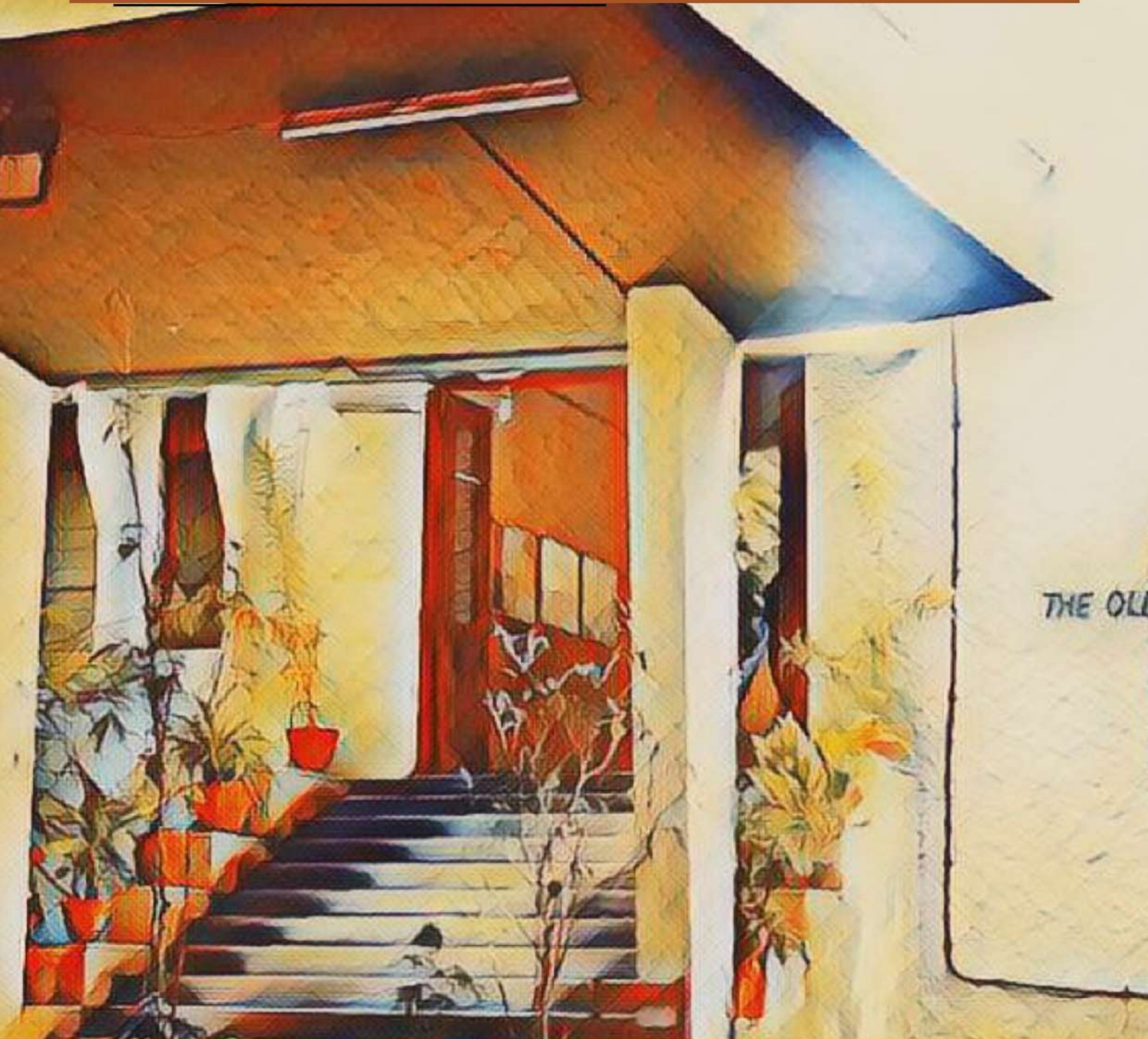




# EMPLOYEE HANDBOOK



Deccan Education Society

Institute of Management Development and Research (IMDR®), Pune



**Deccan Education Society's**

**INSTITUTE OF MANAGEMENT DEVELOPMENT AND RESEARCH**

**(IMDR®)**

**(Founders: Padmashree Dr. R. T. Doshi, M.Com., LL.B., Ph.D., Shri. Sumatilal Shah)**

**(Approved By AICTE, and DTE, Accredited by NBA, MBA Equivalence by AIU)**

DES Campus, Deccan Gymkhana, Pune - 411 004. (India)

Phones: (Office) 091 (020) 67656103/ 67656104 / 67656105

Website: [www.imdr.edu](http://www.imdr.edu)

Employee Handbook

<b>Sr. No.</b>	<b>HR Issue</b>	<b>Page No.</b>
1	Welcome Note	3
2	Deccan Education Society - Our Parent Body	4
3	Institute of Management, Development & Research	5
4	Work Environment	6
5	Human Resource Guidelines	6
5.1	Faculty Resource Planning and Workload Integration	6
5.2	Recruitment Policy	7
5.3	Basic Criteria for Selection of Faculty	7
5.4	Induction Policy	7
5.5	Employee development and training	8
5.6	Performance management	8
5.7	Employee relations	9
5.8	Probation Policy	9
5.9	Employee Salary	10
5.10	Employee Benefits	10
5.11	Leave Policy for Employees	10
5.12	Time and Attendance Management Policy	10
5.13	Internal Promotion Policy for Faculty	11
5.14	Regularization	11
5.15	Separation of Services of an Employee	11
5.16	General Code of Conduct	12
5.17	Disciplinary Action	12

## **1. WELCOME NOTE**

We take great pleasure in welcoming you to Institute of Management, Development & Research [IMDR®]. This handbook has been designed to provide you with all the information necessary for you to be a smart, satisfied, and productive member of the IMDR family.

