MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)
INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC)
131, Mayur Colony, Kothrud, Pune - 411038. Maharashtra, India | Tel.: 020-25466271, 25466270, 25463453.
e-mail: director.imcc@mespune.in | www.mesimcc.org | NBA Accredited MCA Programme
(Recognized by Savitribai Phule Pune University)

Notice

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 21st March 2022
- Time : 1.30 pm
- Venue : Meeting Room

AGENDA

1. Review and confirm Minutes of the last meeting.
2. Approval of the modified Vision Mission of the institute.
3. Finalization of all policies sanctioned in PCC including course files format, CO PO mapping process, stakeholder feedback action plan, etc.
4. Discussion on Marketing/Branding of the institute
5. Discussion on selection of Best Practises for institute
6. Finalization of Extended Profile w.r.t. NAAC
7. Discussion and finalization of Service Rules
8. Discussion and approval of Performance Appraisal System
9. Any other point with permission of the chairman.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator

M.E.Society's Institute of Management
M.E.Society's I.M.C.C. PUNE-38.

Dr. Jayashree Patil
IQAC, Coordinator

MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)
INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC)
131, Mayur Colony, Kothrud, Pune - 411038. Maharashtra, India | Tel.: 020-25466271, 25466273, 25463453.
e-mail: director.imcc@mespune.in | www.mesimcc.org | NBA Accredited MCA Programme
(Recognized by Savitribai Phule Pune University)

Minutes of Meeting

The IQAC meeting was held on 21st March 1:30 pm. Following members were present for the meeting.

1. Dr. Santosh Deshpande (Director)
2. Dr. Ravindra Vaidya (Head of Department)
3. Dr. Manasi Bhate (Head of Training & Placement Cell)
4. Mrs. Darshana Yadav (Extracurricular coordinator)
5. Mrs. Apurva Barve (Training Coordinator)
6. Dr. Ashwini Pail (MCA Program Coordinator)
7. Dr. Girish Bodhankar (MBA Program Coordinator)
8. Dr. Jayashree Pail (IQAC, Coordinator)

Minutes of the meeting

1. Review and finalize last meeting minutes
   Dr. Jayashree Patil read minutes of the last meeting. All members noted and agreed on those points.
2. Approval of the modified Vision Mission of the institute.The IQAC coordinator briefed everyone about NAAC related activities held from August 2021 to February 2022. All members noted the same.
3. **Approvals of various templates for documents**
   Dr. Girish Bodhankar suggested a common template for event / activity report, attendance report, and faculty files. All members discussed it and finalized the all format.
4. **First Audit for NAAC**
   Dr. Girish Bodhankar explains the schedule of the first audit process starting from 9th, March, 2022. Detailed schedules were discussed among the members. Inputs also given by Dr. Ravindra Vaidya, Prof. Darshana Yadav
5. **Any other point with permission of the chairman.**
   Discussion held on the policies which are to be prepared by the departments and various cells related to the academic and administrative activities.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator

M.E.Society's Institute of Management & Career Courses I.M.C.C. PUNE-38.

Dr. Jayashree Patil
IQAC, Coordinator

MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)
INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC)
131, Mayur Colony, Kothrud, Pune - 411038. Maharashtra, India | Tel.: 020-25466271, 25466273, 25463453.
e-mail: director.imcc@mespune.in | www.mesimcc.org | NBA Accredited MCA Programme
(Recognized by Savitribai Phule Pune University)

Ref. No.: MES IMCC/COMMITTEE/227/2022-23 Date: 13/05/2022

OFFICE ORDER

Sub.: Appointment of Institution-Industry Cell

Ref.No.: Essential Requirement by All India Council for Technical Education (AICTE), New Delhi.

Madam / Sir,

With reference to above mentioned subject, you have been appointed on the Committee as per the guidelines prescribed by AICTE / UGC. Your appointment is for the period from **01/06/2022 to 31/05/2024.** The **Institution-Industry Cell** is established to synchronize the quality of education to meet the current trends and needs of industry, to produce employable students i.e., "Industry-Ready students."

Please attend the meeting/s and provide your valuable guidance/knowledge/support to Committee/Cell to address the related issues.

Director

DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.

Copy to 1) All Committee/Cell Members.

