



Vivekanand Education Society  
Institute of Technology



# Staff Handbook

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## 1. About Us

Vivekanand Education Society was founded in 1959 by Shri. Hashu Advani, along with ten other members, who shared the dream of providing quality education to the youth of our country. In the beginning, Vivekanand Education Society had a very modest launch, with just 256 students and six classrooms, in the humble barracks of Chembur Camp. But today, it proudly boasts of having 3, 75, 000 sq. ft. land, housing 12 buildings and 28 Institutions, ranging from a creche to PhD Centers. It has over 2000 teaching and non-teaching staff, and more than 18,000 students who pass through its hallowed portals each year.

Vivekanand Education Society's Institute of Technology (VESIT) was established in 1984, with the aim of providing professional education in the field of Engineering. This institute is affiliated to the University of Mumbai and follows the rules and regulations laid down by government, AICTE, and University for admission; 51% reserved for Sindhi Linguistic minority and 49% through CAP. The management quota has been surrendered to DTE to make admission centralized. The institute has a total of 189 faculties, of which 21 are Ph.D. holders and 29 faculty members are pursuing their Ph.D.

- **NEW BRANCH AI and Data Science:** Artificial Intelligence, known as AI, and Data Science has become the two most important sought after technologies in today's time. Artificial Intelligence and Data Science is everywhere and there is almost an urgent need to collect and preserve any data that is being generated. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University. The department mission is to produce and nurture creative and technically strong engineers in the field of Artificial Intelligence and Data Science and to impart quality and value-based education leading towards continuous learning and innovation in the field of Artificial Intelligence and Data Science. It also focuses on creating an ecosystem which enables in designing and deploying Artificial Intelligence and Data Science based solutions for real world challenges.
- **NEW BRANCH Department of Automation & Robotics Engineering:** The department has been established in the academic year 2022-23, with an intake of 60

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students. The department is well equipped with sophisticated Automation lab, which helps students to get hands-on training on industry grade software's and systems. The department is also well equipped with state-of-art Process Instrumentation and Transducers lab which could be used by students to get hands-on experience on many pilot plant set-ups. The department has faculty members with varied research interests ranging from automation, control systems, embedded systems, robotics, internet of things, machine learning and artificial intelligence, which provides students with opportunities to take up good quality projects in collaboration with research institutions such as BARC, TIFR, IIT-B and to pursue higher studies in these varied domains. The department also has tie-up with well-known organizations like, Automation Industries Association, National Instruments and Panache Digi life, for conducting certificate courses and project implementation. The department has strong contacts with recruiters and experts from Automation and Process Industries, which will provide ample opportunities for students, to get internships and to get absorbed into core industries.

- **NEW BRANCH Electronics & Computer Science Engineering:** Electronics and Computer Science being the integration of these two engineering fields aids in meeting the demands of both electronics and computer-based industries in today's world. The department is well equipped with the state of art laboratories to give practical training to the students and serve the research needs of the faculty members of the institute. Various laboratories are set up to enhance the skills of students in the field of Electronics and Computer Science Engineering. In addition to these laboratories, the department also has a dedicated PCB manufacturing facility. This enables the students to undertake all in-house projects. The department is practicing outcome-based teaching learning strategies by implementing various teaching and assessment tools. Access to reputed journals in various branches of engineering is available to students and faculty members. All faculty members are approachable to the students for any of their problems, whether academic or non-academic. The department aims to make students technically sound and mentally strong to face the challenges of the real world.
- **Instrumentation Engineering:** Field of Instrumentation is rapidly expanding its boundaries to cater to the demanding applications. The scope of instrumentation has been further advanced by recent developments in the field of MEMS and

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nanotechnology. The Department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University

- **Electronics Engineering:** This engineering branch deals with the study of electronic devices and circuits and their applications to solve real life problems effectively and efficiently along with many multidisciplinary subjects required in today's industry. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.
- **Computer Engineering:** The department is committed towards imparting quality education and developing future technocrats in the stream of computers. The department offers Bachelor of Engineering (B.E) program affiliated to Mumbai University.
- **Electronics and Telecommunication Engineering:** The field is related to the application of electronics in the area to telecommunications. It aims to improve the overall efficiency at the same time reduce the cost associated with communication. The Department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- **Information Technology:** With fast changing technology certain changes are essential. Considering these aspects, the Department of Information Technology aims at training the students to adapt themselves to the fast-changing technology. The department offers Bachelor of Engineering (B.E) and Master of Engineering (M.E.) programs affiliated to Mumbai University.
- **Masters in Computer Application:** It is a Two-year post-Graduate programme which focuses on advanced front line technology in the domain of Computer Applications along with the required professional skill. MCA program is affiliated to the Mumbai University.
- V. E. S. Institute of Technology is also a recognized Ph.D. Centre to the University of Mumbai for faculty of Technology in Electronics Engineering.

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## 2. INSTITUTE VISION AND MISSION



### **Vision**

- To create a vibrant knowledge-oriented environment with innovative teaching practices and to inculcate a tradition of socially conscious application of technology.

### **Mission**

- To inculcate a culture of value based education.
- To enthuse students to develop in an ambient environment of caring and of sharing information.
- To enable students to work towards excellence in their chosen fields with a professional bent of mind.

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### 3. VESIT SALIENT FEATURES

- ❖ Established Institution Innovation Council (IIC)
- ❖ Ph.D Centre of University of Mumbai (Electronics Engineering)
- ❖ State of Art R & D Centre
- ❖ Zonal Partner with Leadingindia.ai
- ❖ Active Placement Cell
- ❖ Highly Qualified Teaching Faculty
- ❖ Library having more than 49000 books
- ❖ Permanent Affiliation to University of Mumbai
- ❖ Competency Development Centre of Automation Industries Association (AIA)
- ❖ Innovation Lab with Accenture and D-Link Academy
- ❖ Aditya Jyot Eye Innovation Center
- ❖ LabView Academy with National Instruments
- ❖ Sprawling Complex, Inviting Playground & Hostel
- ❖ Training provided for Industries in the State-of-the-Art Instrumentation Laboratory
- ❖ E Yantra Lab with IIT
- ❖ Oracle Academy
- ❖ Professional Societies of Students