At IMDR, we strive to create a work culture that allows our employees to express themselves and feel empowered to contribute to a larger cause. We have a strong culture of teamwork and collaboration, and we believe that by working together, we can achieve great things. As a new member of our team, you will be joining a group of talented, dedicated professionals who are committed to making a difference.

We suggest that you view this handbook as a guiding beacon and not purely as a set of rules. We believe in a value system that promotes HARMONY and includes personal integrity and a deep respect for colleagues, students, our management, and other stakeholders. We will provide you with the training and resources you need to succeed, and we encourage you to ask questions and speak up when you need help. We hope that our value system, work environment and culture will make this an enjoyable journey for you. Welcome Aboard.

**Dr. Shikha Jain**

**Director**

## **2. DECCAN EDUCATION SOCIETY – OUR PARENT BODY**

The Deccan Education Society was founded in Pune in 1884 by visionaries Bal Gangadhar Tilak and Gopal Ganesh Agarkar to promote education and social reform. These two towering personalities of the Indian freedom struggle, along with Vishnu Shastri Chiplunkar, Mahadeo Ballal Namjoshi, and Vamanrao Apte, started down a path that would eventually bring about societal change and a new awakening. They realized that the system did not teach the masses to question, criticize, create and reflect their thoughts. It was simply a system that perpetrated the slave mentality. Hence, on 24th October 1884, they collectively founded the Deccan Education Society, with the shared mission of reversing the then-existing scenario and giving rise to a progressive mindset among the people across the country. Significant advancements in higher education were made possible thanks to the Deccan Education Society, as it synthesized traditional and modern ideas with a concentration on mass education.

