

WAINGANGA COLLEGE OF ENGINEERING AND MANAGEMENT, DONGARGAON

HUMAN RESOURCE POLICY

About Us:

Wainganga College of Engineering and Management, Dongargaon, Wardha road, nagpur was established in 2008 under Wainganga Bahu-Uddeshiya Vikas Sanstha (WBVS) which was established in the year 1990. Wainganga College of Engineering and Management cater to the educational needs of local, national and global. A combination of cutting edge infrastructure and well accomplished staff makes it as a premier center for learning

Vision

Imparting quality education to students in terms of knowledge, Skills, ethics and values for becoming responsible human being in society.

Mission:

M1: To disseminate knowledge to meet professional challenges.

M2: To provide life skills amongst the students.

M3: To impart ethics, values among the students.

Quality Policy:

We at WCEM, do efforts hard continuously to achieve academic excellence in Engineering, Technology, Management and Research and to produce the most competent Scientists, Engineers, Entrepreneurs, Managers and Researchers (SEEMR) through objective and innovative teaching methods, dedicated and duty conscious and consistent updating of facilities, welfare and quality improvement of the faculty and a system of continuous process improvement.

Core Values:

- Respect individuals and values
- Be learning and learner focused
- Embrace knowledge and Intellectual pursuits
- Value self learning and collaborative team work
- Be Innovative and drive change & Be ethically and socially conscious
- Pursue leadership and take initiative
- Adaptability, Integrity and Honesty

Objectives:

- To ensure that, the recruitment of the different categories of staff / faculty, defining their roles and responsibilities.
- To respect basic human values, culture, loyalty, commitment, dedication, discipline, devotion and practices that promotes team spirit, responsibility and participatory functioning.
- Overall development of its human resources.
- To enable the staff / faculty share their personal and professional issues.

Privacy:

- Employees who disclose secrets or confidential information of the organization / administration will be subject to disciplinary action which may lead even to dismissal and prosecution

Terms used in the policy

- “Basic pay” means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include.
- “Date of Appointment” means the first day of joining the duty by the employee as mentioned in the appointment order.
- “GB” means the Governing Body of WCEM.
- “HoD” means Head of the Department.
- “Employee” means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of WCEM and who gets his salary directly from WCEM

WCEM recognizes the following classification of its staff:

Administrative Staff: Chief Executive Officer, Principal, Deans, Director, Administrative Officer, Accountants, Office and Accounts staff, Library staff, Principal office staff and CEO office staff.

Teaching Staff: HoDs, Professors, Associate Professor, Asst. Professors, Librarian and Physical Director.

Technical Support Staff: System Administrator, Computer Programmer, Workshop Superintendent and Lab Instructors / Technicians.

Non-Technical Support Staff: Junior Assistant, Lab Assistants / Attendants, Drivers, Attenders, and Gardener

Job Responsibility

The responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and RTMNU, Nagpur in line with the vision & mission of the WCEM.

Academic:

- Class room teaching with modern aids.
- Lab instruction and demonstration with master readings.
- Development of laboratory, curriculum and resource materials by using modern techniques.
- Student evaluation and assessment.
- Participation in curricular and co-curricular activities.
- Student guidance, counseling, personality and overall development.
- To prepare, provide, generate and disseminate knowledge in the interest of students.

Research and Development:

- R&D activities through projects and research guidance.
- Potential search for opportunities to provide consultancy services.
- Promotion of institute – industry interaction.
- Promotion of Patent development and Inventions.

Administration:

- Planning, designing and development of new programmes and promotional activities.
- Mobilizing resources for the institution.
- Administration both at departmental and institutional level
- Monitoring and evaluation of academic and research activities.
- Participation in policy planning for development of technical education
- Maintain accountability.
- Conduct performance appraisal

Extension Activity:

- Guiding the students in overall character development.
- Extension services by interacting with society / community through NSS, NCC, etc.
- Providing technical support in areas of social relevance.
- Providing non formal education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.

