From: _____ to _____

Reason: _____

Load Adjust to:

1. Name	Load	Time	Sign
2. Name	Load	Time	Sign
3. Name	Load	Time	Sign
4. Name	Load	Time	Sign
5. Name	Load	Time	Sign
6. Name	Load	Time	Sign

Other load (if any): _____

Applied Through ERP: Yes No

Applicant Signature

Remark: _____

Program Coordinator
(MBA I & II /MCA I &II)

Director

Head of Management Program

Academic Coordinator



[Handwritten Signature]

Director
 Zeal Institute of Business
 Administration Computer Application
 & Research, Pune-41



5. FACULTY APPRAISAL POLICY

INTRODUCTION

Zeal Institute of Business Administration, Computer application & Research (ZIBACAR), Pune, India is committed to appraise those faculties who demonstrates academic rigor, research inclination, leadership skills and act as role model for students, staff & colleagues. The faculty appraisal system is transparent and provides clear direction towards professional, organizational and personal objectives attainment. The purpose of the performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development.

METHOD OF SELECTION:

1. Faculty appraisal committee comprises
 - a. Director
 - b. Programme Coordinator-MBA
 - c. Programme Coordinator-MCA
2. Committee will review and validate the submitted documents as per the given evaluation parameters.
3. Committee will appraise the faculty members in accordance with Local Managing Committee and Governing Body.

PARAMETERS

Faculty shall be assessed on following parameters:

Parameter 1: Teaching Skills

A Faculty member is evaluated based on the Students-Faculty-Feedback analysis students.



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Parameter 2: Self-Appraisal form

A Faculty member is evaluated based on the basis of Self-appraisal form submitted by him/her.

Parameter 3: Peer review

A Faculty member is evaluated based on the Peer review and the Director of the institute.

Parameter 4: Qualification Upgradation

A Faculty member is evaluated based on the

- 1) Qualification Improvement and Certification.
- 2) Research Work and Book Publications.

Parameter 5: Awards and Incentives

A Faculty member is evaluated based on the various awards and incentives received.

Parameter 6: Job Performance

A Faculty member who has taken meticulous efforts with a great sense of sincerity towards successful completion of the assigned responsibilities allotted by the institute apart from the regular teaching load.

Major areas to be considered for evaluation:

- 1) Ensuring the smooth functioning of the Academics in the Institute.
- 2) Extra efforts put in to take placements to great heights.
- 3) Extra efforts towards the preparation of the compliance report for AICTE, DTE, UoP.
- 4) Major role played at the time of visit by various committees (AICTE, DTE, LIC, Selection Committee for staff approval).
- 5) Shouldering the responsibility in organizing various events at the Institute.
- 6) Team work, Inter-Personal Relation, Sincerity, Discipline.





6. SAMPLE APPRAISAL FORM

General Guidelines

1. It is necessary that all the blanks in the form shall be filled up. You may write Not Applicable if the query is not related to you.
2. The appraisee shall write his/her full name on the pages wherever required
3. The appraisee must fill up Self-appraisal form. If required, he/she may attach an extension.
4. Total marks for faculty performance appraisal are 100. Scheme of Grading is decided as under

Below 30	POOR
31 to 60	FAIR
61 to 80	GOOD
81 to 90	VERY GOOD
Above 91	EXCELLENT

5. Superior's Rating on page No. 3 will be converted in maximum marks as above and a mean will be taken out to decide the final rating
6. Each appraisee will be communicated his/her rating by the appraiser in writing.
7. For POOR and FAIR rating, supervisor shall conduct counseling session and make mention of it on the appraisal form. It shall be signed by the appraiser and the appraisee.
8. In case of consistently POOR rating, an appropriate decision may be taken by the concerned.





