

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

5. OFFICE SECTIONS

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5. ADMINISTRATION OFFICE:

Administrative office of the Institute cater information, facilities to all stakeholders of the Institute like Students, Faculty, staff, Parents, coordinate with external agencies etc.

Important objectives of Administration office are:

- **Coordinating Operations**

Administrative office coordinate the Institute's administrative operations like Students related activity, Financial, Store purchase, Human resource, maintenance etc. activity by ensuring the rest of the Institute can work unhindered and undisturbed so that the Institute runs smoothly.

- **Ensuring Functionality**

Administrative office make a Written policies to ensure that the office employees, contractors who handle cleaning, maintenance, repair and other essential functions perform their required duties for achieving functionality.

- **Maintaining Equipment**

Administrative office is responsible for maintaining the various types of equipment used by Institute. This may range from purchasing, leasing, keeping records of, placing service calls for and replacing such office equipment. Administrative office negotiates for the best price when purchasing or leasing equipment.

- **Stocking Supplies**

Administrative office maintains a well-stocked supply room. Office ensure that supplies are ordered, stored, distributed and restocked.

- **Sustaining the Facility**

Another objective of the administrative office is sustaining the overall appearance and condition of the facility. This involves making sure the building adheres to health and environmental standards. It also includes handling the security of the facility, which may involve overseeing the distribution of building and office keys and observing security monitors. Overseeing construction, renovation and maintenance projects is also a part of sustaining the facility.

Institute has made different section to perform and fulfill all the administrative objectives.

These all sections like **Inward / Outward Section, Accounts Section, Student Section, Establishment Section, Store & Purchase Section, Maintenance Section** which are mention below comply to achieve objectives & smooth functioning of the Institute.

Office superintendent performs duties to monitor the administration of the Institute as per Instruction given by Principal / Vice Principal.

Personal Assistant follows the day to day work to manage the Principal office to comply the orders given by Principal / Vice Principal to him/her.

5.1 DUTIES OF OFFICE SUPERINTENDENT

- The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his/her subordinates who shall be directly responsible to him/her with the prior approval of the Principal.
- He / She shall convene regular meetings of the office staff and laboratory Assistants, Housekeeping staff, Security staff and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- He / She shall inspect the attendance register of the non-teaching staff and informs Principal in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take disciplinary action, in case the same employee shows no improvement.
- It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Principal to authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- He/She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his/her staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- He/she shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- The Superintendent shall personally look into the court cases concerning the College and obtain orders from the Principal wherever necessary. The Superintendent shall mark and distribute letters in the name of dealing assistant or to Heads of the Departments in the College. He/She shall exercise check on and follow up letters received from the Government, University Grant Commission, University, and Management etc.
- He/She shall draft notes and deal independently the cases which are of a routine nature. He/She shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. the Principal and give interim replies.
- The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.

- In case the post of Registrar does not exist in a college, the superintendent shall perform duties and shall be used with the powers of the Registrar.
- Any other work assigned to the Superintendent by the Principal from time to time.

5.2 DUTIES OF PERSONAL ASSISTANT.

- Responsible for Principal's correspondence received from University of Mumbai, DTE, AICTE, handling of appointments, Arrangement of different engagements etc., other than normal office duties.
- Prepare drafts of meeting and correspondence of routine nature, circulars, notice, Inter office note etc.
- Shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody.
- Sort out the mail with Inward Outward section and dispatch it promptly to relevant section. Shall issue reminder etc.in respect of such cases, where the Principal has called for information/date or has suggested or ordered immediate action in any of the cases.
- Maintain absolute confidentiality and integrity in respect of the work assigned to him.
- Providing linkage between students and various organs of the Institute.
- Report of Local Management Committee, Governing Council Meeting and correspondence related to the meeting, Sending agenda, notice, Drafting minutes, maintaining minutes books etc., Preparing files for meeting.
- Assisting in work related to DTE Visit/LIC /Affiliation/NAAC/NBA

5.2.1 INWARD & OUTWARD SECTION:

- Inward Outward section is handled by PA of Principal along with one staff.
- All the internal registry like letters from Internal staff, Letters of External agencies like University of Mumbai, AICTE , DTE , Letters from Management office of Institute are received by this section and dispatched to concern section in charges, heads of the department and staff as per Principal's remark.
- All the letters, reply made by concern sections are dispatched after duly signed by Principal from this section
- Inward Outward register are maintained for keeping record of Registry.

