

2019

**Mahatma Education Society's
Pillai College of Arts, Commerce and Science(Autonomous)
Affiliated to University of Mumbai
Dr. K.M. Vasudevan Pillai Campus, Sector-16, New Panvel – 410206
“Re-accredited ‘A’ Grade by NAAC”
“Best College Award by U.O.M.”
“ISO 9001:2015 Certified”**

pcacs@mes.ac.in 022-27451700 / 6100 / 6030 pcacs.ac.in

HUMAN RESOURCE MANAGEMENT POLICY

This document is policies and procedures which will provide guidelines on employer-employee relationships; the main objective is to impart information on acceptable norms of behavior, work schedules, health and safety measures, employment laws, conflict resolution and disciplinary measures or any other issues significant to manage human resource in the institute .



Sr. No.	Sections	Page no.
Section: One	Position Management	03
Section: Two	Performance Appraisal	10
Section: Three	Benefits	12
Section: Four	Staff Grievance Management	14
Section: Five	Compensation	15
Section: Six	Working Hours	19
Section: Seven	Employee Conduct	20
Section: Eight	Healthy Workplace	25
Section: Nine	Occupational Health and Safety	29
Section: Ten	Leaves	31
Section: Eleven	Travel	33
Section Twelve	Miscellaneous	34

Section: One
Position Management

● **Introduction:**

In accordance with the requirements of the education sector, our institution has classified staff into two categories: Academic Staff and Support Staff. The duties and responsibilities of the Academic Staff is to fulfil the academic requirements set by affiliated University and of the Support Staff is to support academics by fulfilling administrative duties.

I. Job Description of the academic staff:

1. Teachers of the institution means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the Institution and designated as teachers as per the appointment policy of affiliated University.
1. A teacher shall be a full-time salaried employee of the institution and shall devote his / her scheduled time of work towards accomplishment of designated duties as follows:
 - Develop and implement innovative academic methods.
 - Evaluate, monitor and mentor student academic progress.
 - Guide, lead and mentor students in research projects.
 - Create, innovate and implement career-enhancement programs and activities.
 - Participate in departmental and college activities.
 - Serve and support functional activities of departmental committees.
 - Assess, review and evaluate student activities and progress.
 - Assist and support senior professors in their academic and Research tasks and functions.
1. Contractual staff includes honorary, visiting, part-time and ad-hoc teachers whose duties are framed on the basis of the academic requirements of the institution.
1. The following activities are excluded from the scope of this policy:
 - i. The work undertaken in connection with the examination conducted by Universities or learned bodies like paper setting, meetings in university etc.
 - ii. Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Principal or Management to any other academic work.

II. Job Description of the support staff:

1. Support staff of the institution means Registrar, Office Superintendent, Library In charge, Library Attendant, Clerk, Laboratory assistant, Placement In charge, Academic Advisor, Academic Coordinators, Security Staff, Canteen Support Staff, Reception, Sports Directors and In charge, Cashier, C.F.O., Administrative Manager. Accountants, Clerks, Peons and such other persons as may be appointed for conducting short/long term administrative assignments by the institution and are designated as above as per the institution policy.

1. A support staff shall be a full-time salaried employee of the institution and shall devote his / her scheduled time of work towards accomplishment of designated duties as follows:

- Engaging in activities related to student's scholarships
- Maintains the Faculty Member leave records
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution side and outside the College.
- Takes care of all admission approval procedure and communicating with universities in person.
- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filing of annual returns.

3. Contractual:

Contractual Support staff includes an Auditor, Attorney, Trainer etc. for administrative functioning as well as on contract gardener, cleaning staff, part-time and ad-hoc painter, Plumber, solar system technician, whose duties are framed on the basis of the infrastructural requirements of the institution.

a. **Recruitment and selection:**

- **Recruitment: Staffing Pattern**

1. **Yearly as well as semester-wise Job Analysis:**

Preparing vacant job profile by identifying changes in the syllabus or as per the expansion requirements of the institution.

Reasons for vacancy: In case of events like Change in syllabus or added divisions, change in workload, transfer, termination, resignation, retirement, death, vacancy may occur for both categories of staff.

2. **Deriving Job Description: “What to be done by the employee?”**

Two documents are prepared for identifying duty allocation to all staff and supporting staff members they are as follows:

- a. **Workload Chart:** A chart which is a descriptive presentation of lecture hours, practical hours, and man hour required to complete the syllabus.
- b. **Academic Duty allocation Chart:** Consolidated Presentation of managerial, Administrative as well as examination man hour required to complete academic activities.
- c. **Academic Calendar:** A calendar which describes time schedule of work to be commenced and completed.

