

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

**12. QUALITY MANAGEMENT SYSTEM  
INCLUDING ACCREDITATION POLICIES**

## **12. QUALITY MANAGEMENT SYSTEM INCLUDING ACCREDITATION POLICIES**

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## **12 QUALITY MANAGEMENT SYSTEM INCLUDING ACCREDITATIONS**

The principal will appoint a 'Internal Quality Assurance Cell (IQAC)' which will look after the quality management issues. The IQAC will consists of –

- An Accreditation coordinator. He/she will oversee the preparations for accreditation under guidance of Principal.
- A secretary, to take care of documentation and coordination.
- A program coordinator for each department.

Accreditation coordinator, program coordinators and Heads of departments and Deans, under the guidance of Principal will work together to obtain accreditation. Facilitators will be identified to create awareness and impart training to faculty, staff and students.

This committee should organize awareness workshops on accreditation process for all the faculty and staff members under the guidance of facilitators. In these workshops, the concept and philosophy of accreditation, its benefits and efforts required for obtaining it should be clarified.

### **12.1 Functions of IQAC**

- The IQAC should conduct strengths, weaknesses, opportunities and challenges (SWOC) analysis preferably on NAAC / NBA criteria and design strategies to tap the strengths, grab the opportunities, minimize the weaknesses and face the challenges.
- The IQAC should identify the issues and challenges and analyze them for designing the strategies to achieve the quality goals.
- The IQAC should assess the performance of the programmes NAAC / NBA criteria and ensure that they get A grade, then only they should start action for preparation for NAAC/NBA accreditation. Otherwise they should prepare action plan to improve performance on the criteria where they have scored less points.
- IQAC should maintain significant and direct documents which can be used as

evidence for quality. They should do adequate preparation before applying for NAAC/NBA certification in the light of NAAC/NBA criteria, parameters and procedures.

- The IQAC should craft the mission and vision statements for the Institute. The vision should be achievable and realistic. Department vision should be aligned with that of Institute. Achievement of every goal should be measurable and be supported by documents.
- The IQAC should document its best practices on various criteria of NAAC/NBA. It should publicize the best practices through print and electronic media.
- Policy document stating the policies related to admission, recruitment, career advancement, purchase, placement, rewards and incentives, training and development, finance, safety, consultancy, industrial interaction, use of resources, use of information technology, preventing ragging, empowerment of women, encouraging physically challenged students and academic processes etc.
- The academic calendar and subsequently the department calendar should include industrial training plan, guidance and counselling plan, project plan, laboratory work plan, research plan etc.
- Preparing library manual, placement manual, guidelines for industrial visits, etc.

## 12.2 EXPERIMENTAL LEARNING INITIATIVE

1. The Experiential learning Initiative is a program of participation in activities that promote professionalism, lifelong learning, commitment to community and the profession.
2. Experiential learning seeks to leverage local resources and integrate the community in education, both inside and out of the classroom environment.
3. All students are strongly encouraged to take advantage of the experiential learning opportunities that become available throughout their College career.
4. Project-Based Learning intensive workshops are organized where teams of faculty and administrators from colleges will gain knowledge about project-based learning and make tangible progress to integrate those concepts into their own curricula.

5. Project-based initiatives are taken which include classroom projects in a wide range of disciplines, mini-projects for second year students, community-based project.
6. Project-based learning offers students real-world opportunities to research issues, think critically, gain new perspectives, solve problems, and develop written and oral communication skills all within the framework of a team environment and guided by engaged and involved faculty.
7. Experimental Learning Committee comprised of dedicated, engaged and knowledgeable students and faculty should be formulated.
8. Departments should develop plans, including an assessment component, for enhancing community involvement.
9. A funding plan should be developed, in conjunction with the strategic plan, which clearly identifies the appropriate level of base funding for community engagement and experiential learning.
10. We should have faculty speaker series at our campus. These are informal talks and the topics can be academic in nature, related to areas of personal interest, or research experiences.
11. Faculty members can involve their students through course-related and/or service-learning projects.
12. Students, staff, and faculty are always welcome to volunteer in any capacity at campus. This might involve assisting in existing recreation programs, creating new ongoing activities, offering a "short course" on a particular subject.
13. Encourage interdisciplinary and multi-level collaboration among the students of other institutes.
14. Institute faculty will use case studies and proven materials to help participants -
  - Bring project work into their classes, seminars, and capstones and learn how to use projects to help students make interdisciplinary connections.
  - Use faculty-guided project work to strengthen service-learning, study abroad, and internship programs.
  - Develop the fundamental skills needed to make project-based learning work for students, including student team formation and development, evidence-based

thinking and writing, and strategies for attacking open-ended problems.

- Create faculty development plans to support project-based learning, including community networks and partnerships with external organizations.
- Use student project work as a key component for overall program evaluation and student learning assessment.
- Build relationships with teams from other institutions to share ideas and experiences.
- This Policy shall be reviewed at least once every five years.

### **12.3 RESEARCH AND DEVELOPMENT POLICY**

K J Somaiya Institute of Engineering & IT exists primarily for the intellectual life of its students and faculty. Intellectual life cannot be maintained, much less flourish, without constant growth. Therefore, the Institute encourages all members of its faculty to engage in scholarly research and the development of new teaching skills and competencies. Research and teaching is the province of the faculty.

The Committee on Faculty Research and Development is formed which comprises of senior faculty of the institute. This committee shall review and administer policies of institutional support for faculty research, development, and sabbatical leaves and shall encourage and assist faculty in securing outside funding for research and development activities.

The powers, duties and functions of the Research Committee shall be:

- 1) Making decisions concerning the load reductions, and technology grants. These decisions are reported to the management upon whose approval they become effective.
- 2) Encouraging faculty members to write proposal seek grants from external sources like CSIR, UGC, AICTE, DST DAE etc.
- 3) Recommending support needed by the faculty for research and development to the principal.
- 4) The Committee also has the responsibility of preparing projected and revised budgets for research.

- 5) Formulating recommendations and policy for the strategic development of research and research training, in conjunction with other relevant committees of the institute.
- 6) To monitor operational goals within the context of the Institute's Strategic Plan and to monitor and enhance the quality of the Institute's research performance and research environment.
- 7) To advise the Principal and management on national and international trends on 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.

In carrying out its responsibilities, the Research Committee shall be entitled to rely upon advice and information that it receives in its discussions and communications with management and such experts, advisors and professionals with whom the Research Committee may consult.