5.3 ACCOUNTS SECTION

The basic purpose of Accounts Policy is to provide the Accounting Team a direction and guidance in connection with those accounting transaction, procedures and reports that are an intrinsic part of the Accounting system of K.J. Soamiya Institute of Engineering and Information Technology (KJSIEIT).

SomaiyaVidyavihar (established in year 1959) is and educational Institution in India, registered under the societies Registration Act 1860. It is also registered as a Trust under Public Trust Act. A number of educational Institutions have been promoted by Somaiya Vidyavihar. K.J.Somaiya Institute of Engineering and Information Technology (KJSIEIT) was promoted in 2001 to impart Engineering Education.

Since Somaiya Vidyavihar is registered as a trust, its Income is exempt according to the provision of sec. 11,12,& 13. The Trust has been established in accordance with the law and its objects fall within the definition of the term “Charitable Purpose” since the definition of charitable purpose under Sec.2(15) of Income Tax Act, 1961 includes “Education”.

1. Accounting Structure

The Institute followed cash system of accounting up to 31st March, 2004 and shifted to Mercantile system of accounting effective from 1st April, 2004.

Rational for changes in the method of accounting system

The Institute is required to determine the fees for the various courses each year. Mercantile system of accounting helps to make a realistic assessment of expenses; as expenses accrued but not paid are also brought into account. Income accrued but not received during the year is also recognized. This is in true with “Matching Concept” which states that revenues of a particular year should be matched with the expenses of that year.

2. Accounting Records and Reports

In order to claim full tax exemption and educational institution has to apply at least 85% of the income for the purpose for which the trust has been set up. Therefore adequate records are maintained for the purpose of Tax compliance.

Accounting records are completely automated since ERP Tally 9.1 is used for accounting since the year 2007. Currently we are using ERP9, 4.91. All reports are generated through the system for accounting and control purposes.

5.3.1 Cost Accounting

It is the policy of the Institute to maintain sufficient records to be able to keep a cost accounting system in place for the purpose of allocation of common costs to various programs that runs concurrently. The programs to which costs are allocated is : Bachelor of Engineering which are affiliated to University of Mumbai.

5.3.2 Cash and Bank Operations

1. Cash Controls

Cash balance allowed at any point of time is Rs. 20,000/- for petty cash expenses. An imprest is maintained so that the balance of cash in hand never falls below Rs. 5000/-.

2. Opening Bank Accounts

Bank accounts are opened as per requirements arising from time to time. Account opening is authorized by Hon. Secretary, Somaiya Vidyavihar.

3. Operation of Bank Accounts

The designated signatories for operation of bank accounts are the Hon. Secretary, Somaiya Vidyavihar , Principal and other authorized member passed by Governing Body of the Institute.

4. Disbursement

Disbursements are authorized by Hon. Secretary and operational disbursement are authorized by the Principal .

5. Unclaimed and Un cashed cheques

Unclaimed and uncashed cheques are not actively managed. However, if a cheque is not encashed within the mandatory period of Three Months the recipients of the cheque is credited again and the claim is settled on demand.

5.3.3 Accounts and Receivable Operations

Receivables consist of fee receivables from students. Fee is collected at the beginning of the academic year. Advance and loan paid to staff and faculty is usually deducted from salary.