Appointing Authority:

- The Chairman of the wcem Educational institutute shall be the appointing authority for the post of Principal, deans & Directors and Administrative officer of WCEM.
- All other staff of WCEM will be appointed by the Principal on behalf of the Board of Trustees with the approval of the Chairman.

Qualifications and Experience:

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the AICTE, New Delhi / Government of Maharashtra.

Recruitment and Selection:

- The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.
- The rules prescribed for selection of employees from AICTE Staff selection committee shall be followed. shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.
- The candidates for Assistant Professor and Associate Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Principal / Chairman.
- Candidates for non-teaching posts are selected based on practical test conducted by department selection committee and if need be a final round of one-on-one interview by the Principal.
- Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.
- An appointment letter duly signed by the Appointing Authority is issued to the candidate.
- The Appointment letter should contain The designation/title of the job and responsibilities specific to the job.
- The level of commands/reporting to and taking responsibilities in the absence of supervisors.
- The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.
- On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.
- Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / Government of Maharashtra.
- Annual increments shall be sanctioned by the Principal with the approval of Chairman on satisfactory performance of the employee based on the recommendations of departmental HoDs.

Salary and Disbursement:

Annual increments are sanctioned to the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective accounts in The BOI of Dongargaon Branch.

Salary Advance:

WCEM discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made approval by Principal and Chairman.

Faculty Self-Appraisal:

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal as annexed, filled and submit it to the Principal which may taken into consideration at the time of increments or promotion.

Financial support is provided to teaching staff members for attending trainings/ workshops/seminars:

The faculty will approach the management for financial support on prior date to attend training/workshop/seminar. The related faculty will be provided the financial support from the college. The institute also supports and motivates the staff for organizing/arranging trainings/workshops/seminars/FDPs.

Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sr.No.	Category	Notice Period
1.	HoDs and Professors	One months notice or salary in lieu of notice at the discretion of Principal
2.	Teaching Staff	Three months notice or salary in lieu of notice at the discretion of Principal
3.	Administrative Staff	Three months notice or salary in lieu of notice at the discretion of Principal

Appointment Letter;

All original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

Office Hours & Attendance System:

- The class timings are from 9.45 A.M. IST to 5.30.00 P.M. IST. The usual office timings are from 9.45 A.M. IST to 4.30 P.M. IST with one hour lunch break from 1.30 P.M. IST to 1.20 P.M. IST.
- Management has the right to shift to a different pattern for workingdays and working hours.
- Any change in the Class and Office timings shall be notified to the respective staff through HoD or direct circular vide KSRCTCMS.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- All staff shall swipe their finger prints at the biometric reader, both in the morning before 9.45 and in the afternoon after 5.30 pm

- Permission for coming late is granted only for twice in a month. The permission may be taken with the approval of HoD either in morning
- If the staff exceeds the limit the biometric attendance automatically marks as “Casual leave

Punctuality:

The institution is very serious in enforcing punctuality through its Heads of the Departments. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of Principal.

Leave Rules and Leave Policy:**General:**

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept while on leave. Any employment Leaves, of any kind, can be taken only after they are sanctioned by the competent authority.
- Even for Casual Leave (CL), intimation by telephone, SMS or email is to be given to the HoD/Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in principal the office of the through WCEM.

Sanctioning authority:

Principal is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads/in charge for administrative convenience, chairman is the competent authority to sanction leave of the principal.

Casual Leave (CL)

All the employees of the college are entitled to twelve days of casual leave in a calendar year.

The total number of CL is used in one spell including prefixed, suffixed and intervening holidays shall not exceed 10 days.

Unused CL at the end of a calendar year is NOT carried forward to the next year

Casual leave cannot be combined with any other type of leave

Casual leave for half a day may also be granted for forenoon or afternoon

CL can be availed using the prescribed form as annexed

Newly joined / employees on during probation period shall normally avail.