The Research Committee may perform such other functions as may be requested by the management from time to time.

The Research Committee should submit feedback concerning research and development to the management regularly.

The Research Committee generally is to meet once in a month in person or by conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, with any additional meetings as deemed necessary or appropriate by the Research Committee.

#### **12.4 FACULTY DEVELOPMENT GRANTS POLICY**

- Faculty is encouraged to participate in Faculty Development Programmes like STTPs, paper presentation, workshops, seminars and training programmes.
- Every faculty 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.
- Each faculty member is eligible for faculty development grant only once in an

academic year. In the same year, a faculty member who receives a faculty development grant cannot benefit from a paid research leave for Ph.D. and vice versa.

- 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-vocational period, OD will be sanctioned for this period.

#### **12.4.1 Procedure for Applying**

- Fill the application in prescribed format indicating benefits of the training programme and get approval from HOD.
- The application will be studied by Dean-Academics who will recommend the application to the Principal for approval.
- Provide clarifications to Principal or account section if needed.

#### **12.4.2 After FDP**

- Faculty member must submit a report on the skills he/she has acquired through FDP to respective HOD.
- Faculty member must give presentation to the departmental staff and share the knowledge he/she has got through FDP.
- A record of such programmes is to be maintained by the all faculty members and should be provided to HOD as and when required.

#### **12.4.3 Deputation for Ph.D.**

- As per Higher Education Policy of SVV 2012 (Annexure – I)

### **12.5 CONSULTANCY POLICY**

As per the University Circular No. APD/449/1 of 2012 dated 18<sup>th</sup> February 2012 Consultancy Services may be offered by the teachers of the Institute to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute. The norms mentioned in the said circular will be followed for resource generation through consultancy services. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical



requirements associated with such services as indicated in the standard terms and conditions. Consultancy services offered may cover a variety of activities such as Feasibility Studies, Technology Assessments, Assessment of Designs and Product Design, Software Development, General Troubleshooting and so on.

#### **12.5.1 Project Category**

- Each project shall be undertaken either under Standard Terms and Conditions that includes the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions.
- Specific research agreement or Memorandum of Understanding describing the details of contract which includes the projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MOU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes resolution, liability, IPR matters, arbitration, and applicable law. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.
- Consultancy and related services offered will be divided mainly into two categories such as expert advice and development projects or testing projects.

#### **12.5.2 Eligibility for Undertaking Consultation**

Consultancy and related assignments can be taken up by full time faculty. Any employee of the Institute may take up consultancy work with prior approval of the Principal. All employees undertaking consultancy shall hereinafter be referred to as Consultant.

#### **12.5.3 Conflict of Interest**

- Consultants shall disclose to the Dean (R&D) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of

involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. Dean (R&D) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

- Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that (i) suggests that the Institute approves or disapproves of a product or service provided by a profit, non- profit or governmental entity or (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or (iii) may be interpreted to communicate the official position of the Institute on any issue of public interest.

#### **12.5.4 General Consultancy Rules**

Consultancy work taken up by Consultants is subject to the following limits:

- The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
- Ordinarily, permission cannot be granted for more than 5 assignment at a time. However the exception cases, same may be considered ,provided proper time management is ensured.
- Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of on-going commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
- The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary

functions and responsibilities to the Institute.

- Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.

#### **12.5.5 Travel Rules**

- Travel out of the campus on account of consultancy activities should be undertaken with prior intimation to the Head of the Department. In case of Heads of these entities, intimations should be sent to the Principal.
- It is, however, anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

#### **12.5.6 Project Execution Rules**

- Consultancy projects are normally initiated by requests / enquiries from the industry directly to the Institute or by discussion between the industry and the Consultants.
- When the enquiry is directly received by the Institute, the work will be assigned to specific consultants or groups of consultants depending on their expertise, and existing commitments, by the Dean R&D.
- In the event of a client preferring the services of a specific consultant, the assignment may be assigned to the identified person, provided the requirements. All acceptance letters will be sent by the Dean (R&D)/Principal.
- Consultancy project proposals (prepared in response to a client's request) are to be approved by the Dean (R&D) who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-a-vis the scope, in order to obtain clarity before the consultant prepares the cost estimates.
- In extreme emergencies, a consultant may take up an assignment with intimation

to the Dean(R&D), and then seek approval. It would, however, be necessary to ensure that the task involved is not a major one entailing total charges not more than Rs.50,000/- or, two days of faculty time, and payments are made immediately, well before submission of any formal report.

- The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may be considered.
- The minimum charges applicable in respect of consultancy jobs will be Rs.10,000 excluding any applicable tax.
- It is desirable that Preliminary Diagnostic Discussions / Site Visits, leading to the generation of consultancy proposals may be charged at a minimum rate of Rs.5,000/- per day or part thereof, in addition to travel and incidental expenses as applicable.
- Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the Institute will govern all decision and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.
- The services of external consultants (especially retired Faculty) may be utilized to a limited extent in order to provide comprehensive services to clients. Such external consultants which may include will be entitled to a lump sum consultant fees which may be fixed after taking into account essential expenditure directly related to the assignment. Normal deductions by way of Institutional charges, and mandatory taxes will, however, be made.

#### **12.5.7 Rules for Costing of Consultancy Projects**

The consultancy project costing is based on the following component charges-

- Consultant Fees will include charges for the time of the Institute and External Consultants.
- The Charges will also include the charges for Personnel engaged in Technical

Services is payable to the permanent employees of the Institute for their effort in the execution of the project.

- The charges should also take into account the salaries payable to temporary staff employed specifically for the project.
- Operational Expenses include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and all other expenses related to the consultancy project. These also include Equipment Utilization Charges for the usage of institute equipment for all consultancy projects, which will be transferred to the respective Departmental Development Fund (DDF).
- The overheads will be charged based on the salaries given to employees and the operational expenses as applicable. Capital Equipment will include charges for the purchase of specific equipment for implementation of consultancy projects. No overheads are charged on this. Service tax and other taxes as applicable shall be provided for in the project cost.