5.3.4 Accounts and Payable Operations

1. Disbursements

Disbursements consist of honorarium payments to guest faculty and visiting faculty and other expenses incurred towards events and functions conducted in the Institute.

2. Purchase and Invoice Processing

All operational purchases are authorized by the Principal /Vice Principal and payments proceed on presenting relevant bills and filling in claim forms, where necessary.

3. Taxes

Tax deducted at source is remitted within due date and returns are filed quarterly. For the income arising out of operations a consolidated tax return is filled by the Trust.

5.3.5 Payroll Operations

1. Payroll is maintained by the Institute for salary payments. Applicable scales of salary for teaching and non-teaching staff are adhered to the AICTE guidelines. Payroll attendance is maintained by Automated systems is operated alongside manual register as well as fingerprint machine by the Establishment section.
2. Salary of the month – Establishment Section will prepare the attendance /leave status of staff on last day of every month and will submit it to Accounts section. After duly verified by Accounts team the statement will be forwarded to Principal for approval. After approval, it will be sent to Accounts Section for the preparation of salary. The salary will be paid on or before 10th of succeeding month. Any due issues related to salary is to be brought to the Accounts team and after due

- verification, will be released by 15th or adjusted in the following month.
3. Staff members are expected to furnish the details of their investment by 30th of June for calculating TDS to Accounts Section. Further on or before 20th December, the proof of investment (photocopy) to be submitted to the Accounts Section. If not done, TDS will be fully made and no grievance /complaints/request will be entertained.
 4. Staff members are required to submit their PAN to Accounts Section at the time of joining. Salary will be disbursed through Bank for which staffs are required to open a Salary A/c. with Axis Bank, Ghatkopar Branch Mumbai.
 5. Staff / students are not permitted to collect money/ fees or whatsoever it may be. Only Accounts staff is permitted to collect money/ fees / fine etc. duly authorized by Principal / Vice Principal. Librarian is authorized to collect fine from students/staff and the amount will be deposited with Accounts Department at the earliest. Only Accounts department is authorized to disburse payment which is duly approved by the competent authority.
 6. Teaching and Non-Teaching staffs those who are appointed as regular employees are eligible for annual increment as prescribed by rule subject to their performance appraisal and ACR. The staff who availed LWP (Leave without Pay) will not be eligible for Annual Increment if their LWP is beyond 15 days.

5.3.6 Budget

1. All HODs and various I/C are expected to work out the requirement of their department for the next financial year as per the guidelines given by Account Section and should be submitted to account section as per circular in December. The expenses for capital purchase or other day to-day affairs should be within the syllabus of University/as per AICTE guidelines. No other expenses can be projected in the Budget. Budget will be presented to the Management and after approval will be

communicated to HOD's by April.

2. All expenses of the department will be sanctioned strictly as per the Budget allocation. Staff required settling their expenses immediately by end of every month. The expenses will not be taken to the following month due to closing the accounts by the end of every month.
3. All cash transactions during the month of March are to be settled by 28th of March to enable the accounts department to close the accounts for the financial year.
4. Depreciation on fixed assets provided on straight line method (SLM) at the rates and in the manner prescribed as per Shikshan Shulka Samiti (SSS)/ Fees Regulating Authority of Govt. Maharashtra.

The rate of depreciation for the various assets are as per Govt. of India IT Rules .Depreciation is charged to the Income and Expenditure Account of each year on straight line method.

5.3.7 Fee Collection

1. As per college Fee policy recommended by Shikshan Shulka Samiti/ Fees Regulating Authority and University of Mumbai fee is collected from the students.
2. Before paying the fees, students should fill up his/her on line admission form on our college website, take a admission form printout and attach marks sheet photo copy and get it verified from students section.
3. Tuition fees are collected through a Demand Draft. Computerized fee receipts are issued to the students from tally package.
4. After particular period, the students who have not paid the fees are reminded through a circular. Their names are sent to HODs of respective departments.
5. If student has a financial problem, time extension is given to the student after consulting with the Principal / Vice Principal.

