



Mahatma Education Society's
Pillai College of Arts, Commerce & Science
(Autonomous)
Affiliated to University of Mumbai
NAAC Accredited 'A' grade (3 cycles)
Best College Award by University of Mumbai
ISO 9001:2015 Certified



STAFF HANDBOOK

Updated on 25th March, 2021

Contents

Section No.	Description	Page Nos
1	About Mahatma Education Society (M.E.S.)	3
2.	P.C.A.C.S.	5
3.	Ethos	7
4.	Roles and Responsibilities of P.C.A.C.S. Administrators	11
5.	Qualifications for Faculty and Staff	17
6.	Recruitment Policy and Procedure	21
7.	Employee Code of Conduct	27
8.	Curriculum Delivery Policy and Procedure	30
9.	Duties and Responsibilities of Teaching Faculty	33
10.	Leave and Holiday Policy	47
11.	Faculty Evaluation and Upgradation	53
12	Financial Support for Staff	63
13.	Feedback Policy Purpose	64
14.	Exit Policy	66
15.	Grievances and Appeals Procedure	70
	Appendices	



1. Parent Institution: Mahatma Education Society

Mahatma Education Society embarked upon its mission of "Education for all" with the Chembur English High School in 1970. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman and C.E.O., Dr. K. M. Vasudevan Pillai and the forward looking, untiring energy of the Secretary, Dr. (Mrs.) Daphne Pillai have now transformed the Mahatma Education Society in to a vast educational organisation, spread over six elegant campuses at Chembur, New Panvel (Sector 7), New Panvel (Sector 8), New Panvel (Sector 16), Borivali (Gorai) and Rasayani (Raigad District). The Society now manages a total of 48 educational institutions providing quality education from kindergarten to Postgraduate professional courses in the faculties of Engineering, Architecture, Management, Teachers Training, Arts, Science and Commerce to more than 30,000 students with 2,000 Teachers and 1,500 members of Non-Teaching Staff. All institutions managed by Mahatma Education Society have excellent Professional Faculty, World Class Infrastructure, State-of-the art laboratories, well stocked libraries, computer centers with internet connectivity, separate hostels for boys and girls, cafeteria, gymkhana and playgrounds. Excellent results, placements, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society. Today the Society also runs state of the art research centers in the fields of engineering, commerce, education and architecture. These centers provide its faculty and students to be involved in cutting edge research and development, entrepreneurship activities, industrial consultancies and many more.

1.1. Our Founders



Dr.K.M.Vasudevan Pillai is the founder of the Pillai Group of Institutions and the Chairman and CEO of the Mahatma Education Society.





Dr.Daphne Pillai is the co-founder of the Pillai Group of Institutions and the Secretary and Managing Trustee of the Mahatma Education Society.

1.2. M.E.S. Vision:

To have a trans-formative impact on society by ensuring that all individuals have an opportunity for lifelong learning and self improvement.

1.3. M.E.S. Mission:

To establish institutions of excellence that advance education, research, innovation, entrepreneurship, sports, arts, culture and impart a sense of social responsibility.

1.4. M.E.S Goals:

1. To give students skills that they can use for the benefit of society both locally
2. and globally.
3. To prepare students to become successful in research, industry and higher education.
4. To encourage holistic development in students so that they can become leaders of
5. society.
6. To help faculty advance, generate, preserve and disseminate knowledge in their
7. fields of study.
8. To inculcate in faculty, staff and students a sense of responsibility towards all sections of the community.
9. To instill within faculty, students and staff a sense of integrity, ethics and professionalism.

1.5 M.E.S. Values and Guiding Principles

- a) Accountability
- b) Excellence
- c) Integrity
- d) Innovation
- e) Inclusiveness
- f) Leadership
- g) Resilience
- h) Sustainability



i) Service

2.PILLAI COLLEGE OF ARTS,COMMERCE AND SCIENCE (AUTONOMOUS)

University Grants Commission, New Delhi has conferred Autonomous Status to **Pillai College of Arts, Commerce and Science** on 24th June, 2019. The institution has risen from a simple beginning in 1998 to be the most popular institution catering successfully to the needs of rural, urban and global students with nine under-graduate and four post graduate programmes to over 4000 students. We are **permanently affiliated to the University of Mumbai** and **recognized by U.G.C. under 2(f) and 12(B)**. The college is ISO 9001:2015 certified and is accredited by NAAC with the prestigious **‘A’ Grade in all the three cycles of accreditation**.

We started with just one division of the Bachelor of Commerce degree and today we have a **Bachelor of Commerce. (Regular), Bachelor of Commerce in Accounts and Finance, Bachelor of Commerce in Financial Markets, Bachelor of Management Studies, Bachelor of Science in Information Technology, Bachelor of Science in Computer Science, Bachelor of Science in Biotechnology, Bachelor of Mass Media, Masters of Science in Information Technology, Masters of Science in Biotechnology, and Masters of Commerce in Accountancy. Bachelors of Science in Economics (Proposed) and Master of Arts in Mass Communication & Journalism (Proposed)**.

Taking into account our academic, infrastructure, non-academic endeavours(Social, Sports, Cultural and others) University of Mumbai conferred us with the prestigious **‘Best College Award’**. Recently our college received the **Outstanding Institute Award** by **ET Now**. Mahatma Education Society's Pillai Group of Institutions was felicitated as the **Winner of the Best Infrastructure and Facilities award by Lokmat Group** and was awarded the **Premium Educational Brand of India** by **Economic Times**. Recently our college has been ranked **5th by EducationWorld in Maharashtra under Non-Autonomous Colleges Category** and **10th in Maharashtra under Autonomous Colleges Category**.

We will be trying sincerely to achieve excellence in **academic performances, capability of self-governance and enhancement in the quality of education** by improvising our innate qualities, adopting innovative ideas and acquiring new skills for the benefit of the stakeholders.



2.1. LEADERSHIP



Prof. A.N. Kutty
Academic Advisor,
P.C.A.C.S.



Dr. Gajanan Wader
Principal, P.C.A.C.S.



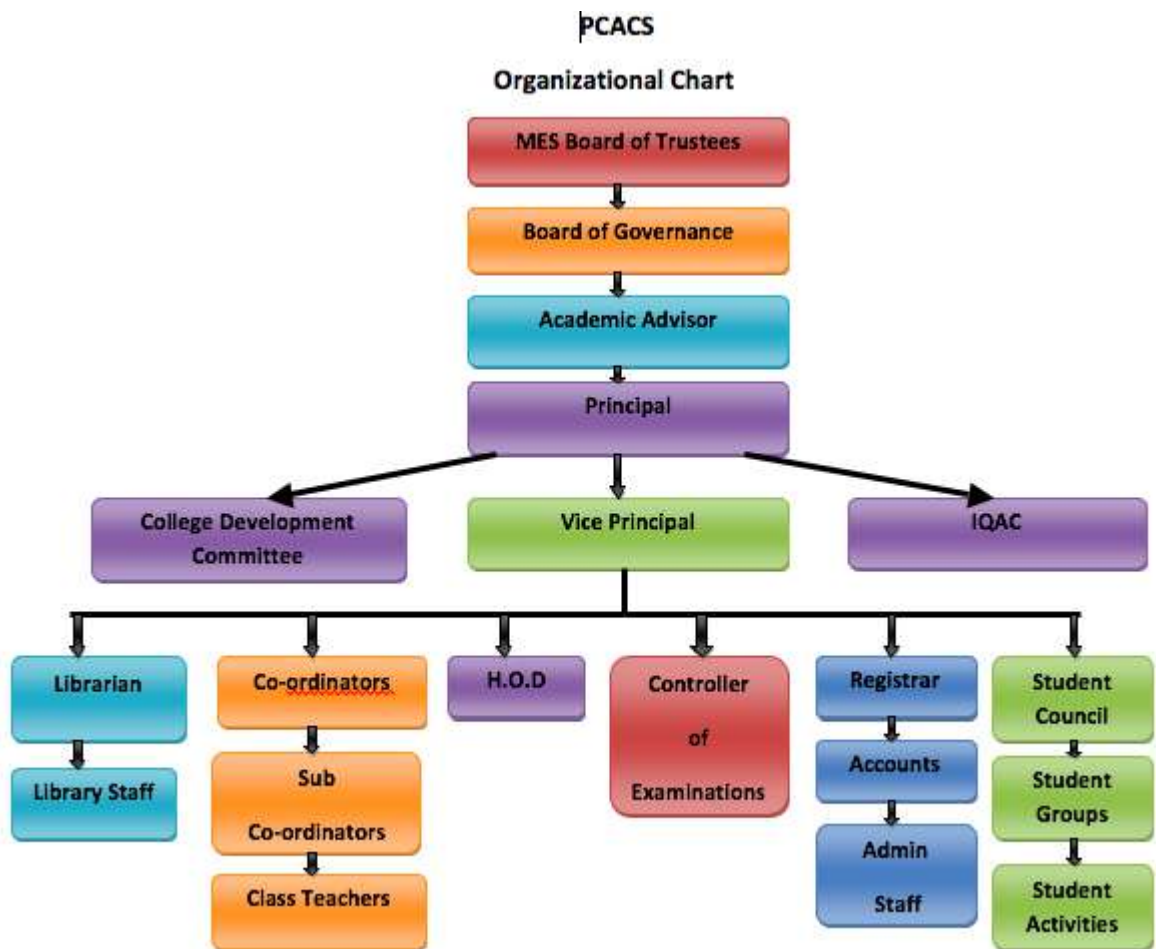
Mrs. Deepika Sharma
Vice Principal, P.C.A.C.S.

2.2. GOVERNING BODY

Name	Category
Dr. K.M.Vasudevan Pillai	Management-Chairperson, Chairman or President/ Director.
Dr. Daphne V.Pillai	Management- Secretary & Rector
Dr. Priam V.Pillai	Management-Chief Operating Officer
Mr.Franav Pillai	Management- Dy.Chief Executive Officer
Dr. Gajanan Wader	Principal of College (Ex-officio Secretary)
Mr.A.N.Kutty	Management- Academic Advisor
Mrs.Deepika Sharma	Teacher of the College- Nominated by the Principal
Dr.Aarti Sukheja	Teacher of the College- Nominated by the Principal
Dr.Sandeep Joshi	Educationalist/Industrialist (Nominated by the Management)
Dr.B.Ramaswamy,	UGC Nominee- Nominated by UGC,New Delhi
Dr.Sanjay S.Jagtap,	State Government Nominee -Regional Joint Director Nominated by the State Government
Prin.(Dr.) Hemlata Bagla, Kishinchand Chellaram College,Churchgate,Mumbai	University of Mumbai Nominee- Nominated by the University



2.3. Organizational Chart



3. Ethos:

3.1. Vision, Mission and Goals of Pillai College of Arts, Commerce and Science (Autonomous)

Vision

Our vision is “Education for All”. To fulfill our vision, we welcome students from diverse backgrounds irrespective of region, religion, caste, economic strata and academic performance.

Mission

1. Achieving excellence in education by maintaining high standards of teaching, shaping talents of students, moulding their character and imbibing in them a sense of civic responsibility.