From Job Description formation, Workload and Academic Duty Allocation Chart is prepared. Required information regarding duties and responsibilities are derived for academic staff. Information regarding timing, subject knowledge required, experience required and other details are framed according to the departmental requirements. for Support staff as per the change in management and administrative requirements, job can be defined.

3. **Deriving Job Specifications:**

For academic staff the eligibility criteria is decided on the basis of the affiliated university, University, Industrial and Management norms. A document of eligibility is formed for ensuring transparency on required competency, Experience and qualification.

4. **Evaluating Job:** Once the analysis process is complete then the management decide the worth of the job. The factors like profile of job, authority, responsibility, duties, living requirements etc. will be considered before worth is finalised.
5. **Advertising** is done in newspaper as well as website of college for the position vacant as per the UGC norms. A format copy is attached to **annexure 1**.

A Clear structure is formed to apply. Eligible candidates apply with the supporting documents through mail or hard copy written to principal of college. An eligibility document **Annexure 2** is attached to describe various eligibility criteria.

Source of candidate for Selection:

The major sources of candidate for selection are:

- a. Campus recruitment: own students those who are qualified for teaching in Degree College.
- b. References: Staff, HODs, Administrative staff refer candidates known to them with regarding to qualification and work experience required for the job.
- c. Applicants from News Paper advertisements: Advertising is done in newspaper as well as website of college for the position vacant as per the UGC norms. A format copy is attached to **annexure 1**.

4. Selection:

A. Selection of full time permanent Employee:

1. Applications are scrutinised as per the merit requirements and the letters are sent to the eligible candidates for appearing for the interview.
2. A form is given to the candidate to be filled with required details and submitted to college through mail or hard copy.
3. Interview: Eligible candidates will appear for an interview with HOD and Management in panel. Subject knowledge is tested at this level.
4. In case of academic staff a demonstrative lecture is taken to ensure the candidate has proper class control/ Subject knowledge/ students interactions etc.
5. After Demo lecture students feedback is considered as major criteria for academic staff selection. Communication skills and leadership qualities are evaluated as other significant criteria for appointing the staff.
6. Final Interview for full time permanent employee: Panel of experts take the interview of candidates. Panel gets changed as per the need of current scenario and subject's experts are a compulsory component of panel. Once the panel selects the final suitable right candidate for the job then intimation is given to the management to contact the candidate for employment.

B. Selection of Part time, Visiting and Temporary Employee:

1. Applications are scrutinised as per the merit requirements and the letters are sent to the eligible candidates for appearing for the interview.

2. A form is given to the candidate to be filled with required details and submitted to college through mail or hard copy.
3. Interview: Eligible candidates will appear for an interview with HOD and Management in panel.
4. In case of academic staff a demonstrative lecture is taken to ensure the candidate has proper class control/ Subject knowledge/ students interactions etc.
5. After Demo lecture students feedback is considered as major criteria for academic staff selection. Communication skills are evaluated as one of the other significant criteria for appointing the staff.
6. Principal and Management together decides the appointment of suitable staff.

b. Employment Offer Letter

An Employment contract is document framed by management which ensure transparency on job and includes HR policy manual of the college. The structure keeps on changing as per the market and administrative environment. A structure of the same is attached as **Annexure 3**.

c. Appointments

Selected candidates are informed by sending mails, making telephone calls etc. Appointment dates are finalised by management as per the staff requirements. Appointment letters are given after verifying the original documents of the candidate. The candidate can collect the appoint order letter hard copy from administration office after accepting the employment offer contract. Once an employee get an appointment order he/she is subjected to join as per the date mentioned. Format of appointment letter is attached as **Annexure 4**.

d. Confirmation of Appointment:

On getting the approval the employee will be in for a probation period of 6 months as per the date mentioned in the letter. If the employees meets performance standards set by the college employee will be given the letter of confirmation. A format of the same is attached as **Annexure 5**.

e. Orientation and Training:

Institute ensures Academic faculty and other staff's developmental programs:

- a. Training: seminars, sessions, conferences, workshops etc. is conducted by the institute through staff development and welfare committee.

- b. Orientation and refresher programs: Institutional level, university level, state level, national level and international level orientation and refresher programs can be organised by institute for employees as per requirements of employees for adapting new technology and to change as per environment growth. E.g. OSM training conducted for in-house and other college faculties in institution's lab for better understanding of evaluation techniques.
- c. Facilities and support for Eligibility Tests for lectureship at National and State level (NET/SET) to be given for the staff.
- d. To encourage the use of ICT, special training programs are conducted based on newest available technology to ensure employee competency.
- e. Soft skills training programs are conducted in order to ensure effective academic delivery.
- f. A special session on Professional Code of conduct is organised at the beginning of every academic year.
- g. Frequent motivational sessions are conducted to ensure building morale of staff.

f. Exit

1. Resignation:

In case of a contractual employee he/she can resign with a one month prior notice. An affiliated University approved employee is liable to fulfil three months' notice period before resignation. Inform the HR department and Principal as per term norms to avoid unpleasant actions. **Annexure 6** contains terms and conditions of resignation.

