



Since 1994

Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune



S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune-411052

Service Rules and Procedures



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Service Rules and Procedures

1. Appointment and salary shall be subject to approval by the Savitribai Phule Pune University (SPPU) and Director of Technical Education (DTE), Central Council, New Delhi, as the case may be.
2. Submit the originals as well as certified true copies of relevant testimonials such as school leaving certificate, mark-sheets, experience certificate, degree certificate, relieving certificate, last pay certificate, caste certificate, caste validity certificate, Non-Creamy layer, change of name certificate (if applicable), 2 passport size photographs, copy of PAN card, copy of bank passbook at the time of joining your duties.
3. The payment of your salary shall be subject to deduction of Income Tax payable in regard with IT schedule and all other statutory deductions.
4. In case of change in your residential address during the course of your employment in the institute, it will be your duty to inform the new address in writing to the Director within fortnight from such change.
5. During the tenure of your appointment, your employment will be governed as per the rules and regulations laid down by the institute from time to time.
6. The appointment and continuation of your employment in the college shall be subject to you being physically and mentally fit.
7. During the continuance of your service one should not engage in any other full-time/ part-time / consultancy/Training.
8. Employees are eligible for the benefit of membership for Employee Provident Fund.
9. The rules and regulations of the institutes should be followed at the time of application for registration to any degree/diploma/certificate or other course.
10. The services can be transferred to other College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Similarly, the place of your deployment / posting could be changed at any time. One may be required to travel on official duties as and when needed.



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11. Employees are expected to be present for all working days according to the institute's official schedule and to contribute diligently to the institute's development as directed by higher authorities. In cases of work emergencies, employees may be required to work on holidays, Sundays, and during vacation periods
12. Employees shall not without the permission of the management engage themselves in any work, profession or employment either honorary or otherwise during the stipulated period of your employment in the institute.
13. You will not accept any contribution and will not associate yourself with any fund raising or collection whether in cash or in any kind. In pursuance or any subject whatsoever, or accept or demand any subscription contribution from anyone connected or interested with the institute either as parents, students or guardians.
14. Employees will not enter into any monetary transaction with any student or his parent or guardian or otherwise and shall not misuse his/her position in whatsoever capacity for personal gains in any manner.
15. Employees will not practice or incite any student, other employees of the college to practice castes, communalism or untouchable ability or cause / incite to be caused by any other person to damage the property of the institute or encourage or incite any student, teacher or any member of the staff to behave in disorderly manner in the premises of the college.
16. Employees will not conduct or engage themselves in any private tuition or private coaching classes. If found guilty of this clause, his/her employment shall be liable to termination forthwith that to without any notice or any pay in lieu thereof.
17. Employees must submit any job applications to external agencies through the proper organizational channels.
18. Employees must undertake any testing, consultancy or R&D work with the prior approval of the competent Authority.
19. Employees must maintain strict confidentiality regarding any information about the Trust or institution, its activities, or other details that become known during the course of work. Additionally, employees must not hand over any



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files or documents, in part or in full, without obtaining permission from the authority or their Office In-charge.

20. If an individual is found to be absent continuously for more than fifteen / thirty days (depending on the position you are holding) without prior permission, their services will be automatically terminated. Additionally, if found guilty of violating any of the terms and conditions mentioned above, the individual will be subject to disciplinary action and punishment as determined by the Competent Authority, in accordance with the statutes. During the period of service, one must not directly or indirectly engage in activities that are detrimental to the interests of the Society, University, College, or Students.
21. During the tenure of present employment, if an employee chooses to resign for whatsoever reason, the employee will be under legal obligation to give one month's clear notice in writing to the institute or will have to pay one month's salary in lieu thereof. However, it will be at the discretion of the institute to accept one month salary as stated herein above and relieve an employee from the employment or require an employee to undergo one month notice period. However, in case of termination of the employment for the appropriate grounds, the institute will either give an employee one month's clear notice in writing or will pay you one month's salary in lieu with thereof.
22. Communicate your acceptance within 7 days of receiving this appointment order. Failure to do so will be taken as a lack of interest in the offer, and the appointment will be considered cancelled. No further communication regarding this matter will be entertained after the deadline.

Prepared By – Prof. Aparna Shastri, Assistant Professor

Reviewed / Recommended By - Dr. Mangalgouri Patil, Associate professor

Approved By – Dr. Shubhangee Ramaswamy , I/C Director