5.3.8 Day to Day Cash Expenditure

1. As per requirement of cash expenditure, cash is withdrawn for petty cash

expenditure required for routine work like repairs and maintenance, remuneration, conveyances of the staff going for outdoor duty for official work.

2. A separate petty cash register is maintained to record such expenditure. This also recorded in tally package.
3. Cash vouchers for such expenditure must be sanctioned by Principal / Vice Principal.

5.3.9 Day to Day work in Accounts Section

1. Payment to suppliers of stationery, repairing work material or services to lab and college common expenditure.
2. Day to day accounts work. (Data entry etc.), cheque preparation, any other accounts related work by DTE, University of Mumbai, FRA, ARA and AICTE.
3. Maintaining all bank statements, Issuing receipt of payments, accepting cash /DD and entering in tally software. Recovery and maintaining record of student's scholarship/ free ships.
4. Preparation of staff salary, PF, petty cash preparation of vouchers, bills for payment various returns. Maintaining P.T records. TDS File, validation, e-filing PT and TDS deduction statement preparation as per staff investment plan. Collecting staff investment plan and supporting documents etc.
5. The Passbook and Cheque Book with the Bank statement verification is done. This is done twice in a year. It is then verified by Chartered Accountant.
6. Internal Audit is conducted quarterly and External Audit is conducted two times in a year.

5.3.10 Loan Process

Loan process is approved in Governing Body meeting. After the approval of Governing Body we apply to the Charity Commissioner for processing the loan. After making resolution, purpose of loan, nature of repaying the

loan has to be submitted to Charity Commissioner. Projecting 5-6 years budget and apply for loan to Bank. The loan process has to be fulfilled as per the norms of the bank. Bank sanctions loan with the repayment schedule. Then we have to register the required documents in Registrar office, Govt. of Maharashtra.

5.3.11 Duties of Accountant

1. Accountant should be available with all the details for projects handled by the Head Office and update both, the Accountant and the Trust Accountant with related matters in writing.
2. Accountant shall prepare and present budget estimates, with the help of Heads of Department in the College. Prepare the budget and income expenditure statements, maintain all accounts and get them audited.
3. Accountant shall attend to all Govt. scrutiny, inspections and audit. He shall be responsible for the proper implementation of the financial transaction as per rules, Accounts code, status, ordinances, Rules and regulations made in the behalf and monitor the finances of the College as per directions of the Principal and place before the committee the financial position of the college such as its receipts, payments, Government grants and balance from time to time.
4. Accountants shall scrutinize all bills of expenditure before recommending for payment. Maintain cash-book, ledger, bank pass-books, and receipt of fees; watch the progress of the expenditure. He shall monitor the petty cash, Register etc.
5. Preparation of TDS, PF, Professional Tax. Fee reconciliation, bank reconciliation, party payments, Ledger, petty cash etc. Any other work entrusted to him by Principal / Management from time to time. He shall bring to the notice of the Principal/Management if any irregularities noticed in the accounts systems.
6. Co-ordinate with Audit process, Internal and External, Income Tax, Provident Fund and Professional Tax compliance and guide Staff in

the matter.

7. Correspondence with AICTE, DTE, Joint DTE, FRA Mumbai University & Govt. of Maharashtra regarding accounts matters.
8. Accountant perform such duties as are prescribed or is required from time to time by the Management/Trust/Principal.
9. Accountant shall execute all the decision taken by the management / Committees / University / DTE / AICTE etc. Any other work entrusted to him by Principal from time to time.

5.4 STUDENT SECTION

Student Section deals with Students of the Institute i.e. during admission process of new and regular Students, University Enrollment & Admission Confirmation Process, seeking Admission Approval from JT. DTE, DTE and Admission Regulating Authority, Handling Group Insurance Schemes and Scholarship schemes. It facilitates students to do all the work related to office.