### **12.5.8 Important Guidelines**

- 1) All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
- 2) Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the PI/ Co-PI themselves, then by the concerned Head/ experts/mentors in the department, followed by other eminent researchers in the field. The proposal shall then be vetted by the research review committee (RRC) before submission to the funding agency.
- 3) All applications related with R&D shall be routed through the Dean R&D along With one hard copy for R&D records. A soft copy shall also be emailed to the Dean R&D; and the department representative in R&D cell as well as the HOD shall be copied on the email.
- 4) Separate dead stock registers shall be maintained for all R&D as well as

- externally funded projects in every department.
- 5) Purchase of instruments, software, etc. and the audit report made as per KJSIEIT accounts dept guidelines.
  - 6) Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
  - 7) The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
  - 8) In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute.
  - 9) All HODs must regularly and diligently update the R&D information and achievements of their departments in the R&D page on the institute website through Dean R&D.
  - 10) All the meeting with outside agencies and organization related to R&D shall go through Dean R&D.
  - 11) All the PI of funded /non funded projects shall submit half yearly report to Dean R&D through concerned HOD .After the completion of the project one copy of final report shall also be submitted to Dean R&D.

#### **12.5.9 Policy for Procurement and Maintenance**

- 1) The purchase committee for any research project shall comprise of, The Principal, Dean R&D, concerned HOD and PI/ Co-PI. Their role is to streamline the purchase requests and gauge its utility; in completion of the project. The said committee shall also look into the recruitment of JRF/ SRF, if any.
- 2) The accounts department shall submit a photocopy of, the sanctioned letter and cheque/ DD to the concerned Principal Investigator (PI) of the research project.
- 3) The P.I. shall immediately plan and apply in writing to the Principal, through Dean R&D for releasing the funds (towards, travel, contingency, consumables, books, technical assistance, hiring charges, etc. i.e. excluding

- the equipment cost and salary, if any). The Accounts Department shall immediately release the amount on receiving the sanction from the Principal. The PI shall settle the accounts, for the released amount on or before 31st of March every year.
- 4) The PI shall also plan for purchase of equipment as per the existing purchase procedure of the institute. A minimum of three quotations are necessary for the equipment to be purchased. The only exception to this shall be proprietary items, where the PI has to submit a justification. The entire purchase of equipments for the research project shall be completed, positively within one month of receiving the grant for the same from the management or the funding agencies.
  - 5) All the sanctioned funds shall be spent as per the guidelines of the concerned funding agency.
  - 6) All the equipments purchased, shall first be registered in the Stores and then in the dead stock register of the R&D in the department. This will help to have a uniform procedure and smooth functioning of purchase procedure under R&D. The total expenditure under R&D can then be easily identified.
  - 7) In case PI leaves the institute, the Co-PI shall be fully responsible to complete the project as per the guidelines of the concerned apex bodies.
  - 8) The PI/ Co PI shall complete the project by all means within the stipulated period and submit the audited statement of expenditure, utilization certificate and progress report to the concerned funding agency. A copy of all such documents shall also be marked to Dean R&D for records.

#### **12.5.10 Seed Money**

Seed money for R&D project shall be distributed by the following procedure:

- 1) Submission of proposal/s to funding agency.
- 2) Application for seed money through the respective HOD
- 3) Scrutiny by R&D cell and /or RRC on sanction of the submitted project

- 4) 25 % of the sanctioned project cost shall be given as seed money from the department R&D budget to start the procurement which will be recovered at a later stage after receiving the grant.
- 5) In case of non funded projects, proposals should be submitted to the Principal of the institute through the respective HOD and Dean R&D. Scrutiny (by R&D Cell and/ or RRC) and sanction of amount shall be done by Research Review Committee (RRC) .

#### **12.5.11 Research Review Committee (RRC)**

This committee (RRC) is formulated to specifically oversee the research proposals by faculty and students. The RRC shall comprise of,

Principal as a chairman, Research promotion Officer (SVV), Dean R&D, Research Advisory Committee member (concerned subject), Head of Department (concerned Dept.), Subject Expert/ Mentor

All the prospective Principal Investigators should ensure that the research proposal is presented before the RRC well in advance prior to the submission. It may kindly be noted that, the research proposal of faculty shall be submitted to the funding agency only after presentation to RRC. In addition to this, the RRC shall also look into,

- Collaboration with research organizations
- MoU with industries and overseas universities
- Training and Consultancy
- Continuing Education (including Add on Modules)

Industry Sponsored Projects

### **12.6 INDUSTRY INSTITUTE INTERACTION POLICY**

Industry Institute Interaction Cell (IIIC) IS established at the institute to bridge the gap between academic and community world. The main aim of IIIC is to enhance industry



interaction with students and faculty of various departments. Industry Institute Interaction Cell is lead by Dean-Industry Institute Interaction and comprises of one faculty member from each department. Major objectives of IIIC are

- 1) To sign MOU with different industries for various academic activities.
- 2) To identify students project work in industries.
- 3) To organize Job Fair to increase placement of the institute.
- 4) To arrange guest lecturers/seminars of industry experts at regular interval to update knowledge of students and faculty.
- 5) To organize industrial visits / training to students and faculty.
- 6) To encourage students to join internship programs at various industries.

## **12.7 ALUMNI CORPORATE RELATIONS.**

By maintaining close contacts with alumni, KJSIEIT will try to strengthen college position within society, to facilitate opportunities for contacts between students, employees and alumni, and to receive support from active alumni, not only financially, but also in the form of advice and other services. KJSIEIT actively pursue every opportunity to foster stronger links with our alumni through Alumni and Corporate Relations Committee.

The Alumni and Corporate Relations Committee comprises of Dean- Alumni and Corporate Relations, 4 Departmental Alumni Co-ordinators and Alumni Representatives. The Alumni and Corporate Relations Committee conducts regular meetings with Alumni to discuss the strategies, policies, upcoming plans, initiatives and grievances.

### **12.7.1 Membership**

Any student who has successfully completed Bachelor degree from KJSIEIT is eligible to be a member of KJSIEIT Alumni Association and lifetime membership fee of Rs. 400/-.


