



ZEAL
INSTITUTES

www.zealeducation.com
NARHE | PUNE | INDIA



EMPLOYEE



MANUAL

2018-19

EMPLOYEE MANUAL

TABLE OF CONTENT

About ZES

About Institute

Vision

Mission

Core Values

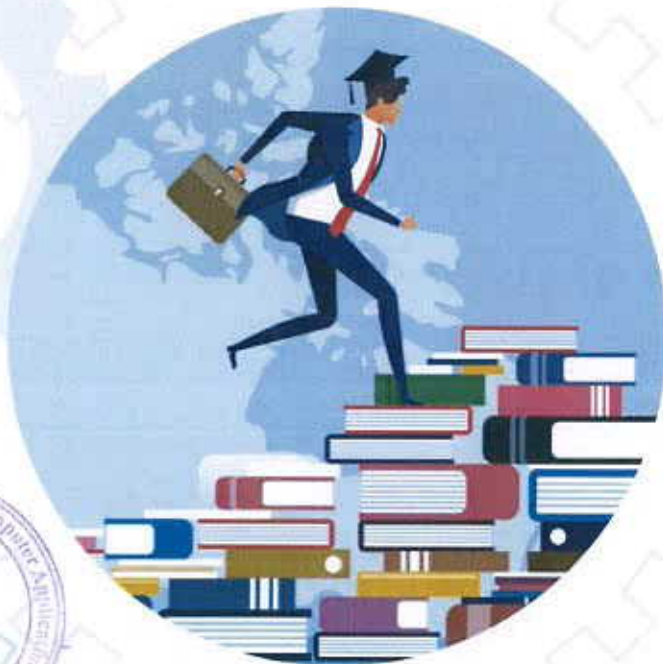
Quality Policy

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.

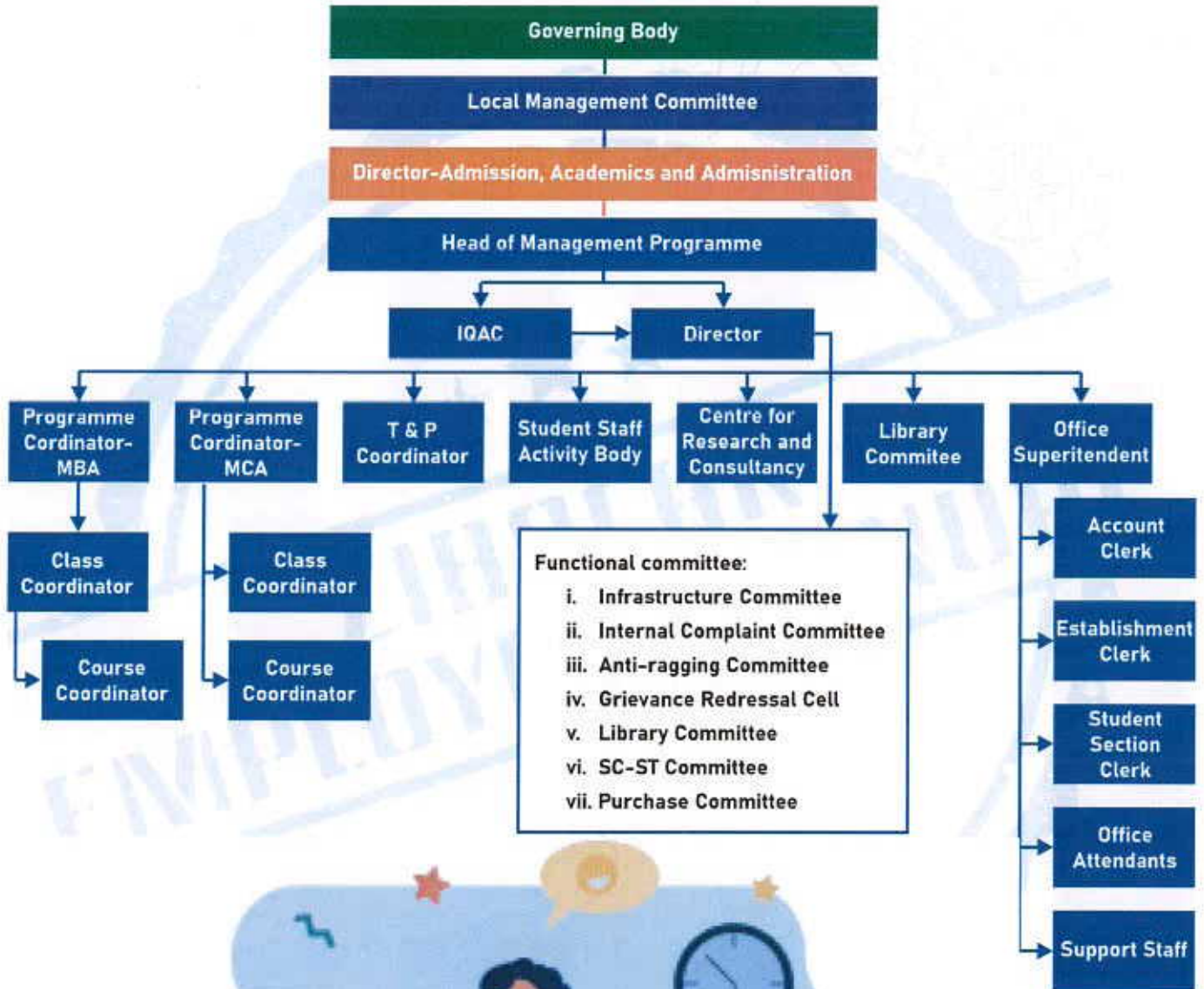
Designation	Reporting authority
Director	President/Secretary
HOD	Director
Training and placement officer	Director
Program coordinator	Director
Class Coordinator	Program coordinator
Teaching staff	Program coordinator
Office Staff	Director

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.

