

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

4. HUMAN RESOURCE POLICIES

INDEX

Sr. No.	Description	Page No.
4.1	Introduction	4-3
4.2	Objective	4-3
4.3	Organizational Structure	4-3
4.4	Duties and responsibilities of employees	4-3
4.5	Manpower planning	4-14
4.6	Recruitment of Teaching Staff	4-15
4.7	Recruitment of Non-Teaching Staff	4-16
4.8	Induction	4-17
4.9	Training Development of Teaching and Support Staff	4-17
4.10	Salary Structure	4-18
4.11	Performance Monitoring System	4-19
4.12	Career Progression	4-20
4.13	Code of Professional Ethics for a Teacher	4-21
4.14	Employee Benefits	4-25
4.15	Leave Policy	4-29
4.16	Grievances handling	4-32
4.17	College Women Development Committee	4-32
4.18	Resignation Policy	4-37
4.19	Exit Policy	4-38
4.20	Retirement Policy	4-38
4.21	List of Holidays	4-38
	Annexure II (Exit Interview Form)	4-43

4.1 INTRODUCTION

The K. J. Somaiya Institute of Engineering and Information Technology (KJSIEIT), is the second Engineering College established by the Somaiya Trust in the year 2001, at Ayurvihar campus, Sion. The Institute was set up primarily in response to the need for imparting quality education in the modern field of Information Technology and the allied branches of Engineering and Technology. KJSIEIT aims at building an organization having high performing and motivated employees.

4.2 OBJECTIVE

- To assist the management to execute the HR policies consistently and transparently.
- To define the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute.
- To state staff rights and motivation policies to encourage them to work to their best potential.

4.3 ORGANIZATIONAL STRUCTURE

Organizational structure is attached in *Annexure I*.

4.4 DUTIES AND RESPONSIBILITIES OF EMPLOYEES

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

4.4.1 Principal

As a head of the institute, principal should have the vision and leadership ability to keep a college developing. Duties and responsibilities of the principal are-

1. To monitor and conduct academic activities as per the University syllabus and conduct examinations.
2. Admission of students and maintenance of discipline of the college.
3. To monitor & manage the administration of the institution, organise meetings of GB and LMC.
4. To review Institute policies, procedures, and recommendations for appointment, salary, retention and/or promotion of faculty, and ensuring that all policies are followed.

5. To make the employee and students aware of the rules, policies and procedures of the Institute and see to it that they are enforced.
6. To see that the Institute complies with the rules of UoM, AICTE and DTE.
7. To provide leadership and motivation to all staff to use „job“ related work as an opportunity for learning and self-development externally and internally.
8. Assure quality at every level by guiding and working in close coordination with the Deans, HODs and in-charges of committees and Section heads and to devise effective means of measurement of quality through the Internal Quality Assurance Cell (IQAC).
9. To promote industry institution interaction and research and development activity.
10. To create an environment of team spirit and help all to take ownership of their work while offering complete freedom for innovations in day to day academics and administration
11. To initiate recruitment of teaching staff and non-teaching staff as per rules laid down by the University of Mumbai and Somaiya Vidyavihar time to time.

4.4.2 Dean Academics

Dean Academics will be responsible for smooth conduct of academics classes and discipline. He/ She will execute this work in assistance to the Principal. Dean Academics will do following duties –

1. To prepare an academic calendar
2. To oversee timetable preparation and resource allocation.
3. To ensure timely completion of syllabi through effective monitoring of the department.
4. To conduct an internal academic audit.
5. To organise external academic audit.
6. To evaluate departmental performance and provide support if and when needed.
7. To monitor attendance and analyse monthly attendance reports.
8. To schedule all extra-curricular and co-curricular activities in academic calendar in the most effective manner and organize various faculty and staff development programs for continuing education.
9. To provide recommendations to the Principal on policies and procedures, especially in the academic area.

4.4.3 Dean - Internal Quality Assurance

IQAC functions as the nodal unit of the institution in implementing quality related

activities.

1. To frame policies to direct the institution towards academic excellence.
2. To Develop and apply quality criteria for the various academic and administrative activities of the Institute.
3. To develop audit and feedback mechanisms to monitor the implementation and realisation of defined criteria.
4. To Dissemination and documentation of information on the various quality parameters of higher education;
5. To review the policies and criteria to keep up with the current trends.
6. Preparation of annual quality assurance report based on the quality parameters/assessment criteria developed by the relevant quality assurance bodies in the prescribed format.

4.4.4 Dean – Industry Institute Interaction

Duties and responsibilities of Dean – Industry institute interaction include –

1. To augment the research and consultancy activities by forging ties with relevant industry.
2. To improve placement opportunities for students.
3. To arrange industrial training and industrial visits and internships for the students and faculty.
4. To organise seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and to organise industrial visits

4.4.5 Dean – Research and Development Cell

Will look after the research activities in the institute. Responsibilities include –

To Formulate and recommend policy for the strategic development of research and enhancement of the quality of the Institute's performance and environment related to innovation and research.

2. To advise the Principal and management on national and international trends in the development of performance indicators for research, the appropriate use of funds allocated to research and research infrastructure, proposals for change in policy and any other research-related matters that may arise from time to time.
3. To generate grants for research activities from external sources like CSIR, UGC, AICTE, DST, DAE etc.
4. To Reviews research proposals submitted by faculty and make recommendations for Institute grants and sabbaticals.
5. The committee also has the responsibility of preparing projected and revised budgets for research.