2. Empowering students to become able, responsible citizens by imparting quality education and inculcating sound values.
3. Providing best infrastructure comparable to international standards.

Goals:

1. To provide quality education.
2. To create employment potential.
3. To provide community service.
4. To provide youth for community service.
5. To achieve overall development of students.
6. Respect for the environment.

The policies are intended as guidelines only, and they may be modified, supplemented, or revoked at any time at the institute's discretion with permission of the BoG Executive Committee.

In particular, these policies do not constitute a contract (nor should they be construed as a contract) guaranteeing employment for any specified duration, except as set forth in writing in the employees appointment letter. Either the employee or the Institute may terminate the employment relationship at any time, for any reason. No supervisor, administrator, manager, or representative of the school has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the Chief Executive Officer.

The policies included in this manual supersede any handbook or policy statements, whether written or oral, issued prior to June 2021. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The institute will provide as much notice as possible of any changes in these policies.

3.2. Responsibility towards Stakeholders- Students: (Added Title)

The responsibility of institution towards students are based on the given six pillar:

1) Enhanced and Supportive Teaching Learning

P.C.A.C.S believes in creating an enhanced and supportive teaching and learning experience for students. The curriculum gives multiple chances to students to gain practical experience through project based learning (PBL) and component library, additional support for slow learners such as study camps, remedial classes, counselling and evaluations. P.C.A.C.S also provides opportunities



and recognition for its students to take advanced courses online through MOOCs and NPTEL.

2) Leadership

P.C.A.C.S believes in developing the leadership abilities of its students. This is done through active participation of the student council and student groups in the institute and with student memberships in various committees. P.C.A.C.S has also budgeted for funding students to compete in various competitions at the national and international level. It also conducts Alegria, a Pillai campus wide festival that is fully organised and executed by students. There is also active encouragement of sports activities throughout the academic year.

3) Entrepreneurship

Encouraging entrepreneurial spirit is an important aspect of the P.C.A.C.S student curriculum . P.C.A.C.S Institutions Innovation Cell in conjunction with Pillai center of Innovation and Entrepreneurship regularly organize seminars, workshops and colloquiums on entrepreneurship throughout the academic year for students. There is also a mega business plan competition organised every year with a prize money of 1 lakh to encourage budding entrepreneurs. P.C.A.C.S also is facilitated with a full-fledged maker space as well as a component library where students can come and develop prototypes of their ideas.

4) Research and Industry

P.C.A.C.S. has a Research Development Cell and a couple of Idea Centres in various fields that create research and consultancy opportunities for its students and faculty. This is augmented by students getting industrial projects, going on industrial field trips competing in competitions and hackathons around the country. Alumni also routinely return to the campus to share their knowledge and experiences with current students.

5) Social, Moral and Ethical Values

P.C.A.C.S. believes in inculcating strong social, moral and ethical values among its students with a strong focus on the environment and its conservation. This has been included in its curriculum as a course of value education as well as strict rules for academic honesty and integrity. PCACS also has various programs to increase environmental awareness such as swatch campus, paperless office, e-waste recycling, bio-gas plant and so on... Also every year P.C.A.C.S. faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.



6) Employability

P.C.A.C.S. takes a holistic view when it comes to making its students more employable in the eyes of its industry partners. In order to enhance the employability of its students P.C.A.C.S. regularly conducts soft skill training, technical skill training and aptitude test training. It also has a mentor mentee system where faculty can have a full 360 evaluation of each student, their achievements, internships, training etc. Each pillar is further supported by additional enabling activities, schemes and mechanisms each specifically designed to full-fill different aspects of the student experience. During the course of the academic year, students are exposed to different activities and are moulded in each of the 6 pillars.

3.3. Responsibility towards Stakeholders-Faculty Members:

Faculty development and enhancement is an important metric by which the institution improves. P.C.A.C.S. believes in providing opportunities for its faculty to develop and improve themselves. The faculty experience is supported by 5 pillars shown below:

1) Enhanced Teaching Learning

P.C.A.C.S. believes in creating an enhanced and supportive teaching and learning experience for students and faculty. Faculty members are given continuous opportunities to improve their teaching through regular FDPs, MOOCs and NPTEL. They also have access to online platforms for ease of administration such as Self appraisal portal, Academic management system and the like. Faculty are also encouraged to create their own E-content through the e-learning studio available in the college.

2) Faculty Professional Development

P.C.A.C.S. offers numerous professional development schemes such as research promotion scheme, IPR support, grants for travel, conferences and support for higher education, support for faculty training.

3) Social, Moral and Ethical Values

P.C.A.C.S. believes in inculcating strong social, moral and ethical values among its faculty with a strong focus on the environment and its conservation. To this it has included in its curriculum value education as well as strict rules for academic honesty and plagiarism P.C.A.C.S. also has various programs to increase environmental awareness such as swatch campus, paperless office, e-waste



recycling, bio-gas plant etc. Also every year P.C.A.C.S. faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.

4) Leadership

P.C.A.C.S. believes in developing the leadership abilities in its faculty. This is done through active participation of the faculty in the administration of the institute and memberships in various committees of the University of Mumbai such as the Board of Studies. It also encourages faculty to become members of various professional associations and assume leadership roles in them.

5) Research and Consultancy

P.C.A.C.S. has established Research Development Cell and Idea Centres in various fields to encourage faculty expertise in certain areas or research. These Centres bring together faculty having different backgrounds and they have a common research goal. It also creates a hub where faculty can carry out related consultancy activities. Funds are also provided to conduct regular seminars, conferences and workshops on specialized topics of interest. In addition, faculty are interested in pursuing MOUs with industries for activities such as joint research, common use of facilities, library access, placement and internships etc.

4. Roles and Responsibilities of P.C.A.C.S. Administrators

All P.C.A.C.S. administrators should consider themselves representatives of the management and leaders of their respective institutions/departments and should therefore conduct themselves with the highest standards of ethics and professionalism while dealing with their respective faculty, staff and students. They must strive to become education leaders by acknowledging that they are providing each and every faculty and staff within their institution an equal opportunity to grow as individuals and develop as professionals.

The work of the leader must emphasise accountability and results, increased student achievement, and high expectations for each and every faculty and student. To these ends, the educational leader subscribes to the following statements of standards. All P.C.A.C.S. Administrators must :

1. Make the education and well-being of students the fundamental value of all decision making.
2. Fulfil all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.



3. Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
4. Accept academic degrees or professional certification only from accredited institutions.
5. Maintain the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
6. Accept responsibility and accountability for one's own actions and behaviours as well as behaviour of faculty and staff under them.

In order to facilitate a professional working environment the following set of guidelines have been adopted by the P.C.A.C.S. management. College administrators must adhere to these guidelines while developing policies and procedures for their institutes.

4.1. Recruitment

1. There should be an established written procedure for recruitment of faculty and staff.
2. All hiring decisions must adhere to the non-discrimination policy of M.E.S.
3. Any one individual cannot make recruitment decisions unilaterally. A committee at the institute level must interview and evaluate all qualified candidates and the BoG must grant final approval for faculty. This ensures uniform quality of faculty across all M.E.S. institutions.
4. All faculty members must have the appropriate minimum qualifications from an accredited institution, have good verbal and written communication abilities and must conduct a demonstration class/lecture before being hired.
5. All staff members must have the appropriate minimum qualifications from an accredited institution and have good English speaking abilities.
6. All faculty and staff associated with sensitive or critical areas must undergo a thorough background check before being assigned to that area. A background check can include speaking with prior employers, relatives or known associates of the candidate etc. These areas can include but are not limited to
 - A. Examination Work
 - B. Work involving working with young children
 - C. Bus Drivers
 - D. Security Staff



4.2. Appointments

1. All faculty members should be given an appointment letter specifying the following information.
 - A. Salary details (amount, consolidated or scale)
 - B. Period of appointment
 - C. Amount of notice duration required to terminate the employment or acceptance of resignation from an employee.
 - D. Timings if appropriate.
 - E. Terms and conditions of appointment in addition to the general terms and conditions of the institute and M.E.S.
2. Before joining the faculty member can be given an offer letter and the full appointment letter can be given to a new faculty member when they are physically present in the institute.
3. All M.E.S. faculty and staff must sign and date the employment terms and conditions and specifically agree to the employee Intellectual property agreement, the leave and holiday policy of the institute, the code of conduct and all the clauses in the Faculty and Staff Handbook.
4. All employees must submit original or attested copies of their certificates at the time of appointment.
5. All the documents collected at the time of the appointment and during upgradation must be maintained in a file until the faculty or staff member leaves M.E.S.
6. Services will be transferable to any other institute of M.E.S.

4.3 Policies and Procedures During Employment

1. All institutions must maintain written leave and holiday policies for all its faculty and staff members.
2. The institution must maintain a written code of conduct for all its employees that must include
 - A. Expected amount of working hours and expected timings
 - B. Expectations for development of lesson plans, teaching workload, examination work, participating in school/college activities, participation in research and/or training activities etc
 - C. Dress Code
 - D. Mission/Vision and goals of the institute



3. These must be signed at the beginning of employment by all employees and reviewed every year.
4. All written policies and procedures as well as changes to these policies and procedures must be approved by the senior M.E.S. Executive Committee.
5. M.E.S. expressly encourages its employees to pursue career and professional development through training, workshops and pursuing higher degrees.
6. All institutes must have a written policy towards allowing faculty members to go for career enhancing activities but the following should be kept in mind.
 - A. If a faculty member pays for their own workshop or training the institute will sanction leave provided it does not affect the smooth working of the institute.
 - B. If the institute sponsors or sends faculty or staff members for workshops or training a bond must be signed for a given period of time ensuring that the faculty member continues working for the institute after the training.
 - C. A bond must also be signed if a faculty member requires any extended leave or extra benefits to pursue any higher education.
7. The institute must also maintain a policy on academic honesty that must also be shared with faculty and students

4.4 Academic Monitoring

1. The Principal uses an established mechanism to accurately monitor the arrival and departure of employees from their respective campuses.
2. The Principal uses an established mechanism to observe and evaluate all faculty members in the classroom and assess the effectiveness of their teaching methodologies
3. All faculty and staff are given performance appraisal metrics with which they will be evaluated every year. Administrators collect examples of how faculty members have fulfilled or not fulfilled their metrics.
4. Every faculty member is evaluated and appraised every academic year and feedback is given on how to improve.
5. Annually providing a report of feedback about individual faculty to the M.E.S. Executive Committee.



4.5. Promoting a favourable work culture:

1. Principal must lead by example and emulate the qualities that they seek in their faculty and staff. This includes but is not limited to:
 - A. Being punctual.
 - B. Adhering to the dress code.
 - C. Not taking excess leave.
 - D. Not gossiping or disparaging other administrators, management, faculty, students or staff.
 - E. Applying the written rules and regulations of the institute fairly and appropriately.
2. If any disciplinary action needs to be taken against any faculty or staff member the following guidelines must be kept in mind:
 - A. All action must be taken in the presence of at least two senior administrators.
 - B. If the faculty member is a lady, another female administrator must also be present.
 - C. It should not be done in the presence of students, other faculty or staff.
 - D. For minor infractions, a warning is sufficient but a signed note must be placed in the faculty or staff members file.
 - E. Cases of major infractions must be brought to the attention of M.E.S. management.
 - F. Shouting, yelling at faculty or staff members in front of other employees, students or parents must be avoided.
 - G. It should be brought to the employees attention that all infractions will affect their salary increments.
- 3) All faculty, staff members and students must have a grievance addressable mechanism and must be provided with the email IDs of the CEO, COO, rector or the deputy CEO who can address their concerns, if not satisfactorily handled by the college administrators.