V.E.S.  
Since 1962

## 4. VESIT ACHIEVEMENTS

- ❖ Two times Accreditation by the National Board of Accreditation in 10 Years for all eligible UG Courses.
- ❖ VIVEKANAND EDUCATION SOCIETY Ranked in the band of 26th - 50th in Atal **Ranking** of Institutions on Innovation Achievements (**ARIIA**) 2019 under SELF-FINANCE/ PRIVATE INSTITUTIONS category.
- ❖ 18th RANK (West zone), 82nd RANK (All India) and 6th RANK (Mumbai) in PRIVATE ENGINEERING COLLEGES 2020 by “The WEEK”. 1st RANK in Maharashtra State in “Education World –India’s first education-focused Magazine”. (Rankings 2018-19 & 2019-20) Platinum Category in AICTE-CII Industry-linked Technical Institute Survey 2016.
- ❖ "One of the best top 10 Private Institutes in India 2018" by “The Knowledge Review Magazine”.
- ❖ Also Ranked in Surveys
  - “India’s Best Engineering Colleges 2019” by Chronicle of Career and Education”
  - “India’s Best Engineering Colleges 2019” by Career 360”
  - “Times Engineering Institute Ranking Survey 2019” by Times Of India
  - “Best Colleges 2019 “by The WEEK
  - “Best Colleges of India” by The India Today
- ❖ ‘Most Promising Engineering College with Excellent Faculty in Maharashtra’ award in “Asia Education Summit & Awards 2017”.
- ❖ Winners in Smart India Hackathon for consecutively Four Years since its First Edition 2017.
- ❖ Results: 100% in MCA and more than 95 % in B.E. for the last 8 Years.
- ❖ Placements: More than 75% Placements for the last 8 Years.



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## 5. GENERAL CODE OF CONDUCT

1. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
2. The workload of all the faculty shall be fixed by the Principal/Vice Principal as per the rules of the university.
3. Every faculty member shall discharge his/her duties efficiently and diligently to match the academic (excellence) standards of the institute in a manner of a perfect role model for others to emulate.
4. Every faculty member shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her with proper permission from the head of the department and/or Principal.
5. Each faculty member is expected to treat colleagues and associates with respect, and conduct themselves in a professional manner in meetings.
6. Each faculty member is expected to follow good work ethics.
7. The Faculty Members are expected to extend their support in building the personality of students and he/ she should associate himself/ herself actively with the co-curricular or extra-curricular activities/duties which are assigned to him/ her from time to time.
8. The faculty members shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the seniors, colleagues and students at all times.
9. No faculty member shall remain absent from duties at any time without prior permission of the head of the department and/or principal.
10. Faculty should carry out the responsibilities as a student mentor to his/her allotted team and be in contact with them throughout the period of study without fail.
11. The faculty must engage himself/herself in general counseling of the students (if required).
12. The senior faculty should guide the junior faculty members (whenever needed)
13. Respect confidential information of the colleagues.
14. No faculty member shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the institute Campus.
15. No faculty member shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or


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that seeks to disrupt the academic activities of the College.

16. No faculty member shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

## **6. RESPONSIBILITY AND ACCOUNTABILITY**

1. Faculty shall teach the subjects assigned by the Principal of the Institution.
2. Once the subject is allotted, Faculty Members shall prepare the lecture plan and lab plan.
3. The Faculty Member should get the lesson plan and lab plan - approved by the group advisor.
4. A faculty shall engage theory and practical classes regularly and punctually.
5. Faculty shall complete the syllabus on time.
6. Mentor (faculty) -mentee (students) system must be effectively implemented. Mentors shall monitor their respective group of mentees.
7. The faculty shall not remain absent from work without prior permission or grant of leave under normal circumstances.
8. A faculty shall do internal assessment/examination evaluation/conduct orals and/or practical examinations as directed by the Head of the Department / Principal.
9. As directed by the University of Mumbai two Internal Assessments are to be conducted in a semester. Answer books are to be evaluated and marks are to be informed to the students.
10. The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, hand outs, PPT, IA question papers, answer key or solution set , three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report, Course exit survey, PAC report etc. The teaching faculty has to get their course file approved by their Group advisor at least once in a semester.
11. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.

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12. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
  13. The Faculty Members shall make use of PPT, Models, video and audio files etc., as ICT aids.
  14. The Faculty Member shall encourage students asking doubts / questions.
  15. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
  16. The Faculty Member should take care of academically backwards (slow learners) students and pay attention to their needs in remedial classes.
  17. The Faculty Member should interact with the class teacher and class counselor and inform him / her about the habitual absentees, slow learners, objectionable behavior etc.
  18. Each Faculty Member shall aim for 100% pass results in his / her subjects and plan the learning process accordingly.
  19. The Faculty member should visit the library regularly to read the latest journals / magazines in his / her domain and keep oneself abreast of latest advancements.
  20. The Faculty Member should make himself/ herself available for the students to solve the doubts.
  21. The faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
  22. The faculty members should carry out academic (other than teaching), co-curricular and extra-curricular activities that may be assigned to them from time to time.
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## 7. Exam /invigilation rules

### 7.1. General Instructions for Block Supervisors during Invigilation of Online Examinations

1. All block supervisors will get the Google Meet link, Google Form URL, list of the students along with their email IDs 30 minutes before the start of the examination.
2. You have to personally see the student, verify the identity and mark the attendance. Ask students to switch on the camera when you take attendance, ask for a college ID and hall ticket or Aadhar Card or PAN Card to have a proctored examination.
3. You can ask to switch on the camera in between (if you feel so for any particular student), but it should not be a disturbance to the students.
4. If any doubts, immediately report to exam conducting team
5. If any student has any issue with internet, power failure or late in receiving question papers etc. should be noted and reported immediately
6. You have to prepare the report of the examination for your assigned block and submit the same to the college examination cell.
7. If any student is facing difficulties in appearing for examination it has to be noted down and possible help to be extended to solve the problem with the help of examination conducting team
8. Please start instructing students in your block about the time and ask them to scan the answer papers related to subjective questions and upload the PDFs at the specific links provided for the same in the Question paper during the last five minutes of the scheduled examination i.e. 2 hours, 1 and half hour or 1 hour.
9. Please help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 to 20 minutes form the end of the examination.
10. Please instruct the students to write the required information and sign each and every page of the answer paper before they scan and upload it.
11. If a student is facing the problem of uploading his response on the platform in

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the prescribed time, Please provide a specified email address within the assigned time of the examination. However in any case student has to upload the answer paper using the specific link with the permission of the supervisor in extended time as a special case

12. You have to sign the report once the printout is taken by the exam cell at the end of the examinations once you receive such instructions for the Exam Cell.

## 7.2. GUIDELINES FOR FACULTY DURING EXAMINATION PERIOD

1. Report in E-CAP within 5 days after receiving papers from Mumbai University.
2. Eligible examiners in a subject should collectively assess papers that are 1.5 times the intake of the institute in that subject.
3. No. of O.D. will be calculated according to CAP rule -Per day
4. For 40/50/60 marks paper -40 answer books (Minimum)
5. For 75/80 marks Paper -30 answer books
6. For 100 marks papers-25 answer books
7. Faculty Members coming for online assessment in E-cap during their vacation will not sign regular muster. They will report in the E-Cap center and sign in /out in CAP Muster.
8. All other faculty members including invigilators and examiners for internal assessment (ICAP) should sign on the regular muster (**1st shift: 9.00 to 3.40 p.m. and 2nd shift 12.00 noon to 6.40 p.m.**) on all working days, irrespective of whether any examination is scheduled on a day or not.
9. Teachers having teaching experience of more than two years in the particular subject are eligible to assess the papers. Only moderators with experience of more than five years should be appointed.