ZEAL
INSTITUTES

www.zealeducation.com
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EMPLOYEE



MANUAL

2018-19

EMPLOYEE MANUAL

TABLE OF CONTENT

About ZES

About Institute

Vision

Mission

Core Values

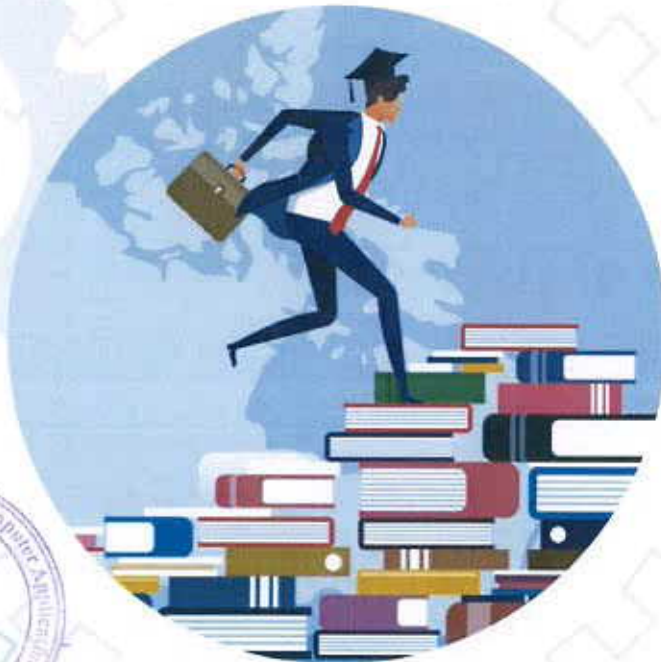
Quality Policy

Guiding Principle

Classification of Employee

Organogram

Policies for Employee



ABOUT ZES

Established in the year 1996, under the expert guidance of Shri. S. M. Katkar to provide quality education, Zeal Education Society has made a mark for itself as a renowned institute in the Pune region. ZES offer a team of highly qualified staff, state of the art infrastructure and extraordinary vision that every student who is a part of the Zeal family marches out of the campus with top level confidence and abilities to be competent enough to face the cutting edge competition in the corporate world today. The society imparts knowledge from KG to PhD by establishing Zeal College of Engineering and Research, Zeal Polytechnic, Zeal Group of Management Institutes, Dnyanganga School, Dnyanganga Junior College, Dnyanganga College of Education and Silver Crest School. All the courses are approved by AICTE, New Delhi, recognized by DTE Govt. of Maharashtra & affiliated to Savitribai Phule Pune University.

ABOUT THE INSTITUTE

ZIBACAR welcomes you to the one the finest management institutes in Pune region. We are committed to the proper progress of students for a flourishing career. The Institute aims at bringing out the budding talents within each student and offer a motivating supervision to discover their capabilities which can help them become competent professionals.

The Institute extends its full support and guidance through well qualified staff who are more that eager to improve professional as well as personal skills and help the students explore their full potential.

ZIBACAR offers state of the art infrastructure inclusive of a pleasant campus, up-to-date equipment and facilities that help the students to concentrate on their work. .

We have a team of highly qualified professors who strive to ensure that they impart knowledge which is sync with the University syllabus and the currents industry prerequisites. The amenities like Culture Centre, Music Studio, Dance Studio, TED Studio etc. have been offering opportunities to the students to showcase their talent.

COURSES OFFERED

S.r. No.	Name the Course	Duration	Year of Establishment	Specialization Provided	Inatake
01.	MBA	2 Years	2007	All Specialization as per SPPU	120
02.	MCA	2 Years	2008	-	60





OUR VISION

To be recognized as a Management Institute of Excellence by developing an individual's potentials in the field of Management through spread of knowledge and wisdom in an intelligent environment



OUR MISSION

By enriching the knowledge and enhancing the facilities through management education with relevance of industry and society as a whole.

By facilitating a harmonious symphony of excellence in teaching with a practical approach which shall be synonymous with academic rigor, research culture and sustained efforts to maximize value based education.

By developing holistic focus on character building along with a range of curricular, co-curricular and extracurricular activities.



CORE VALUES



FAIRNESS



TRANSPARENCY



EQUALITY



RESPECT



PEACE

QUALITY POLICY:

Develop, Implement & sustain a quality culture aimed at overall quality improvement of the institute driven by commitment, continuous effort and involvement of all levels of management.