With the idea of providing education to rouse the intellect, drooping will, and slumbering conscience of the fallen countrymen, the Deccan Education Society came into existence at a time when the concept of democratic practice was just being conceived in India. The Deccan Education Society adopted the democratic structure for its governance and became a model for teacher-managed institutes in Maharashtra. It symbolized the ‘People’s Initiative’ in evolving education as a means of national regeneration. The Deccan Educational Society, now popularly known as DES, consists of 57 educational institutions across Pune, Mumbai, Sangli, Satara, and Wai, which are centers of quality education at the primary, secondary, and higher secondary levels, as well as colleges with various domains.

### **3. ABOUT IMDR®**

IMDR was established as a constituent unit of the Deccan Education Society in 1974 under the leadership of Late Dr P. C. Shejwalkar. Institute of Management Development and Research is approved by AICTE and DTE. We are pioneers in management education in Pune, established in 1974 as a constituent unit of the Deccan Education Society. Affiliated to the University of Pune, IMDR was also a recognised centre for research leading to Ph.D. In 1977, we became an autonomous institution by voluntarily delinking from the University of Pune. The rationale of this step was stated in these words: "...to make our teaching programmes, methods of teaching and examination more comprehensive, more flexible and more result-oriented...".

At present we offer two-year full time PGDM program which is approved by All India Council for Technical Education (AICTE) and recognized by Directorate of Technical Education (DTE), Maharashtra. We offer dual specialization, where students opt for major and minor electives in the field of Marketing, Finance, HR, Operations, International Trade, and Systems. The unique design of our program is based on the Instructional System Design Methodology which aims at integrating different disciplines to make management an enriching field of thoughtful practice.

Over four decades of IMDR legacy reflects in the aspiring management professionals through their values, thought process, and decision-making.

#### **Vision**

Create a value-based ecosystem of knowledge where individuals explore their creative potential, through productive learning processes, leading to meaningful connections with the external world.

#### **Mission**

We foster management education that –

- Encourages integrative research through innovative practices.
- Assimilates dynamics of the industry for collaborative exchanges.
- Synergizes Indian values for ethical and sustainable development.

#### **4. WORK ENVIRONMENT**

We wish to create and maintain a work environment that is informal, yet productive. We would like our employees to feel empowered to innovate and develop themselves as individuals and become effective educational leaders. We respect creativity, strong work ethics and expect our employees to respect each other and the core values of IMDR. IMDR provides a collaborative and supportive environment, where employees work together to educate and support students. The atmosphere is typically focused on learning and personal growth, and there is often a sense of community among staff and students. Personal integrity is non-negotiable and expected in spirit and actions.

#### **5. Human Resource Guidelines**

The remaining sections in this handbook are intended to provide you with information that will help you better understand what is expected from you during your tenure at IMDR. Employee Resource Planning, Recruitment and Selection Policy. The goal of human resource guidelines is to ensure that all employees are treated fairly and consistently and that IMDR is able to attract, retain, and develop a talented and engaged workforce.

##### **5.1 Faculty Resource Planning and Workload Integration**

A formal manpower planning process is required for IMDR to cope with sudden external changes in the market or internal demands due to turnover, promotions and or changes in AICTE norms for recruitment.

Objective: To ensure a manpower inventory depicting existing staff in terms of numbers, strengths, skill levels, and positions are carried out. This helps the Director to gauge the Manpower status and take corrective actions. This will be a simple exercise of assessing needs and available resources. The gap thus identified will form the basis for recruitment and selection.

##### **5. 2. Recruitment**

All Employees including Faculty and Administrative staff are recruited based on their competency, specifications mentioned by the All India Council of Technical Education (AICTE) and DES. The Institute will ensure a transparent recruitment process.

IMDR follows the AICTE guidelines for manpower planning. The institute has a clear and fair recruitment and hiring process in place, which includes defined processes for advertising job openings, screening and interviewing candidates, and conducting background checks. These are laid down by the HR Committee of the Deccan Education Society

Objectives: The effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring the best qualified candidates for all given positions.