4.6. Responsibilities of the Principal

The Principal, as an administrative and academic head of the College, shall be responsible for:

1. The academic growth of the College
2. The teaching, research and extension programmed of the College
3. Guiding in planning and implementation of academic programmes such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members.



4. Implementation of the Institute Academic Calendar and Time Table.
5. Admission of the students and maintenance of discipline in the College.
6. Managing the College library, Computer rooms, laboratories, etc.
7. All correspondence relating to the administration of the College.
8. Administering and supervising curricular, co-curricular/extra-curricular activities.
9. All compliance with respect to all statutory requirements like Maharashtra Universities Act, Statutes, Ordinances, Regulations, Rules and other orders as issued by the University of Mumbai from time to time and other bodies.
10. Appointment of H.O.Ds, Registrar and other posts identified by the Board of Governors from time to time.
11. Conduct of College and University examinations, assessment, moderation of answer papers, etc.
12. Assessing teachers and maintenance of service books, personal files etc.
13. For ensuring that all statutory committees are formed as per the statutory requirements in a timely manner.
14. For maintenance of the College building, lawns, electric and water supply fittings, classrooms, equipment and lab-furniture.
15. For drawing and disbursing all funds earmarked for the College.
16. Any other work relating to the College may be assigned by the competent Authority from time to time.

4.7. Authority of the Principal:

Powers of the Principal are delegated by the Chairperson/CEO of M.E.S. The Principal therefore, has delegated authority to continue to implement the educational standards of M.E.S. in the college and develop their institute. Under the direction and leadership of the Principal, the college must strive to reflect in its structures, curriculum and practices, and in the quality of the relationships within it, the particular spirit of M.E.S.

The Principal shall have the authority to exercise all such disciplinary powers over the students in the college as may be necessary for the proper conduct of the college. The Principal may also frame such supplementary rules, as deemed necessary, to maintain discipline in the college.

Powers of Principals are subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra in addition to the Chairperson of M.E.S. and the M.E.S.



Governing Body. Specific powers of the Principal are as articulated below. The Principal/Director shall be the de-facto Chairperson of following committees:

1. College Development Committee.
2. Finance Committee .
3. Academic Calendar Committee.
4. Time Table Committee.
5. Library Committee.
6. Examination Committee.

The Principal/Director nominates Coordinators/Committees for the following activities:

1. Cultural Functions.
2. Technical Activities.
3. Sports.
4. Discipline.
5. Any other activities that emerge.

The Principal can take disciplinary action on

1. Erring students.
2. Erring faculty members.
3. Erring non-academic staff.

The Principal may delegate some of the authority to any officer working under the Principal for the sake of better administrative control.

Financial Authority of the Principal

1. Principal can sign all vouchers of expenditure that have already been approved by the governing body.
2. Discretionary spending of Rs 300000/- per academic year for various purposes.

5. Qualifications for Faculty and Staff

5.1. Classification of P.C.A.C.S. Employees

P.C.A.C.S. employees are broadly classified into Academic Faculty (teaching) and non-teaching staff. All employees will report to their supervisor Principal/ Director/ Registrar/ Head of Department).



Academic faculty are all faculty engaged in teaching or research work for the institute.

Academic Faculty member:

1. Full Time Faculty member
2. Part Time Faculty member
3. Visiting Faculty member
4. Research Faculty member
5. Teaching Assistants
6. Lab Assistants
7. Emeritus Faculty member
8. Adjunct Professors

Non Teaching Staff

1. Administration
2. Technical Support
3. Support Staff

In general MES prescribes the qualifications for different faculty positions. In cases where the University or other statutory body prescribes different qualifications those will supersede the ones listed below.

5.2. Academic Faculty

1) Lecturer/Teaching Assistant

- A. Individuals assigned to the teaching assistant position should either have a technical master's degree from a recognized university or must be working towards a masters degree preferably at the institute.
- B. The appointment will be initially for a period of one year, extendable for a maximum of another one year based on performance review at the end of first year.
- C. Lecturers may or may not have prior teaching/industry experience.
- D. This post is a temporary post for a specified fixed duration.

2) Assistant Professor

1. Candidates for the Assistant Professor must have a masters degree from a recognized



university and two years of teaching and/ or industry experience. In case applicable they will also have qualified UGC NET/SET/GATE.

2. Once selected, the faculty member can be appointed for a maximum period of three years. The faculty member's performance would be reviewed on an yearly basis for continuation of employment/confirmation/increment and other incentives.
3. All confirmed faculty members are expected to register/enroll in a Ph.D program preferably at a local recognized university within the three years of initial appointment. In special circumstances, the appointment committee can extend the period for up to 1 additional year.
4. After registering and enrolling for a Ph.D a faculty member can be reappointed for up to 4 years during which they must complete their Ph.D and apply for a promotion to Associate Professor. In special circumstances, the appointment committee can extend this period for up to 1 additional year.

3) Associate Professor

1. Candidates for Associate Professor must have a Ph.D from a recognized university with a minimum of five years of teaching experience. In case applicable they will also have qualified UGC NET/SET/Gate.
2. Associate professors must have experience for five years after which they can be promoted to Professor.
3. Associate Professors must actively pursue unique research or consulting projects that are sponsored by non-MES sources.
4. Associate professors must also actively participate in national and international conferences and publish research articles in reputed national and international journals demonstrating their scholarship.
5. The faculty progress will be evaluated at the end of every year.
6. The appointment committee will make the final decision with respect to promoting the faculty and will take their quality of teaching, quality of research scholarship and their contribution to the goals of the institute and Mahatma Education Society into consideration.

4) Professor

1. Candidates for professor must have a Ph.D from a recognized university with a minimum of thirteen years of teaching experience. In case applicable they will also have qualified UGC NET/SET/Gate.



2. Professors must actively pursue unique research or consulting projects that are sponsored by non-MES sources.
3. Professors must also actively participate in national and international conferences and publish research scholarships in national and international journals.
4. Professors must actively guide research activities of masters and Ph.D level students in the university.
5. A professor's progress will be evaluated every year.

5) Principal/Director

- a) Same qualifications as Professor with 14 years of experience in academia or industry.

6) Librarian

- A. Bachelor's degree or above in library science or related field with sound knowledge about recent library management techniques like library automation, digital library. In case applicable they will also have qualified UGC NET/SET/Gate. Head librarian should also have a minimum 5 years experience managing various library related activities.
- B. Candidates with less experience may be appointed as assistant librarian or junior librarian.

7) Counselor

- A. Bachelor's degree or higher in Psychology or any suitable certificate course or diploma course in counseling.
- B. At least 5 years experience in Counseling.
- C. Candidates with less experience may be appointed as junior counselor.

8) Training and Placement Officer

- A. Same qualifications as assistant professor or above with significant industry experience or connections.

9) Adjunct Faculty/Visiting Faculty/Part time faculty

- A. Candidates with research or industry experience whose expertise are not represented within the full time academic faculty.
- B. Generally visiting faculty will be paid on an hourly basis.



10) Other Academic Designations All designations listed below need qualifications of assistant professor or above

- A. Examinations Controller
- B. Deputy Examination Controller
- C. Head of the Department.
- D. Student activities coordinator.
- E. Head of research.
- F. Faculty placement coordinator.
- G. Class counselor.

11. Appointments and promotions for Lecturer posts and below will be made by a committee composed of the principal and one or more representatives of the MES Executive.

12. Committee and the Head of the associated department.

- A. Appointments are subject to the additional terms and conditions set in the employee's appointment letters.
- B. Faculty must adhere to the terms and conditions set forth in the duties and responsibilities of teaching faculty. The management of Mahatma Education Society reserves the right to amend these terms from time to time.
- C. Once selected, the faculty member will be required to submit copies of all the certificates along with original documents for verification at the time of joining.

4.3 Non-Teaching Staff

- 1. Technical Staff : It comprises Technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, IT technicians, Electricians.
- 2. Administrative Staff: It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, Front Office Executives and receptionists.
- 3. Supporting Staff: It comprises Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors, cooks.



6. Recruitment Policy and Procedure

6.1 Policy

1. All Academic faculty and staff recruited should be able to fulfill 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, the manpower requirement is decided well in advance of 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.
5. Our recruitment procedure is in line with University of Mumbai requirements.

6.2 Procedure

Normal Appointment

1. Advertisement inviting applications are given in the prominent newspapers.
2. Applications received are screened by the Registrar in terms of qualification and other requirements. Potential candidates are invited for an interview before an interview panel.
3. Interview panel for faculty consists of the Principal/director, Subject Expert invited from another college, Heads from the Institute and a Management representative.
4. Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.
5. After demonstration lecture feedback of the students on the lecture is taken to decide the suitability of the candidate.
6. The candidate finally selected is briefed about the policies and rules of the institution.
7. Once the candidate decides to join the Institute his/her application is forwarded to the Registrar for appointment and inclusion of his/her name in the register.
8. The final appointment order will contain the final terms and conditions of employment.
9. 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



6.3 Emergency Requirements

(Resignation, New Branches, Increase in number of Divisions)

1. Heads of Department and Coordinators decide the requirement and search from their contacts for quality teachers.
2. Stray Applications received by the office also come into help.
3. Candidates are interviewed by the HODs and are asked to carry out demonstration lectures.
4. Once the candidate is accepted by the HOD and students his/her name is recommended for appointment. Normal recruitment procedure is then followed.
5. The recruitment is then regularized by the committee subsequently.

6.4 Documents to be Submitted after Recruitment

1. One attested true copy of the Marksheet and one copy of the Convocation Certificate of Graduation / Post Graduation and other degrees if any.
2. One original or attested true copy and one copy of the Professional Degree/Diploma (B.Ed, M.Ed) and NET / SET / JRE.
3. Original mark sheets or attested true copies.
4. Experience letters if any.
5. Copy of Thesis for plagiarism check.
6. Reference letters if any.
7. PAN/Aadhaar Card copy.
8. Proof of Date of Birth.

6.5 Succession Planning

A process involves identification of a particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Associate Professor may be promoted as a Professor.

The succession can be

1. Absolute Succession The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.
2. Conditional Succession The identified candidate fulfills minimum conditions but the appointment against the special conditions must be fulfilled during the agreed time period.
3. Special conditions may include acquiring higher qualification, certifications etc.



6.6 Approval of Faculty by the University

The institute will ensure that, within the best of its capacity and within the rules the affiliating university, approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

6.7 Faculty Induction

When a faculty joins the institution, in order to guide him/her to settle in and get their service under way quickly and efficiently, the Institute and the department extends certain facilities. They are as follows:

As part of induction, the concerned head of department would conduct an orientation program to the incoming faculty member. and

1. Work Space
2. Personal Locker/Drawer
3. Identity Card that is expected to be worn as long as he/she is in the college.
4. Library Card.
5. Google Account accessible through MES email id.