4.4.6 Dean – Student Welfare

Responsible for maintaining the students discipline within college premises with the help of Head of Departments. Duties of Dean – Student Welfare include –

1. The SWC is the point of contact for all student related activities. They monitor the pulse of the students through interaction with the student council.
2. To guide the student council in all activities and counsel students for any issue that may arise.
3. To assist students for effective organisation of extracurricular and co-curricular activities in and outside the campus.
4. To maintain a ragging free environment in the Institute with the help of Anti ragging committee.

4.4.7 Dean – Alumni Cell

Responsible for maintaining Alumni relations. Duties of Dean – Alumni Cell include –

1. To work closely with the Alumni, ensuring strong and productive relationships with the Institute and implement alumni programs that support the Institute's strategic plan.
2. To maintain alumni database records, maintain regular communication with them and collect information by means of surveys, correspondence, website, etc.
3. To educate graduating students about alumni benefits and engage them in programs for Institute development.
4. To raise funds for select special projects and events in collaboration with alumni
5. To manage Corporate Social Responsibility (CSR) funding, relationship management with companies, public firms and trusts for offering scholarships, special officials or guests, alumni and industry for sponsored lectures/ talks.
6. To manage donations from alumni

4.4.8 Dean – Industry Institute Interaction

Dean – Industry Institute Interaction is responsible for forging tie-ups with industry and get the consultancy and research projects for the institute. Duties of

Dean – Industry Institute Interaction include -

- 1) To develop close links between Industry and Institute by interaction programs.
- 2) To augment the research and consultancy activities by forging ties with relevant industry.
- 3) To improve placement opportunities for students.
- 4) To arrange industrial training and industrial visits and internships for the students and faculty.
- 5) To organise seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and to organise industrial visits.
- 6) Widening and effectively implementing the area of R & D and consultancy by forging collaborations between the industries and the Institute.

4.4.9 Examination In charge

He is the chairperson of the examination committee and is responsible for all matters connected with the conduct of examinations. His responsibilities include -

- 1) To execute all end semester Examinations and declare their results.
- 2) To identify, acquire and allocate resources for smooth conduction of examination.
- 3) To carry on all work connected with the conduct of University Examinations in accordance with the procedure laid down by the University of Mumbai.
- 4) To ensure the sanctity of all activities related to examinations, evaluation, and result preparation.
- 5) To be the custodian of all records and answer scripts pertaining to Examinations.
- 6) To monitor Central Assessment Process and coordinate assessment activities.

- 7) To oversee the convocation of graduate students as per requirement of university.
- 8) To analyze the results after every examination
- 9) To make available records related to examination for use of others as per requirement.

4.4.10 Head of the Department

Head of the department will be the incharge of a particular department. All activities within the department will be carried out in supervision of HOD.

Responsibilities of HOD are -

- 1) To monitor and conduct academic activities of the department under the guidance of the Principal.
- 2) To take department and faculty feedback and accordingly take the remedial actions.
- 3) To plan and take the necessary actions for improvement of department results and academic performance.
- 4) To coordinate term work assessment and conduction of practical /oral examinations as laid down by University of Mumbai.
- 5) To maintain discipline and enforce rules as laid down by the institute, in the department.
- 6) To monitor the day to day activities of the department.
- 7) To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- 8) To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- 9) To inform the requirement of manpower in the department as per the rules laid down by University of Mumbai.
- 10) Identify visiting faculty if needed to teach some subjects in the department.
- 11) To prepare the department requirements and budget needed.

- 12) To oversee the purchase and deployment of any resource allotted for the department.
- 13) Propose evaluators, moderators to the examination section for the subjects in their departments.
- 14) Promote industry interaction.
- 15) Suggest books, periodicals, journals and other reading material needed for various subjects taught in their departments.
- 16) To execute any other work assigned by the management/Principal.

4.4.11 Teacher

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities of an Assistant Professor are as follows:

- 1) Understanding the Quality Management Policy and Quality objectives of KJSIEIT.
- 2) Following all rules and regulations as laid down by the management.
- 3) Executing all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- 4) Using innovative teaching aids innovative teaching-learning methodologies.
- 5) Counseling students and conducting extra lectures / revision lectures for students requiring help.
- 6) Evaluate, monitor and mentor student academic progress and activities.
- 7) Organizing various seminars / workshops / STTP / training programs and participating in such programs.
- 8) Getting involved proactively in any research and development activities conducted in the department.
- 9) Performing other academic / administrative duties assigned by Head of the Department / Principal.

In Addition to the duties and responsibilities of Assistant Professor, Associate Professor will have the following responsibilities –

- 1) Develop innovative and attractive courses and participate in curriculum development activities and contribute to the review of courses.
- 2) Contribute to the intellectual life of the Institute with their high quality of core teaching.
- 3) Actively contribute to departmental academic administration.
- 4) Work as a member of and/or chairing departmental, inter-departmental committees.
- 5) Engaging with external institutions, organizations and the wider community to support research and teaching objectives.

In Addition to the duties and responsibilities of Assistant Professor and Associate Professor, Professor will have the following responsibilities –

- 1) Engage in endeavors which contribute to the academic mission of the Institute.
- 2) Exhibit professional and academic leadership.
- 3) Contribute extensively to research activities of the Institute.
- 4) Mobilize funds for the research activities.

4.4.12 Registrar

Registrar is the head of Office section. He will perform following duties with the help of office staff.