### **12.7.2 Facilities for Alumni**

To keep in touch with Alumni, and to maintain relations with alumni, KJSIEIT Alumni and Corporate Relations Committee has come up with the following initiatives -

- 1) **Alumni Help desk:** This deals with all queries related to transcripts, faculty weekly offs, availability of faculty members, Leaving Certificate etc.
- 2) **Alumni Referral Program:** For all our graduates, this is a platform to stay in touch with classmates as well as alumni from different batches, interact, network and explore new opportunities in each others' domains.
- 3) **Alumni Mentoring Program:** For our experienced alumni who wish to mentor and can contribute towards the welfare of young graduates, fresh pass-outs and current students from KJSIEIT.
- 4) **Alumni Privilege Card:** Our alumnus can now enjoy the benefits of using our Library facilities even after they graduate. Alumnus can issue books, use library space & internet facilities.
- 5) **College Infrastructure at concessional rates:** College can provide auditorium, college ground with prior permission from higher authority.
- 6) **Annual Alumni Meet:** KJSIEIT Alumni and Corporate Relations Committee organizes an annual get together called AlumNite in the month of January. The idea behind organizing AlumNite is to let KJSIEIT reconnect with its Alumni, let the Alumni relieve the old days by meeting their old friends and to grow their professional network by making new friends.
- 7) **Alumni Newsletter:** Best way we feel our alumni can get information about current happenings in college, Updates about their batch mates and other information related to college.

Annexure I

Date: 29/12/2021



**SOMAIYA**  
VIDYAVIHAR

**K J Somaia Institute of Engineering and Information Technology**  
An Autonomous Institute permanently affiliated to University of Mumbai

**Revised Higher Studies Policy of KJSIEIT**

**Ref: SVV- Higher Studies Policy 2012**  
**Ref: KJSCE revised higher study policy 2012-13**


KJSIEIT faculty who want to pursue PhD at various UGC recognized and AICTE approved Institutes affiliated to Universities shall follow the rules and regulations as follows:

**I) Applying for the PhD selection procedure/ written test/ interview:**


- Sponsorship cannot be claimed as a matter of right but its prerogative of the KJSIEIT
- Faculty must have completed probation period and previous agreement period, if any.
- Faculty has to apply to Principal, through HOD, requesting submission of application to respective Universities, 6 months prior to PhD interview / selection / application submission/applying process whichever is earlier.
- Application period should be strictly between January- June for Nov/December PhD processing and between July-December for January-June PhD processing of every year to apply for respective Universities.
- All the received application will be scrutinized on the criteria as mentioned below before putting in front of the application approving external committee board.
  - Total year of experience.
  - Total number of publications.
  - Total number of minor/major research grant.
  - API index for last 3 self- appraisal.
  - Contribution to Institute R & D activity.
  - Contribution to Institute Development initiative.
  - Contribution to outside / Institute level Project development etc.
  - R & D score of last 3 self- appraisal.
- Candidate scoring more than 50% as mentioned in criteria "e" will undergo interview with Planning and Evaluation Committee of the KJSIEIT.
- On approval from Planning and Evaluation Committee, candidate may be permitted to proceed for PhD application.

**II) Criterion for Sponsoring PhD Program**

Maximum 01 Faculty per division per department will be sponsored for PhD per year.  
02 Faculties for 120 intake and 01 faculty for 60 intake.



*Ref: SVV*



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KJSIEIT faculty, with satisfactory performance as per point I and II above shall be eligible to avail PhD sponsorship facility in any 1 category as follows:

**Category 1:** Faculty who secure admission through Quality Improvement Program (QIP) in reputed National Level institutes like IITs / NITs / IISc can avail 3 years fully paid Study Leave.

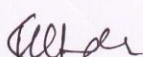
**Category 2:** Faculty who secure admission through QIP in Government / Govt aided Organizations like VJTI / COEP etc. will get fully paid study leave for completion of course work / Thesis writing for 6 months/1 year duration as per the requirement of organization. In addition to this they can avail 1 day per week leave for next 2 ½ / 2 years duration from total 3 years duration of study leave. This 1 day per week study leave will be typically for 15 weeks term of the University i.e. total 30 days a year.

**Category 3:** Faculty who secure admission through PhD entrance test (PET) at various Universities in reputed institutes will get fully paid study leave for completion of course work / Thesis writing for 6 months duration. In addition to this they can avail 1 day per week leave for next 2 ½ years duration from total 3 years duration of study leave. This 1 day per week study leave will be typically for 15 weeks term of the University i.e. total 30 days a year.

**Category 4:** Faculty who secure admission at various Institutes/ universities through PET can avail 1 day per week Study Leave for 3 years duration for the completion of their PhD work. This 1 day per week study leave will be typically for 15 weeks term of the University i.e. total 30 days a year.

**Category 5:** Faculty who secure PhD admission at various research centers under University of Mumbai (UoM ) and/or Somaiya Vidyavihar University through respective PETs and who does not want to avail any kind of study leave and any other support facility and are ready to handle all institute level responsibilities as a regular teacher of the institute.

- i) For all Category 1 to 4 study leaves, the relieving period will start from 1<sup>st</sup> July or 1<sup>st</sup> Jan for respective A. Y.
- ii) For Category 2 & 3, 20 days additional vacation per year will be given for remaining 2 ½ / 2 years duration from total 3 years. study leave duration (typically 10 days in summer & 10 days in winter vacation period.)
- iii) For Category 4, 20 days additional vacation per year will be given for 3 years Study Leave duration (typically 10 days in summer & 10 days in winter vacation period.)
- iv) For Category 5, no study leave or no other support facility is availed by the faculty.
- v) Every faculty proceeding on study leave of the Institute required to execute a Bond on the format given by KJSIEIT. No faculty shall be allowed to proceed on study leave or pursue PhD without executing a Bond. Faculty need to sign a bond with the institute under any one category from 1 to 5 as mentioned above. No faculty of the institute will pursue PhD without permission process as mentioned in 'Revised Higher Studies Policy of KJSIEIT'. Faculty pursuing PhD without the permission of the institute shall not be considered eligible for any further benefits given to PhD candidate from the institute.
- vi) For Category 1, 70% of regular gross salary (excluding TA) will be paid to faculty for 3 years fully relieved study leave duration.
- vii) For Category 2 & 3, 70% of regular gross salary (excluding TA) will be paid for 6 months/1 yr fully relieved study leave duration.