### **5.3 Basic Criteria for Selection of Faculty**

The selection of faculty members is a crucial process for any educational institution. The candidates are assessed based on their aptitude for teaching, research, and administration. IMDR follows AICTE norms for the selection of faculty at various levels.

Objective: To select the best-qualified and eligible candidate who will contribute positively to the institution's mission and goals.

### **5.4. Induction**

IMDR believes that making new employees feel comfortable in their new work environment is important for their overall well-being, productivity, and engagement. The onboarding process in place for new employees includes orientation of the DES legacy and values, the institute's mission and vision, campus, its facilities, processes and introduction to the institution's academic processes, policies and procedures. They are introduced to their colleagues so that they understand who they can go to for help or advice. They are encouraged to participate in team-building activities and events, which can help them to feel more connected to their colleagues and to the institute. They are provided with resources such as employee handbook, training materials, and contact information for relevant departments at DES and the institute. IMDR encourages a culture of inclusivity and respect, where everyone feels valued and respected, and enables time for new employees to adjust to a new work environment during this transition period.

Objective: To facilitate smooth assimilation of new employees into the institute and help them understand the institution, develop a sense of belonging, getting to know one's colleagues,



make them familiar with all aspects of their job, their responsibilities, setting clear expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

### **5.5. Employee development and training**

IMDR invests in the professional development of its employees, providing opportunities for training and education to enhance their skills and knowledge. It includes a wide range of activities such as on-the-job training, workshops, seminars, mentoring, and education and development programs. The goal of employee development and training is to help employees become more efficient and effective in their roles, and to prepare them for advancement within the institute. Detailed initiatives, guidelines and procedures are laid down in the Research and Development Policy.

Objective: To encourage and assist faculty to develop their professional capabilities by enhancing their knowledge/skills in various /work-related areas, which can be of mutual benefit to the employee and the organization.

### **5.6. Performance management**

IMDR has a system in place for evaluating employee performance, setting goals, and providing feedback and recognition. Based on AICTE guidelines, it includes evaluating and measuring an employee's job performance and providing feedback to the employee on their strengths and areas for improvement. This process typically includes setting performance goals and objectives, regularly monitoring progress toward those goals, and conducting formal performance evaluations at specific intervals. The process includes informal, face-to-face conversations and formal, written evaluations that include specific rating scales and criteria.

IMDR is committed to moving on the path of excellence with a clear vision for quality of education and research. The image of any academic institution is determined by the quality of its faculty, their research, and its academic achievements. IMDR shall provide full freedom to the faculty members in performing academic work of their choice.

Objective: To provide employees with feedback on their performance and to identify areas where they can improve. It also helps the institute to identify high-performing employees and to make decisions about promotions, compensation, and other personnel actions.

### **5.7 Employee relations**

IMDR is committed to foster a positive and respectful work environment and have policies and procedures in place to address and resolve conflicts, harassment, and discrimination issues. Dedicated committees such as Grievance Redressal and ICC function to mediate disputes, investigate and address complaints of discrimination or harassment, and provide support and resources for employees who are experiencing personal or work-related problems.

Objective: To foster trust, respect, and open communication between employees and management. The institute strives to create a positive and productive work environment, where employees feel valued and respected, and are motivated to contribute to the success of the organization.

### **5.8 Probation**

Probation at IMDR would outline the terms and conditions under which a new employee would be placed on probation and the requirements they would need to meet in order to have their probationary period lifted. This would typically include details on the length of the probationary period, the progress review process, and the criteria that would be used to evaluate the employee's performance.

Objective: To provide a fair and consistent process for evaluating the performance of new employees or students, and to ensure that they meet the institute's standards of excellence.

### **5.9 Employee Salary**

IMDR has competitive compensation and benefits packages in place to attract and retain top talent. Salary issues will be discussed with the employee when he/she joins IMDR. The cost-to-institute is fixed prior to the joining date based on AICTE rules.

Objective: To provide a fair and competitive salary to faculty based on AICTE guideline, so that talented faculty are recruited and retained.