- 1) Maintaining general discipline, safety, cleanliness of premises, dress code etc.
- 2) Handling the student section, Establishment Section, stores and Purchase section and maintenance related.
- 3) Preparing budget with the help of accountant, HODs, Librarian.
- 4) Maintaining office documents required for Quality Management System is followed at various stages of administrative processes.
- 5) Executing the admission process and University Examination process of

students with the help of student section and examination section.

- 6) Managing security and movement of goods material inward and outward of the college.
- 7) Monitoring attendance, salary payments to faculty and staff.
- 8) Executing any other work given by management / principal.

4.4.13 Office Superintendent

- 1) The Office Superintendent (OS) shall be in-charge of the office in the absence of registrar and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- 2) OS shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any
- 3) It shall be the duty of the OS to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to authorities as per requirements.
- 4) OS shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- 5) OS 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.
- 6) The OS shall personally look into the court cases concerning the College and obtain orders from the Registrar/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 shall exercise check on and follow up letters received from the Government, University

- Grant Commission, University, and Management etc.
- 7) OS shall draft notes and deal independently the cases which are of a routine nature. He 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. Registrar or the Principal and give interim replies.
 - 8) OS shall point out mistakes, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
 - 9) OS 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.
 - 10) 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.
 - 11) Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

4.4.14 Training and Placement Officer

Training and Placement officer will be responsible for the placement activities that occur in the institute. His responsibilities are -

- 1) To maintain complete information of students from various departments appearing for placement activities.
- 2) To conduct placement activities smoothly with the help of placement coordinators from different departments.
- 3) To decide and arrange training programs and personality development programs for students.
- 4) To update and maintain the contact details of companies interested in recruitment activities.

- 5) To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- 6) To take feedback from industry about the students recruited.

4.4.15 Librarian

Librarian is incharge of all library functions. His / Her duties include -

- 1) Purchasing of books and non book material required in Library.
- 2) Preparing Library Budget.
- 3) Correspondence with vendors.
- 4) Custodian of all book and non book material in library.
- 5) Reporting to head of the institution about library's day to day work.
- 6) Supervising all day to day Library activities.

4.4.16 Non-teaching technical staff

Technical Assistants (High Tech)

System Technical Assistants will work under IT Coordinator and will execute following duties -

- 1) To update and maintain institute website with institute data.
- 2) To administer and maintain servers, firewalls, routers, LAN, manageable switches etc.
- 3) To provide support for various softwares.
- 4) To ensure continuous internet during assigned hours.
- 5) To give support to On-line exam, Seminar, Workshop, technical training program.

Laboratory Assistant

Laboratory Assistant will work in library and assist teachers for smooth conduction of practical. Their duties are -

- 1) To prepare the laboratories for smooth conduction of laboratory session.
- 2) To maintain dead stock register, Instrument Issue register and maintenance register.
- 3) To conduct installation of new equipments and maintenance of existing

equipments.

- 4) To install software needed for lab sessions.
- 5) To maintain and update the approved supplier list for equipments.

4.5 MANPOWER PLANNING :

1. The Principal shall assess in the month of March every year the staff requirement for the subsequent academic year.
2. He will obtain the staff requirement through Manpower requisition form the respective HOD and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
3. The teacher student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of teachers.
4. Manpower planning is done as per the standard intake of 300 students.
5. Branch wise intake of KJSIEIT is given below –

Sr.No	Name of the Branch	Intake Capacity
1)	Electronics & Telecommunication Engineering	120
2)	Computer Engineering	60
3)	Information Engineering	60
4)	Electronics Engineering	60

6. The ratio according to University is 1:3:8 for each branch that is 1 Professor 3 Associate Professor and 8 Assistant Professor in each branch.
7. Workload of teaching staff per week for each category shall be maintained as follows:

Principal	4
Professors	12
Associate Professors	14
Assistant Professors	16

8. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
9. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

For Non-teaching Staff:-

The Man-power for Non-teaching is according to Management.

Non-teaching Staff required include -

- a) Registrar
- b) Accountant
- c) Librarian/Assistant Librarian
- d) Personal Assistant to Principal
- e) Head Clerk
- f) Technical Assistant/Lab Assistant/Skilled Assistant
- g) Senior Clerk
- h) Junior Clerk
- i) Account Assistant
- j) Attendant
- k) Sweeper/Hamal

10. After the approval of the Principal the Manpower requisition form is sent to Head office for approval.

4.6 RECRUITMENT OF TEACHING STAFF

Recruitment of teaching staff is strictly based on merit. Selection is done by duly constituted Committees. The following are the steps involved in selection of teaching staff.

1. As per AICTE/Mumbai University Norms the number of teachers are appointed with prior permission from Head Office.
2. As and when vacancy arises it is informed to Head office for permission and once it is granted the draft advertisement is forwarded to University of Mumbai for approval and once it is approved from University of Mumbai the advertisement is given in leading News papers.
3. After advertisement applications are received within the stipulated time and then applications are scrutinized by the scrutiny Committee.

4. Constitution of Staff Selection Committee which includes University representative, AICTE representative, DTE representative and subject expert is made as per the University Norms.
5. Call letters are issued to all eligible candidates before 15 days of the interview.
6. Interviews are held and candidates are selected on merit.
7. Submission of recommendation report given by selection committee to the secretary of Somaiya Vidyavihar Trust for consideration and approval.
8. Offer Letter is e-mailed after the acceptance appointment letter is issued.
9. Joining report submitted by the candidate.
10. After candidate's join the Institute seven page application with required documents is submitted for approval to University of Mumbai.
11. On receipt of approval, regularization of appointment process starts.