5.4.1 Admission

1. For First Year and Direct Second Year Admission Process, committee is formed by the Head of Institution and Admission Coordinator is assigning the duty and work responsibilities to respective member of committee. The admission process is as per the guidelines and rules and regulations of Directorate of Technical Education, MS. required documents are collected from the students and maintained in separate files. The information of students admitted in FE and DSE is uploaded on DTE website. After completion of admission process merit list of students along with the required documents is submitted to Joint Director of Technical Education (Jt. DTE) and Admission Regulating Authority (ARA) for verification and approval of the admission.
2. Newly admitted students are advised to fill the enrolment form available on University website. Printed copies of the enrolment forms are collected from the newly admitted students. These forms are submitted to the

University of Mumbai for confirmation of the enrolment.

3. Passed out students are advised to fill migration form available on University of Mumbai website if they required Migration Certificate. Duly filled University Migration form along with required documents is accepted by the Students Section. Student section submits the same to Eligibility & Enrolment Section Department, University of Mumbai. Migration certificate is collected from University of Mumbai within 10-15 days.
4. Newly admitted students are advised to submit online Anti-ragging affidavit available on AICTE website. Printout of this affidavit is collected and maintained.
5. For Second Year, Third Year and Final Year, notification for admission is issued after the declaration of result. Admission forms of the students are verified and collected.
6. Fee structure declared by Fees Regulating Authority is made available on the college website in Admission menu.

5.4.2 Issuing Certificates

1. **Leaving certificate** is issued to the student leaving the college. Application for leaving certificate is available on institute website. Before issuing leaving certificate, no dues certificate signed by respective HODs is collected from the student. Leaving certificate is issued within 3-5 days after receiving the application.
2. **Bonafide certificate** is issued to the student after receiving application. Application for the bonafide certificate is available on institute website. Purpose for issuing the bonafide certificate is specifically mentioned in the bonafide certificate. Bonafide certificate is issued within one day after receiving the application.

5.4.3 Scholarship / Freeship schemes

Government Scholarship / Free ship schemes are implemented as per the Government norms. Scholarships by other charitable trusts, Somaiya Trust and

institute are also offered to the students as per the norms.

- 1. E.B.C. Concession:** It is a scholarship scheme of State Government. Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce a certificate from the Executive Magistrate to the effect that the candidate belongs to EBC category at the time of admission. Candidates admitted under CAP and whose parents annual income is less than 8.00 lacs have to fill and submit an online application on DTE web portal and hard copy of the same along with the required documents has to be submitted to Students Section for further process of verification and approval.
- 2. Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only) For SC/ ST/ VJDTNT(A)/ NT(B)/ NT(C)/ NT(D)/SBC/OBC category candidates :** This scheme is announced by the state Government. The candidates admitted under CAP are considered for this scheme. The students belonging to backward class category will get only that amount of waiver as notified in the circulars issued by the Social Justice and Tribal Welfare Departments from time to time, subject to fulfillment of various norms and conditions laid down by these Departments. Candidates claiming fee concession under reservation category shall produce the required certificates as may be specified by the respective Social Justice and Tribal Welfare Departments.
- 3. Minority Scholarship-Merit Cum Means Scholarship State Govt. :** Minorities Development Department, Government of Maharashtra is offering the Scholarship (Max. Amount of Rs. 25,000/-) for pursuing Professional and Technical Education for the economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi, Jain and Jews minority communities. Applications for Fresh/Renewal of scholarship are invited through Online Application System for Technical and Professional courses from all eligible Minority students.