6.8 Appointment Types and Probation Periods

1. Temporary appointment: It means appointment made purely on a temporary basis either against a permanent post or a temporary post. With the exception of certain employees, all employees serve the first twelve months or more of employment on a temporary basis. This post will be on trial basis on specified conditions for a stipulated period to a post for determining one's fitness for the job.
2. Probation: Once a faculty member is approved by the University of Mumbai, the faculty may be put up on probation for a minimum period of one year. Their performance will be evaluated by the principal and Head of Department.
3. Evaluation in the Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Half yearly prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an



employee about his performance / non-performance. If the Principal agrees with the evaluation, the employee shall be continued in service else, he / she may be terminated from service.

4. Continuance of Probation If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to the Principal/Management. The employee shall be duly informed about the continuation of the probation period.
5. Voluntary Resignations and Termination Resignations may be accepted in lieu of termination. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.
6. End of Probation: Once an employee's job performance is deemed to be satisfactory, and a suitable permanent position is available he or she may be given a letter of final confirmation of employment. As always the employment is subject to the Rules and Regulations of the Governing Body of Mahatma Education Society.

6.9 Salary Policy

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. Salary is fixed at the discretion of management.

Usually, employees on probation are 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 employee service at the institutes. It is fixed as per management decision.

Regular Salary and Increments as per pay commission / Pay Scale cadre wise Teaching is given.

Non-teaching staff are eligible for getting pay scale as per eligibility, experience and University of Mumbai approval & management's discretion.

6.9.1 Salary Increments

1. Time scale of pay: Time scale of pay means a scale in which the salary rises, subject to the



conditions prescribed in the management policy and statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee's annual increment is subject to the recommendations of the Head of the Department as per the requirements of government pay scales, University of Mumbai etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Officers. Annual increments, in general, will be paid in the month of January of every calendar year.

2. Debt Repayment and Monetary Responsibility: The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliance and statutory obligations.
3. Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in a designated bank and intimate the account number to the Accounts Department in writing within 7 days from the date of joining.
4. Higher remuneration: The institute is authorized to pay higher remuneration on a case- to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.
5. Special Pay: Faculty assigned special duties such as (Examination in charge, Incharge of student council, Incharge of Department of lifelong learning activity, officer of National Service Scheme, Placement, PG Coordinators) may be paid a special pay based on the nature of the extra duties.

6.9.2 Payroll Deductions

1. Income tax, professional tax and contributory provident funds and monthly instalments of loan repayment to credit society are deducted wherever applicable. Any other deductions if applicable will be informed to employees from time to time. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank /financial institution / co-operative society, etc without explicit written permission by the Management / Principal.
2. Income-tax It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, 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.



3. Contributory Provident Fund Scheme is available to employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

6.9.3 Allowance granted in lieu of salary

1. Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.
2. Allotment of staff quarter Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.
3. Chauffeur driven car This facility may be made available to principal and selected institute employees according to their work profile.
4. Car petrol allowance This facility is available to principal and selected institute employees according to their work profile subject to the discretion of the management.
5. Personal Allowance This facility is available to principal and selected employees according to their work profile.
6. Travelling Allowance Travelling allowance is given for official travel to employees if required.

7. Employee Code of Conduct

Applies to all MES employees.

7.1. Equal Opportunity: It is a policy of the MES and its institutes to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex or for any reason of arbitrary or personal nature and shall not incite students/teachers against other students/teachers/colleagues/administrators or the governing body of the institute and university.

7.2. Drug and Alcohol Free Workplace Policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees or students of MES institutes is prohibited as per the institute's policy. All employees as a condition of employment Abide by the institute's policy on prohibited substances; and Inform the institute if he/she is convicted for



possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

7.3. Sexual Harassment: Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

- Physical contact and advances. or
- Demand or request for sexual favors or
- Sexually colored remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Soliciting / Canvassing , placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the MES resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Employees have freedom of thought and expression. He or she shall not misuse the facilities or forum provided by the institute or university.

7.4. Employment of Relatives: No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing. Attendance Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day, should report such anticipated absence to the Head of the Department. A record of



tardiness and unexcused absences may result in loss of pay or other disciplinary action including removal from service.

7.5. Conflicts of Interest: An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

7.6. Code of Conduct: All employees follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquette as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

1. Insubordination
2. Theft
3. Conviction of a felony involving moral turpitude
4. Bringing discredit to the Institute
5. Falsifying, grafting, or forging of any record, report, or information
6. Discourteous behavior
7. Any other misconduct interfering with performance of job tasks
8. Unauthorized absence from assigned work area
9. Sleeping on duty
10. Negligence
11. Dereliction of duty
12. Interfering with the work performance of another employee
13. Favoritism
14. Wasting materials
15. Willful damage to equipment or property of the Institute
16. Entering an unauthorized work area
17. Continued failure to perform assigned duties
18. Failure to report absence
19. Habitual absence or tardiness
20. Job abandonment.

7.6.1. Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the



Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

7.6.2. Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

7.6.3. Bribes: Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

7.6.4. Political Activities: As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

7.6.5. Disruptive Behavior: While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

7.6.6. Employment outside the Institute: is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment. Without prior sanction from the Management no employee can give a



talk to the media or publish any statement in print publications or on social media either by name or anonymously about issues related to institutional matters.

7.6.7. Examinations: No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute. Employees shall perform his or her academic duties and work related to examinations, statutory reports and campus events as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations or campus events or preparing reports conducted by the Institute. A faculty member shall not be partial during assessment of a student or deliberately over mark, under mark, or victimize a student on any grounds. Employees shall not indulge in or resort to, directly or indirectly, any unfair means in teaching/examinations/administrative work. Failure to conform to the above mentioned norms shall be construed as misconduct and will trigger disciplinary action.

8. Curriculum Delivery Policy and Procedure

The curriculum is all the planned activities that are organized in order to promote student learning, personal growth and development. The curriculum, in its broadest sense, embraces all opportunities for learning.

We, at P.C.A.C.S., follow a well-defined design of curriculum; the flow of events is summarized as under:

1. Nearing the end of a semester, Heads of departments roll out spreadsheets for faculty to fill up their subjects of choice for the forthcoming semester, as per the syllabus. Time span allotted approximately 2-3 weeks.
2. Allotment of subjects by Heads of departments.
3. Rejoining of duties (at least a couple of days to a week before the commencement of semester).
4. Institute-level all-faculty meeting to monitor/review departmental goals and achievements at both student/faculty levels, and discussion on the current semester's goals and plans.
5. Floating of Academic Term Calendar by the Institute/Principal.
6. Chalking out plans by faculty members viz., lesson plans, their schedules, usage of possible resources, ICT in education etc.
7. HODs review each course and check if the faculty and course are in compliance with outcome based education. For ex the objectives and outcomes of each course and the rubrics that will



be used by the faculty members to gauge attainment are clearly spelled out in the beginning of the semester.

8. Department-level meetings to discuss activities and plans in more detail. Appointment of Class-Coordinators and coordinators for other important activities are also decided. Any specific requirements for laboratories and other concerns are also put forth. Minutes of meetings and List of Academic Responsibilities are mailed for the information of all concerned.
9. Senior/Expert faculty members organize/visit other colleges for conducting/participating in the orientation programmes of various newly inducted courses of revised syllabus, if any.
10. Among the important events planned and conducted in P.C.A.C.S. for the effective teaching learning process, includes the Induction & orientation Day (arranged once in a year, so that students get familiar about the facilities available with all the departments of the Institute, promoting interest in projects that are interdisciplinary in nature); also, Faculty Seminar Series (conducted at least once in a month, normally on a working Saturday) where a faculty speaks about a small topic related to his/her subject area of research, to disseminate ideas to fellow faculty members; etc.
11. The day-to-day teaching and learning activities are duly recorded in the academic diary by the faculty members. This can be dynamically viewed by the Heads of departments and the Institute as and when necessary.
12. P.C.A.C.S. hosts one student feedback at End (at the end of a semester), so as to take corrective measures at both students and faculties perspective, to improve upon the students learning experience and minimize the discrepancies.
13. The parents/guardians of the students are also invited to the Institute (normally, on a working Saturday) in the form of PTM (Parent-Teacher meeting, at least once or twice per semester), to apprise them of their wards performance in the current semester. This also enables faculty members to understand psychological and behavioral traits about their students, which would further play an important role to alter teaching scheme for the students welfare
14. In P.C.A.C.S., use is also made of MOOCs (massive online open course ware), for e.gNPTEL (National Program on Technology Enhanced Learning) and similar learning sites. Many faculty members and students enroll for one or two subjects of choice, with some opting to appear for exams at some pre-selected centers. Students avail the additional benefit of learning from these top-rated courses (lectured by high quality instructors) to improve upon their understanding of the subject/s. Faculty members act as mentors and guide the students in



- solving and understanding the queries related to their subjects.
15. Project Based Learning One of the best known tools for the effective teaching learning schemes are the Project Based Learning (PBL), and P.C.A.C.S. has begun using this method since the last 3 years. The PBL was initiated only for 2nd and 3rd year undergraduate courses, and subsequently this was also applied for the 1st year students too. One or more small projects applicable to real world scenarios are selected, and students are asked to design/develop/program/fabricate/optimize the parameters that play an important role in the project. To assess the student's understanding on dynamic terms. Also, students get to know, understand and apply managerial aspects such as decision making, leadership skills, team-building, communication skills, report writing apart from the technical aspects. This would also make them better prepared for their final year project.
 16. To assess whether the course outcomes have been achieved, students fill out the online Course Exit Survey for each subject they undertake (after the course-work gets completed).
 17. The HOD collects all the data from the faculty for each course with the course outcomes, exam results etc and maps out what percentage of the outcome is accomplished by each student and presents it to the principal and rest of the faculty in the subsequent semester.
 18. Use of ICT in Teaching: Many P.C.A.C.S. faculty members have started recording the lectures in the recording studio. The faculty records the lectures and shares it with students using various resources.
 19. Further, few faculties who do not complete the syllabus on account of certain unavoidable circumstances, also schedule extra lectures and/or practicals to complete the syllabus contents on time.
 20. P.C.A.C.S. also hosts bridge courses and faculty to student and student to student mentoring programs for weak students so as to assist them to clear the subjects.
 21. There is also mentorship provided to students appearing for competitive exams.

9. Duties and Responsibilities of Teaching Faculty

9.1 General

- 1) The Faculty Member should come to the Institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.
- 2) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.



- 3) The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 40 working hours a week or as decided by management from time to time of which teaching contact hours should at least be as follows

For the above stipulations, two tutorial hours/ two laboratory will be counted as one teaching hour.

In exceptional cases whenever Faculty Members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total work load remains in parity with other teachers.

9.2 The Work Plan

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40/ 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. They should strive to function and excel in individual, department and institutional levels as outlined below

Individual

- 1) Faculty Members are expected to update their knowledge by attending Seminars/ workshops/ conferences, after obtaining necessary permission from the HOD and Principal/ Management.
- 2) Faculty Members should attempt to publish textbooks, research papers in reputed International/ Indian Journals/ Conferences.
- 3) The Faculty Members must strive to prepare themselves academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/ her beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extra-curricular activities which he/ she is interested in or assigned to him/ her from time to time.
- 4) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

Department/Institution

- 1) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the members professional and personal activities.
- 2) The teaching load will be allotted by the HOD after taking into account the Faculty Members interests.