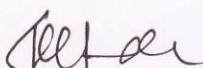
- viii) For Categories 2, 3, 4 & 5 i.e. for the remaining period and additional facility i.e. 1 day Study leave per week and additional 20 days' vacation duration, 83% of the regular gross salary will be paid to the faculty for study leave duration.
- ix) Institute shall issue relieving letter, if needed, to Category 1 to 4, on the standard format of KJSIEIT only, no other letter shall be issued to faculty in the format of PhD pursuing institutes.
- x) The faculty opting category 2 to 4 are required to select a particular day for the semester of which they intends to take 1 day study leave, in consultation with HOD and Principal.
- xi) If any holiday falls on respective day of study leave day, it will be treated as study leave availed by the faculty under this scheme and no compensation for the same will be given.
- xii) Decision of additional vacation shall be in consultation with HOD and Principal.
- xiii) Category 5 faculty will select PhD research centres/universities around Mumbai region only so that he/she is to be able to report to PhD work on non-working days.
- xiv) It is mandatory for all the faculty sponsored under categories 1 to 5, publish their PhD work while doing PhD in at least 2 Scopus/SCI indexed journals on PhD work and file the patent, apply for various research grants.
- xv) The sponsored faculty under all 1 to 5 categories needs to submit to the Principal of the Institute, his/her half yearly progress report and Annual Progress Seminar (APS) report about the PhD study duly signed by the respective Guide, HOD & Institute Authorities without fail. Such reports shall be submitted to the Principal KJSIEIT within 30 days on expiry of each 6 months of the study leave. The Institute may terminate this PhD Bond and Agreement on account of the breach of this clause. Decision of the Institute shall remain final in this regard.
- xvi) If the faculty fails to complete PhD within six years from the date of reliving from institute / registration / enrollment or before completing 55 years of age whichever is earlier or discontinues PhD, in such cases the salary paid to him/her during fully relieved study leave, 1 day per week study leave duration and 20 days additional vacation per year duration shall be recovered in 12 equal monthly installments from notice of the case.
- xvii) The candidates will not earn any Casual Leave, Sick Leave and / vacation for study leave duration.

**Incentive Policy:**

On acquiring PhD & on receipt of the PhD degree verification from respective university, following incentive will be given per year on five years regular installment basis in the month in which PhD degree verification received by the parent institute.

**Incentive money:**

- 1) 30% of the regular gross salary paid during 3 years study leave for Category 1 and the 6 months/1 yr study leave for Category 2 & 3.
- 2) 17% of the regular gross salary paid of study leave for category 2, 3 and 4 respectively for availing the additional facility i.e. 1 day study leave and additional 20 days' vacation duration.



Incentives:

Serving the Institute after acquiring PhD degree	Percentage of incentive money to be given
On Completion of First Year	20%
On Completion of Second Year	20%
On Completion of Third Year	20%
On Completion of Fourth Year	20%
On Completion of Fifth Year	20%

*Handwritten signature*





**Category 1**

**(3 yrs fully paid study leave for IITs/NITs/IISC)**

This Agreement is made at Mumbai this      day of      2021 Between K. J. Somaiya Institute of Engineering and Information Technology, located at Everard Nagar, Express Highway, Sion, Mumbai 400 022 (hereinafter referred to as the "Institute" or "College" or KJSIEIT of the FIRST PART

And

Shri                      Asst./Associate Professor                      Dept. of K. J. Somaiya Institute of Engineering and Information Technology and residing at (Permanent Address) (hereinafter referred to as "Faculty" or "Employee" which expression shall include (unless inconsistent with or repugnant to the context thereof) his/heirs and legal representative of the SECOND PART.

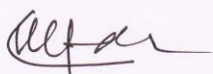
**With Guarantors:**

Employee being a member of teaching staff of the Institute has approached the Institute for Sponsorship, grant of Study-leave and certain concessions for pursuing PhD in the field of **(Discipline Name) at (Institute/ University name with address).**

AND WHEREAS the Institute has agreed to sponsor the Employee and to grant Study leave and certain concessions to him/her for pursuing PhD on the conditions appearing hereafter –

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

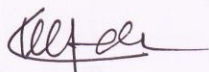
1. On the request of the Employees the Institute has agrees to grant study leave to the Employee for pursuing course of PhD in the field of **(Discipline Name) at (Institute/University name with address)**
2. The Institute hereby grants Study leave to the Employee commencing from **---(Date:- \_\_\_\_)** upto a maximum of three years with full pay to enable the Employee to carry out Research work without being required to attend his duties. The employee will not be entitled to usual annual increment during the period of sponsorship. The employee will not be entitled for any type of leave or vacation during study leave granted under the Agreement.
3. Employee is aware of that, Study Leave is neither an entitlement of the Employee nor its obligatory on the part of the Management to grant the same.
4. The duration of study leave allowed for acquiring PhD Degree is Three years. The candidate relieved for study leave under this category will report to Institute after completing 3 years PhD work from the date of registration / admission / payment of fees/selection for PhD whichever is earlier. The Study leave granted to the Employee shall not be extended in any circumstances. However, in exceptional cases, the Institute may extend period for acquiring PhD for additional    or half year in without pay mode at the sole discretion of the KJSIEIT.
5. The Employee shall continue in the service of the Institute as a member of the Teaching staff for a minimum period of **Five** years from the date of acquiring PhD Degree or degree verification by PhD granting University, whichever is later.
6. The PhD study leave should be availed from 1<sup>st</sup> July, or 1<sup>st</sup> January of respectively academic year.



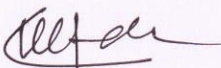




7. In case of any Committee visits to the Institute or some important work of the Institute, Employee may be called and he/ she shall report for the said task without claiming any concession or compensation. Decision of the Principal of the Institute shall be final and binding in this regard.
8. If the Employee fails to acquire his/her PhD Degree within the period of 5 years from the date of grant of study leave AND/ OR commits a breach of **Clause (4)** or abandons his studies or leaves services of Institute within 5 yrs from acquiring PhD, he/she shall pay back to Institute the whole of the payment made to him/her by way of salary/emoluments per clause (2) of this Agreement paid to him/her during period of study leave along with penal interest @ **14%** compoundable quarterly till realization plus a lump sum of Rs 5,00,000/-(INR five Lakh) and/or will be recovered in 12 equal monthly installments from notice/realization of the case.
9. (Name of the Guarantor from Institute) residing at (Residential Address of Guarantor from Institute) hereinafter called the 'Guarantor No. 1' which expression shall include (unless inconsistent with or repugnant to the context thereof) his/heirs and legal representative of the THIRD PART.  
  