4.7 RECRUITMENT NON-TEACHING STAFF

Recruitment of non-teaching staff will be done strictly on merit. This will be done by a duly constituted committee comprising following members:

The following are the steps involved in selection of non-teaching staff-

- 1) As per staffing pattern and discretion of the management.
- 2) As and when vacancy arises it is informed to Head office for permission and once it is granted the advertisement is published in leading News papers.
- 3) After advertisement applications are received within prescribed time and then application are scrutinized.
- 4) Constitution of Staff Selection Committee is made. It includes
 - (a) Management Nominee
 - (b) Principal
 - (c) Respective Head of Department
 - (d) Registrar/O.S.
- 5) Call letters are issued to all eligible candidates.
- 6) Interviews are held and candidates are shortlisted on merit.

- 7) Appointment letter is issued to the selected candidate after Head office approval.
- 8) Joining formalities are done.

4.8 INDUCTION :

1. Every staff appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
2. The Principal shall guide him/her to HOD of respective department.
3. The HOD will give a brief introduction of the department and will introduce the new staff to all the teaching and non-teaching members in the department.
4. HOD will also show him/her the college and explain procedures involved in availing the facilities in the College.
5. The HOD will also ensure that all the registration formalities, including submission of joining report etc, with the help of establishment section in office.
6. The HOD will give time table to the newly appointed staff and explain various duties to be performed.
7. The HOD will introduce new faculty member to the class he/she is going to handle.

4.9 TRAINING AND DEVELOPMENT OF TEACHING AND SUPORT STAFF

4.9.1 For Teaching Staff

- Teaching staff is encouraged to participate in Faculty Development Programmes like STTPs, paper presentation, workshops, seminars and training programmes.
- Every Teaching staff can get a faculty development grant up to Rs. 15000 /- per academic year for participating in such programmes.
- For availing this financial support, HOD should give recommendations stating how a particular programme is useful for the faculty.
- Faculty members are advised to participate in such programmes during the vacation period.

- However special cases will be considered on recommendations of Dean-Academics and respective HOD.
- If the faculty member is participating in such programmes during non-vacational period, OD will be sanctioned for this period.

4.9.2 For support staff

- Technical Staff such as Lab Assistants, Lab Technicians etc., are sent for training programmes in respective technical area as and when needed.
- Registration fees for such programmes is paid by the institute.
- In house training programmes are also arranged by the faculty member to train non-teaching staff.

4.10. SALARY STRUCTURE

- Salary for teaching faculty and Non-teaching staff is as per the Government resolution and as per Management decisions.

4.11 PERFORMANCE APPRAISAL SYSTEM

Performance Appraisal System

The faculty performance appraisal and development system implemented by our Institute is uniform across all departments. There are three components to the appraisal system.

- a. Self-Appraisal
- b. Evaluation by Reporting officer(Head of Department)
- c. Review and feedback to faculty by an assessment committee comprising of Principal and HOD
- d. The faculty members holding administrative posts have an additional form to appraise their performance in the portfolio they hold.

We have always had an annual self-appraisal system. This was modified in 2015 to include many aspects of the UGC recommended PBAS system. Weightage is given to all criteria to quantify the performance.

The different components of the form are as shown in figure

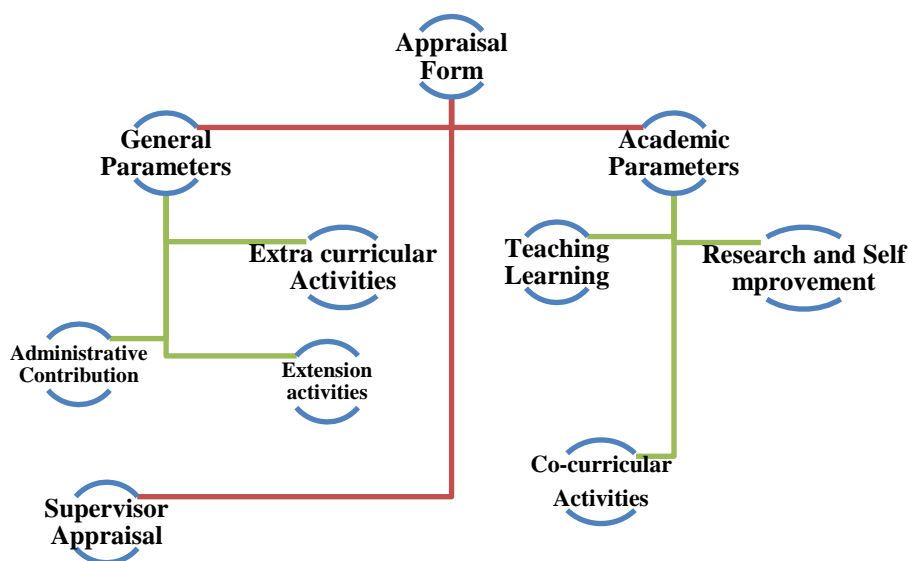


Figure: Components of Appraisal Form

Implementation, Transparency and Effectiveness

Every year in June, the appraisal forms are distributed to faculty, so that enough time is available to do justice to the appraisal. Faculty submits the completed form to the Head of Department, who reviews the appraisal before submitting it to the Principal. Principal and HOD then holds one to one meetings with faculty members to review their performance and to provide feedback. The assessment is revealed to the faculty and they sign in the appraisal form after noting the same. This ensures a very transparent mechanism.

At Somaiya, we use the appraisal system to make the faculty accountable for their actions and to identify the areas where they may improve their performance. Appraisal form is not

used as a tool to punish them for non-performance.