## 7.3 Responsibility of Sr. Supervisors during the examination period.

1. Examination duty chart will be mailed to your VES mail id. Capital bold letters will indicate compulsory duty & small bold letters will indicate only reporting to the control room. Duty should be assigned according to the numbering mentioned in the duty chart.
2. Senior supervisors will report to the control room 40 minutes before the exam to allot the blocks for supervisors and give instructions to Jr. Supervisors for the examination.

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3. Mobile phones are not allowed in exams Control room.
  4. Senior supervisors should collect the examination file from the examination dept. & check the daily pasting for the semester branch subject wise & date wise from the Timetable.
  5. After starting the papers, senior supervisors should take a round in each block.
  6. If there are any corrections in question papers forward the university solution to block supervisors in time.
  7. Allocate proper place to each peon distributing evenly between the blocks. It is observed that peons stay in groups to talk to each other.
  8. Please check the answer books with the date wise and college seal before distributing to the students., and see the records of the daily answer book .
  9. Allot the blocks to the understudy for reliving.
  10. For college exam, while Packing of Answer books in bundles pl. see the details of semester/Branch/Division/no. of answer books on top of the bundle.
  11. Senior supervisors should be present to submit answers books of bundles in the examination department and keep the record of used and balanced answer books of daily and sign the register.
  12. Online attendance entry will be done by allotted lab assistants.
  13. Senior Supervisors have to check the online attendance entry and verify the same.
  14. The packing slip generated by the online attendance entry system will be used for the specific bundle.

#### **7.4. Responsibilities of Jr. Supervisors in the examination Hall.**

1. All staff should report to the control room 40 minutes before the examination even though the duty is not allotted. **For Jr. supervisors when they are allotted a block they should not leave the control room without permission of Sr. Supervisors.** Those who don't have any duty for examination should take permission from a senior supervisor before leaving the room.
2. It is observed that some staff members are coming late for a duty or some are signing a block and going and sitting somewhere, and not coming in time for

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supervision. Some are present in the control room with actual duty but they don't sign & wait for others who will be going for block, which creates a lot of problems for smooth conduction of examination.

3. Those who will avoid the duty of supervision will be given a supervision duty in the next slot.
4. Mobile phones are not allowed in the exam hall in any case for supervisions. If staff members are found using mobile phone action will be taken by the principal.
5. Please enter the examination hall before 15 minutes & give a strict instruction to the students to keep mobile & pouch inside their bags also. Before starting the papers, students should check their pockets, purse, hall ticket, palm, hands and legs for any copying material, if it is found informed by the supervisors immediately. Otherwise they may be caught in unfair means and their results will be treated null & void as punishment or debar for 3 years of the examination.
6. Please check that only pen (Black), pencil, rubber, normal calculator, Hall tickets, and I D card must be on the desk.
7. Students should check their seating place for any unwanted paper lying on their desk, to put it in the dustbin before the examination or informed to Jr. Supervisor. If not informed by the student it may be a case of unfair means. Instruct students about copying cases & its related punishment.
8. Issue answer books to the students only for present students.
9. Don't keep blank answer paper on desk.
10. After issuing the answer books give instruction to students to use only black pen to fill their data such as seat no. in words & figures, Semester, branch, subject, question code no., day & date, examination held in the first page of answer books & then check hall tickets sign the answer books.
11. After issuing the question papers again give instruction to students for mobile phones or suspicious material for e.g.( papers in their pocket or in the compass box or in the pouch) to surrender .
12. Only 30 minutes are allowed for the students for late coming in the examination hall. Afterwards who are coming late after 30 minutes for examination must take permission from Sr. Supervisor.

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13. Do not permit students to leave the hall before 10 minutes of end of examination.
  14. Please fill the supervisors , attendance report properly & within time.
  15. Mobile phones are not allowed in exams hall in any case for supervision.
  16. Keep the record of supplements.
  17. After submitting the ans.books in the control room don't leave the room without permission of the Chief Conductor or Sr. Supervisors.

#### **7.5 Responsibilities of Relievers duty in examination Hall .**

1. Relievers should also report 40 minutes before the examination in control room to senior supervisors.
2. Reliever should help for all examination related work in the control room.
3. They have to check for mobiles phones in the examination hall.
4. After one hour they should relieve the Jr. Supervisors as per the blocks given.
5. After relieving duty of relievers, they should report to senior supervisors in control room 10 minutes before end of the examination for counting the answer books.

#### **7.6. Responsibilities of Chief Conductor's to conduct the examination .**

1. To Print question papers , to conduct examinations smoothly.
2. Inform corrections in the question paper to senior supervisors.
3. Personal Mobile phones are not allowed in the question paper printing section while printing the question papers.
4. Not to handover college mobile phones to any other person in the examination period.
5. Report one hour early to the examination department for printing the question papers as per the university timetables.
6. Check the question paper of the first copy for the semester/branch/subject/course/ no.of pages and time, before printing copies.
7. After printing the no.of question papers , Pl. check all copies before packing it in an envelope and instruct sr. supervisors as well as Jr. supervisors for the same while distributing in the class to the students.
8. For queries of question papers by our students, C.C. will contact the Manuscript



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- department or check the forum in the examination department .
9. To avoid the delay of question papers queries and doubts of students , C.C. are requested to sit in the examination control room.
  10. If there are any copying cases with the students C.C. should handle the matter at the end of examination smoothly.
  11. For smooth conduction C.C. are requested to take rounds of classes.
  12. If there are any corrections in question papers, a copy of the correction is to be given to senior supervisors in time.
  13. After completion of the paper c.c. should see the masking coding of answer books before the packing of papers.
  14. CC should be present to submit answers. books of bundles in the examination department .
  15. For unfair means cases, answer book along with copying material & unfair means the report has to be sealed in a separate envelope / bundle.
  16. Answer book & supplement of person with disability has to be stamped on TOP right side page NO.3,10 & 15. PWD stamps will be used for this work. Stamping will be done by peon during examination.



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## 8 . Recruitment Policy and Procedure

### 8.1 Recruitment Policy:

1. All Academic faculty and staff recruited should be able to fulfil our Vision, Mission and organizational goal.
2. Towards achieving our goal the Organization is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
3. In terms of our policy, manpower requirement is decided well in advance of the academic year/semester by the Principal in consultation with Heads of Departments and Coordinators of various streams.
4. Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with University requirements.