In case of emergency, accidents, death in family or unpleasant events to employee, the employee can discontinue the job or have a term break to recover from the situation.

Exit interview is conducted to know the employees review regarding institution. A feedback form is administered to find the employees feedback regarding the institution. **Annexure 7** contains feedback form for knowing responses of resigning or terminated employee.

2. Termination:

1. In case of change in the job structure, if the employee is not matching with the current requirement of job profile there can be a shift in job or a transfer can be possible. A termination is possible if employee doesn't match to job requirement across the institutions of Pillai's.
2. Any kind of misconduct and unfair practices noticed by the management with evidence will lead to discontinuation of the employment offer letter.
3. Incompetence, including poor quality of work will also lead to termination of the employee.

4. Insubordination and related issues such as dishonesty or breaking company rules will lead to discontinuation of the employment offer letter.
5. Theft or other criminal behaviour including revealing trade secrets will also lead to termination
6. Sexual harassment and other discriminatory behaviour in the workplace with evidence will lead to discontinuation of the employment offer letter.
7. Physical violence or threats against other employees
8. Any teacher involved in academic in Tuition Classes will meet with conflict of interest of the institution and shall meet with procedure of termination.
9. Any employee who does not behave modestly with women across the campus will liable for immediate termination.
10. Any form of Atrocity will lead to termination.

Section: Two

Performance Appraisal

a. Self-appraisal

Self-appraisal is a self-evaluating and reporting technique established in the system which ensures the true collection of performance growth details from the right person that is employee himself. The core values of honesty and integrity reflect better with self-appraisal.

An online form of self-appraisal is developed which need to be updated regularly by the employees. The data which is updated by employees shall be duly evaluated by co-ordinators or superiors before considering it to be the final information about the employee. The self-appraisal form of supporting staff is duly evaluated by Principal before considering it to be the final information about the employee. Annexure 7 contains the structure of self-appraisal form.

b. Feedback

1.	A feedback is a review form given to all related stakeholders to find out their review and response regarding the employee's current performance.
2.	Semester-wise feedback forms of academic and non-academic faculties are duly filled by the stakeholders for the same.
3.	Separate feedback is collected for Academic and Supporting staff from regular disciplined students who have more than 60% of attendance
4.	A separate feedback of faculty is collected from parents during PTM.
5.	A separate feedback from the alumni is also collected.
6.	A feedback from the co-workers is also collected for identifying mutual understanding and cooperation.
7.	In case of an experienced employee a feedback is collected from the previous institution in which the faculty was employed.

Analysis of feedback:

The Feedback received for Academic Staff is discussed with the teachers which includes Counselling and a Letter of Caution in case of a Feedback below 55% and Appreciation in case of a Feedback above 85% via a Certificate of Appreciation.

Annexure 8(i) Students feedback form, Annexure 8(ii) Parent feedback form, Annexure 8(iii) Alumni feedback form, Annexure 8(iv) co-worker feedback form, Annexure 8(v) Previous institution reference letter, are forms form all stakeholders regarding performance of the employee.

Section: Three

Benefits

a. Increments:

The institution has a Fixed Increment Payment system which is a one-time payment in lieu of a base salary adjustment made to an employee whose performance is outstanding. Due to increment, salary becomes above the maximum band for the person's assigned classification of job profile for the year. The management will have a yearly review on increment. The incremental year is July to June for Aided and January to December for unaided to calculate the performance of the Staff. The calculation of increment is managed by Academic Performance Indicator recommended by affiliated university. The basic increment percentage of the institution is 6%.

b. Incentives:

The institution pays timely incentives for overtime or extra efforts of the employee. Any administration work, research work, and examination work is eligible for extra incentives. For non-academic staff too these kind of incentives are applicable.

A list of eligible work for extra incentives are as follows:

- Administrative work – Association handling incentives as per University of Mumbai Guideline to teachers are provided. E.g.: Incentives for N.S.S. and D.L.L.E. Research and Extension work etc.
- Examination Work: Paper setting, Assessment, moderation, Supervision etc.
- For non-academic staff: incentives for assisting exam like photocopying, assisting supervision, understudy, C.A.P. etc.

c. Other Perquisites:

The institution provides travelling cost reimbursements for travelling to meetings and reimburses various fees like conference attending fees, publication fees, industrial visit accompany cost adjustments, college vehicle etc.

d. Maternity and paternity benefits:

- Maternity: The institution is providing Maternity Leave to the female employees for a period of up to 3 months whose employment tenure in the institution has been at least 2 years.
- Paternity: The institution has a provision of a One-Day Paternity Leave whose employment tenure in the institution has been at least 2 years.

e. Provident Fund:

Provident Fund contribution is deducted from employee's salary, monthly and is then invested.

f. Credit Society:

Mahatma Education Society has formed a Cooperative Credit Society which allows the employee to avail credit facility or loan at reasonable rates of interest. Employee is liable to pay back the loan amount with interest within the stipulated period. The amount of instalment along with interest is deducted from their monthly salary.