GUIDING PRINCIPALS



Leadership:

Institute encourage its employees for continuous learning and development. Employees are encouraged to take active participation with vision and mission of the Institute along with teamwork.



Employability:

Institute encourages faculty and staff for having work balance along with personal commitment by providing positive work environment.



Response to future change:

ZIBACAR is continuously working to keep itself ready to face future challenges, it also works on the future opportunities of the employees.

CLASSIFICATION OF EMPLOYEES

Zeal Education Society provides education from Nursery to Ph.D. with special focus on Engineering and Management courses. Zeal Education Society was established in 1996 under the guidance of Hon. Shri. S. M. Katkar, an eminent industrialist with a vision to provide quality education Commencing its journey of excellence in the academic year 2007 dated 28th May 2007 with an intake of 60 students for MBA course, which was increased to the strength of 120 students 20th August 2009. To support the national IT workforce, the institute ventured into MCA programme with the intake of 60 students in the Academic year 2008-09

The employees in ZIBACAR are employed as per the need of the Institute. Classification of employees and corresponding reporting authority are shown as below.

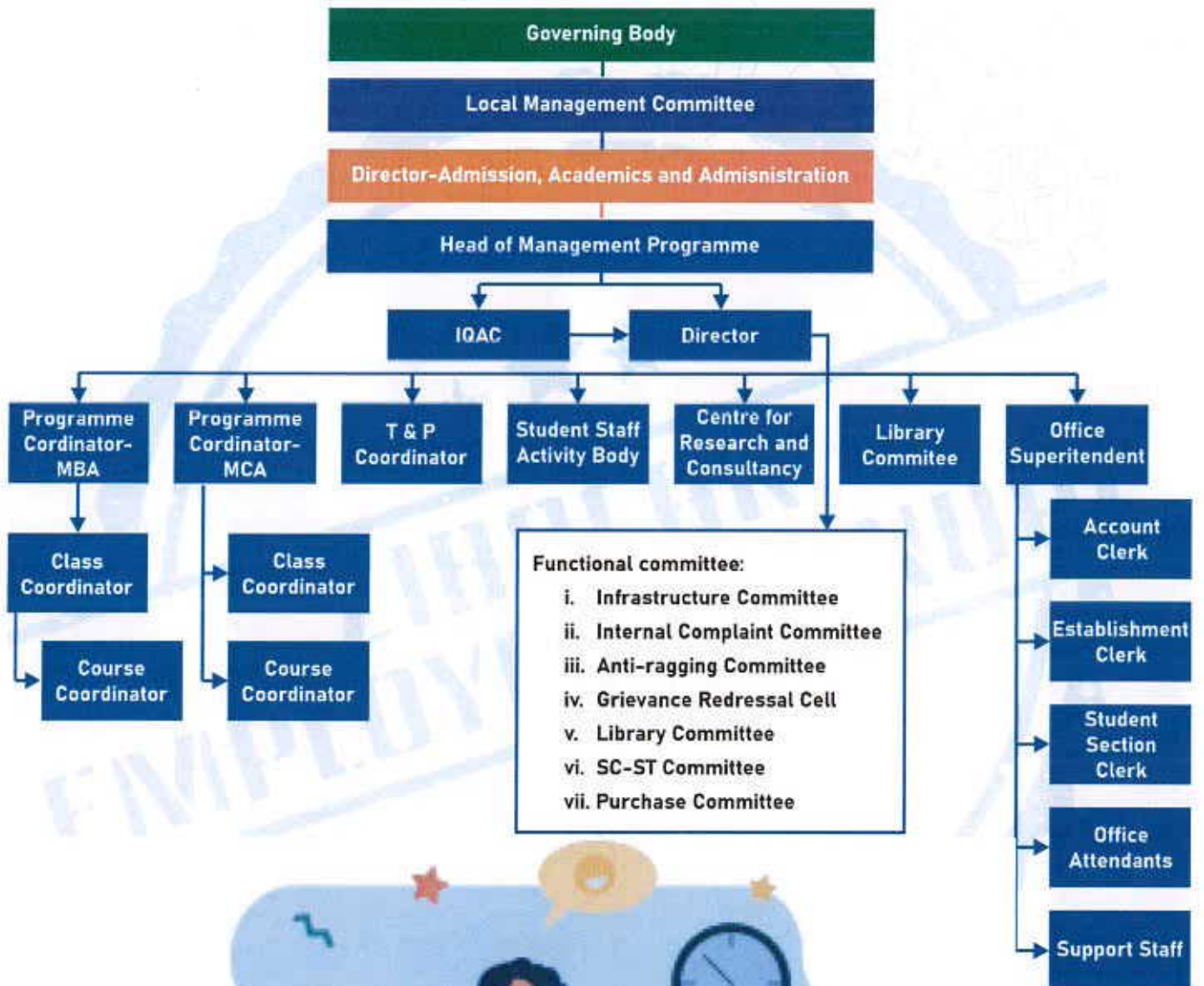
Designation	Reporting authority
Director	President/Secretary
HOD	Director
Training and placement officer	Director
Program coordinator	Director
Class Coordinator	Program coordinator
Teaching staff	Program coordinator
Office Staff	Director