### 8.2 Regular Appointment Procedure

1. VESIT follows University Selection Committee procedure, calls for applications by advertising at national level through newspapers and additionally on social networking sites.
2. Candidates eligible as per qualifications and experience prescribed by regulating authorities are called for an interview by a technical panel as appointed by the University.
3. Candidates recommended by the committee are issued appointment letters and their candidature is sent to the University for Approval.
4. In case of denial of approval, appointment is revoked immediately.
5. Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.
6. The candidate finally selected is briefed about the policies and rules of the institution.

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7. The final appointment order will contain the final terms and conditions of employment.

8. All new faculty and staff members shall be on a probation basis for a minimum period of 2 years or more. Employees on probation are not eligible for all the benefits that are granted to regular employees.

### **8.3 Adhoc Appointments**

1. For Adhoc appointments VESIT calls for applications by advertising in newspapers, websites, etc.
2. Candidates eligible as per qualifications and experience prescribed by regulating authorities shall be considered for recruitment following the process as given below.
3. Technical interview by technical panel as appointed by the Principal. External experts may be invited for technical interviews.
4. Demo lecture on relevant topic: Demo lecture shall be attended by a technical panel and current selected students of the Institute. Feedback of students shall also be considered while making any decision.
5. Interview by a team as appointed by the principal to judge behavioural aspects of the candidate.
6. Shortlisted candidates shall be interviewed by the Principal and representative/s of VESIT.

### **8.4 Documents to be submitted after Recruitment**

1. Attested true copy of the Convocation Certificate of Graduation / Post Graduation (BE, ME, M Tech, PhD etc.).
2. Attested true copies of Mark sheets.
3. Experience letters
4. PAN/Aadhaar Card copy
5. Proof of Date of Birth

### **8.5 Selection and appointment of non-teaching staff members**

VESIT calls for applications by advertising in newspapers, websites, etc. Candidates found eligible as per qualifications and experience for the required posts are considered for recruitment following the process as given below.

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### 8.5.1 Technical Staff:

- In case of technical staff, technical Interview followed by a technical test by technical panel as appointed by the Principal.
- A technical test to know proficiency in handling laboratory equipment.
- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.

### 8.5.2. Administrative staff:

- Interview by a panel as appointed by the Principal.
- A test to know proficiency about word processing and spreadsheets.
- Interview by a team as appointed by the principal to judge behavioral aspects of the candidate.

### 8.6 Rules and Regulation followed for Service Conditions, Appointment, and Promotion etc. of staff.

Sr.no	Staff	Circular / Rule	Issued By	Purpose
1	Teaching Staff	CONCOL /ICC/04 of 2012, dated 10.02/2012	Mumbai University	Appointment procedures for teaching staff
2	Teaching Staff	CONCOL /VCD/53 of 1993 dated 10/03/1993	Mumbai University	Service Conditions for teaching staff
3	Non-Teaching Staff	Maharashtra Civil Service Rule	Govt.of Maharashtra	Service Conditions

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## 9. Salary Policy

### 9.1. Type and fixation of initial salary:

In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Mumbai norms and All India Council of Technical Education (AICTE) and approved by VES society.

Consolidated salary, usually employees on probation is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at the institutes. It is fixed as per management decision.

### 9.2 Promotional policies:

As per norms of University of Mumbai, AICTE and Government of Maharashtra. The promotional policies including Increments, Career Advancement, and Assessment for teaching staff are as follows:

1. Staff members are issued increments annually.
2. The Institute considers guidelines issued in the respect of career advancement benefits based on acquiring higher qualifications. Such benefits are given on screening by a committee comprising the Principal, Head of Departments and/or senior staff members of the Institute.
3. All teaching staff members undergo appraisal every year. Appraisal is based on performance on criteria like Academic activities, administrative activities, R&D activities, Participation in co-curricular, extra-curricular activities and Mentoring.
4. All non-teaching staff members also shall undergo appraisal every year. Appraisal is based on performance criteria like Attendance & Punctuality, Pro-activeness & helpfulness and Behavioral aspects.

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### **9.3 Payroll Deductions**

1. Income tax, professional tax, statutory provident fund, voluntary provident fund, and staff welfare fund are deducted wherever applicable.
2. Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of April, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

## **10. Leave and Holiday Policy**

### **10.1 Statement of Policy**

The smooth functioning of VESIT requires the continuous engagement of its faculty and staff with its students. Therefore, leaves during teaching periods or examinations are highly discouraged. In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be approved by the principal/management. Leave is given to meet an urgent need and should not be claimed as a right. For any leave requested, an application must be filled out either in advance or on the day of resumption of duty, depending on the nature of the leave taken. Leaves shall be calculated at the beginning of July 1st of an academic year and end on June 30th.

The Office Superintendent maintains a permanent record of leaves granted and used by each employee. Sanction of Leaves Head of the Department must sanction the leave application form of an employee before forwarding the same to the Principal/Management.

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## 10.2 Types of Leaves

Leaves can be broadly classified as

### 10.2.1 Casual Leave [CL]

1. The number of casual leaves that can be availed by faculty or staff is 8 days.
2. 8 CLs are evenly distributed in both semesters, 4 per semester. In case of emergency advance CL can be borrowed from the second half of the year.
3. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
4. CL can be taken for half day also.
5. Casual Leave must not be prefixed or suffixed to vacation or any other type of Leave, except OD.
6. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to the Administration office Department.
7. Half casual leave will be deducted for every 3 late days in a month.

### 10.2.2 On-Duty Leave [OD]

1. OD is granted to an employee when the University / Principal /Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute, University or State.
2. OD is granted to attend seminar, conference, or workshops as well with prior application.
3. OD is granted to faculties those who are going for higher study work including mentor reporting, progress presentations, etc.

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### **10.2.3 Compensatory Leave [CO]**

1. Only the administrative and supporting staff, who work on holidays will be entitled to CO for an equal number of days that they have worked.
2. COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.

### **10.2.4 Earned Leave [EL]**

1. Earned leaves are applicable to non-teaching staff.
2. EL cannot be carried over into the next academic year

### **10.2.5 Medical Leave [ML]**

1. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
2. If medical leave is taken for more than 3 or more days in a row the faculty or staff is required to also provide a physical fitness certificate from a medical physician.
3. ML can be carried over into the next academic year

### **10.2.6 Maternity Leave [MA]**

1. Maternity leave may be granted to a female teacher only twice in one's career as per the norms.
2. A lady employee with minimum 2 years of continuous service is entitled to maternity leave on full pay and allowances on the submission of a medical certificate.
3. In all other cases the Principal/Management fixes a period of leave to be granted as Maternity Leave without pay.



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### **10.2.7 Leave Without Pay [LWP]**

If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

1. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
2. A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years' service.
3. LWP can be availed with prior permission in continuation with maternity leave.

### **10.2.8 Study Leave [SD]**

1. To promote higher studies VESIT grants 1 year study with pay to the faculties those who are pursuing M.E/ MTech.
2. The faculties who are pursuing PhD get paid study leave during coursework. For the period of doctoral work, one day per duty-on-duty leave is also sanctioned.