Section: Four
Staff Grievance Management

Staff Grievance Redressal Policy:

The institution ensures yearly revival and formation of Staff Grievance Redressal Forums/Committees. The mechanism of Grievance Redressal consists of 2 Committees:

- Academic Staff Grievance Redressal Committee
- Support Staff Grievance Redressal Committee.

The composition of the above mentioned committees, comprises of 6 members of which 2 members are appointed by the management and 4 members are elected by the employees, on the basis of 2:4 proportion. These Committees ensure that all grievances of the employees are met with appropriate solution at right time without any delay. Staff members can represent any complaints regarding development, welfare, compensation or any other benefits or requirements. A format of grievance form is attached as **Annexure 9**.

Section: Five

Compensation

a. Compensation policies – General rules and regulations:

The compensation of our institution seeks to maximize competitive advantage by attracting the most qualified staff to the institution. This policy exemplifies method used by compensation management team.

The institution strives to provide a friendly working environment, satisfactory compensation, and opportunities for career advancement, flexible work hours, women-friendly policies and support among the team members to keep employees highly motivated. High level of empowerment and accountability is provided for where each employee owns his area of domain/function, employees' involvement in institutions decisions, leadership development through mentoring and coaching, skills/competency development initiatives, are all a part of the compensation received by the employee. People are respected and valued, performance is nurtured, creativity and excellence are encouraged, and leadership and teamwork are rewarded. The management team is simple, honest and highly approachable, which makes it easy for people to work together as one team.

The salary range is determined by market pay rates, established through market pay studies, for people doing similar work in similar institutions in the same region of the country. Pay rates and salary ranges are decided recognizing the level of education, knowledge, skill, and experience needed to perform each job.

Salary range is also affected by additional demographic and market factors. These factors include the number of people available to perform a specific job in the employer's region, competition for employees with the needed skills and education, and the availability of jobs.

The compensation system will be decided by price positions to market by using local and national specific survey regarding pay to staff.

b. Determination of employee compensation policy:

- The institution initially collects market data which will primarily include other institutions methods and pay structures. Significant market differences due to geographical location and standard of living is also addressed by the management.

- The system will evaluate internal equity, which is the relative worth of each job in the institution comparing the required level of job competencies, formal training and experience, responsibility, and accountability of one job to another and arranging all jobs in a formal job grading structure or in broad bands to enhance internal equality.
- Professional support and consultation will be available to evaluate the compensation system and provide ongoing assistance in the administration of the program.
- The compensation system must be flexible enough to ensure that the institution is able to recruit and retain a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.

C. Compensation Structure:

Institution ensures that the Academic and Support staff are paid according to recommendation of U.G.C. and Planning Commission.

- Principal and Vice Principal: Pay of Principal and Vice principal is determined on the basis of remuneration criteria of affiliated university norms of appointment and remuneration.
- I/C Principal: Remuneration of In- Charge Principal is decided by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
- Compensation of Academic Staff:

Head of Department	Grade of pay is determined on the basis of remuneration criteria of affiliated university norms of appointment and remuneration.
Professor	Grade of pay is determined on the basis of remuneration criteria of affiliated university norms of appointment and remuneration.
Coordinator	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Associate Professors	Grade of pay is determined on the basis of remuneration criteria of affiliated university norms of appointment and remuneration.

Assistant professor	Grade of pay is determined on the basis of remuneration criteria of affiliated university norms of appointment and remuneration.
Visiting Faculty	Visiting faculty will be paid 350 Rs per lecture of 50 minutes each. In house faculties those who take more than 22 lectures in a regular week will be paid 250 for a 50 minutes of lecture. After completing a semester
Guest Lectures	An invited resource person for a guidance lecture will be paid 1000 Rs including conveyance and the remuneration can be increased by management as per the qualification, experiences, position, and competency of the lecturer.

d. Compensation of Support staff:

Registrar	Grade of pay is determined on the basis of remuneration criteria of UGC norms of appointment and remuneration.
Accountant	Grade of pay is determined on the basis of remuneration criteria of UGC norms of appointment and remuneration.
Assistant Accountant	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Aided clerk	Grade of pay is determined on the basis of remuneration criteria of UGC norms of appointment and remuneration.
unaided clerk	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Assistant clerk	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Aided Peon	Grade of pay is determined on the basis of remuneration criteria of UGC

	norms of appointment and remuneration.
Unaided	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Lab Assistant	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
others	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.