AND  
  
(Name of the Guarantor from Institute) residing at (Residential Address of Guarantor from Institute) hereinafter called the 'Guarantor No. 2' which expression shall include (unless inconsistent with or repugnant to the context thereof) his/heirs and legal representative of the FOURTH PART. Guarantor No. 1 and Guarantor No. 2 shall be collectively called and referred to as the 'Guarantors'.
10. The Guarantors at the request of the Employee and in consideration of the Institute having agreed to grant study leave to the Employee for pursuing his/her PhD Degree on the terms and conditions aforesaid, guarantees to the Institute that the Employee will duly perform and observe all the conditions of this Agreement and the Guarantors jointly and each of them severally shall at all times hereafter pay to the Institute on demand all losses, costs, damages, expenses occasioned to the Institute on account of the breach, non- performance or non-observance by the Employee of any of the Terms and Conditions of this Agreement and the Guarantor declares that any negligence or forbearance on the part of the Institute in enforcing this Agreement or giving time or other indulgence by the Institute to the Employee or compounding by the Institute with the employee for the performance or observance of any of the Terms and Conditions of this Agreement shall not in any way relieve the Guarantor in respect of his/her liability under the guarantee herein-before contained. The Guarantors hereby waives all the objection and remedies including but not limited to under Limitation Act, 1963, available to them under the law.
11. If the employee fails to acquire PhD within 5 yrs under this agreement or abandons his studies or does not join his duties in 3 years as contemplated under this agreement or this agreement is terminated due to breach of any term and condition of this agreement then the Guarantors & shall jointly or each of them severally pay to KJSIEIT on demand all the expenses of salary/emoluments of employee along with the penalty as per clause (8) of this agreement.
12. The employee need to compulsorily publish their PhD work while doing PhD in at least 2 Scopus/SCI indexed journals, apply for various research grants and file the patent on PhD work, with the affiliation of KJSIEIT.



13. The Employee shall submit to the Principal of the Institute his half yearly progress report and Annual Progress Seminar report about the PhD study duly signed by the respective Guide HOD and Principal & University Authorities without any failure. Such monthly report shall be submitted to the Institute within 30 days from expiry of each 6 month of the study leave. The Institute may terminate this Agreement on account of breach of this Clause. Decision of the Institute shall be final and binding in this regard.
14. Notwithstanding anything contained in the Agreement, the Institute may withdraw any concessions allowed payable to the Employee under this Agreement at any time without assigning any reason. The Institute may terminate this Agreement at any time without assigning any reason at its discretion. The Employee shall not be entitled for any compensation or concession on account of termination of this Agreement from the KJSIEIT in any circumstances.





**Category 2**

(QIP through Govt. Institutes)

&

**Category 3-**

(PET through Universities/Institutions of repute)

This Agreement is made at Mumbai this      day of      2021 Between K. J. Somaiya Institute of Engineering and Information Technology, located at Everard Nagar, Express Highway, Sion, Mumbai 400 022 (hereinafter referred to as the "Institute" or "Institute" or KJSIEIT of the FIRST PART

And

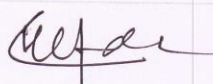
Shri                      Asst./ Associate Professor                      Dept. of K. J. Somaiya Institute of Engineering and Information technology and residing at (Permanent Address) (hereinafter referred to as "Faculty" or "Employee" which expression shall include (unless inconsistent with or repugnant to the context thereof) his/heirs and legal representative of the SECOND PART.

The Employee being a member of teaching staff of the Institute has approached the Institute for sponsorship and study leave for pursuing course of PhD in the field of Discipline at Institute Name with address \_\_\_\_\_, affiliated to (University name)

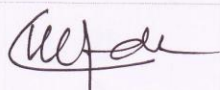
AND WHEREAS the Institute has agreed to grant sponsorship and study leave to the Employee for pursuing his PhD on the conditions appearing here below -

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

1. The Institute hereby grants sponsorship (period to complete PhD) to the Employee for the maximum period of three years from \_\_\_\_\_ to \_\_\_\_\_ to enable him/her to acquire PhD Degree in the field of, (Name of Program), at (Institute Name) affiliated to (Name of University).
2. Employee shall be allowed to take continuous six months / 1 year study leave after registration/enrollment/admission to PhD any time during three years of sponsorship period for completion of course work/thesis writing etc.,. Accordingly the Institute shall hereby grant continuous six months/1 year study leave from date: - from \_\_\_\_\_ to \_\_\_\_\_. The Employee shall stand fully relieved of duties during this period as a teacher to enable him/her to do the PhD work. During this period he/she shall be paid 70% of regular gross salary (without TA). The Employee will not be required to engage any lectures / practical's etc. during this six months/1 year of study leave. He/she shall avail this facility only once in three years after registration/ enrollment/ admission to PhD Under no circumstances the study leave shall be extended.
3. This study leave shall be availed from 1<sup>st</sup> July, or 1<sup>st</sup> January, of respective academic year only.

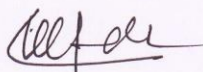


4. Employee shall also be entitled to get additional 20 days vacation every year for remaining two & half years/ two years within the sponsorship period i.e. 10 days of additional vacation in winter and 10 days of additional vacation in summer. The Employee can avail this additional vacation in consultation with Principal and HOD.
5. In addition to study leave as per Clause-2 and additional vacation as per Clause 4, the Employee shall be given one day study leave on any day between (Monday to Friday) per week for 15 weeks term in each semester i.e. 30 days a year. This facility can be availed for remaining two & half years/ two years within three years of sponsorship period. The total workload of the Employee availing this facility will remain unchanged subject to adjustments in the remaining days of the week.
6. Employee availing additional vacation as per Clause-4 and one day study leave per week for 15 weeks term in each semester during the remaining two & half years/ two years of sponsorship period excluding continuous six months/ 1 year of study leave as per Clause-5, shall be paid 83% of regular gross salary (with TA).
7. Employee shall be required to select one day weekly study leave or vacation leave and /or 6 months' continuous leave in consultation with his Head of the Department the day on which he/she intends to avail one day study leave as per Clause-5 above and with approval from Principal.
8. If any holiday falls on the day as per Clause-5 above, it will be treated as study leave availed by the Employee and no compensation for the same shall be admissible.
9. Employee shall not earn any Casual Leave or Sick Leave or Vacation Leave for the period in which he avails continuous six months/ 1 year study leave for PhD work as per Clause- 2 above.
10. During the sponsorship period, the Employee will not be allowed to avail Earned Leave.
11. During the sponsorship period except barring the period of continuous six months/ 1 year study leave, Employee shall require to engage lectures / practical's and to shoulder departmental & Institute level academic load like conducting oral / practical and theory examinations, Institute / University paper assessment and other administrative work as and when assigned by Higher Authorities.
12. In case of Committee visits to the Institute or some important work of the Institute, candidate will be called and he/she need to report for the said task if required only. Employee shall attend the Institute on the days called by the Principal of the Institute for important or urgent work or in case of emergencies. Employee shall not be entitled for any compensation for performing such work.
13. If Employee fails to complete PhD within six years from the date of registration / enrollment or from the date of relieving from the Institute or before attaining 55 years of age whichever is earlier or discontinues PhD, the salary paid to her during six months of study leave as mentioned in Clause-2 and 20 days additional vacation period for remaining two & half years/ 2 years as per clause 4 and 1 day study leave per week as per clause 5 above shall be recovered in 12 equal monthly installments from the notice/realization of the case.