### **10.3 Holidays**

VESIT declares all the holidays declared in the circular by University of Mumbai including 5-day midterm break in Ganesh Festival as well as Diwali holidays.

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## 10.4 Vacation

1. Regular faculty are eligible to avail 70 days of vacation per year which is evenly distributed in two semesters, 35 days per semester.
2. Faculties must avail at least 30 days of vacation in one semester else they are not carried forward and lapsed.
3. Ad hoc faculty or faculty on probation are not eligible for vacation as regular faculty. They are eligible to avail 30 days of vacation in a year.
4. Before going on vacation faculty should ensure to complete all exam related duties shared by the exam department and departmental duties, if any, from the Head of the department.



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## 11. LIBRARY RULES FOR STAFF MEMBERS

1. All the teaching and non-teaching staff members are allowed to borrow library books, periodical magazines, newspapers, question papers, syllabus, books and magazine's CDs.
2. Any defects or missing pages in books or journals should be brought to the notice of the Librarian otherwise the concerned staff member will be responsible and compensate for the same.
3. Any books lost will have to be replaced by the staff member before the end of the semester or else he/she will have to pay the cost of the lost books. Lost books unavailable in the market are to be compensated as per the cost.
4. Teaching staff can borrow 2 books per subject which they are teaching. More than 2 books can be borrowed subject to the availability.
5. All the teaching staff members have to return the books after the term end to help students to avail the library facility.

## 12. Other General rules

- ❖ **DRESS CODE:** The faculty members are expected to be professionally dressed all the time.
  - Male Faculty: Tucked in shirts and formal trousers and shoes.
  - Female Faculty: Saree and blouse during instructional days and salwar kameez with dupatta during non-instructional days.
- ❖ **ID CARD:** It is Mandatory for the faculty members to always display ID cards when on campus.
- ❖ **CLASS ADJUSTMENT BEFORE GOING ON LEAVE:** As per the rules of the institute faculty members must adjust their classes and show the consent of the substitute teacher to the year in-charges before proceeding on leave.
- ❖ **Vacation:** Eligible staff members may be issued in summer and/or winter break strictly at the Institute's discretion. Maximum number of vacations is limited to 60 days per year. Employees should be physically present either before proceeding on vacation or the day preceding the last day of vacation. However, the Institute highly discourages vacation and desires proactive working on a maximum number

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of days.

- ❖ **Identity Card:** Staff members are issued with an identity card. Staff members are required to wear it while in the campus and present the same whenever demanded by the authorities or security staff
- ❖ **Smoking & Consumption of Alcoholic Beverages, etc.:** Smoking and Consumption of alcoholic beverages is not allowed on the Institute campus. Chewing tobacco, pan, etc. is also not allowed in the Institute campus.
- ❖ **Vehicle Parking:** Institute has limited parking spaces provided for its staff. Vehicles shall be parked at the owner's risk. The Institute shall take all precautions for safety & security of the vehicle; however, the Institute shall not be liable for any unforeseen incidents leading to damage, theft etc. due to natural or unnatural reasons. Each vehicle owner needs to apply for his /her Parking Permit to the Security Office in the prescribed form.
- ❖ **CCC Surveillance:** Most of the classrooms/laboratories/offices/lifts are under CCTV Surveillance.
- ❖ **Cafeteria & food outlets:** The Institute has adequate food outlets on the campus. Food served is monitored for quality with the help of experts from Govt. Catering College.
- ❖ **Water:** Institute uses Municipal water for general activities. Drinking water outlets/fountains are fitted with water purifiers. Institute uses well water for flushing in toilets. Institute also has Sewage Treatment Plant which provides water for gardening purpose
- ❖ **Psychological Counselling:** Institute is tied up with Vivekanand Education Society's Leadership Academy and Re-search Centre (VESLARC), sister concern for psychological counselling to staff and students. VESLARC has professionally qualified counsellors as its staff.
- ❖ **Safety & Security:** The Institute has made adequate arrangements for safety & security of personal belongings of staff. However, the Institute shall not be liable for any unforeseen incidents leading to damage, theft etc. hence all staff members are requested to take care of their belongings at the Institute

## 13. TERMS & CONDITIONS FOR TEACHING/NON-TEACHING STAFF APPOINTED ON REGULAR BASIS

The Society may apply these 'Terms & Conditions' to individual Teaching/Non-Teaching staff with such amendments as may be deemed fit for case to case and from time to time.

1. A Teaching/Non-Teaching employee is appointed in the Scale/on lump sum /consolidated payment as agreed upon at the time of appointment. The appointment will be initially AD HOC/ PROBATIONARY/ TEMPORARY as mentioned in the appointment letter. The appointment will be confirmed at the end of the period subject to satisfactory performance of the duties entrusted, based on reports from superiors, reporting authority / HOD. Non issue of letter from the management at the end of Ad hoc/Probationary/Temporary period, should not be taken as extension of Ad Hoc/Probationary/Temporary service & any employee doing so will be on individuals own risk & cost. The individual employee will continue to be on probation / temporary unless confirmed in writing by the Governing body of the institute. However, services can be terminated immediately if he/she violets the general discipline and acts in a manner which may spoil the Academic & Disciplinary atmosphere of the Institute.
2. No employee will ordinarily be made permanent unless he/she has completed TWO YEARS of service and after getting approval of Competent Authority.
3. A person shall become permanent employee only when his appointment as a Permanent Employee is approved by the Society and an order is issued to him in writing accordingly.
4. Every employee shall retire on completion of 58/60 years of age (Non-Teaching/Teaching) as applicable irrespective of service, unless his period of Service is extended for such period & on such terms as the competent Authority considers proper.
5. No annual increment can be claimed as a matter of right. The increment will depend

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upon the quality of work and the conduct of the Individual and various other factors as the management may consider appropriate in its sole discretion.

6. The management shall take such action, as it deem fit in case of a permanent employee who in its opinion is found Incapable of performing such work as he may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract of employment either express or implied. However, he/she shall be given the opportunity of being heard before any action is taken.
7. A permanent employee shall serve the society in any of the Institutes of the society at any place and in whatever capacity, he may be asked to serve from time to time, provided his salary and other service conditions shall not be adversely affected without his consent.
8. Service of Permanent Employee may be dispensed with by the society by giving Three (3) months' notice or Three months' pay in lieu of notice period or proportionate pay for short notice period. Conversely, in case a permanent employee wants to leave the service of the society, he shall give three months' notice in writing to the authorities or in lieu of such notice an amount equivalent to three months' pay or proportionate pay for a short notice period. The probationer may leave the services after giving one months' notice or as per the terms and conditions of his/her appointment on probation. However, Society reserves the right either to accept the pay or demand for actual service during the notice period.  
No teaching staff can be relieved from duty during an ongoing academic term. No leave is permissible during the notice period.