Non- Teaching Staff Performance management is based on the following points:-

- 1) Employee with job Clarity.
- 2) Good Communication
- 3) Completion of daily assignment without any backlogs.
- 4) Punctuality
- 5) External exposure in helping other Staff.

4.14.1 Performance incentives

Based on the annual performance appraisal, top performing employees will be appreciated and felicitated in teacher's day function. These top performing employees will be given preference at the time of promoting to the higher cadre. The principal will have the discretion in identifying top performers, based on above criteria and his decision would be final in this regard.

Additional incentives for publication in referred journals will be provided to faculty members as under –

- a) Journal having impact factor above 3 : Rs. 3000 /- per publication
- b) Journal having impact factor between 2 and 3 : Rs. 1500 /- per publication

4.12 CAREER PROGRESSION

Teaching and Non-Teaching staff 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.

Besides this Career Advancement Schemes for teaching staff are also implemented as per AICTE norms and as per the SVV policies/Rules regulations made applicable time to time.

4.12.1 For Teaching Staff

4.12.2 For non-teaching staff

1. Every year there is appraisal form and it is filled by the respective HOD, Registrar and then by Principal. The appraisal depends upon Punctuality, Communication, work performance, etc
2. According to their Appraisal they are eligible for annual increments
3. If there is a vacancy they can be promoted to the next level if they meet the eligibility criteria.
4. If the performance of the staff is extraordinary then final decision about the extra increments and promotion would be the discretion the principal and management.
5. If not promoted then time scale of the higher post is given after 12 years continuous service in the post without any adverse remark on their Academic Confidential Report.

4.13 CODE OF PROFESSIONAL ETHICS FOR A TEACHER

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- 1) Adhere to a responsible pattern of conduct and demeanour expected of them by the

community;

- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Seek to make professional growth continuous through study and research;
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 7) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities including community service.

4.13.1 Teacher and Students

Teachers should:

- 1) Respect the right and dignity of the student in expressing his/her opinion;
- 2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7) Pay attention to only the attainment of the student in the assessment of merit;
- 8) Make themselves available to the students even beyond their class hours and

help and guide students without any remuneration or reward;

- 9) Aid students to develop an understanding of our national heritage and national goals;
- 10) Refrain from inciting students against other students, colleagues or administration.

4.13.2 Teachers and colleagues

Teachers should:

- 1) Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) Speak respectfully of other teachers and render assistance for professional betterment;
- 3) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- 4) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4.13.3 Teacher and Authorities

Teachers should:

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate through their organizations in the formulation of policies of the

other institutions and accept offices;

- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 6) Should adhere to the conditions of contract;
- 7) Give and expect due notice before a change of position is made;
- 8) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

4.13.4 Teachers and Non-Teaching Staff

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

4.13.5 Teachers and Guardians

Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

4.13.6 Teachers and Society

Teachers should:

- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 3) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- 4) Perform the duties of citizenship, participate in community activities and

shoulder responsibilities of public offices;

- 5) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

4.14. EMPLOYEE BENEFITS

4.14.1 LTA

All Regular staff who have completed two years of continuous service will be eligible for LTA available to self, spouse and 2 children only. Those who have more than 2 children after 2000 will not be eligible for LTA. Employees whose spouse are working in the same organization or any other organization and claiming LTA from the respective Employers are not eligible for LTA. If found necessary disciplinary action will be taken. All are required to declare the same as per the format available with Establishment Section.

1. All Teachers /Librarian / and the regular staff on consolidated salary of Rs 40,000/- and above 2 tier AC / First Class.
2. All regular staff who have AGP/GP Rs.4400/- to Rs.5600/- and consolidated salary from Rs.30,001/- upto Rs.40,000/- 3 tier AC.
3. Regular Staff who's GP Rs.4200/- to Rs.4300/- or consolidated salary of Rs.25,000/- to Rs.30,000/- AC Chair car/.
4. All others II nd Class / Sleeper class. Second class / sleeper class ticket proof is needed.
5. The Home town address will be as recorded in the Service Book at the time of joining the Institute & only once can be changed during the entire service in the organisation.
6. Eligible staff those who travel by A/C, First Class should submit the original ticket for LTA claim. E-Tickets are to be certified by Railway authorities with their official seal or should be proved with bank pass book/credit card statements.

7. The staff those whose home town is not in Maharashtra as declared at the time of Joining will be eligible up-to 400 KM from the Maharashtra Border.
8. Staff claiming LTA is required to proceed on leave. Then only they will be eligible for the claim.

Maharashtra Darshan :- Maharashtra Darshan is given in only for Non-teaching staff once in 4 years.

Block of four years : 2 LTA, no Maharashtra Darshan or one LTA and Maharashtra Darshan.

4.14.2 HEALTH INSURANCE

As per University Circular No: Estb.II(IV)/EST/ICC/2012-13/21/of 2012 dated 13th September, 2013, all Non-teaching staff to be covered under Group Medical Insurance Policy. The premium for each staff will be paid by the Management up to Rs 3500/- and above have to be contributed by the staff. If any Non-Teaching staff don't want to cover beyond the statutory limit of Rs 3500/- they can do so. In that case they will be covered only for a premium up to Rs 3500/-. This rule can be changed by the government and Management. This Health Insurance policy is only for Non-Teaching staff.

The same facility can be extended to the teaching staff as well.