S N	Name Of Staff	Profession	Mobile & Email	Role	Associate with
1.	Dr. Santosh Deshpande	Teaching	9822766911 director.imcc@mespune.in	Chairman	Institute
2.	Dr. Ravindra Vaidya	Teaching	9422285207 rpv.imcc@mespune.in	Member	Institute
3.	Dr. Manasi Bhate	Teaching	9890266634 msb.imcc@mespune.in	Member Secretary	Institute
4.	Dr. Venugopal Narsingoju	Teaching	8275553213 vsn.imcc@mespune.in	Member	Institute
5.	Ms. Apurwa Barve	Teaching	9881248064 aab.imcc@mespune.in	Member	Institute
6.	Mr. Hrishikesh Dhande	Academic Relationship Manager	9923266041 hrishikesh.dhande@tcs.com	Member	Industry (TCS)
7.	Prof. Shitalkumar Rawandale	Dean, Industry Institute Integration,	9975490622 srawandale@gmail.com	Member	Institute (PC COE)

Continue Page No...2

S N	Name Of Staff	Profession	Mobile & Email	Role	Associate with
8.	Mr. Abhay Damale	Sr. Solution Architect, Program Manager	9823193460 abhay1.damle1@gmail.com	Member	Industry (Zensar)
9.	Ms. Shivani Dani	Student-MCA	9923408325 shivanirdani@gmail.com	Member	Institute
10.	Ms. Shri Vaishnavi	Student-MCA	8390580415 ksvaishu97@gmail.com	Member	Institute
11.	Mr. Samarth Ambekar	Student-MBA	9527733636 samarthambekar1510@gmail.com	Member	Institute
12.	Ms. Falguni Shaha	Student-MBA	9923993065 Falgunishaha.fs@gmail.com	Member	Institute

2) Publication to Institute website

Director
DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.

MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)

INSTITUTE OF MANAGEMENT & CAREER COURSES (IMCC)

Approved by AICTE and Recognised by Savitribai Phule Pune University, Pune

IMCC Campus, 131, Mayur Colony, Kothrud, Pune 411038, Maharashtra, India | Ph.: 020-2546 3453 / 6271 / 73 | e-mail: info.imcc@mespune.in | www.mesimcc.org

NBA Accredited MCA Programme

LEAVE RULES / POLICIES

1. Leave Calculation is to be calculated from 01st July to 30th June of every year.
2. Leave to be applicable as follows

A] YEARLY CASUAL LEAVE

Description/Particulars	Teaching	Non-Teaching
Total Admissible	15 Nos.	10 Nos.

B] YEARLY MEDICAL LEAVE

Description/Particulars	Teaching	Non-Teaching
Total Admissible	10 Nos.	10 Nos.

C] YEARLY EARNED LEAVE

Description/Particulars	Teaching	Non-Teaching
Total Admissible	Not Applicable	30 Nos.

3. The Leave/s other than "Vacation", credited into Teachers' Leave to be defined and referred as "Vacation Leave". In the said Vacation Leave Account of Teacher, following types of leave to be added/utilized.
   a) Un-availed Vacation to be transferred @ 1/3.
   b) If a Holiday is declared by University is only for Non-teaching, the said Holiday is to be considered as "Vacation Leave" for Teaching
4. Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to Casual Leave.
5. Any extension of leave beyond the sanctioned period be allowed with prior sanction of Director.
6. The balanced leave of employees (Except Casual Leave) will be carried forward to the subsequent year and accumulated in the employees account. The maximum Vacation Leave (Teaching) and Earned Leave (Non-Teaching) that can be accumulated is 300 days.
7. The Medical Leave will be granted for medical reasons of self only. These Medical Leave Requests should be supported with Doctor's Certificate of Registered Medical Practitioner.
8. Leave Rules as framed / implemented / updated by the Institute from time to time is binding to all employees.
9. In case of any disputes in this regard, the decision of Director will be final and binding to all.
10. Any Compensatory Off should be prior recommendation of the concerned Department Head / Section head and final approval shall be given by Director.
11. Compensatory Off shall not be carry forwarded to next year.

DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.