In case of promotion, by virtue of seniority and/or by recommendation of Dept. Head, if there is insubordination or disobedience of instructions/ unsatisfactory performance, management reserves the right to revert back to original position/designation with relevant pay scale, before the promotion.

9. All teaching/Non-teaching staff shall during the period of his/her service, employ himself/herself honestly and efficiently under the orders/instructions of the Head of

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the Institute. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institute and shall not on their own account or otherwise directly or indirectly be concerned in any trade or business or undertake an active part in any public activity or employment whatever, without having first obtained the written permission of the society.

10. Teaching/Non-teaching staff shall not absent himself / herself from duties without first having obtained the permission of the Department Head/Management or Head of the Institute in this behalf and in the case of ill-health without producing such medical certificate as may be demanded by the authority.
11. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioner of its choice. Opinion of such a medical practitioner shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, a female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.
12. Every teaching/Non-teaching staff shall carry out such duties pertaining to the Institution as may be assigned to him / her from time to time, including duties connected with extracurricular activities such as supervision of physical exercise, games and sports, works connected with the library and co-operative societies, ceremonial functions etc.
13. The appointment being full-time does not permit the employee to engage himself/herself for any **other gainful, economic activity at workplace and or outside for any** business, Consultancy, professional, tutorial and/or such other outside work, either with or without remuneration, without the Express sanction of the management.

**(a ) The employee shall not engage himself/herself in any private tuition, group tuition or coaching classes for which a fee / remuneration is charged either within or outside the precincts of the institute of working.**

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**(b ) Attending any conference, Training Programmes/ courses/ workshops, refresher courses etc. will require Prior approval of the Head of the institution subject to following policy guidelines about maximum number of events to be attended per year; giving lecture/conducting seminar on the topic to other employees and depositing of any study material received with the office of the institute.**

**(c ) For pursuing higher studies/qualification improvement by Employee Prior approval of the management and compliance of the requirements as per policy guidelines thereunder needs to be completed by the concerned employee immediately on receipt of the approval.**

**(d ) Every staff in the course of his/her duties shall not disobey, disregard or willfully default in carrying out any lawful instructions, reasonable orders or directions given by any person or body having authority to do so.**

14. In the case of insubordination, neglect of duty or misconduct it shall be open to the management to dispense with the Services of an employee without notice.

15. Failure to conform to the norms mentioned in these terms & conditions and all such acts, as stated in this clause shall be construed as “Misconduct”.

(a) Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof.

(b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities.

(c) Not working in the best interest of students and of the institution.

(d) Taking or giving bribes or any illegal gratifications.

(e) Late attendance on three or more occasions within a month.

(f) Disclosing to any unauthorized person any confidential information with regard to the society’s or any other Institution’s affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the



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duties.

- (g) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds.
- (h) Taking any loans from any students or their parents.
- (i) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute, defaming others moral turpitude, unfair examination practice, absenteeism from duty without a just cause and reason.
- (j) Insubordination/Engaging in gainful pursuits without the written sanction of the management / Head.
- (k) Any action or omission that would directly or indirectly, impact adversely the institution or trust.
- (l) Refusal / Neglect, disregard, disobedience at work/Dishonesty, indiscipline, interference in work / furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ promotion/ placement/ spreading rumor(s)/Drunkenness, riotous / disorderly /indecent behavior.
- (m)Approaching court of law in any matter related to service or employment without exhausting available remedies and without proper intimation to the head /management.
- (n) Not observing the code of conduct in letter and spirit.
- (o) Refusal to accept any communication, memorandum or chargesheet.
- (p) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

16. Every employee's personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees western formals, dark trousers & light colour full sleeve shirts and for female employees dress code will be saree with blouse with sleeves or salwar Kameez with knee length kameez with sleeves and dupatta. The dress code should be such that it does not result to any kind of obscene appearance.

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17. Smoking or consumption of intoxicating drinks and drugs are strictly prohibited. Other similar habits e.g. chewing of pan and or tobacco are strictly prohibited within the premises and in the vicinity of the premises of the institute.
18. No staff member (teaching or non-teaching) will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. No employee will enter into any monetary transaction with any student or his parents or guardians and shall not misuse his position for personal gains. No employee will conduct himself in such a manner that he may have to incur debt beyond his means. Action will be taken against those who knowingly or unknowingly disregard the above instructions.
19. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.
20. Staff Members will not give the college/institution's address for personal correspondence without the prior permission of the Management. Otherwise it will be concluded that the staff members do not have an address in Mumbai. In case of change of residential address during course of employment shall be essentially required to intimate new address in writing to the Principal or any other officer, authorized, within 3 days from such change and shall also get the change so effected & recorded in personal file.
- ( a ) It will be presumed and be binding on staff that any communication sent by registered post/ by courier services/ by e-mail to the last known address as per records, is received by the staff.**
- ( b ) Any communication, letter, memorandum, chargesheet etc. displayed on the department's Notice Board/ common notice board will amount to the receipt of the same by the employee personally.**
21. In case an employee absences from duty for ten consecutive days without any reasonable cause or if he proceed on leave without obtaining prior permission or

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overstays the sanctioned leave, the management will be within its right to draw a presumption that he has abandoned the employment on his own accord without making reference to him / her.

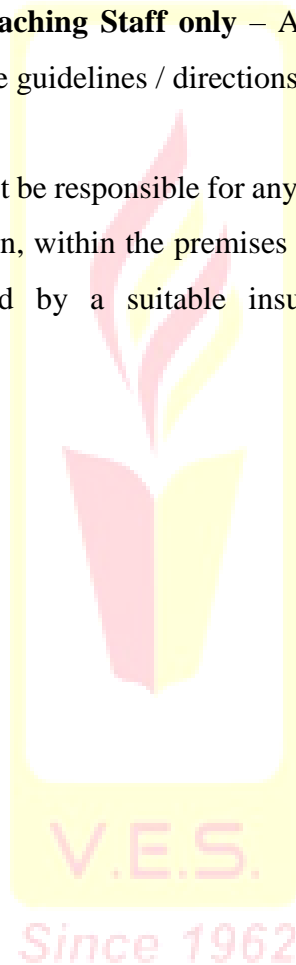
22. The employee will neither prepare any book or books or paper including guest papers for the purpose of publications without prior permission of the Governing Body/ Managing Committee of the college/Institution nor he/she will assist anybody either directly or indirectly in the Publication of such books/works.
23. He / She will conform to all rules and regulations either existing or amended or extended from time to time in the institute and shall carry out all other lawful orders, instructions of the Governing body/ Managing committee/ Principal/ Head of the Department or any superior authority assigned to him in connection with the day-to-day work or to discharge his duties.
24. He shall not practice or incite any student to practice casteism, communalism or cause and or incite to be caused any other person to damage the physical / intellectual property of institute or encourage or incite any student, teacher or any other member of the staff to spread rumor(s) about / against any other employee verbally or in writing or behave in a dis-orderly manner in the premises of the institute / society; or organize or attend any meeting during the working hours except when he / she is required or permitted by the governing body/ managing committee /Principal/ Appropriate authority to do so.
25. **LEAVE:** -Leave cannot be claimed as a matter of right and when exigencies so demand, leave may be refused, cancelled or revoked by the authority empowered to sanction the leave
- a) **Casual Leave:** (for both Teaching/Non-teaching) – 8 days per year. Normally not more than 3 days casual leave is to be sanctioned at any one occasion.
  - b) **Privilege Leave to Non-Teaching Staff:** 30 days per year. 15 days each will be credited on 1<sup>st</sup> January & 1<sup>st</sup> July every year, subject to EOL during the previous half year, if any. On satisfactory completion of probation

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period and after regularization, vacation entitled employees will be entitled for vacation as per the rules, instead of privilege leave.