- 3) In addition to teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extracurricular activities.
- 4) Every Faculty Member must give a seminar on some topic at least once in each semester to other faculty.
- 5) Every Faculty Members should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance register maintained in the department as soon as the classes/ laboratory hours are over.
- 6) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD or the next senior faculty and class counselor must be informed with appropriate alternate arrangements.
- 7) The Faculty Member should make himself/ herself presentable. The Faculty Members should show no partiality to any segment/ individual student.
- 8) The faculty advisor/ class counselor must update the student's personal file regularly and put it for inspection by HOD/ Principal as the case may be.

9.3 Classroom/Teaching

- 1) Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lesson plan.
- 2) The Faculty Members should get the lesson plan and Study Material- approved by HOD and Principal. The content of study material consists of preface, previous year question papers, notes, hand outs, PPTs, test/ exam question papers, two model answer scripts for each test/ exam, Assignments (if any), feedback analysis report, etc.
- 3) The Faculty Members academic diary must be regularly updated and put up for inspection by HOD/ Principal as the case may be.
- 4) The Faculty Members should refer to more books than textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded in the digital library.
- 5) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- 6) The Faculty Member should engage the full 50 minutes and should not leave the class early.
- 7) The Faculty Member ideally should recapture for the first 5 minutes the lessons of the last lecture, tell what is going to be learnt in another 2 minutes, then explain the lecture well up to



40 minutes and in the last 3 minutes conclude and say what we have seen/ will see in the next class.

- 8) The Faculty should cultivate suitable techniques (say, humour) in the lecture, to break the monotony.
- 9) The Faculty member should practice/ rehearse the lecture well before going to the class.
- 10) The Faculty Member should use PPT, Models etc., as teaching aids.
- 11) The Faculty Member should encourage students asking doubts/ questions.
- 12) The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.
- 13) The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- 14) In problem oriented subjects, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
- 15) The Faculty Member shall give possible 20 mark questions with answers for each unit.
- 16) The Faculty Member should interact with the class coordinator or counselor and inform him/ her about the habitual absenteeism, academically backward student, objectionable behavior etc.
- 17) The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.
- 18) The Faculty Member should regularly visit the library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.
- 19) The Faculty Member should make himself / herself available for doubt clearance.
- 20) The Faculty Member should motivate the students and bring out the creativity/ originality in the students.

9.4 Laboratory

- 1) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 2) The faculty members should take care that the chemicals are not wasted.
- 3) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 4) The lab observations/ records must be corrected then and there or at least by next class.

9.5 Test/Exam

- 1) While setting the question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit it to HOD for approval.



- 2) During invigilation, the Faculty Member should be continuously moving around. He/ She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/ test.
- 3) Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Exam section. (Class co-coordinator and HOD concerned in the case of Class Test/ Preliminary Examination).
- 4) The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Parents/ Principal with remarks.
- 5) The Faculty Members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/ Institute.

9.6 Student/Faculty Rapport

- 1) The teachers shall dress, conduct and behave themselves to ensure that proper decorum is maintained between the students and teachers.
- 2) The Faculty Member should have a good control of students both within and outside class.
- 3) As soon as the Faculty Member enters the class, he/ she should take attendance. If anybody enters late, the students may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counseling and if it does not bring any change the students must be directed to meet the class co-coordinator/ HOD.
- 4) The Faculty Member should act with tact and deal with insubordination by students maturely.
- 5) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of students.

9.7 Division of Labour

- 1) To absorb the growth of the institution and keep up the efficiency level we follow the decentralized concept of an institution.
- 2) Academic work is distributed to various coordinators, stream wise who coordinate and control the academic activity with guidance of HODs.
- 3) Non academic activities have been delegated to various teachers in the beginning of the academic year.
- 4) The performance of the subject teacher is reviewed at the end of each semester based on the feedback, formal/informal, collected from students.



- 5) The performance of each teacher in-relation to non academic activity is reviewed at the end of each semester based on the report submitted to the Principal
- 6) The teaching work is allocated by the HOD after taking into account the capacity and interest of each teacher.

9.8 Quality Sustenance

Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students, well in advance.

- 1) Teaching programmes are channeled through proper planning of academic activity well in advance through academic calendar, teaching plans in each subject, portion completion schedules, etc. This is prepared and circulated in the beginning of the session.
- 2) HODs co-ordinate and control such schedules by regular departmental meetings and through informal feedback from students so that our effort to sustain the quality of education is successful.
- 3) Quality enhancement is taken care of by various methods such as regular class tests, presentations, industrial visit, seminars, etc.
- 4) Faculty from professional fields and higher learning centers are invited regularly for guest lectures.
- 5) Teachers are encouraged to participate in seminars, present papers in such seminars, attend workshops regarding syllabus, for quality improvement.
- 6) It has been our endeavor to search for weaknesses if any in any of our systems and strengthen those areas.
- 7) Teaching plan made at the beginning of the semester is verified through a portion completion certificate obtained from the subject teachers. The portion completion certificate is verified by the HODs/Coordinators through formal/informal feedback.

9.9 Duties OF HODs

- 1) HODs should control, coordinate and motivate the teachers of their department.
- 2) They are accountable for preparation of teaching plans by each teacher well in advance of the semester and satisfactory completion of the portion as per the teaching plan.
- 3) They should coordinate with the Board of Studies in relation to syllabus, question paper pattern etc.



- 4) They are responsible for the availability of a proper text book/reference book on the subject to which they are related to in the library.
- 5) To monitor and conduct academic activities of the department under the guidance of the Principal.
- 6) To take department and faculty feedback and accordingly take the remedial actions.
- 7) To plan and take the necessary actions for improvement of department results and academic performance.
- 8) To coordinate term work assessment and conduction of practical /oral examinations.
- 9) To maintain discipline and enforce rules as laid down by the institute, in the department.
- 10) To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- 11) To conduct regular meetings with teaching and non teaching staff as well as the Class counsellors to sort out any issue and queries related to academics.
- 12) To initiate recruitment of non teaching staff & teaching staff as per rules laid down by the BoG
- 13) To execute any other work assigned by the management/ Principal
- 14) To prepare the department requirements and budget needed.
- 15) To oversee the purchase and deployment of any resource allotted for the department.

9. 10 Duties of Coordinators

- 1) Each coordinator should inform well in advance, preferably at the beginning of the semester , the schedule of internal tests.
- 2) Failure of students to appear for internal tests should be communicated to the guardian either at the end of class test or at the time of Guardian teacher meeting.
- 3) Coordinator should conduct at least one guardian teacher meeting in each semester and collect feedback form the guardian/students and correct the course of action if necessary.
- 4) Coordinator should communicate the general policy of the institute to the teachers and students and conduct regular interaction meetings with the teachers.
- 5) Coordinators should see the website at least once in a week and ensure that all the programmes relating to the department are made up to date.
- 6) Coordinators should review the end result of a student after each semester/University examination and recommend, if necessary, steps to improve the result



9.11 Training and Placement Officer

9.11.1 General Responsibilities

- 1) Develop an annual placement strategy for the college and execute it. The strategy should include events and activities starting from the first year.
- 2) Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.
- 3) Counsel students who wish to pursue different careers and explain the different options available for them
- 4) Develop a placement strategy for ME students as well as plan activities/training for students who have drops
- 5) Understand industry requirements and conduct industry surveys as well as network with companies and HR groups
- 6) Update faculty on latest trends in industry and recommend training programs for faculty and students.
- 7) Maintain corporate database
- 8) Assist faculty coordinators in organizing resume writing, group discussions, personal interviews, dressing professionally and skill development sessions for each department
- 9) Maintain Student Resumes
- 10) Arrange for interview facilities at the campus or coordinate for pool campus activities
- 11) To collect the appointment letters or correspond with companies to get them as soon as the interview is over. To distribute appointment letters and collect acceptance letters from the students and dispatch to employers
- 12) To give an annual report of all training and placement activities for the college in the month of May including but not limited to
 - a. Department wise placement statistics and summary
 - b. Trainings conducted during the academic year and its effectiveness
 - c. Strength and weaknesses of the institute in terms of placement
 - d. Placement strategy for the upcoming year
- 13) Collect information of all students who are eligible for placement at the beginning of each academic year
- 14) Coordinate with other MES colleges in case joint placement and/or training drives are required to be organized



- 15) Any other responsibilities as assigned by the Principal or CEO from time to time.
- 16) Coordinate pool and off-campus placement activities
- 17) Circulate details of pool and off-campus opportunities with students and faculty coordinators
- 18) At the end of the drive TPO should collect all the offer letters and send it to students and faculty
- 19) To establish a placement committee of faculty coordinators, students and staff to coordinate all activities of placement.
- 20) TPO should produce a weekly schedule of the placement activities of the following week and circulate it with all faculty
- 21) Meetings with principal, heads of departments, department placement coordinators must be conducted once every 2 weeks during the academic session
- 22) Any other meetings as requested by the principal or HODs from time to time. Maintain minutes of all meetings conducted by TPO.
- 23) All correspondences regarding placement or any other college activities must be conducted via official MES email IDs only.
- 24) All student data collected by the Placement Officer or placement department or placement coordinator will be stored on MES servers using Google Apps suite provided. These details must be produced on demand of the principal or CEO.
- 25) Storing, transmitting, copying or changing data on non-MES servers or using personal email or cloud storage is strictly prohibited.

The following information must be provided by the TPO as and when requested by the principal of the CEO. The details must also be stored and backed up on the MES servers on a regular basis.

- 1) Details of companies visited by TPO (including date and time)
- 2) Details of companies visiting the college
- 3) Details of companies contact

9.11.2 Training Programs

- 1) TPO should find and develop expertise within faculty of MES institutions and conduct training programs for students as much as possible
- 2) In the event external trainers or agencies are required the TPO should seek prior approval from the Principal before engaging them.
- 3) All receipts, payments and remuneration for training will be carried out through MES accounts department only.



- 4) Any external agencies engaged for training programs must be registered under GST and must provide GST certificate along with registration certificate to the accounts team. MES will withhold any taxes deemed statutory before making payments to external agencies.
- 5) Any external or internal training programs that require the use of MES facilities (classrooms, labs, administrative support etc) will be charged an administrative fee that can range from 0% -50% . The principal or CEO can decide the quantum of the administrative fee based on the extent of facilities used and the need for the particular training.