D. Salary and benefits on transfer from one Pillai institute to other.

The chief administrative officer is charged with the responsibility of ensuring the total compensation program is managed for consistency and equity. In case of transfer the CEO is responsible to maintain equal or increased standards of pay as previous pay from Pillai.

E. Market adjustment policy.

- The compensation policy will ensure external equity.
- The Principal and CEO should ensure that salary ranges are updated at least annually, that all individual jobs are market priced at least once every two years, and that pay equity adjustments are administered in a fair and equitable manner.

F. Management of overtime policy.

- The management ensure that the work is done in given shift time. In case of any extra job demand, the management will pay on hourly basis if the employee is made to do any overtime.

G. Student employee compensation policy.

Students can do internship and part time jobs in the institute. They are subjected to get compensation according to their job profile and job evaluation. The management is responsible to meet the minimum standard of living requirement by providing appropriate stipend.

Section: Six
Working Hours

a. Emergency policy:

- In case of any bad weather condition or emergency the weekly working hours can be reduced by the principal or management. A non-instructional working day is a part of regular duty for staff.

b. Flexible time policy:

- In case of genuine needs, an employee can be given flexible time. But this should not impact the lecture hours.

c. Holidays:

- Employees are eligible to avail all public holidays and Sundays other than leaves.

d. Hours of actual employment: For academic staff completing 40 hours a week is the norm for working hours. In single shift of a day, teachers have to complete minimum average time of 6 hours a days.

- For support staff completing 48 hours a week is the norm for working hours. In single shift of a day, staff have to complete minimum average time of 8 hours in a day.

Section: Seven

Employee Conduct

The institution works with people from various areas, sections and class of society. The point of view of all stakeholders may differ. This might especially happen with both academic and support staff whose interests and opinions may differ. There may be a lot of difference of opinions. These difference can be handled with these following norms.

a. Employee code of conduct:

- A teacher should be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate, inspire and celebrate effort and success. Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development. A staff should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future. A staff should seek to develop positive relationships with students, colleagues, parents, institution management and others in the institution community, that are characterised by professional integrity and judgement. The work of staff has to establish and maintain a culture of mutual trust and respect in their institutions.

- A staff should act with honesty and integrity in all aspects of their work. A staff should inculcate character of respecting the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual. An employee should represent themselves, their professional status, qualifications and experience honestly. A staff should use their name/names as set out in the Register of Institute, in the course of their professional duties He / She should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.

- A staff should uphold the reputation and standing of the profession. He / she should take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare. A staff should work within the framework of relevant legislation and regulations as per the affiliated university. A staff is liable to comply with agreed national and institution policies, procedures and guidelines which aim to promote student education, welfare and protection. A staff should be responsible enough to report, where appropriate, incidents or matters which impact on student welfare. He/ She has to communicate effectively with students, colleagues, parents, institution management and others in the institution community in a manner that is professional, collaborative and supportive, and based on trust and respect. He /

She should ensure that any communication with students, colleagues, parents, institution management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites. He/ She should ensure that they do not knowingly access, download or otherwise have in their possession while engaged in institution activities, inappropriate materials/images in electronic or other format. He/ She should ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format. He/ She should ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

- A staff is supposed to maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback. A staff should apply their knowledge and experience in facilitating students' holistic development. He/ she should plan and communicate clear, challenging and achievable expectations for students. A staff is supposed to create an environment where students can become active agents in the learning process and develop lifelong learning skills. An academic staff should develop academic, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students. An academic staff should inform their professional judgement and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation. Develop mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.
- Take personal responsibility for sustaining and improving the quality of their professional practice by:
 - Actively maintaining their professional knowledge and understanding to ensure it is current
 - Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
 - Availing of opportunities for career-long professional development.
- Work with academic colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students. Work in a collaborative manner with students, parents/guardians, institution management, and other members of staff, relevant professionals and the wider institution community, as appropriate, in seeking to effectively meet the needs of students. Engage with the planning, implementation and evaluation of curriculum at classroom and institution level.

b. Administration of staff - management relationship:

A discussion about a difference of opinion should always begin with finding a common ground for each party. For example, wanting the best educational program for the student is something everyone can agree on. If each party agrees that this is the intended goal, getting everyone to work together on behalf of the student is a good way to encourage positive problem solving in the college.

1. To create a positive environment:

Honest and respectful communication is the key to resolving differences of opinion about a student's needs. Remarks that do not contribute to the positive progress of the conversation should be avoided. Negative conversations about any party in a meeting should be avoided. Negative reviews should be discussed in private.