SERVICE RULES

I. Preamble:

1. These rules shall be called as Service Rules'.
2. They shall be deemed to have come into effect from 15th June, 2022.

II. Definitions:

1. 'Institute' means ' Maharashtra Education Society's Institute of Management and Career Courses (IMCC)'.
2. 'Management' means 'Maharashtra Education Society' represented by its Chief Executive Officer.
3. 'Governing Body' means 'The Governing Body of the Institute' constituted as per A.I.C.T.E / UGC. norms.
4. 'University' means 'Savitribai Phule Pune University, the affiliating University.
5. 'Director' means Head of the institution authorized by the Management to discharge the duties and responsibilities as defined by AICTE / DTE / UGC / Management
6. 'Employee' means a person who is employed by the Institute including Director.
7. 'Vacation' means any recess in an academic year.
8. 'Teaching Staff' cadres and strengths are in accordance with the AICTE norms.
9. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths are in accordance with State Government / Management norms.
10. 'Competent Authority' – Chairman in the case of Director and Director in the case of other employees.
11. 'Duty' - an employee is said to be on duty (OD) in the case of following.
    a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
    b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
    c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
    d) When the employee is attending to the work assigned by the competent authority in the interest of Institute/Management.
12. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
13. 'Pay' means Basic Pay in the time scale or basic pay with special pay/allowance as the case may be.

Contd..2

14. 'Year' means calendar year/ financial year / academic year as the case may be.

III 1. Appointments:

The Management/ Director is the competent authority to appoint any employee based on the recommendations of the selection board of University / Management. The appointment orders shall be issued by the Management / Director.

2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ State Government / University / Management norms in respect of Non-Teaching Staff.

3. Selection:

a) The rules prescribed for selection of employees from time to time by AICTE / University / State Government / Management shall be followed.
b) A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates by a selection committee as directed by the Management.
c) The Management / Director may in special circumstances appoint qualified persons by invitation / deputation / contract basis year after year up to a maximum of Five years.

IV. Seniority:

The matters related to seniority is finalized by the Governing Body of the Institute as per the procedure laid out by State Government/ Affiliating University.
Institute has adopted policy of 100 % Direct Recruitment method and maintained Roster accordingly, to which regular approval is sought by विभागीय आयुक्त, मागास वर्गीय कक्ष, नाशिक Magas Vargiya Kaksha, Nasik and सामान्य प्रशासन, मंत्रालय, मुंबई.

V. Pay, Allowance, Increments and Promotions:

1. **Pay:** AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non-teaching staff.

2. **Allowances:** Dearness, House Rent and other allowances as per AICTE norms for teaching staff and State Govt. norms for non -teaching staff are extended by Management from time to time to all regular employees of the Institute.

Contd..3

3. **Sanction of Increments:**
   - **a)** Director/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization / Research contributions / previous salary drawn and experience at the time of appointment.
   - **b)** **Regular Increments:** The regular increments shall be sanctioned by the Director / Management on the satisfactory performance of the employee.

4. **Promotional Policy**

Institute has adopted policy of 100 % Direct Recruitment method and maintained Roster accordingly, to which regular approval is sought by विभागीय आयुक्त, मागास वर्गीय कक्ष, नाशिक Magas Vargiya Kaksha, Nasik and सामान्य प्रशासन, मंत्रालय, मुंबई.

VI. General Service Conditions:

1. All the employees of the Institute shall abide by the general rules of conduct as specified by the Institute.
2. All the employees of the Institute are required to be present in the Institute throughout the working hours of the Institute on all working days.
3. An employee of the Institute shall devote his/her whole time to the service of the Institute and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Director.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Director is empowered to suspend any employee in the interest of the Institute and report his action to the Management and the university as the case may be.
5. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months' notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination.
6. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Director or the date of relieve, whichever is earlier.

Contd..4

7. For all employees in the Institute, an individual personal file and Service Book shall be maintained with regular updates as per State Government / affiliating university norms.

CODE OF CONDUCT FOR FACULTY & STAFF

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her.

a) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Director, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the Institute.

b) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Director, in writing through the respective H.O.D, or directly, if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the headquarters.

c) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.

d) No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the Institute; or is deemed detrimental to the interests of the Institute.

e) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

f) An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the Institute.

h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the Institute with full details.

i) No employee shall except with prior permission of the competent authority can take resource to law or to the press for the vindication of any official act of the Institute which has been the subject matter of criticism or attach defamatory character.

Contd..5

j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his /her application to any higher authorities unless the competent authority has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

k) An employee who commits any offense or dereliction of duty or does an act detrimental to the interest of the Institute is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.

l) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTION

a) All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.

b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.

i) Censure (strong expression of disapproval)

ii) Withholding increments / promotion

iii) Recovery from his/her salary whole or part of any financial loss caused to the Institute due to negligence of duty or breach of orders / rules.

Contd..6

iv) Suspension

v) Removal from service

vi) Dismissal from service

c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of 3-5 members consists of Director, HoD, senior faculty and senior non teaching staff member.

An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management.

DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.