Designation	Reporting authority
Library Staff	Director
Store Staff	Campus office
Cleaning Staff	Director
Peons	Campus office

ORGANOGRAM



ORGANOGRAM



POLICIES FOR EMPLOYEE

LEAVE POLICY FOR FACULTY/ STAFF APPOINTED IN THE INSTITUTE

The following general principles shall govern the grant of leave to the employees appointed in the institute. However, the general principals of the rule will be altered/ modified as per the changed policies of the Zeal Education Society.

1. Leave and vacation cannot be claimed as right and the same shall be availed keeping in view the interest of the Institute and as per the guidelines given in the following clauses.
2. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
3. Depending upon exigencies of service, the leave sanctioning authority may: -
 - a. Refuse,
 - b. Recall any member of staff from leave before it is wholly availed,
 - c. Permit an employee, if he/she so requests, to re-join duties before expiry of leave period.
4. An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.
5. Competent Authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
6. It is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
7. If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing or communicate via email and inform telephonically to the competent authority giving reasons for seeking the extension. Such request shall be made well in advance, so as to enable the office to process and communicate the decision to the employee before expiry of the leave sanctioned earlier.
8. No leave or extension of leave shall be deemed to have been granted unless it is sanctioned.

CASUAL LEAVE

1. The Teaching Staff members are entitled for 15 days and Non- Teaching Staff members are entitled for 10 days of casual leave during the academic year.
2. The application for casual leave shall ordinarily be sent at least two days before the date from which casual leave is applied for.
3. Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
4. Holidays and Sundays falling between two periods of casual leave shall be entirely counted as casual leave.



5. Holidays and Sundays, immediately preceding or following the day / days of casual leave shall not be counted as casual leave.
6. An employee shall not be entitled for casual leave of more than two days at a time and in a month.
7. Casual leave, not availed by an employee during the academic year, cannot be carried forward to the next academic year.
8. Half day casual leave may also be granted for absence of half working day (more than 2.5 hours).
9. Casual leave is applicable in proportion from the date of joining the services for the fresh employees.
10. In case of emergency, faculty / staff member shall communicate telephonically to the competent authority giving reasons for seeking the leave. Written leave application.

EARNED LEAVE

1. The approved / regular faculty and staff can avail maximum 15 days of Earned Leave during the academic year. For every two working days of vacation, one EL can be earned.

ON DUTY LEAVE

1. The faculty / supporting staff is granted duty leave for University, DTE, AICTE, Zeal Society, central / state / local government and other official work, subject to prior approval.
- The faculty / supporting staff is granted duty leave (once in each semester) for attending FDP / Seminar / Workshop / Conference / Industry Interaction etc.
- It is mandatory for the faculty / staff to submit the supporting document / certificate (as applicable) to avail the duty leave, and share the knowledge acquired with the faculties/staff members.

COMPENSATORY LEAVE

- A faculty / staff will be granted Compensatory Leave if he / she has worked on holidays for at least 06 hours with the permission of higher authorities.
- The concern employee can apply for Compensatory Leave without disturbing the regular schedule of the institution.
- Compensatory Leave can be carried forward to next academic year.