2. To Support opinions with objective data:

Statements about a situation should be accompanied by facts. It is not necessary any one side is wrong. Requirements of both parties should be taken into consideration before resolving a particular conflict. The party who has an innovative idea for problem solving may benefit all the stakeholders with his/her solution.

3. To discuss timelines:

If different strategies are recommended by different parties, it may be helpful to establish a time period during which one strategy is used at a time. Progress should be noted so that the strategy can then be evaluated for its effectiveness.

c. Staff liability:

- i. If staff members have availed any facility, they have to take responsibility to ensure proper care of the assets and property of the institution, E.g.: Laptop, P.C, Printer, Speaker, Mikes, Projector, Telephone, Mobile, etc. provided should be submitted back in same the condition without any damage. A specimen form to avail the facilities and terms and conditions of availing facilities is given in **annexure 10**.
- ii. The books issued from library for reference should be submitted back on time fixed by librarian, failing which the staff will be liable to pay a fine which will be revised annually. A format of Penalty fees receipt format is attached in annexures as **annexure 11**.

- iii. Staff who have availed funding from cashier with “I Owe You” form shall submit the receipt of the expenditure within 7 days of availing fund or completion of program whichever is earlier failing which staff will be liable to pay back the fund to the institution. Format of ‘I Owe You’ and voucher is attached with **annexures 12 and 13** respectively.
- iv. In case of faculty’s resignation, transfer, termination etc., the faculty has to avail a ‘No Objection Form’ signed by authorities listed in the form to ensure that he/she is not liable to institution. **Annexure 14** NOC.

d. Discipline policy:

- i. The staff is liable to follow code of conduct of institution. He / She should not carry any alcoholic substances to the college other than for scientific experiments in limited quantity prescribed by law with a prior permission of the authorities in a special case of non-availability of alcohol for experiments.
- ii. Staff is expected to maintain formal positive attitude and relations with other stakeholders especially with students and colleagues. If there are any grievances or complaints against a staff member, the institution will hear both the parties and resolve the situation with the help of Staff Grievance Redressal Forum’s policies.
- iii. Staff should not smoke in the campus premises. Strict actions will be taken against a staff member who is found smoking in the campus premises.

e. Privacy policies:

Staff has rights to maintain 100% secrecy regarding their compensation, medical check-up report, feedback reports, family background details, reasons for leaving prior institution, memos, etc. from his/her colleagues.

f. Termination policy:

Staff can be terminated due to the following reasons:

- i. If the staff has got continuous ‘Letter of Warning’ to maintain performance for five times or more but failed to do so, then the institution can take decision for termination due to underperformance.
- ii. If the staff has failed to follow code of conduct of the institution, irrespective of the memos given, then the institution can take a termination decision for not following

institution's code. **Annexure 15** is attached to find format for memo which can be issued by management or principal only.

iii. If any fraud conducted or initiated by staff is proven, then termination will be the final decision.

g. Social media policy:

i. Staff is not expected to use or promote him/her through social media by leveraging college's brands.

ii. Unethical gestures in social media should be compulsorily avoided by staff.

Section: Eight

Healthy Workplace

a. Differently Abled Accommodation Policy:

Any candidate with a partial disability, which can be accommodative to the working condition of the institution, can be absorbed for working as an employee in the institution. The institution will accommodate differently abled person and train him/ her for job profile. If the candidate is suitable with required qualifications and minimum skills then he/ she will be absorbed to system easily. Disability absorption will differ according to nature and requirements of job.

b. Staff Assistance Program:

- A Consumer Credit Society is developed by the institution to avail credit facility to staff members. The society gives credit for contingency requirements of employees. If the employee is a member of Society, only then he can avail the credit at nominal interest rates. **Annexure 16** is attached to avail membership form of credit society.
- Yearly requirement of training and career growth is derived from self - appraisal report of employees so that required development programs can be introduced for staff. **Annexure 17** is attached to avail self-appraisal form for staff.
- Assistance is being provided for support in research, to apply for funding agencies in order to receive grants for research. If the agencies are not able to provide required grant, management will provide the same if the project has been approved by research forum of college. **Annexure 18** is a format attached to apply for research grant.
- Faculty development programs are organised for the staff members in order to develop their Academic and Facilitator skills. With the commencement of every terms, faculties are motivated to attend or conduct seminars, workshops, and conferences for development of staff.
- Staff picnic is organised in every term based on the interest of the Staff.