9.12 Faculty Placement Coordinator(s)

General Responsibilities

1. Coordinate with the TPO for all training and placement activities of the college.
2. Counsel students who wish to pursue different careers and explain the different options available for them

Pre-Placement Trainings and Workshops

- 1) Organize pre-placement activities and workshops for each department including but not limited to
 - a. CV writing workshop (In third year)
 - b. Mock group discussions and personal interviews (In third year and final year)
 - c. Interviewing workshops (In third and final year)
 - d. Conduct aptitude tests as part of class tests (In third and final year)
- 2) Keep updated for latest trends in Industry and introduce add on training programs to build technical skills in students (Second year onwards)
- 3) Conduct and coordinate industrial/company visits
- 4) Facilitate internships for students in industries. Coordinate with TPO to ensure a copy of the internship certificate is obtained and kept on record.
- 5) Plan and conduct workshops and technical trainings for students who have drops
- 6) Organize guests lectures and information sessions from representatives of different industries (Min 1 per semester)
- 7) Participate in HR related workshops and seminars
- 8) Collect CVs/Biodata from all students at the start of the 6th semester. Verify their credentials with respect to their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester.



- 9) Identify two student representatives for the department who will actively participate in placement work.
- 10) Inform the students about the date and time of interviews, campus placements.
- 11) Be present at the time of interviews or any on campus placement drives on a date given along with the two student representatives.
- 12) Collect the list of selected students from TPO and inform the students individually.
- 13) Distribute the appointment letters to the students and get the acceptance letters and give them to the TPO.

TPO is generally responsible for all placement activities of the institute. However, in certain circumstances faculty or the faculty coordinators may want to leverage and coordinate with their own contacts to bring in companies for placements. Guidelines for such activities are framed as under

- 1) All companies must be vetted and approved by the Principal and the TPO.
- 2) The companies cannot come on or before the Day 1 slot determined Principal and TPO
- 3) Faculty coordinators can utilize resources of the placement cell (administrative staff, classrooms, interview spaces etc) to conduct the drive
- 4) Only students who are eligible for placements will be allowed to participate
- 5) All details of the activities including details of students who participated along with the number of students placed with the offer letter will be submitted to the placement cell and it will be merged with existing statistics.
- 6) All correspondences regarding placement or any other college activities must be conducted via official MES email IDs only.
- 7) All student data collected by the Placement Officer or placement department or placement coordinator will be stored on MES servers using Google Apps suite provided. These details must be produced on demand of the principal or CEO.
 - a) Storing, transmitting, copying or changing data on non-MES servers or using personal email or cloud storage is strictly prohibited.
- 8) Faculty coordinator should find and develop expertise within faculty of MES institutions and conduct training programs for students as much as possible
- 9) In the event external trainers or agencies are required the coordinator should seek prior approval from the Principal before engaging them.
- 10) All receipts, payments and remuneration for training will be carried out through MES accounts department only.



- 11) Any external agencies engaged for training programs must be registered under GST and must provide GST certificate along with registration certificate to the accounts team. MES will withhold any taxes deemed statutory before making payments to external agencies.
- 12) Any external or internal training programs that require the use of MES facilities (classrooms, labs, administrative support) will be charged an administrative fee that can range from 0% -50%. The principal or CEO can decide the quantum of the administrative fee based on the extent of facilities used and the need for the particular training.

9.13 IQAC Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full- time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility.

9.14 Non Teaching Staff

9.14.1 Registrar and Administration

Office: At a college, the registrar's office is where students go to get information about their enrollment, their academic and financial records, and their class schedules. Registrars therefore help to manage a huge amount of information. All institutes administration offices are headed by the Registrar. All the Administrative staff report directly to the Registrar. Registrar, being next in the hierarchy to the Principal for Administration, should

- 1) Be able to work with a variety of people
- 2) Have exceptional communication skills, including when collaborating with multiple college departments.
- 3) Be highly organized
- 4) Be able to quickly adapt to change
- 5) Pay attention to minute details in all correspondences
- 6) Facilitate the movement of students through their programs
- 7) Ensure that records are properly kept
- 8) Ensure that class scheduling is completed
- 9) Ensure that scholarship and grant information is properly disseminated



9.14.2 Administrative staff

All administrative staffs are expected to

- 1) Report to the Registrar
- 2) Demonstrate courtesy and respect in all dealings with students, academic and support staff
- 3) Be fully conversant with all aspects of the College's policies and procedure. 4) Respect professionalism.
- 4) Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.
- 5) Ensure that no activity in the department is running counter to those priorities; articulate departmental goals that further those priorities; and seek training in those areas where they are not equipped to meet the priorities of the College
- 6) Demonstrate professionalism in conflict resolution by doing the following respecting the dignity of all parties involved, ensuring that the terms of all resolutions of specific complaints are appropriately documented
- 7) Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic
- 8) Administrative staff are responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate.
- 9) Administrative staff will avoid attempts to use their authority as managers to forward any personal or political agendas.

9.14.3 Accounts Department

The Accounts department is headed by an Accountant who reports to the Principal. All the staff of the Accounts department like, Cashiers etc., report to the Accountant. The specific responsibilities of the accounts department are as follows

1. Organization and performance of the College's finance office
2. Setting up accounting systems and processes
3. Maintaining financial control over the College



4. Compiling financial statements (such as the balance sheet, income-expenditure, and profit-loss).

Further, some of the important duties of the Accounts Department are as given under

- Prepare and issue all documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budget
- Prepare cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Evolve a procedure for payments/ release of funds so that duplication of payment could be avoided.

9.14.4 Fire and Safety Technician

Fire Fighting Technician is required to

- Conduct periodic testing and maintenance (both routine and preventive) of the fire protection system and equipment at all facilities
- Ensure fire safety of personnel, buildings and equipment.

9.14.5 Laboratory Assistants

Laboratory assistants at MES usually work under the direction of their Faculty Laboratory In-charges and report to their respective Heads of Departments. Tasks commonly performed by laboratory assistants are listed below

- 1) Keep their labs clean.
- 2) Keep all their laboratory equipment always in working condition.



- 3) Assist students and teachers in conducting practical and experiments.
- 4) Maintain dead stock register and register of consumable materials
- 5) Undertake physical stock verification of laboratory materials.
- 6) Assist the Laboratory In-Charge in purchase and procurement of laboratory materials.
- 7) Supervise the work of laboratory attendants working under him.
- 8) Assist the in-charge of the laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- 9) Report about breakages/losses in the laboratory to superiors.
- 10) Report to in-charge of laboratory about any kind of misbehaviour happening inside the laboratory.
- 11) Ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- 12) Attend to such other duties as may be specially brought to his notice with approval of the Head of the Department.
- 13) Adhere to correct procedures, policies and health/safety guidelines.
- 14) Keep abreast of all industry developments and best practices.
- 15) Document all activities, record results and insert/retrieve data.

9.14.6 Laboratory Attendants

Major responsibilities of a laboratory attendant are as under

- 1) To clean the laboratory and to keep Laboratory materials including apparatus and equipment in the proper place.
- 2) To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
- 3) To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- 4) To render physical assistance to students and teachers in conducting practical and experiments.
- 5) To report about loss of laboratory equipment and other materials to his superiors.



9.14.7 Lift Operator

A lift operator is a person who is appointed to operate the lift. This job position requires the candidate to be an expert at the operating and maintenance of lifts. A lift operator need not have specific educational qualifications or academic background. This job position comes with a set of important job responsibilities. Lift operator must be able to

- 1) Operate the lift properly
- 2) Behave well with all passengers of the lift
- 3) Properly manage as per the standards of the lift authorization.
- 4) Load and unload goods in and out of the lift while ensuring that the lift is not damaged.
- 5) Manage the lift in case of any emergency.
- 6) Perform routine repairs of the lift.

9.14.8 Peons and Sweepers

Some specific responsibilities of peons and sweepers are as follows

- 1) To open class rooms, office rooms, windows etc., in morning
- 2) Switch on fans and lights
- 3) Switch off fans and lights when not required.
- 4) To close class rooms, office rooms, windows etc., in the evening.
- 5) Dusting of office furniture, machines, files, table equipment, replacing covers of machines.
- 6) Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Branch Head.
- 7) Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up parcels.
- 8) Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- 9) Serve drinking water to employees and to visitors, when required.
- 10) Dispatch letters
- 11) Sweeping, cleaning rooms and furniture and electrical fittings.



10. Leave and Holiday Policy

10.1 Statement of Policy

The smooth functioning of P.C.A.C.S. requires the continuous engagement of its faculty and staff with its students. Therefore leaves during teaching periods or examinations are highly discouraged. Each aided institute can determine the number of days that can be availed by faculty based on the rules of the University or any other competent authority. The unaided institute must follow the rules and regulations prescribed below for faculty and staff.

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 June 1st of an academic year and end on April 30th of the next academic year.

Long leave (leave of three or more days continuously) during the academic term is extremely disruptive to scheduling and to the academic continuity of students. It is therefore highly undesirable to take time off during the academic term when classes are being taught. However, in the cause of extreme necessity, emergencies or unforeseen circumstances, only the principal along with senior management can condone such absences. Applications to condone this type of absence must be routed to the senior management.

Unexcused leave of 3 or more days will constitute a break in continuous service and unexcused leave of 7 days or more will constitute abandonment of job. In case any faculty or staff wishes to return after an unexcused absence the management reserves the permit or to not permit the faculty/staff to return and the management may impose additional terms and conditions on the employee. The Registrar maintains a permanent record of leaves granted and used by each employee.

All Leave approvals are subject to the following

- 1) Prior leave record
- 2) Completion of syllabus
- 3) Availability of appropriate substitutions.

Faculty is liable to forfeit their salary increment if



- 1) Faculty do not make themselves available for Institute programs.
- 2) Faculty is habitually late.
- 3) Faculty take unsanctioned leave or take leave very often.
- 4) Faculty's work is sloppy or is not finished in time.
- 5) Faculty are subordinate or defiant.
- 6) Faculty do not show any improvement in content development.

In all matters, the decision of the management will be final.

Sanction of Leaves

The Head of the Department must sanction the leave application form of an employee before forwarding the same to the Principal/Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Registrar shall sanction the Leaves for supporting staff. The Principal shall get his/her leave sanctioned by the CEO.

10.2 Types of Leaves

Leaves can be broadly classified as

Casual Leave [CL]

1. The number of casual leaves that can be availed by faculty or staff is 10 days.
2. Should be evenly distributed in both semesters.
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. CL can be taken for half a day also.
4. Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
5. It is necessary to get prior sanction of CL by reporting to the head of the institute.
6. In case of emergency, telephonic intimation is acceptable to the administrator and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to the Administration office Department. The casual leave of Head of the Department is sanctioned by the Principal / Director. The application of CL if not submitted before, is to be submitted within four days from the date of availing the CL.



7. CL cannot be equated with ML or vice versa.
8. One day casual leave will be deducted for every 3 late days.
9. In the event of transfer of an employee the unused CLs are carried over.

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.

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.

Earned Leave [EL]

1. If any faculty or staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third the number of days that he / she has been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active periods of the semester.
2. EL cannot be carried over into the next academic year

Special Leave [SP]

1. An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

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) Requests for extension of ML will be considered by the Head of the Department /Principal/ Management. An employee returning from ML will be required to submit a physician's certificate describing the nature and duration of the illness.
- 3) 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.
- 4) Medical Leaves accumulated in a year can be carried forward and availed in the next year.

Maternity Leave [MA]

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

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) Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- 4) Should a position be not available upon the expiry of the leave of absence or return to work, the Head of the Department may request the management for an extension until such time as a position for which the employee is qualified becomes available.