14. The employee need to compulsorily publish his/her PhD work while doing PhD in at least 2 Scopus/SCI indexed journal papers with affiliation to KJSIEIT and apply for various research grants on PhD work and file patent.
15. Employee shall be required to inform Principal about the progress and Annual Progress Seminar report from time to time by submitting mark sheets, certificate of course work completion, six monthly progress/ seminar report through the guide, fee receipts of each semester and year etc. without fail. On failure of submission of all these things, Institute may cancel the further sponsorship benefits to candidate. The Institute may terminate this Agreement on account of breach of this Clause. Decision of the Institute shall be final and binding in this regard.
16. Employee shall be required to serve the Institute for a minimum period of five years after acquiring PhD Degree and in case of default on the part of Employee, the salary paid to him/her during six months of study leave as per Clause-2 and 1 day study leave per week as per clause 5 & 20 days additional vacation period for remaining two & half years as per clause 4 above shall be recovered in a lump along with interest @14% compoundable quarterly from payment till realization plus a lump sum of Rs. 1,00,000/- (Rupees One Lakhs only) as penalty will be charged.
17. If the Employee commits a breach of his/her obligations in complying with the terms and conditions of this Agreement, he/she shall liable to pay to the Institute as set out in Clause 16 with all the compliances as per clause 13, 14 and 15.
18. On acquiring PhD Degree, the following incentives shall be given to the Employee in five equal annual installments per month as provided here below:
  - a) 30% of regular gross salary earned during continuous six months/1 year of study leave as per Clause-2 and 17% of regular gross salary earned during the two & half years/ 2 years of sponsorship period as per Clause-6 above.
  - b) The amount of incentives shall be paid every year for five years duration from the month in which the Institute receives verification of PhD degree from respective University that Employee has completed his PhD
19. This agreement/Bond supersedes all other agreements/Bonds executed by and between parties.
20. Notwithstanding anything contained in this Agreement, the Institute may recall the Employee canceling his study leave at any time without assigning any reason. The Employee shall forthwith join the Institute on receipt of the communication to that effect from the Institute. The Employee shall not be entitled for any loss, claim or damages whatsoever in this behalf and the Employee gives waiver on his part in this behalf.



**Category 4**

Universities/Institutes of Repute

(One day study leave per week + 20 days additional vacation for study leave duration)

This Agreement is made at Mumbai this \_\_\_\_\_ day of \_\_\_\_\_ 2021 Between K. J. Somaiya Institute of Engineering and Information Technology, located at Everard Nagar, Express Highway, Sion, Mumbai 400 022 (hereinafter referred to as the "Institute" or "Institute" or KJSIEIT of the FIRST PART

And

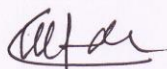
Shri \_\_\_\_\_ Asst./ Associate Professor \_\_\_\_\_ Dept. of K. J. Somaiya Institute of Engineering and Information technology and residing at (Permanent Address) (hereinafter referred to as "Faculty" or "Employee" which expression shall include (unless inconsistent with or repugnant to the context thereof) his/heirs and legal representative of the SECOND PART.

The Employee being a member of teaching staff of the Institute has approached the Institute for sponsorship and study leave for pursuing course of PhD in the field of **(Name of the Course)** at **(Name of the Institute)**, affiliated to **(Name of the University with (full address))**.

AND WHEREAS the Institute has agreed to grant sponsorship and study leave to the Employee for pursuing his PhD on the conditions appearing here below -

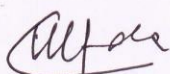
NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

1. The Institute hereby grants permission and no objection certificate to pursue PhD to the Employee for the maximum period of three years from \_\_\_\_\_ to \_\_\_\_\_ enable him/her to acquire PhD Degree in the field of, \_\_\_\_\_ at \_\_\_\_\_, affiliated to **(University Name with address)**.
2. The Institute grants is offering one day study leave per week for the sponsorship period of three years. This study leave will be effective from date of registration for PhD or enrolment/ from the date of admission and payment of fees for PhD /from the date of signing this bond whichever is later.
3. This study leave should be availed from 1<sup>st</sup> July, or 1<sup>st</sup> January, of respective academic year only.
4. Employee shall be given additional 20 days vacation every year within the sponsorship period i.e 10 days of additional vacation in winter /and 10 days of additional vacation in summer. The Employee can avail this additional vacation in consultation with Principal & HOD.
5. The total workload of the Employee availing this facility will remain unchanged subject to adjustments in the remaining days of the week.
6. Employee availing additional vacation as per Clause-4 and one day study leave per week for 15 weeks term in each semester of sponsorship period of study leave as per Clause-2, shall be paid 83% of regular gross salary (with TA).