- Leaves for Higher Education are provided, which could be paid or unpaid, depending upon the nature of education and tenure of the leave period requested for. In **Annexure 19** is attached for long leave application.
- Common canteen, sanitation, drinking water, etc. are provided. Pantry facility in each staffroom is provided with assisting staff.
- Separate cabins and cubicles are provided as per job requirements.
- Senior teachers also act as mentors and guide fresher's for research projects.
- Financial assistance: Assistance for research, national and international conference, reimbursement of official travelling expenditure is provided.
- Crèche facility will be provided, if staff demands for the same.
- Early going permission for mothers who have joined after maternity leave is provided for a period of up to 3 months.
- Paid hostel services at concessional rates and paying guest facility are provided to staff.
- Guest house for stay for limited period is provided as per the requisition of staff.
- Annual sport day is organised.
- Inter - institutional support for development of staff is provided.

c. Harassment and Discrimination Free Workplace Policy:-

The institution has a strict anti-harassment and anti-discrimination policy for ensuring a healthy and peaceful workplace.

1. Religious, Racial and Regional Discrimination:-

The institution stands strict against any form of discrimination on the basis of Religion, Race, Language, Region, Caste, Place of Birth, etc.

Any form of discrimination if proven, will lead to Termination of Service with immediate effect.

1. Sexual Harassment:-

The institution strongly complies with the Procedural Guidelines against Sexual Harassment at Workplace (Vishakha Guidelines).

The institution also has a strict Anti-Sexual Harassment Policy. If found guilty, the employee will be terminated with immediate effect and a legal action will be taken against him/her.

1. Mental Harassment:-

The institution also has a strict mechanism against any form of Mental Harassment towards all the stakeholders. If found guilty, the employee will be terminated with immediate effect and a legal action will be taken against him/her.

1. Physical Harassment:-

The institution also has a strict Anti-Physical Harassment Policy. If found guilty, the employee will be terminated with immediate effect and a legal action will be taken against him/her.

1. Cyber Harassment:-

Any form of harassment via E-Mails, Phone Calls, Text Messages, Social Media Stories, Social Media Status Updates, News Feeds, Videos and Images on the internet (without the permission of the concerned person) is strictly prohibited and a stringent action will be taken against any person, proven guilty. Additionally, Legal Action will be initiated against him/her.

The policy regarding safety measures against discrimination and harassment are renewed yearly by the Staff Grievance Redressal Forum as per the current situational requirement. Every staffroom has an anti-harassment and anti-discrimination policy statement chart. Annexure 20 is format attached for putting forward any grievances by staff.

d. Management – Staff Relationship management Policy:

In case of differences of opinion between management and staff, the concerned staff can approach the Principal and the management any time to discuss and resolve the issue. If there

is a genuine need to change the management decisions for growth of the institution and development of the faculty, the management will be ready to rethink for a better policy to get the problem resolved.

The Staff Grievance Redressal Forum can present any issues related to staff for a suitable practical solution for the same.

e. Policy for against Carrying and Consumption of Hazardous Products in the Campus:

Staff should ensure that knowing or unknowingly they don't carry any hazardous products which can harm health and safety of oneself or other employees or any other stakeholder. Staff is restricted to carry or consume alcohol, cigarettes, or any harmful drug within the campus. Any harmful machine or equipment like guns, harmful knives etc. are restricted to be carried in the institution (However, Kirpans shall be allowed to be carried by Baptised Sikhs as a practice of their religion as mentioned in the Article 25(a) of The Constitution of India).

f. Respectful Workplace Program:

Management will develop mutual trust and understanding between staff. Cultural programmes, Group Programs by teachers in Teacher's Day Celebration, Annual Sports, Mentoring by Senior Teachers for research work to Junior Teachers, etc. are platforms developed to enhance mutual understanding between the staff.

Section: Nine

Occupational Health and Safety

a. Health and Safety policy during Working Hours:

- Fire extinguishers are affixed as per the legal requirements for safety. Safety drill is conducted for the staff, every year.
- Doctor in campus: In case of any emergency requirement, the institution has a doctor in the premises, who can attend the issue and provide immediate medication.
- First aid boxes are available at every floor office for assistance in case of emergency medical requirements.
- Timely Medical check-ups are organised for faculties to keep an update for fitness requirements.
- A sanitary napkin vending machine is installed at various locations in the campus to meet the requirements of female staff and students.
- Water purifiers are maintained at every floor for supply of drinking water facility.
- Hygienic canteen is maintained in the campus for the benefit of staff.

b. Staff Support Equipment Policy:

- Separate Lifts are provided to the staff which facilitates the staff to function in a comfortable manner.
- Personal computers are provided wherever required. The Staff is allowed to use labs for printouts or any computer or online service requirements.
- Pantry facility for staff is provided along with assisting staff to prepare tea or coffee, as required.
- Projectors will be provided to aid academic, if required.
- Separate sanitation rooms and rest rooms are provided to the staff.
- Staff will be able to order food directly from canteen at reasonable rates.
- Staff Notice board should be a source for information regarding upcoming development programmes where staff can participate according to their interest.
- Institutional Inter connected library facility is provided to staff. Staff will be able to borrow books physically from all Pillai institution's libraries other than usual issues from PCACS library. Online access to British library is provided to get information required. Library will have a separate wing for research requirements with separate P.C and printer with WIFI facility.

c. Personal Privacy Protection policy:

- Staff have full right to protect their personal information. Staff will not be compelled to share personal information related to family background and present family relations. Employee privacy will be fully taken care.
- Medical background shared by staff to management will not be shared with anybody.
- Financial details shared by staff will not be made public.