- c) **Medical Leave:** on full pay for 10 days for both Teaching & Non-teaching staff; 5 days each will be credited on 1<sup>st</sup> January and 1<sup>st</sup> July every year, subject to EOL during the respective previous half year.
- d) **Maternity Leave:** (for both Teaching/Non-teaching) – on completion of 1 year service – on half pay and on Completion of 2 years' service on full pay for two live children.
- e) **Vacation to Teaching Staff only** – After completion of the Probation period, as per the guidelines / directions of the University.

26. The management will not be responsible for any minor/major injury caused to any person, due to any reason, within the premises of the institution. One and all are advised to get covered by a suitable insurance scheme to avoid future complications.



## 14. TERMS & CONDITIONS FOR TEACHING STAFF APPOINTED ON ADHOC BASIS

The Society may modify these 'Terms & Conditions' to individual staff members on ad hoc basis with such amendments as may be deemed fit for case to case and from time to time.

1. a) The person can be appointed on ADHOC basis for initial period as indicated in the appointment letter. However the contract may be renewed from time to time under terms & conditions as may be mutually agreed.
  - b) During the contract period, the individual shall receive the CONSOLIDATED salary as per terms of contract. NO OTHER ALLOWANCES e.g. HRA, DA etc. will be paid.
  - c) Person working on adhoc basis will NOT be entitled for any benefits like Gratuity, encashment of leave, etc.
  - d) Services of the person(s) on Adhoc basis may be dispensed with earlier than the stipulated period without assigning any reason therefor by giving one month's notice or one month's pay in lieu of notice period or proportionate pay for short notice & vice-versa as per the terms of the contract.
  - e) Teaching staff cannot be relieved from duty during an ongoing academic term.
  - f) No leave is permissible during the notice period.
2. An employee on Adhoc basis cannot request for change of Terms or Emoluments etc. during the tenure of contract.
  3. He/she will not be entitled to any benefits/privileges available to the regular employees of the institute except mentioned in this contract.

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4. The management shall take such action as it deem fit in the case of an employee on Adhoc basis who in its opinion is found incapable of performing such work as he may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract or employment either express or implied. However, he shall be given the opportunity of being heard before any action is taken.
  5. A person on Adhoc basis is reminded about Police Act, 1951, Section No. 116 & 117 w.r.t. Smoking, Pan/ Tobacco chewing, Eating Tobacco and other similar habits either within the premises or in the vicinity of the Institute area.
  6. Employees on Adhoc basis shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institution, under whom they may be placed and shall make themselves in all respects, generally useful to the Institution. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institution and shall not on their own account or otherwise directly or indirectly carry on or be concerned in any trade or business or undertake work or take an active part in any public activity or employment whatsoever without having first obtained the written permission of the Society.
  7. The engagement on Adhoc basis will not confer any right or entitlement for claiming absorption against any regular vacancy and when it occurs it will be decided on the basis of relative merit of the eligible & entitle applicants only, as per rules.
  8. An employee on Adhoc basis shall not absent himself from his duties without first having obtained the permission of the Departmental Head or Head of the Institution in this behalf and in the case of ill-health without producing such Medical Certificate as may be demanded by the authorities.
  9. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioners of its choice. Opinion

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of such medical practitioners shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, a female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.

**10.** Every employee on Adhoc basis shall carry out such duties pertaining to the Institution as may be assigned to him from time to time including duties connected with extra-curricular activities such as supervision of physical exercises, games and sports, work connected with the library and co-operative societies, ceremonial functions etc.

**11.** In the case of in-subordination, neglect of duty or misconduct, it shall be open to the management to dispense with the services of an employee on Adhoc basis without notice.

**12.** All such acts as given below shall be considered as 'Misconduct'.

- (a) Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof.
- (b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities. Not working in the best interest of students and of the institution.
- (c) Taking or giving bribes or any illegal gratifications.
- (d) Late attendance on three or more occasions within a month
- (e) Disclosing to any unauthorized person any confidential information with regard to the society's or any other Institution's affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties.
- (f) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds.
- (g) Taking any loans from any students or their parents.

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- (h) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute,
  - (i) defaming others
  - (j) moral turpitude
  - (k) unfair examination practice
  - (l) absenteeism from duty without a just cause and reason.
  - (m) Insubordination
  - (n) Engaging in gainful pursuits without the written sanction of the management / Head.
  - (o) Any action or omission that would directly or indirectly, impact adversely the institution or trust.
  - (p) Refusal / Neglect, disregard, disobedience at work
  - (q) Dishonesty, indiscipline, interference in work
  - (r) furnishing false /incorrect information regarding Qualification, Experience, age in respect of appointment/ enhancement in emoluments
  - (s) spreading rumor(s)
  - (t) Drunkenness, riotous / disorderly /indecent behavior.
  - (u) Not observing the code of conduct in letter and spirit.
  - (v) Refusal to accept any communication, memorandum or chargesheet.
  - (w) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

**NOTE:** Any act or omission which is committed on not less than three occasions in a year shall be considered as “Habitual”

### **13. LEAVE:**

- (i) Casual Leave:** 4 days per half year but normally not more than 1 day in a month to be sanctioned.
- (ii) Vacation Leave:** 15 days in half year (In lieu of vacation to be availed during vacation only)
- (iii) Medical leave:** full pay 5 days in half year.
- (iv) Leave without Pay:** Leave without pay may be granted by the management to any employee at the convenience of the society, if applied for well in advance.



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**(v) Part-time Service staff not on Time-Scale of pay** will not be entitled for any type of leave.