## **5.10 Employee Benefits**

Employee Benefits comprise of benefits that IMDR provides over and above their salaries. This includes facility of Group Medclaim Insurance which covers two family members and a personal accident insurance. There is also a facility of Padpedhi for employees. The details are available with the Finance Officer in the administrative office of IMDR.

Objective: To provide additional financial security and support for employees and their families, and to help attract and retain talented employees.

## **5.11 Leave Rules**

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extraordinary conditions. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse, or revoke leave of any description when the exigencies of service so demand. The Director shall be the competent authority to grant leave to all employees. The leave shall be applicable for the calendar year beginning from January 1 to December 31. Details are provided in the institute service rules.

## **5.12 Time and Attendance Management**

Time and Attendance Management procedures and guidelines for employees aim to accurately record and report their time worked, as well as any absences or tardiness. It also establishes that absences be appropriately reported, including notification to the director and administration in advance, adequate notice, and documentation to support the absence. This also ensures that employees take responsibility for their attendance and punctuality. Faculty are expected to work as per AICTE norms for 8 hours/ day on weekdays and 4 hours on Saturdays. The working hours are flexible, and the faculty self-monitors their timings based on their lectures for the concerned day.

Objective: To maintain a fair and consistent process for tracking time and attendance throughout the organization, while allowing staff to self-monitor promoting flexibility and autonomy.

### **5.13 Internal Promotion Policy for Faculty**

These policies govern the promotions of faculty so as to encourage career progression through high-quality teaching, research, and institutional commitment. The details regarding Qualifications, Recruitment and Promotion, and Scale of Pay based on AICTE norms, are provided in the Service Rules

Objective: To provide guidelines and procedures to promote current faculty members to higher ranks within the institution in a free and fair manner.

### **5.14 Regularization**

These policies govern the procedure that needs to be followed in order to regularize employees on probation, after completing the probation period. It will mean the said employee will get the benefits of an employee on a “Regular Post” carrying a definite scale of pay and terms and conditions sanctioned by the Governing Body and specified in the appointment order.

### **5.15 Separation of Services of an Employee**

Separation of services refers to the ending of the employment relationship between an employee and an organization. This can occur for reasons, such as resignation and retirement from the institute. The rules regarding the same are provided in the service rules for reference.

Objectives: To ensure that smooth process for the employee and the organization, during the process of separation.

### **5.16 General Code of Conduct**

A Code of Conduct is a set of guidelines or rules that outline the expected behaviour of individuals or organizations. The code of conduct is a document that reflects the company's culture, principles, and values that it wants to promote.

Objectives: To ensure that every employee adheres to the same standards of behaviour and ethics.

### **5.17 Disciplinary Action**

Disciplinary action refers to the measures taken by IMDR to address employee behaviour that is in violation of institute policies, rules, or standards of conduct. Details of the same are mentioned in the service book for reference.

Objectives: To correct the employee's behaviour, and to maintain a safe, fair, and productive work environment.

## **Conclusion**

IMDR Employee Handbook serves as a comprehensive guide and invaluable resource for both current and future members of our organization. By outlining our policies, procedures, and expectations, we aim to foster a positive and inclusive work environment that promotes collaboration, innovation, and mutual respect.

As we navigate the dynamic landscape of our industry, this handbook will evolve to reflect any changes in policies or procedures. We encourage every employee to familiarize themselves with its contents and use it as a reference to ensure a harmonious and productive workplace.

At IMDR, we believe that our greatest asset is our people, and this handbook underscores our commitment to providing a supportive and rewarding professional experience for all. By upholding the principles outlined within, we contribute to the success and growth of our organization, creating a workplace where individuals can thrive and collectively contribute to our shared goals.

We appreciate the dedication and hard work of every member of the IMDR team. Together, we look forward to a future of continued success and collaboration, guided by the principles and values outlined in this Employee Handbook.