Section: Ten

Leaves

a. Casual leave

Employees can avail 12 Casual leaves at any point of time in an academic year. Not more than two casual can be taken together. These leaves are for personal casual requirements. Current year's casual leaves cannot be carry forwarded to next academic year if not availed by staff. **Annexure 20** is format to apply casual leave.

b. Duty leave

Employees can avail 08 duty leaves in an academic year. 04 duty leaves each term. Duty leave are for the purpose of university paper setting, paper presentations, attending short term workshops, attending conferences, Election duty or any other requirement permitted by management can be availed by staff. **Annexure 21** is format to apply duty leave.

c. Medical leave

Employees can avail 10 medical leaves. In case medical leaves are not used for current year can be carry forwarded to next year. Medical leave can be availed by employees for medical purposes only. If unplanned then, employees are supposed to submit medical certificate to administrative office as soon as she/he join back after availing the leaves with an application mentioning the number of days availed, date, reasons etc.. **Annexure 22** is format to apply Medical leave.

d. Career development leaves

Staff can avail leaves for workshops, seminars, and refreshment course, orientation programmes by university of Mumbai or MHRD. **Annexure 23** is format to apply for career development leave. In case of international conference presentation the days of presentations will be considered as career development leave.

e. Leave to vote

Employee can avail leave for participating in municipal, state, or central elections by voting. Annexure 24 is format to apply for leave to vote.

f. Parental leave.

a. Maternity leaves:

Maternity leave of 3 months can be availed by staff those who have completed two years in the college. **Annexure 25** is format to apply for maternity leave benefits.

b. Paternity Leaves:

Even though there is no legal provision of paternity leaves in India, an employees can avail one day leave. **Annexure 26** is format to apply for paternity leave benefits.

g. Half days:

Employees can avail half day leaves like early going or late coming for personal requirements. These can be availed half day leave by filing half day forms. Since the total average working hours is 6 hours staff have to maintain minimum 3 hours at job for an half day leave on the same day. **Annexure 27** is format for half day leave.

h. Earned leaves:

A support staff can avail 30 days earned leaves in a year. If these leaves are not claimed for current year it can be forwarded to next year. These leaves are accumulative in nature. An application for earned leave is attached in **annexure 28**.

i. Early going and late coming:

Employee can avail early going or late coming facility in case of emergency situations. This facility can be availed for maximum one hour. **Annexure 29** contains format of early going / late coming application.

Section: Eleven

Travel

a. College vehicle usage policy:

College bus or car can be used by staff by taking a prior approval for the same. **Annexure 30** is format to apply for availing vehicle facility.

b. Industrial visit accompany policy:

Staff members academic or supporting are supposed to assist the Industrial visit program as a part of their duty whenever required by management. There can be some exemption for the industrial visit mentioned as terms and conditions in **annexure 31**.

c. Staff picnic policy:

Staff picnic will be arranged by staff welfare in charge. Required assistance will be provided as per management decision.

d. Travel expenses reimbursement policy:

Staff can avail reimbursement for any travelling expenses with prior approval from management. A voucher can be used for reimbursement format of mentioned voucher is attached in **annexure 32**.

Section Twelve

Miscellaneous

a. Equipment and resource usage policy:

Any facilities, equipment or resource available in institution can be utilised by employee with prior permission from management. The application can be made with **annexure 10**.

b. Conference and seminar fees policy:

Any fees for one conference and one seminar in a year can be funded by the college. The limit for such funding should be permitted by management. Application for the same is available in **annexure 33**.

c. Membership fees policy:

Association membership fees can be funded in case if such kind of association membership fees is required for better working of institution. These kind of funding can be only availed prior approval of management. Application for the same is available in **annexure 34**.

d. Personal file update policy:

Staff have to provide detailed information regarding current development of staff in any field. A certification indicating the same should be submitted to clerk to be filed with administration office.

e. Policies for availing supporting staff aid for work:

Academic staff can avail assistance from support staff to get the job done. Any special assistance other than regular duty of support staff can be availed with prior permission from management. A format for application of the same is given in **annexure 35**.