STUDY LEAVE

- Teaching and Non-Teaching faculty can avail Study Leave as per the policy for "Sponsorship for Higher Education".

HOLIDAY

- Employees shall avail National / Regional holidays as notified by Zeal Education Society, Narhe.



VACATION

- The faculty / staff members may avail vacations after completion of one year of service.
- The All vacation can be split in maximum two slots.
- Un-availed vacation can be converted into EL, which can be used in the time of emergency.

MEDICAL LEAVE

- Yearly 15 days of Medical Leave can be availed for teaching staff and 10 days for non- teaching in one academic year.
- The medical leave may be avail as per requirement However, Faculty/staff needs to submit the authentic medical certificate from a Registered Medical Practitioner (Allopath) only, if number of days of medical leave availed are more than 03.
- Any leave taken in emergency (for which sanction has not been taken) will be considered as Medical Leave.
- Medical leave is applicable in proportion from the date of joining the services for the fresh employees.
- The un-availed medical leaves can be carried forward to next academic year, for approved faculty/staff with minimum one year experience at Zeal Education Society.

MATERNITY LEAVE

- An approved lady faculty/ staff who has coating 1 year of continues service may avail maternity leave for 180 days. If an employee, who is on Maternity Leave, seeks extension thereof, shall make an application in writing or communicate via email to the competent authority giving reasons for seeking the extension. Such request shall be made well in advance, so as to enable the office to process and communicate the decision to the employee before expiry of the leave sanctioned earlier.

I.FACULTY RECRUITMENT POLICY

1. Objective

In ZIBACAR institute, the quality of teaching faculty is of utmost importance. The faculty members are involved in several critical activities like teaching, research and mentoring. Institute is involved in the holistic development of the students.

1. 2. Core Faculty Recruitment Process:

Core faculty recruitment is always done with the advertisement in the newspaper or employee referrals. Each new recruitment need to go with recruitment process.



- ZIBACAR computes the required strength before the end of academic year and an advertisement is provided consisting of the number of required staff and functional areas.
- After profile verification initial shortlisting is done regarding their background and research credentials.
- Shortlisted candidates have to go with the initial process of actual teaching in class which comprises of students and faculties.
- Candidates who pass through the process need to go with an interview process with Director followed by intense interview related with subject with Director of Zeal Education Society.
- In final interview the candidate has to pass through the interview with the Secretary of Zeal Education Society.
- All finally selected candidates are placed and confirmed in the service.
- Institute carries rigorous process which ensures quality for the incoming faculty who are best in terms of knowledge which will match with the culture of Institute.

RECRUITMENT PROCESS FOR VISITING FACULTY:ON

- Recruitment of visiting faculty are done to teach advance courses where the core faculty is not equipped. Depending on the need of the Institute visiting faculty is appointed who will cover the subject allocated within the specified timeline. The Director decision is considered while appointing the visiting faculty.

I.INDUCTION POLICY

1. Objective:

- 1.1 Facilitating smooth accommodation of new employees in the Institute
- 1.2 Making newly appointed employees familiar with the rules and procedures of the Institute.

2. Applicability:

- 2.1 Applicable to all new appointed employees at all level at the Institute.

3. Policy:

- 3.1 The HR department on the first day of new employee conducts an Induction program.
- 3.2 Induction program will consist of introducing new teaching employee with the Institute other employees also new employee is made aware of the role and responsibility by the Program Coordinator.
- 3.3 For new non-teaching employee induction program will be conducted by the senior person in non-teaching department
- 3.4 Above process is applicable to both teaching and non-teaching employees

MAINTENANCE OF FILES AND RECORDS

1. **Objective:** To maintain all documents for each activity carried at the Institute.
2. **Applicability:** Applicable to all employees working at all level at the Institute.
3. **Policy:**
 - 3.1 All the staff need to maintain records for the assigned responsibility
 - 3.2 Format of all file and Index will be finalized by the Academic head and IQAC.
 - 3.3 All files are verified by the Academic head and IQAC from time to time.