However, the Principal can use his/her discretionary power to sanction leave depending on the circumstances.

Medical Leave (ML)

- All employees are entitle to 8 days of leave on medical grounds.

The leave will be granted against production of medical certificate from aregistered medical practitioner.

- Maternity leave of 6 month will be granted against production of medical certificate

Compensatory Casual Leave (CCL)

All the regular staff members who work on public holidays are eligible for one day compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

On Duty (OD):

All regular faculty/staff members shall take OD with prior approval from HoD and Principal. The On Duty is categorized into three types as follows:

On Duty for participation and/or presentation of paper in National /International seminars / Conferences / Symposium / Workshops.

Exam On Duty for University examination supervision work.

Other On Duty for any other institution related work.

Employees can avail the OD using the prescribed form as annexed for getting approval.

Code of Conduct and Discipline:

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

Do's:

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers & marks of the internal tests.
- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of internal and external examinations.
- Attend internal invigilation and observer / squad duties.
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Downloading e-material from digital library, authorized online journals and legitimate sites.
- Preparing soft/hard copy of course files, delivery sheets and web materials.
- Monitoring and Counseling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.

- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance
- Authoring / Co-authoring of text books with other institution/organization professional
- Publication of papers in Seminars / Conferences / Conventions / Journals /Magazines.
- Publication and attending FDPs / Workshops / Conferences / Symposiums /conventions.
- Chairing sessions and delivering keynote address in any FTTP / WS / Seminar / Conferences.
- Professional, rational and intellectual behavior like an academician.

Dont's

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities in the campus.
- Discriminate by caste, creed, religion, language, and domicile, social and cultural background.
- Encouraging any form of 'Malpractice/unfair practices' in exams. connection with the
- Leaving the campus without proper prior permission of institutions. Head of the
- Absconding from the institution.
- Undertake private assignments whether remunerative or not.
- Enter into any monetary transactions with any stakeholder of the institution.
- Cause damage to institution or stakeholder's property in any form.
- Encourage or involve in immoral practices with stakeholders.
- Organize, attend, involve in any duty outside the college Without proper approval.
- Passing comments on religious, regional, personal, racial and cultural sentiments.
- Taking membership of a political party or taking part in politics.
- Any act which is detrimental to the interest of the institution.

Disciplinary action:

All employees are liable for disciplinary action for 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 him/herself

Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal

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 Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.

As part of the disciplinary action, the following punishment 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.

Grievance Cell:

Grievance cells are constituted at department level by the HoD concern and at institution level by the Principal to looking into the grievance of the staff members and redress them.

Facilities and Amenities:**Identity Card (ID):**

All WCEM employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. WCEM will issue these cards to new staff within 15 days of their joining the organisation. At the time of cessation of service, employees are required to return their Identity Card to the organisation which should be destroyed by WCEM immediately.

Chapters and Professional Associations:

All departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as technical quiz, technical symposiums, workshops, guest lectures, technical fairs, seminars.

Library:

Institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate server, space and internet facilities which are available for faculty/staffs and students. The faculty/staff members can take the books by using their ID cards. The library subscribe for National/International journals to encourage and create research atmosphere

Medical Care:

Within the campus 24/7 General medical services are available . The institution has appointed trained doctors & nurse with primary health equipment to attend on emergencies and / casualties and provide general medicine available for students and staff.

Food Court:

The food courts are located at premises to cater to the needs of the staff and students.

Sports and Games:

The Physical Director provides sports facilities to the staff members of the institution. Apart from this, competitions are conducted during annual sports day celebrations of the institution. The winners and runner-ups are awarded prizes.

Transportation:

All teaching and non teaching staff can utilize bus facility which is available from different routes. The bus for teaching and non teaching staff is extended during meetings in college after out time. The bus routes cover almost entire Nagpur city and surrounding area.