4. Central Government Scholarship : Various scholarship schemes offered by Central Government like-

- a) Merit cum Means Based Scholarship (MCM) for economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi and Jain minority communities pursuing Professional and Technical courses.
- b) J&KPMSSS Scholarship for J&K Students
- c) J&K Scholarship
- d) PMSSS-Central Armed Force & Assam Rifle

5. Trusts Scholarship

- a) Tata Trusts Scholarship : It is the scholarship to 15 ranking students. The Criteria for Scholarship is -First Five (5) on Complete Merit basis, Next Five (5) on merit cum overall performance basis (extracurricular activities, attendance in college, their conduct)and The Last Five (5) on Merit cum need basis (Income). Tata has issued this Scholarship for the Year 2015-2016 and 2016-2017.
- b) Various Private/Charitable Trusts: offer scholarship to the Students as per their Trust norms. Scholarship forms are available in Trust office or their web-portal.

6. KJSIEIT-Merit Cum Means Scholarship/Sponsorship :

50% fee concession in Tuition fee for 11 students of First Year in following branches:

- Computer Engineering – 01,
- Information Technology – 01,
- Electronics & Telecommunication - 06,
- Electronics Engineering-03

Eligibility Criteria: Candidate should be economically weak but with an excellent academic record. Yearly income of the candidate should not be more than Rs. 1,00,000/-. Candidates will have to submit income

certificate stating that his/her parent's annual income is Below or up to Rs.1,00,000/- Lakh from all sources from the appropriate authority. Minimum Cut-off marks for Scholarship/Sponsorship will be decided at the time of admission process. Scholarship/Sponsorship of a student will be discontinued if found indulging in anti-institutional activities, ragging or any other activity contrary to rules of discipline without any notice. Scholarship/Sponsorship of a student will be discontinued if his/her yearly progress report (of the candidate) is not satisfactory.

7. **Somaiya Women Scholarship:** It is open to all Somaiya Vidyavihar / Somaiya Ayurvihar women students with a financial need and a good educational track record.
8. **Somaiya Need Based Scholarship** is open to all Somaiya Vidyavihar / Somaiya Ayurvihar students with a financial need and a good educational track record

Circulars / Notification for all the above scholarships are available on Institute Website. Students should fill the online/ Offline form as per the instructions given in Circulars/ Notification or Portal of respective scholarship and submit the forms to the Student Section with necessary documents. Students section verify the online or offline form along with the required documents and send to the concern competent authority for approval. After approval from the concerned authority, institute Accounts Section receives the scholarship payment through NEFT or Demand Draft and same will be disbursed to the students as per rule. Accounts Section prepares the Utilization Certificate after disbursing the payment to the concerned student.

5.4.4 Insurance Schemes

1. **Amartya Insurance:** The Government of Maharashtra and DTE has implemented this unique Scheme for Degree Courses in Engineering/ Technology Students all over Maharashtra vide G. R. No. TEM-2011/(11/2011) TECH EU 04 dated 25th August, 2011. The Scheme is

mandatory for all the colleges and students to pay and get insured as per the aforesaid Government Resolution, from the Academic Year 2012-2013 for all the students. Institute Students Section collect the Data of Students as per the Format given by the concerned Insurance Company send the proposal to the Insurance Company for Insurance cover of Student along with Earning Member of student.

Risk Cover: Death If such injury shall within twelve (12) calendar months of its occurrence be the sole and direct cause of death of the insured parent/insured legal guardian.

Permanent Total Disablement If such injury shall within twelve (12) calendar months be the sole and direct consequence there of immediately permanently totally and absolutely disable the insured parent/insured legal guardian from engaging in any employment or occupation of any description whatsoever.

Loss of two limbs or two eyes or one limb and one eye If such injury within twelve (12) calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of

- i. Sight of both eyes or the actual loss by physical separation of the two hands or two feet or of one hand and one foot or loss of sight of one eye and such loss of one hand or one foot,
- ii. Use of two hands or two feet or one hand and one foot without physical separation or loss of sight of one eye and loss of use of one hand or one foot without physical separation

2. **M.U. Students Group Insurance-Yuva Raksha** : Group Insurance Scheme “Yuva Raksha” which was introduced by the University of Mumbai from the Academic Year 2002-2003 for the benefit of the students studying in the affiliated Colleges and department under the jurisdiction of the University of Mumbai.