10.3 Holidays and Vacation

List of approved public holidays other than Diwali and Christmas



1. Janmashtami
2. Ganesh Chaturti
3. Id- ul- Fitr
4. Onam
5. Gandhi Jayanti
6. Dussehra
7. Bakri Id
8. Mahashivratri
9. Shivaji Jayanti
10. Ambedkar Jayanthi
11. Holi
12. Gudi Padwa
13. Ramnavmi
14. Good Friday
15. In addition, if P.C.A.C.S. specifically serves a disproportionate segment of students from a specific community or religion, the principal at their discretion can give a maximum of three additional days as a holiday.

Faculty holidays: Faculty will be given holidays during Ganesh Chaturthi, Diwali, Christmas and the summer vacation.

- 1) These holidays must overlap with student holidays.
- 2) Regular faculty may avail 60 days of holidays during the academic year.
- 3) Diwali, Christmas and summer vacations will be shortened and not transferred if satisfactory progress has not been made in the completion of syllabus, internal assessments, submission of lesson plans, etc.

Staff Holidays The following days can be availed by staff as holidays provided the institute is also not working on those days. These days are considered to be inclusive of Saturdays and Sundays.

- 1) Ganesh Chaturthi
- 2) Diwali
- 3) Christmas
- 4) Earned leave 30 days



Ganesh Chaturthi, Diwali or Christmas holidays (**specified as per University of Mumbai norms**). In case these holidays are extended beyond the sanctioned amount it will be deducted from earned leave.

10.3.1 Holidays for Faculty and Staff on Probation

Faculty and staff on probation are not eligible for the entire vacation period. Each institute may determine how many vacation days faculty and staff on probation can avail.

10.4 Procedure for Applying for Leave

- 1) Faculty members must notify in writing to the HOD or the principal at least 7 working days prior to leave days detailing the type and reasons for leaves.
- 2) Faculty must update their leave card.
- 3) Principal will approve or reject the leave application based on the guidelines framed in this policy.
- 4) HOD will arrange an appropriate substitute for courses or practicals for the absent faculty if and when required.
- 5) Faculty will make up for missed lectures or practicals on their return.
- 6) Non-teaching will follow the same process by applying for leave with the registrar.

11. Faculty Evaluation and Upgradation

11.1 Faculty Performance Appraisal

All faculty and staff members are evaluated every year on their performance. Once eligible for a change in grade or other salary hike or benefits, the categories below are considered. A performance measurement system is developed to support the objective assessment of the core functions of a faculty as a teacher, mentor, and researcher. Participation, monitoring, guiding Co-Curricular, Extension and Professional Development activities, etc., are considered and given due credit.

A well planned form has been created to aid the assessment and for meticulous documentation. Each faculty does a self-assessment followed by the evaluation of the concerned superior. The criteria for evaluation takes into account a large number of parameters with appropriate maximum marks. Marks for each criteria enables make the evaluation more objective and the assessee and the assessor are able to substantiate their judgment and arrive at agreement in case of a deviation.



11.1.1 Evaluation Categories

All faculty performance is evaluated based on the five broad categories and its components listed below

- 1) Teaching, Learning and Evaluation
 - a) Classroom teaching and innovation
 - b) Student and Parent Feedback
 - c) HOD Feedback
 - d) Continuous evaluation and improvement
 - e) Punctuality, absences and professionalism
 - f) University/College examination results
 - g) Examination work
 - h) Establishment/Improvement of teaching labs
- 2) Administrative Activities
 - a) Contribution towards accreditation, affiliation and approvals
 - b) Student Counselling
 - c) Support to HOD/Principal for administrative tasks
 - d) Memberships of college, university committees
- 3) Co-Curricular, Extension, Professional Development Activities
 - a) Support for student groups and student activities
 - b) Support for campus/college festivals and events
 - c) Organization of add on courses
 - d) Constant upgradation of academic credentials, additional certifications
- 4) Research & Academic Contributions
 - a) Publications in reputed journals and conferences
 - b) Establishment of research programs/centers/facilities
 - c) Patents
 - d) Applying for and receiving grants from various external funding agencies
 - e) Organizing colloquiums, seminars, workshops and conferences
- 5) Industry Connections and Placement assistance
 - a) Establishing partnerships with industries and keeping up with industry trends
 - b) Being on the boards or managing committees of various industries.
 - c) Conducting consultancy projects for industries



- d) Introduction of industry specific courses and training for students, faculty and external industry participants
- e) Help students get internships/jobs in local industries/companies
- f) Mentor students for building skills that would be relevant for industry/higher education
- g) Assist placement department wherever required

All faculty members are also expected to have contributions in all 5 categories listed above. They are also expected to excel in at least 3 of the 5 categories.

11.2 Non-Teaching staff performance appraisal

The function of the non-teaching staff is to provide administrative support for carrying out academics smoothly in P.C.A.C.S.. There are three broad categorizations of staff depending on where one is located: college office, department or laboratory. The hierarchy is registrar, office superintendent, officers, and accountant in that order of responsibilities. The call of duty varies with hierarchy.

The staff assist the teaching learning process in the classroom and laboratories and support co-curricular, extension and professional development related activities, setting up experiments, maintenance and repairs, and ensures the cleanliness of classrooms, laboratories and administration area. Non-teaching staff performance is assessed in every academic year based on fourteen parameters. Assessment uses questionnaires based on the above specified parameters and are evaluated on a five point scale. The assessment is used for promotions and increments.

11.2.1 Evaluation Categories

- 1) Attitude towards co-workers
- 2) Attitude towards public
- 3) Perceptive and sensitivity
- 4) Staff/student relation
- 5) Dependability
- 6) Attendance/job performance
- 7) Initiative
- 8) Response to supervision
- 9) Judgment/decision making
- 10) Method of expression



- 11) Potential
- 12) Innovation and creativity
- 13) Job knowledge
- 14) Related accomplishments

11.3 Faculty Development Schemes

11.3.1 Upgradation of Qualification

It is the policy of the Institute to permit its current faculty to pursue higher qualifications on a part time basis from renowned and accredited Universities. However, the following conditions must be complied with

1. Once approved a faculty member can avail one day a week to dedicate in the pursuit of that higher degree. The teaching load must be adjusted within the remaining days of the week
2. The faculty member must spend the allotted day conducting research in their research center.
3. The faculty must make themselves available for routine administrative tasks such as examinations, inspections etc
4. No more than 3 faculty from each department can avail of one day leave at a time as this would affect the smooth functioning of the department
5. Faculty members should have received admission into a reputable college or university in Mumbai.

Procedure

1. Faculty member must make an application to the Principal with a copy to the HOD
2. The Principal and HOD will review the application and check whether the policy guidelines are met.
3. The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

11.3.2 Faculty Training and Certification

Faculty are free to take any training or certification courses of their choice during their free time, online or after college hours. In case, the faculty wishes to take leave to attend or complete the training or certification course the following conditions must be met.



1. The training or certification should be relevant to the department or subjects being taught
2. No more than 3 days can be given in one semester or more than 5 days in one year.
3. The lost days should not adversely affect the teaching load or syllabus completion of the faculty.
4. The training or certification is conducted by a reputable organization or Industry association

In addition, the faculty may apply for full or partial funding upto Rs 10000/- from the department budget for the training or certification provided the following additional conditions are met

1. Department has not exhausted its budget for the academic year.

Procedure

1. Faculty member must make an application to the Principal with a copy to the HOD
2. The Principal and HOD will review the application and check whether the policy guidelines are met.
3. The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

11.3.3 Faculty Research Scheme

From time to time faculty may want to work on different research oriented projects or purchase equipment or develop software that can be beneficial to the institute or can be a new exploratory project. The faculty may propose purchase of new equipment or software or support from the MES Executive Committee for their projects. Following are the guidelines for this scheme.

1. A total amount of upto Rs 5000 as seed money can be sanctioned for an individual faculty member for a specific project or facility or a total amount of upto Rs 5000 can be sanctioned for any piece of equipment that would lead to research.
2. Faculty members should make a concrete proposal with details of proposed equipment needed. This should include associated costs of the equipment, how it will benefit the institute or contribute to the faculty members research.
3. This scheme cannot be used to purchase equipment to upgrade laboratories due to change in syllabus etc. Faculty and HODs should use regular departmental funds for such projects.



4. Once the purchase is made the faculty member will maintain records of the purchase of the equipment, any and all research, patents or other benefits of the project and submit it to the principal.

Procedure

1. Faculty members must make a proposal to the Principal with a copy to the HOD and Dean Research and Development.
2. The Principal, HOD and Dean R&D will review the application and check whether the policy guidelines are met.
3. If approved the Principal will forward the application to the MES Executive Committee board.
4. The Management Board will consider and approve the proposal.
5. The Principal will communicate that to the concerned faculty member, HOD, Dean R&D and registrar.

11.3.4 Consultancy

Pillai College of Arts, Commerce & Science (P.C.A.C.S.) has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations. As a policy P.C.A.C.S. encourages its faculty members to take up consultancy projects. Following are the guidelines for consultancy projects for the faculty members.

1. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes. The requirement may originate from the industry/other organizations, or faculty could approach industry/other organizations.
2. The concerned faculty member has to inform the Principal in advance before accepting the consultancy work. The proposal from the faculty member should clearly indicate the effort involved (in terms of use of office time) and the extent of use of infra-structure of the institute.
3. Faculty members should also submit the budget to the principal where details of fees received (or to be received) and details of expenses towards travel etc are given. In general college would not pay for travel or cost of equipment (specific to the project). Faculty members would be allowed to use the available infra-structure of the institute.



4. Faculty members should pay 30% of the consultancy fee (and GST if applicable) to the college, if he/ she uses college infrastructure for implementation of the project. However, if a faculty member does not use college infrastructure, he should pay 10% of the consultancy fee (and GST if applicable) to the college. The Principal is the final authority to decide the quantum of consultancy fee, which a faculty member should pay to the college.
5. Paid consultancy assignments must have a letter or purchase order from the organization, clearly mentioning the work carried out, timeline and amount of consultancy, people involved.
6. MES will raise an GST invoice for any consultancy project and raise an invoice containing 18% GST as per the existing rates.

Unpaid Consultancy/Projects

In certain circumstances, faculty members may be requested by government agencies or nonprofit organizations to conduct consultancy on an honorary basis. In such cases, faculty members should try to obtain a letter or request from the requesting agency in writing wherever possible. The faculty may carry out such projects after notifying the principal.

11.3.5 Industry MOUs

Faculty are encouraged to pursue formal tie-ups with genuine industries or companies which can be in the form of MOUs. The MOUs can have the following goals

1. Provide industrial or skill development training for students and faculty.
2. Use of laboratories, libraries, classrooms and equipment of the institute.
3. Use of equipment and facilities of the industry
4. Collaborate on research and consultancy projects
5. Sponsorship of college activities such as conferences, seminars etc
6. Provide internships and employment

Procedure

- 1) Faculty can reach out to industries to initiate discussions on signing MOUs.
- 2) Faculty can then notify the HOD and the principal about the specifics of the industry and the nature of the MOU and interaction.
- 3) An internal committee constituting the principal, HOD, Dean R& D and member of MES Executive Committee board will consider the MOU and the draft terms and conditions.