- 14 .** Every employee's personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees' western formals will be the dress code and for female members the dress code will be saree or salwar kameez with sleeves and dupatta. The dress code should be such that it should not result in any kind of absence appearance.
- 15 .** No staff member will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. Action will be taken against those who knowingly or unknowingly disregard the above instructions.
- 16.** Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.
- 17.** Staff members will not give the college/institution's address for personal correspondence without the prior permission of the management. Otherwise it will be concluded that the staff member does not have an address in Bombay.
- 18** The management will not be responsible for any minor/major injury caused to any employee, due to any reason within the premises of the institution.
- 19.** Concerned Staff members may please bring to the notice of the Principal/ Head two weeks before the expiry of the adhoc period.

## 15.TERMS & CONDITIONS FOR NON-TEACHING STAFF APPOINTED ON ADHOC BASIS

**The Society may modify these ‘Terms & Conditions’ to individual staff members on adhoc basis with such amendments as may be deemed fit for case to case and from time to time.**

1.
  - a) The person can be appointed on **ADHOC** basis for the initial period as indicated in the appointment letter. However, the contract may be renewed from time to time under terms & conditions as may be mutually agreed.
  - b) During the contract period, the individual shall receive the **CONSOLIDATED** salary as per terms of contract. **NO OTHER ALLOWANCES** e.g. HRA, DA etc. will be paid.
  - c) Person working on adhoc basis will **NOT** be entitled for any benefits like Gratuity, encashment of leave, etc.
  - d) Services of the person(s) on Adhoc basis may be dispensed with earlier than the stipulated period without assigning any reason therefor by giving one month’s notice or one month’s pay in lieu of notice period or proportionate pay for short notice & vice-versa as per the terms of the contract.
  - e) Teaching staff cannot be relieved from duty during an ongoing academic term.
  - f) No leave is permissible during the notice period.
2. An employee on Adhoc basis cannot request for change of Terms or Emoluments etc. during the tenure of contract.
3. He/she will not be entitled to any benefits/privileges available to the regular employees of the institute except mentioned in this contract.
4. The management shall take such action as it deems fit in the case of an employee on Adhoc basis who in its opinion is found incapable of performing such work as he may be reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the society or incompatible with due fulfillment of conditions of contract or employment either express or implied. However, he shall be given the opportunity of

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being heard before any action is taken.

5. A person on Adhoc basis is reminded about Police Act, 1951, Section No. 116 & 117 w.r.t. Smoking, Pan/ Tobacco chewing, Eating Tobacco and other similar habits either within the premises or in the vicinity of the Institute area.

6. Employees on Adhoc basis shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institution, under whom they may be placed and shall make themselves in all respects, generally useful to the Institution. They shall not do anything which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institution and shall not on their own account or otherwise directly or indirectly carry on or be concerned in any trade or business or undertake work or take an active part in any public activity or employment whatsoever without having first obtained the written permission of the Society.

7. The engagement on Adhoc basis will not confer any right or entitlement for claiming absorption against any regular vacancy and when it occurs it will be decided on the basis of relative merit of the eligible & entitle applicants only, as per rules.

8. An employee on Adhoc basis shall not absent himself from his duties without first having obtained the permission of the Departmental Head or Head of the Institution in this behalf and in the case of ill-health without producing such Medical Certificate as may be demanded by the authorities.

9. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioners of its choice. Opinion of such medical practitioners shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, a female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.

10. Every employee on Adhoc basis shall carry out such duties pertaining to the Institution as may be assigned to him from time to time including duties connected with extra-

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curricular activities such as supervision of physical exercises, games and sports , work connected with the library and co-operative societies, ceremonial functions etc.

11. In the case of in-subordination, neglect of duty or misconduct, it shall be open to the management to dispense with the services of an employee on Adhoc basis without notice.

12. All such acts as given below shall be considered as 'Misconduct'.

- (a) Going on a strike without fourteen days advance notice in writing or abetting, inciting, instigating or illegal striking work or acting in furtherance thereof.
- (b) Obstructing staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass Institution authorities.
- (c) Not working in the best interest of students and of the institution.
- (d) Taking or giving bribes or any illegal gratifications.
- (e) Late attendance on three or more occasions within a month.
- (f) Disclosing to any unauthorized person any confidential information with regard to the society's or any other Institution's affairs thereof which may come into the possession of the employee in the course of his / her duties or suppression of any relevant information whether before or after joining the duties.
- (g) Unauthorized possession of any property of the establishment; misappropriation institutions property, or commission of act of theft, fraud or embezzlement of funds.
- (h) Taking any loans from any students or their parents.
- (i) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute, defaming others moral turpitude, unfair examination practice, absenteeism from duty without a just cause and reason.
- (j) Insubordination/Engaging in gainful pursuits without the written sanction of the management / Head.
- (k) Any action or omission that would directly or indirectly, impact adversely the institution or trust.
- (l) Refusal / Neglect, disregard, disobedience at work/Dishonesty, indiscipline, interference in work / furnishing false /incorrect information regarding

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Qualification, Experience, age in respect of appointment/ promotion/ placement/ spreading rumor(s)/Drunkenness, riotous / disorderly /indecent behavior.

- (m) Approaching court of law in any matter related to service or employment without exhausting available remedies and without proper intimation to the head /management.
- (n) Not observing the code of conduct in letter and spirit.
- (o) Refusal to accept any communication, memorandum or chargesheet.
- (p) Bringing or attempting to bring any influence to bear upon any matter in respect of service.

**NOTE:** Any act or omission which is committed on not less than three occasions in a year shall be considered as “Habitual”

#### **15. LEAVE:**

- (i) Casual Leave:** 8 days per year but normally not more than 1 day in a month to be sanctioned.
- (ii) Regular/permanent Lab assistant** are eligible to avail 60 days of vacation per year which is evenly distributed in two semesters, 30 days per semester.
- (iii) Privilege Leave for non-teaching Staff :** 15 days in a year
- (iv) Medical leave:** full pay 10 days in a year.
- (v) Leave without Pay:** Leave without pay may be granted by the management to any employee at the convenience of the society, if applied for well in advance.
- (vi) Part-time Service staff not on Time-Scale of pay** will not be entitled for any type of leave.

14 Every employee’s personality should be tuned with the Aims & Objects of Society by having sober habits, outlooks, dress etc. For male employees’ western formals will be the dress code and for female members dress code will be saree or salwar kameez with sleeves and dupatta. The dress code should be such that it should not result in any kind of absence.

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- 15 No staff member will enter in any direct correspondence with any Agency/Body with which he/she is connected through the Institute. Action will be taken against those who knowingly or unknowingly disregard the above instructions.
  16. Staff members will accept the mode of payment by cheque/direct transfer to Bank of society's choice/cash as deemed fit from time to time.
  17. Staff members will not give the college/institution's address for personal correspondence without the prior permission of the management. Otherwise, it will be concluded that the staff member does not have an address in Bombay.
  - 18 The management will not be responsible for any minor/major injury caused to any employee, due to any reason within the premises of the institution.
  19. Concerned Staff members may please bring to the notice of the Principal/ Head two weeks before the expiry of the adhoc period.