Risk Cover: (Point No. 1 & 2)

Accidental death includes Rail / Road / Air Accidents injury due to any

violent collision. Fall injury due to Fire, Explosion, Snakebite, Frostbite, Burn injury, Drowning and Poisoning. Natural Calamity, riots but will not include suicide or attempt to suicide.

The Policy will cover the following three contingencies in case of Accidents.

- a) 100% coverage in case of sad demise of the insured
- b) 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing paralysis)
- c) 100% coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expenses of Doctor Fees.

The Students Section collects the Data of Students as per the Format given by the Insurance Company and sent the proposal to the Insurance Company for Claim settlement of Student.

5.4.5 Railway Concession

Free Railway concession forms are issued to girl students those who want to avail facility in **second class**. 70% concession in pass is given to SC category student. 50% concession in pass is given to boys for second class and First class. Since April 2017, students are applying on-line application for pass on Institute portal. Concession is given to the students those who are going for Industrial Visit and for going to Native place during vacation period.

Railway concession process: Student apply for on-line concession form then Concession issuing staff verifies the form with their date of birth, validity of previous concession issued, residential proof, Form no, pass no, date of issue, caste, source and destination and concession is given to them for the nearest station within two working days.

Railway concession completed form book with statement is submitted to Railway Section, CST and after their verification of the statement they give the acknowledgement slip and issue new concession book

5.4.6 Hostel Facility

K J Somaiya Institute of Engineering & Information Technology is having Hostel

facility of Somaiya Trust for all Somaiya students only.

Every year Institute receives some number of seats from three Hostels - Somaiya Polytechnic Hostel, Somaiya Management Institute hostel, Somaya Medical Hostel of Vidyavihar and Ayurvihar campus.

Process of taking hostel admission is as follows:

- After taking admission in the Institute, aspirant submit request letter to the student section for the hostel.
- The application is forwarded to the Office Superintendent. As per student's need, if students are non-residents of Mumbai and Suburbs of Mumbai region can be eligible for the Hostel.
- The final shortlisted students will be allotted rooms as per availability of seat in either of three hostel at Somaiya Vidyavihar , Somaiya Ayurvihar campus
- Fees and mess charges can be paid by the student for the semester as prescribed by concerned hostel authorities.
- Timing of hostel is from 9.00 am to 10.00 pm to enter. Rectors are residents in the hostel who are managing basic requirements of the students and also maintaining discipline in the hostel.
- At Institute level For Students taking hostel admission, Principal / Vice-Principal and Office Superintendent of the institute will remain as a Guardian for their any necessary requirements.

5.5 ESTABLISHMENT SECTION:

Establishment section follows the Human resource policy manual to fulfill the norms and make aware the staff members to follow the same.

DUTIES OF ESTABLISHMENT SECTION IN –CHARGE:

1. Maintaining duties and responsibilities of employees and staff as per guidelines of Somaiya Vidyavihar & Institute's Human Resource Policy.
2. Making aware of the Organizational Structure to all the staff & faculty, Students to follow the procedure through proper channel.

3. Coordinating University Staff selection procedure as per Manpower planning made under guidance of Principal.
4. Coordinating Recruitment procedure of Non-Teaching Staff as per guidance of Principal.
5. Coordinating Induction, Training & Development of Nonteaching and Support staff.
6. Following Salary Structure as per scale prescribed by AICTE , DTE , University of Mumbai & Maharashtra Government.
7. Coordinating Performance Monitoring System,Career Progression under the guidance of Principal and as per Human resource policy.
8. Circulating Code of Professional Ethics among the new joining & existing staff ,non teaching staff as per as per Human resource policy of Institute .
9. Coordinating to make avail the Employee benefits to the staff members as prescribed in the Human resource policy.
- 10 Coordinating with all staff and faculty members to follow Leave Policy ,Resignation Policy,Exit Policy, Retirement Policy among the staff members

5.6 STORES - PURCHASE SECTION

Store and Purchase section follows purchase procedure as mentioned below.