- 4) If the internal committee approves the draft MOU it will be sent to the MES legal department for review.
- 5) Once approved the MOU will be signed and implemented. The faculty who proposes the MOU will be responsible for its follow up and smooth implementation.

11. 3. 6 Organizing Colloquiums/Conferences/Seminars/Workshops

From time to time, faculty members may want to organize colloquiums, conferences, seminars or workshops on special topics which are of research or industry relevance. Faculty members may invite experts from various fields for these events to the college campus. The guidelines for this scheme are as follows

- 1) There should be a clear focused area of interest for the seminar/workshop/conference/colloquium
- 2) Ideally a committee of a few faculty members would organize the event.
- 3) Funding will be derived from the departmental budget and will depend upon the level of support required. The funds can be used for pay TA/DA/Honorarium to the invited speakers, food or refreshments, banners and printing
- 4) It can be done in collaboration with some professional society or organization or industry

Procedure

- 1) A single or group of faculty members can propose the event deciding the date, time and quantum of funds required for such an event.
- 2) An application can be sent to the principal for approval.
- 3) Principal will review it along with the Dean R&D and Member of the Management board for approval.
- 4) Once approved the faculty may proceed to organize the event. Once completed an event report should be submitted to the principal.

11.3.7 Patents

Faculty during the course of their employment with the institute might generate novel and patentable products. In such cases, MES owns 100% of all the rights to the invention and it is the faculty's duty to disclose the nature of the patentable invention to the principal. MES will pay for 100% of the charges associated with filing the patent provided the invention is useful, novel and non-obvious



Procedure

- 1) Faculty will disclose potential patents to the principal in the prescribed format.
- 2) The IPR committee will review the patent and recommend to the MES Executive Committee board whether to file the patent.
- 3) If approved by the management board, the patent filing process can start
- 4) If the patent is approved and subsequently licensed MES will initially recover all of its expenses from the licensing fees.
- 5) For any fees over and above the expenses, MES will retain 50% of the fees and distribute the remaining 50% amongst the inventors.
- 6) In case the patent is rejected by the IPR committee or the management board the faculty can apply to MES to release any MES claims on the patent. After it is approved the faculty is free to file the patent by paying the patent filing charges on their own.

11.3.8 Intellectual Property

During the course of their employment, faculty members may generate intellectual property such as lecture notes, video lectures, pictures, software etc. MES will own 100% of the rights to any and all intellectual property generated and will be free to license this material to any and all third parties.

11.3.9 Conducting Workshops for Students

Faculty members with specialized skills or knowledge may conduct independent workshops with students to improve their knowledge and employability. The faculty member may charge a nominal fee per participant to cover any expenses associated with conducting the workshop. These workshops should fulfill the guidelines below.

- 1) Should impart specialized training that would not normally be part of normal coursework.
- 2) Should be conducted outside of regular college hours.
- 3) Should utilize on campus classrooms and labs
- 4) Faculty members can take 50% of the student fees as honorarium for conducting the workshop

Procedure

- 1) Faculty members must make an application to the Principal with a copy to the HOD.



- 2) The Principal and HOD will review the application and check whether the policy guidelines are met.
- 3) The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

11.3.10 New Initiatives

Faculty/IQAC/CDC members may propose new initiatives to the Principal than fulfill the institute's mission and vision. These initiatives can enhance any of the following

- 1) Teaching learning process (ex. New Labs, Meditation etc)
- 2) Research and Consultancy (ex. Centers of Excellence in various fields)
- 3) Environmental initiatives (ex. clean campus, nature clubs, recycling programs, energy savings)
- 4) Cashless Campus
- 5) Sport Facilities
- 6) Cultural Activities

Procedure

- 1) Faculty/IQAC/CDC proposes a new initiative to the Principal who gives go ahead for the faculty
- 2) A small pilot of limited in scope or time frame is conducted implementing the new initiative
- 3) The faculty incharge conducts a cost-benefit and impact as well as SWOT analysis of the new initiative
- 4) Final proposal is made to Principal who puts it up to the BoG for approval
- 5) If the initiative is approved, it is implemented

12. Financial Support for Staff

12.1 Sponsorships for Conferences/Workshops/FDP/Training Programmes/Further Studies

Staff are encouraged in their endeavour to participate in Conferences/Workshops/Training Programmes and in their pursuit to take up Further Studies. Principal may sanction partially or completely the staff request, provided the following conditions are met.

1. A provisional amount of upto Rs 3000 can be sanctioned for each staff member.



2. The staff can avail this facility once every 2 years.
3. Department has not exhausted its budget for the academic year.
4. The event is conducted by a reputable organization or Industry association or university.
5. In case leave is required then no more than 3 days can be given in one semester or more than 5 days in one year.
6. The lost days should not adversely affect the teaching load or syllabus completion of the staff.

12.2 Sponsorships for Patents and Copyrights

Staff are actively encouraged to put their ideas in the form of copyrights and patents. Copyrights are fully funded and patents are fully funded if it is in the college name. Principal may sanction partially or completely the staff request provided the following conditions are met.

Procedure

1. Staff make an application to the Principal with a copy to the IPR Committee.
2. The Principal and IPR Committee will review the application and check whether the policy guidelines are met.
3. The Principal will make the final decision and communicate that to the IPR Committee and the concerned staff.

13 Feedback Policy Purpose

The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on faculty, student, alumni, employer, parents perceptions of the quality and effectiveness of teaching, information of which would aid program evaluation and other academic quality assurance processes.

Scope Specifically, this Policy will provide a framework for

1. Monitoring and improving the quality of students learning experiences through the timely collection, analysis and reporting of feedback concerning teaching, learning, placement and assessment
2. Providing all stakeholders the opportunity to actively participate in the continual improvement of programs.



3. Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University;
4. Ensuring the provision of information to students regarding the consideration of feedback collected over time, including actions taken to address concerns raised in any feedback received.

Responsibilities

- 1) Administrative Staff will be responsible for the collection, analysis and reporting of feedback relating to academic programs.
- 2) Coordination of responses to feedback will be the responsibility of the Heads of Departments.

Policy Provisions

- 1) Feedback is a core component of program evaluation.
- 2) Students having more than 50% attendance will have the opportunity to provide feedback at various points during the academic year.
- 3) Feedback processes will be systematic. Each Semester Feedback will be carried for all streams for the students eligible for it.
- 4) Faculty will provide feedback about courses, laboratories, PBL and other activities conducted by the institute
- 5) Parents will provide feedback about the teaching, learning and communication progress of the institute
- 6) Employers will provide feedback on the development of students as professionals.
- 7) Alumni will give feedback about the courses and its relevance to their careers and industry

Collecting Feedback

- 1) A core set of questions will form the basis of the feedback form deployed to systematically evaluate teaching and learning in all U.G. & P.G. courses.
- 2) Sample Feedback forms are given in Appendix D- Appendix J

Actions on summarised feedback

- 1) Feedback received from stakeholders will be summarised and analysed with follow up action as a remedial measure



14 Exit Policy

14.1 Resignation

Resignation Policy

- 1) Employees wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Principal. He/she should state clearly the date from which He/she wishes the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if an employee who intends to resign gives the reasons for doing so.
- 2) Principal/ Head of the Department conducts the Exit Interview
- 3) Employees doubtful of the effective date of resignation, contractual notice period, contact the Registrar for advice. Employees give a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.
- 4) Employees leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month or three months salary. Employees interested in resigning cannot utilise any leaves except OD and CO.
- 5) Employees who resign during academic semester are released after academic sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- 6) Employees who resign may be retained by P.C.A.C.S. at the prerogative of the management
- 7) Handing over before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. The Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work

14.2 Termination Policy Statement

Situations sometimes arise when an employee's job performance does not meet the Institute's standards. Some examples include, but are not limited to, an employee's inability to perform his, or her job duties, his or her engaging in disruptive behavior, or his or her poor attendance, misconduct, or violation of Institute policies.



Because an employee's unsatisfactory performance can result in serious consequences, up to and including his or her employment being terminated, the immediate supervisor should address these situations promptly. Institute policy requires that the supervisor inform the employee involved of the nature of the problem and, except in cases of criminal or other serious misconduct, give the employee a reasonable opportunity to correct the situation.

The Institutes policy is that an employee should not be retained in the position if his or her unsatisfactory performance continues.

Procedure

Administrators or Supervisors will typically consider the following steps when dealing with unsatisfactory job performance

- Verbal Counseling
- Verbal Warning
- Written Warning
- Discharge

A principal may immediately suspend an employee or may place him or her on paid administrative leave during an evaluation or investigation after consulting with the CEO or COO. Removal of a full time permanent worker will be done based on a written report by a competent independent committee after giving the aggrieved employee an opportunity to be heard.

Documentation

A written record of corrective action will be maintained in the employees file.

14.3 Notice Period

Temporary or Part Time Workers or Faculty

All temporary workers can be terminated with immediate effect for any reason.

Contractual Workers or Faculty on Probation

All contractual workers or workers on probation can be terminated with immediate effect by payment of one months salary before the expiration of their contract.



Full time Permanent Workers or Faculty

All full time workers whose performance is determined to be unsatisfactory or below average or have violated any policy of the institute or MES can be terminated with immediate effect upon payment of 1 or 3 months salary.

13.4 Retrenchment

In certain circumstances, it will be necessary to terminate the services of any full time employee due to unavoidable circumstances listed below

- 1) Change in the norms of UGC/University of Mumbai
- 2) Closure of courses or reduction of student intake
- 3) Less or no admissions in the course
- 4) Reorganisation of Institute programs and departments.
- 5) Closure of Institute

In such cases it is MES policy to promptly notify the affected employees about the reason for the retrenchment, date of its effectiveness along with 3 months or more salary as compensation. These terminations are not subject to the institute's grievance and appeals procedure. If any new position arises in due course of time, the employee will be given a suitable opportunity to apply for the new position provided that their qualifications are suitable for the new position. The policy is not applicable to temporary, contractual, employees on probation or part time employees.

15. Grievances and Appeals Procedure

Grievance Committee (See Section 4.6) is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, employment, resources and personal grievances. A Grievance is any complaint by an employee or students concerning any aspect of employment or academics. Every employee/student shall represent his/her grievance for redressal only through proper channels. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might



arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status. Employees who are adversely affected by reorganization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

Procedure of Working

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedure outlined applies to all employees of the Institute after the completion of two years of employment.

- 1) First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
- 2) Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceed directly to the third level.
- 3) Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Grievance Committee who forwards its recommendation to the principal.
- 4) Fourth Level-If the grievance cannot be resolved at the third level, the employee presents his/her grievance to the CEO or Dy CEO.

Facility Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged, however one may choose to remain anonymous. There is also a Grievance portal online when students can submit their grievances as well. The person concerned can personally approach and write / e-mail any member of the cell. They can send email on or write an application and submit it to the cell convener. Recommendation of the members of the grievance committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the CEO. through the Registrar within twenty days following the written decision of the Principal. This appeal states the decision regarding complaint of and the



redress desired. The decision of the CEO/Dy CEO on the appeal shall be final and binding on the employee.

Co-operation in internal investigation All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