4.14.3 PROVIDENT FUND

For all the Teaching and Non-Teaching and daily wages are eligible are eligible for Provident fund and will be according to the statutory limits of 12% up to Rs 15,000/ maximum deduction up to Rs 1800/- and the management will contribute the same amount in Provident fund. It can be withdrawn or transferred to other Institutes on resignation.

4.14.4 GRATUITY

For all Teaching, Non-Teaching and Daily Wages staff gratuity is given at the time of leaving the Institute. All Teaching, Non-Teaching Daily and Wages staff have to complete 5 years of service to be eligible for gratuity. Institute has taken policy from LIC and which is paid to concerned staff by LIC through this policy.

4.14.5 LEAVING POLICY

1. It is applicable to all the Teaching, Non-teaching and daily wages employees. They have to complete following formalities at the time of leaving the Institute.
2. If an employee is resigning, resignation policy should be followed.
3. They have to return all the books to library and any other kind of issued material to the respective department. They have clear all the dues regarding department, Accounts section and Institute. They have to submit “NO DUES” from all the departments/Library/Office/Accounts section etc.
4. After these formalities they have return Identity Card which was issued to them at the time of joining.
5. After NO DUES is submitted to Establishment, it will be forwarded to the accounts section.
6. Accounts Section will prepare the dues such as leave salary/Provident Fund/Gratuity etc.
7. Reliving letter will be issued to the employee leaving the institute.

4.14.6 TRAVEL POLICY

a) Local conveyance

Staff members travelling within the city for official work are eligible for compensation according to following table-

Staff	Purpose	Mode of Travel	Conveyance charges
Non-Teaching Staff	Official Visits to DTE / University etc.	Bus or Local train	At actual
Non-Teaching Staff	Carry heavy material or in case of emergency	Auto / Taxi	At actual
Faculty / Registrar / Principal	Official Work	Auto / Taxi	At actual
Faculty / Registrar / Principal	Official Work	By own car	@ Rs. 9 /- km

b) Outstation conveyance

Staff members travelling outside the city for official work are eligible for

compensation according to following table-

Staff	Purpose	Mode of Travel	Conveyance charges
Non-Teaching Staff	Official work	Ordinary Sleeper Class / Bus	At actual
Faculty / Registrar	Official Work	III AC	At actual
Principal	Official Work	II AC	At actual
Faculty / Registrar / Principal	Official Work	By own car	@ Rs. 9 /- km

c) Dearness Allowance (DA)

Dearness Allowance @ Rs. 300/- per day in metro cities like Delhi, Kolkata, Pune, Chennai, Bangalore. For other cities DA is Rs. 200/- per day.

d) Lodging

Staff members shall be eligible for lodging expenses as per table below-

Staff	Purpose	Lodging Charges in Metro Cities	Lodging Charges in Other Cities
Non-Teaching Staff	Official work	@ Rs. 1000 /- per day	@ Rs. 800 /- per day
Faculty / Registrar	Official Work	@ Rs. 1500 /- per day	@ Rs. 1200 /- per day
Principal	Official Work	@ Rs. 2000 /- per day	@ Rs. 1500 /- per day

Staff members must clear all Conveyance charges, DA, Lodging charges claims within three days after completion of the tour. They must submit the report of the

official work done to their HOD / Principal.

4.15 LEAVE POLICY

Before proceeding for any type of leave, any Teaching staff/ Non-teaching staff/HOD/HOI must mention the name of the person in-charge who will perform the duties on behalf of the person going on leave on application form itself. Different types of leaves that can be availed by the employee are listed below -

4.15.1 Casual leaves (CL)

- All employees are entitled to 8 days of CL, during a calendar year (January to December) on pro rata basis.
- CLs are to be used at the discretion of the employee, subject to the approval of respective HOD and Principal.
- Unused CLs will not get carried over to the subsequent calendar year under any circumstances.
- Employees must apply for CL in prescribed format. Not more than 3 CLs can be availed in continuation. CL can be taken for half day also.
- Casual Leave cannot be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.

4.15.2 Sick Leaves (SL)

- Regular employees are eligible for 10 days Sick Leaves during a calendar year (January to December) on completion of one year service.
- A written request (oral in exceptional cases) will be required for availing SL due to illness or injury.
- An employee returning from SL must submit a medical certificate and a fitness certificate from registered medical practitioner.
- In case of sudden illness or other unexpected circumstances, an employee should notify his / her HOD immediately through a phone call. If the employee is not in a position to do so, his / her family member should inform the college authorities about the situation.
- Unused SLs will be carried forward into the subsequent years which can be accumulated up to 300 days.

4.15.3 On Duty Leave (OD)

OD is granted to an employee when the University / Principal / HOD / or any other competent authority assigns a duty that has to be carried out for the institute or University.

Employee must fill the OD form and get it approved from HOD.

4.15.4 Maternity Leave [MA] and Paternity Leave [PA]

- All female employees those who are regular employees and completed two years of service are eligible for 180 days maternity leave.
- Female employees, who have completed one year of service but less than two years of continuous service, will be eligible for MA on pro-rata basis.
- Maternity Leave will be available for two (2) children only.
- Maternity leave can be availed by the staff who have abortion and MTP for the period upto 45 days that also only after 2 months of confirmation of pregnancy and should produce the Medical certificates from a qualified Doctor. This facility is allowed once in service.
- All Male employees are eligible for paternity leave for 7 days up-to 2 children only.