5.5.1 Purchase Procedure & Duties of Store – Purchase Section

- 1) Every department prepares Academic Year purchase list and proposal. Submits Budget requirement to accounts section.
- 2) For every purchase, Accounts section with Principal / Vice-Principal's consent allots a budget under which the purchase of the required consumable, non consumable and Capital is carried out at the Institute level.
- 3) Purchase of any consumable and Non consumable, Capital is further processed after taking approval of the budget utilization from Management.
- 4) As per Indents / requisition made by different department of the Institute, the quotations from minimum three parties - maximum five parties are invited and analyzed by preparing Comparative statement. After preparing comparative

statement, negotiation meeting is held in presence of Principal / Vice-Principal, Vice Principal / Vice-Principal, Purchase department representative of Management, Purchase department representative of Institute, Project office representative of the management and accountant.

- 5) Out of all quotations received a vendor quoted least receives or quality material is issued a Work / Purchase order of the Institute as per the negotiation meeting.
- 6) Work completed, Purchased material received will be verified, tested, demonstrated then distributed to concern departments/ respective section in charges and then entered into institute General Inward Outward register.
- 7) All the consumable non consumable, capital purchase bills are further processed for billing to account section through Store & Purchase Section . Within three working days billing of the same is carried out by accounts section.
- 8) Store and Purchase section maintains Administrative office dead stock register, General Inward / Outward register, Stock register, fixed asset register and Consumable Stock register.
- 9) Non-working equipments which are not repairable should be disposed off with the consent of HOD and Principal / Vice-Principal.
- 10) Computer should be replaced after every five years. Old furniture, paper scrap should be disposed off every year with the consent of Office superintendent & HOD as per Principal / Vice-Principal's instructions
- 11) All the AMC for maintaining infrastructure is done with the proper procedure. Store and Purchase section initiate process with the guidance of Office Superintendent and instructions of Principal / Vice-Principal. He/ She call three or more quotations from the concern parties. A least quoted party finalized to give AMC with the consent of Project team of Management , Purchase team of Management & Principal / Vice-Principal of the Institute

5.5.2 Stock Verification is also co-ordinated by Store and Purchase section as follows.

- 1) All HODs and various In-charges are required to conduct stock verification every year in December / January and the statement and certificate to be submitted to

stores I/C and Office Superintendent.

- 2) Stock of various departments will be verified by the member of stock verification committee from other department.

5.6 MAINTENANCE SECTION

Maintenance Section looks after all the maintenance related activities that include maintenance of inside & Outside infrastructure and follow rental policy as mentioned below.

5.6.1 Inside Infrastructure Maintenance

- Maintenance section do supervision/regular checking of third party work compliance regarding cleaning of inside (Classroom, Auditorium, Washrooms), as per Annual Maintenance Contract (AMC) which is given to a private agency. Cleaning of the premises is done on daily basis.
- Repairing and maintenance of furniture at a small scale is carried out with the help of Workshop staff.
- For maintenance of AC and water coolers, AMC is given to the sister concern institute, K. J. Somaiya Vocational Training Institute, Vidyavihar. ACs and water coolers are serviced at regular intervals.
- External agency is appointed for aqua-guard maintenance, cleaning of water tanks on periodical basis.

5.6.2 Outside Infrastructure Maintenance

- Playground, Garden maintenance and cleaning, Annual Maintenance Contract (AMC) is given to a private agency.
- Grass cutting is done periodically to maintain the grounds and garden in good condition by the Outside agency.
- Security staff is appointed to look after the security / trespassing issues.
- AMC of Solar panels mounted on the pathways is given to VTI sister concern.