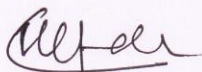




7. Employee shall be required to select in consultation with his Head of the Department & Principal the day on which he intends to avail one day study leave as per Clause-2 above.
8. If any holiday falls on the day as per Clause-2 above, it will be treated as study leave availed by the Employee and no compensation for the same shall be admissible.
9. In case any Committee visits to the Institute or some important work of the Institute emergency arises informed in advance, candidate shall remain available in the Institute on call and shall not remain, absent on study leave day in the name of PhD work.
10. If Employee fails to complete PhD within six years from the date of registration / enrollment from the Institute or before attaining 55 years of age whichever is earlier or discontinues PhD, the salary paid to her/him of study leave as mentioned in Clause-2 and 20 days additional vacation period as per clause 4 and clause 6 above shall be recovered in 12 equal monthly installments.
11. Employee shall be required to serve the Institute for a minimum period of five years after acquiring PhD Degree and in case of default on the part of Employee, the employee shall be liable to pay to the Institute the salary paid to her/him during three years study leave as per Clause-2 and 20 days additional vacation period as per clause 4 above shall be recovered or has to be paid by employee in lump along with interest @14% compoundable quarterly from the date of payment till realization plus a lump sum of Rs. 1,00,000/- (Rupees One Lakhs only) as penalty will be charged and/or will be recovered in 12 equal monthly installments from notice/realization of the case.
12. The employee need to compulsorily publish their PhD work while doing PhD in at least 2 Scopus/SCI indexed journal papers and apply for various research grants on PhD work of file patent.
13. Employee shall be required to inform Principal about the progress and Annual Progress Seminar report from time to time by submitting mark sheets, certificate of course work completion, six monthly progress/ seminar report through the guide, HOD and Principal of the Institute fee receipts of each semester and year etc. without fail. On failure of submission of all these things, Institute may cancel the further sponsorship benefits to candidate. The Institute may terminate this Agreement on account of breach of this Clause. Decision of the Institute shall be final and binding in this regard.
14. If the Employee commits a breach of her/his obligations in complying with the terms and conditions of this Agreement, she/he shall be liable to pay to the Institute under all the compliances as per clauses 10, 11 and 12 of this Agreement.
15. On acquiring PhD Degree, the following incentives shall be given to the Employee in five equal annual installments per month as provided here below:
  - a) 17% of regular gross salary earned during the of sponsorship period as per Clause-6 above.
  - b) The amount of incentives shall be paid every year for five years duration from the month in which the Institute receives verification of PhD degree from respective University that Employee has completed his PhD.



16. This agreement/Bond supersedes all other agreements/Bonds executed by and between parties.
17. Notwithstanding anything contained in this Agreement, the Institute may cancel its permission & No Objection for PhD at any time without assigning any reason. The Employee forthwith shall resume his/her duties to appear to the Institute on receipt of the communication to that effect from the Institute. The Employee shall not be entitled for any loss, claim or damages whatsoever in this behalf and the Employee gives waiver on his part in this behalf.





**Category 5**

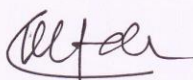
Somaia Vidyavihar University and/or University of Mumbai research centers

The Employee being a member of teaching staff of the Institute has approached the Institute to apply for pursuing course of PhD in the field of **(Name of the Course)** at **(Name of the Institute)**, affiliated to **(Somaia Vidyavihar University/University of Mumbai )**.

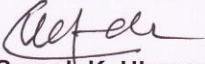
AND WHEREAS the Institute has agreed to grant No Objection Certificate to the Employee for pursuing his PhD on the conditions appearing here below -

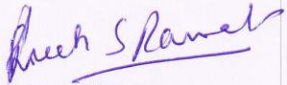
NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

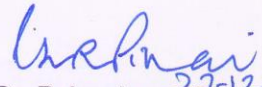
1. The Institute hereby grants permission and no objection certificate to pursue PhD to the Employee for the maximum period as prescribed by respective university or maximum five years whichever is less from \_\_\_\_\_ to \_\_\_\_\_ to enable him/her to acquire PhD Degree in the field of, \_\_\_\_\_ at \_\_\_\_\_, affiliated to **(Somaia Vidyavihar University/University of Mumbai)**.
2. The Institute is offering permission and no objection certificate which will be effective from date of registration for PhD or enrolment/ from the date of admission and payment of fees for PhD from the date of signing this bond whichever is later.
3. This permission shall be granted from 1<sup>st</sup> July, or 1<sup>st</sup> January, of respective academic year only.
4. Employee availing this facility shall not be eligible for any kind of study leave and/or office duty leave and/or oral permission leave from HOD/Principal or any other authority and/or shall not demand any other support facility from the institute to pursue his/her PhD after signing the bond with the institute.
5. Employee shall handle all the department/institute/trust/university etc. level responsibilities as a regular teacher of the institute for the complete duration of his/her PhD work.
6. The total workload and all the other duties of the Employee availing this facility will remain unchanged.
7. Employee shall maintain the quality academics and/or the administration of the institute. He/ She shall not remain absent in the institute and/or applying leaves and/or avoiding or ignoring or delaying the assigning duties in the term duration under the name of PhD work.
8. Employee shall be eligible to all other facilities as a regular teacher of the institute including Casual/sick leave and/or vacation leave as per the rules of the institute.



9. Employee availing PhD sponsorship under this category will be entitled for his/her regular salary as per rules.
10. In case Committee visits the Institute or some important work of the Institute informed in advance, candidate shall not remain absent under the name of PhD work.
11. The employee need to compulsorily publish their PhD work while doing PhD in at least 2 Scopus/SCI indexed journal papers and apply for various research grants on PhD work.
12. Employee shall be required to inform Principal about the progress and Annual Progress Seminar report from time to time by submitting mark sheets, certificate of course work completion, six monthly progress/ seminar report through the guide, fee receipts of each semester and year etc. without fail. On failure of submission of all these things, Institute may cancel the further sponsorship benefits to the candidate. The Institute may terminate this Agreement on account of breach of this Clause. Decision of the Institute shall be final and binding in this regard.
13. If Employee fails to complete PhD within six years from the date of registration / enrollment from the Institute or before attaining 55 years of age whichever is earlier or discontinues an amount lump sum of Rs. 1,00,000/- (Rupees One Lakhs) will be charged as a penalty and/or will be recovered in 12 equal monthly installments from notice/realization of the case.
14. If the Employee commits a breach of her/his obligations in complying with the terms and conditions of this Agreement, she/he shall pay the Institute, an amount as mentioned in clause 132.
15. Employee shall be required to serve the Institute for a minimum period of five years after acquiring PhD Degree and in case of default on the part of Employee penalty in lump sum will be charged as per clause (13) of this agreement.
16. This agreement/Bond supersedes all other agreements/Bonds executed by and between parties.
17. Notwithstanding anything contained in this Agreement, the Institute may cancel its permission & No Objection for PhD at any time without assigning any reason. The Employee shall forthwith her to appear to the Institute on receipt of the communication to that effect from the Institute. The Employee shall not be entitled for any loss, claim for damages whatsoever in this behalf and the Employee gives waiver on his part in this behalf.

  
**Dr. Suresh K. Ukarande**  
Principal, KJSIEIT, Sion, Mumbai

  
**Dr. Preeti Rawat,**  
Director, HR, SVV, Somaiya Ayurvihar

  
**Dr. Rajasekaran Pillai**  
Provost, Somaiya Vidyavihar



To  
Estb. and Dean Adm.  
For Necessary Action  
KJSIEIT