4.15.5 Compensatory Off:-

- Non-Teaching Employees who are required to work extra hours / holidays will be eligible for Compensatory off at the rate of hours worked.
- Teaching staff if required to work on holidays will be eligible for Compensatory off equivalent to the days worked. This can be availed at any time except when regular teaching is in progress.
- CO can be prefixed or suffixed with any type of leave.
- CO should be availed during the calendar year and not to be carried forward to the next year. However, special circumstances, it can be accumulated and carried forward.

4.15.6 Vacation

- Teaching staff, Training & Placement Officer, Technical Support Staff (Non-

Teaching staff) and Librarian are entitled to vacation and are called as vacational staff.

- Principal, Registrar, and all other non teaching staff are treated as non-vacational staff.
- Number of vacation days is decided by Management (Principal) as per norms and the academic calendar of the Institute which will be a total of 70 days vacation (30 days Winter vacation and 40 days summer vacation) during an academic year.
- **Staff should be present on last working day prior to proceeding on their vacation. Staff should report on duty on the first working days after their Vacation. Staff members remaining absent on any one of the above would result in deduction of 15 days salary. Staff members remaining absent on both referred dates would result in deduction of 30 days salary. In exceptional case, if a staff remains absent in any one of the categories i.e. last working day or first working day of the vacation on Medical grounds, must submit medical certificate from a qualified Doctor / Somaiya Hospital on the very first day of resuming duty. The sanctioning of the above is the discretion of Principal.**
- Vacational staff during their vacation can be recalled for official work / examination work, whatever the nature be, failing which it will be treated as misconduct.
- The recalled staff is eligible for EL 1: 2.3 (one Earned Leave = 2.3 vacation).
- Eligibility to avail vacation will be to the staff those who are on regular appointment and will be entitled to full vacation on completion of one year of service.
- Ad-hoc staff will not be eligible for vacation.

4.15.7 Earned Leave (EL)

- This is applicable only for the regular staff.

- Non-vacational regular staff will be entitled to 30 days Earned Leave on completion of one year service January to December on pro-rata basis.
- Earned leaves can be accumulated up-to 300 days for regular staff.
- Not more than 120 days EL will be granted in a stretch except on Medical ground.

4.16. GRIEVANCES HANDLING

The Institute recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy. Suggestion cum complaint box is kept in the college canteen in which the students, staff can put their grievances in writing. Grievances can be lodged personally to any member of the Grievance committee. Two committees are established to handle different types of grievances.

4.16.1 General Grievances Committee

This committee will be constituted in order to help the employees, students and parents to record their complaints and get their problems related to academics, resources and personal grievances solved.

4.16.2 Anti Ragging Committee

Ragging complaints will be handled by Aniti-Ragging Committee as per government guidelines.

On recommendations of these committees will be forwarded to the Principal for final decision. All employees of the Institute have to cooperate to the fullest possible manner in any internal investigation conducted by these committees.

4.17. COLLEGE WOMEN DEVELOPMENT CELL (CWDC)

As per the guideline given by the University of Mumbai, KJSIEIT will establish a College Women Development Cell to implement the directions of University WDC in general and to deal with complaints/ cases of sexual harassment in particular in relation to the college. The office of the CWDC shall be located in the college and the Principal of the college shall be the custodian of all the records of the cell.

4.17.1 Composition of CWDC

1. The Principal of the college shall be ex-officio President of the Cell. Two members from the teaching staff at least one of them shall be a woman and the convener of the cell and be nominated by the Principal. One woman member from the non-teaching staff in the college, one woman representative from an NGO; one member from the reserved category, one representative from students' council(LR) nominated by the Principal.
2. Not less than half the members of CWDC shall be Women.
3. The term of the office of CWDC shall be for 3 years except the student member who would be nominated in every academic year.
4. The names and contact numbers of these members should be displayed on the college notice board.
5. A personnel shall be disqualified for being nominated, elected or designated, or for being continued as a member of CWDC, if there is any complaint concerning moral turpitude against him/her or against whom any criminal proceedings are pending in court of law or if he is found guilty of sexual harassment
6. If a member of CWDC remains absent for three consecutive meetings of the Cell without permission of the President, his/her office shall thereupon fall vacant.
7. A member of CWDC may resign his/her office at any time by tendering his/her resignation in writing to the President of the Cell. Such a person shall be deemed to have vacated his/her office as soon as the President accepts the resignation.
8. The CWDC shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.

4.17.2 Powers and duties of CWDC

1. To ensure implementation of University Women Development Cell (UWDC) Directions
2. To process all the individual complaints concerning sexual harassment that may be received from any person and take suitable action as per the directives. In case of the complaint against the Principal/ Member of the Management, the CWDC shall direct the complainant to approach the UWDC for redressal of grievances.

3. To depute members of the CWDC to attend and participate in the workshops and training programs that may arranged by UWDC.
4. To implement the programs for the spread of awareness of these Directions as may be formulated by the UWDC.
5. To arrange to distribute all the publications of the UWDC concerning these Directions amongst the teachers, non-teaching employees and students.
6. To exercise such powers and perform such other functions as may be conferred or imposed on it by/under these Directions.
7. To do all such acts and things as may become necessary to carry out the purpose of these Directions.

4.17.3 Procedure for investigation of complaints

1. CWDC shall act as Complaint Committee, excluding the student member of cell.
2. Any women employee/ female student of the college shall have the right to lodge a complaint with any of the members of CWDC concerning sexual harassment / molestation/ misbehavior against male student/ employee/ any other person connected with the college.
3. Such a complaint may be oral or in writing (duly signed by complainant)
4. If the complaint is oral, it shall be reduced in writing in detail by CWDC member to whom the complaint is made and shall not be acted upon till signed by the complainant.
5. A complaint register shall be maintained by Complaints Committee which should be confidential.
6. After receiving the complaint, the member to whom the complaint is registered shall report to the convener within ten working days. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged even to the CWDC.
7. Within a period of two weeks, the convener shall convene a meeting of CWDC to deal with the received complaints where the complainant or at her request her representative shall be heard. If a woman complainant specifically expresses her desire to depose in the presence of only women members of the cell, she shall be

- allowed to do so. But the male members of the cell shall participate in the decision making process.
8. If the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the CWDC, heard and if so satisfied that a warning is just and proper he may be warned about his behavior. The matter shall be treated as concluded with a recording to that effect made in the Complaint Register.
 9. If the complainant wishes to proceed with the complaint beyond mere warning to the delinquent, CWDC shall ask for written explanation from him. If he fails to do so, CWDC shall think of proceeding with the enquiry, keeping in mind the nature and gravity of the misdemeanor complained of. In case CWDC comes to the conclusion that such an action is necessary, it shall make suitable recommendation to the Principal/ Management for further implementation.
 10. In the event of CWDC coming to a decision that the delinquent be imposed a penalty, recommended by CWDC to the Management of the college who shall expeditiously act on such recommendation of action.
 11. The CWDC shall afford fair and reasonable opportunity to the delinquent to defend and shall ensure observance of the principles of natural justice. In the event of the complainant of feeling that there is a delay on the part of the college authorities to process the case, the complainant can approach the CWDC of University directly after six weeks of registering the complaint.
 12. After the preliminary inquiry, if the CWDC concludes that the case merits further enquiry it shall then refer the case to the UWDC and hand over all the requisite documents along with its findings to the UWDC within a month of the receipt of the complaint. The UWDC shall then proceed with the case in accordance.

4.17.5 Penalties and punishment for sexual harassment

The CWDC may impose the following penalties on a person found guilty of sexual

harassment :

- a) An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties

1. Warning, Reprimand or Censure
2. Fine
3. Withholding of increments or promotion
4. Reduction to a post in the lower pay scale or to a lower stage of increment in his own pay scale

Major Penalties

1. Compulsory retirement
 2. Termination of service
 3. Removal/ Dismissal from service
- b) A student found guilty of sexual harassment shall be liable to receive following penalties:

Minor Penalties

1. Warning
2. Written apology
3. Bond of good behavior
4. Debarring entry into hostel or campus
5. Suspension for a specified period of time
6. Withholding results

Major penalties

1. Debarring from examinations
2. Expulsion from college

4.17.6 Protection against victimization

1. In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry, if the teacher is found guilty the accused shall not act as an examiner for any examination for which the student appears.

2. In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry and even after such an enquiry, if the accused is found guilty, the accused shall not write the Confidential Report of the Complainant, if he is otherwise so authorized.

College authorities shall provide all the necessary assistance for the purpose ensuring full, effective and speedy implantation of UWDC Directions. It shall be bound by the various committees as set out in this scheme and shall implement such decisions.

In case of sexual harassment in the college premises, active assistance shall be provided to the complainant by the college to pursue the complaint. Thus the safety of the complainant shall also be ensured.

4.18. RESIGNATION POLICY

1. Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Principal. In the the resignation letter, he/ she should mention the date He/she should state clearly the date from which the resignation to become effective, bearing in mind the contractual notice period required. He / she should mention the reason for resignation in the resignation letter.
2. He / She appears for the exit interview.
3. In case of adhoc appointment, employee has to give a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department. In case of regular employee, this notice period will be three months.
4. Employee leaving without a notice period will not receive their pay for have to deposit salary for the notice period.
5. Employees interested in resigning cannot utilize any leaves except OD and CO.
6. Employee who resign during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.

4.18.1 Handing Over charge :

1. All employees who has resigned should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal.
2. The employee who has resigned must submit a 'No Dues Certificate' from all departments on or before the last day of work.
3. The employee will be relieved only after submitting the 'No Dues Certificate'.

4.19. EXIT POLICY

1. Exit Interview of the employee who has resigned will be conducted by Head of the Department and Principal. After one to one discussion with the resigning employee, HOD or Principal will fill the Exit Interview Form in prescribed format (Annexure II).
2. Purpose of conducting Exit Interview is to find out the exact reason for resignation and to suggest remedial measures to management, which will reduce future attrition. Attempt should be made to open up the mind of the employee to get real, frank and free feedback.

4.20 RETIREMENT POLICY

- Retirement policy is applicable for both teaching and non teaching staff.
- For Teaching faculty the retirement age is 60 years and after the retirement if Management wants the faculty can be continued.
- For Non-Teaching staff the retirement age is 58 for Class III and for Class IV the age is 60 Years if Management wants the staff can be continued.

4.21 LIST OF HOLIDAYS

Holiday is given as per the University Circulars/Management.

Annexure - II

EXIT INTERVIEW FORM	
Name of the Employee	:
Designation	:
Date of Joining	:
Reason of Resignation, as told by employee :	
Name of the new employer :	
Salary offered by the new employer :	
Positives in the Environment and Employment Conditions of KJSIEIT, mentioned by resigning employee:	
Negatives in the Environment and Employment Conditions of KJSIEIT, mentioned by resigning employee:	
Reason of resignation as understood by Interviewer :	
Would you like to re-employ this employee in future?	
Any other feedback :	
Name and Signature of HOD Date :	Signature of the Principal