



Thakur Educational Trust's (Regd.)

THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH

Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai
Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
MCA Program Accredited by National Board of Accreditation (NBA)
ISO 21001:2018 Certified

Website : www.timscdrmumbai.in
www.thakureducation.org

TIMSCDR

EMPLOYEE HANDBOOK

INDEX

Sr. No.	CONTENT	Page Number
1(A)	THAKUR EDUCATION GROUP	3
1(B)	THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH (TIMSCDR)	6
1(C)	MCA PROGRAMME, PEOs AND POs	7
2A	GOVERNANCE	9
2B	RULES	12
3	FACULTY AND STAFF CADRE	14
4	FACULTY QUALIFICATIONS EXPERIENCE NORMS	14
5	EMPLOYEE RECRUITMENT AND INDUCTION	15
6	COMPENSATION AND BENEFITS	17
7	FACILITIES AND OPPORTUNITIES AVAILABLE FOR EMPLOYEES	18
8	LEARNING RESOURCE CENTER	20
9	INTERNET FACILITY	21
10	FACULTY ENGAGEMENT	22
11	RESEARCH AND DEVELOPMENT	23
12	CONSULTANCY	26
13	INDUSTRY-INSTITUTION-INTERACTION	27
14	FACULTY TRAINING & DEVELOPMENT	27
15	PERFORMANCE APPRAISAL	28
16A	LEAVE RULES-(A) TEACHING STAFF	28
16B	LEAVE RULES-(B) NON-TEACHING STAFF	32
17	GRIEVANCES REDRESSAL AND PREVENTION OF SEXUAL HARASSMENT	36
18	WOMEN DEVELOPMENT CELL	37
19	STAFF WELFARE	37
20	POLICY FOR DIVYNGJANS	38
21	DRESS CODE	38
22	PERSONAL DATA	39
23	NON-DISCLOSURE / CONFIDENTIALITY	39
24	NON-DISCRIMINATORY POLICY	40
25	CODE OF CONDUCT	40
26	ETHICS AND ETIQUETTES	42
27	SAFETY, SECURITY AND HYGIENE	42
28	EMPLOYEE SEPARATION/EXIT	44
29	VISITORS AT CAMPUS	45
30	SOCIAL WELFARE AND GREEN ENVIRONMENT	45

1(A) THAKUR EDUCATION GROUP (TEG)

The Chairman of Thakur Education Group, Shri V.K. Singh, a visionary, foresaw the need to provide facilities for quality education in the western suburb of Mumbai, and decided to set up an educational complex in Kandivali in the year 1989. He established the Thakur Educational Trust (Regd.), Zagdu Singh Charitable Trust (Regd.) and Zagdu Singh Educational Trust (Regd.) under TEG with the following Vision and Mission:

VISION - “To become a leading educational organization known globally for its holistic quality education”.

MISSION - “To provide quality education to students at all levels”

The TEG then went on to set up series of educational institutions under these Trusts during the next three decades with generous financial input and equally matching determination to provide quality education. Currently the TEG is managing 18 Institutes set up in 8 sprawling campuses in green environments, catering to the needs of over 50000 students and over 3500 employees. The Government of Maharashtra has granted Linguistic (Hindi) Minority status to the Trusts and the Institutions under the TEG. The Institutions managed by Thakur Education Group are:

Kandivali, Mumbai		
1	Thakur Vidya Mandir High School & Junior College (TVM)	1990
2	Thakur College of Science and Commerce (TCSC)	1992
3	Thakur Polytechnic (TPOLY)	1998
4	Thakur College of Engineering & Technology (TCET)	2001
5	Thakur Institute of Management Studies, Career Development & Research (TIMSCDR)	2001
6	Thakur Institute of Career Advancement (TICA)	2001
7	Thakur Institute of Management Studies & Research (TIMSR)	2002
8	Thakur Public School (TPS)	2003
9.	Thakur Institute of Aviation Technology (TIAT)	2006
10	Thakur Shyamnarayan College of Education & Research (TSCER)	2007
11	Thakur International School (TIS)	2008
12	Thakur Shyamnarayan High School (TSHS)	2013
13	Thakur School of Architecture and Planning (TSAP)	2014
14	Thakur Shyamnarayan Degree College (TSDC)	2016
15	Thakur Global Business School (TGBS)	2020
16	Thakur Institute of Hotel Management (TIMH)	2020
Dahisar, Mumbai		
17	Thakur Ramnarayan College of Arts and Commerce (TRCAC)	2017
18	Thakur Ramnarayan College of Law (TRCL)	2018
19	Thakur Institute of Hotel Management (TIMH)	2020
Azamgarh, UP		
20	Thakur Vidya Mandir Global School (TVMGS)	2016

The schools of the Trust are affiliated to the respective Boards/Councils to conduct primary, secondary and higher secondary education leading to award of certificates from State, National and International Boards. The Colleges are affiliated to the University of Mumbai to conduct UG/PG Degree courses in Commerce & Banking, IT, Science, Arts, Hotel Management, Law, Engineering & Technology, Management, Computer Applications, and Architecture. The TCET is also approved for conduct of Ph.D. (Tech.). Thakur Polytechnic is affiliated to the Maharashtra State Board of Technical Education for conduct of Diploma courses in Engineering and Technology. Thakur Institute of Aviation Technology conducts courses in Aircraft Maintenance Engineering approved by DGCA.

TEG has set up an independent Institute “Thakur Global Business School” to conduct PGDM program. TEG Institution also conducts non-affiliated courses for career advancement in specialized fields like soft skills and other technical skills.

The faculty, staff members and students are provided with modern facilities in air-conditioned buildings with a healthy work environment. A high level of cleanliness is maintained in the entire campus and buildings with proper security arrangements.

The TEG ensures that its Institutions fulfill the norms prescribed by the statutory, regulatory and affiliating bodies and maintain high quality of education being imparted to the students by providing state-of-the-art infrastructure and by recruiting qualified and experienced faculty members. The admissions are made as per Government Regulations by the relevant authority. The Institutes have laid down code of conduct for students, faculty and staff members.

ISO Certification

The Thakur Institutions are ISO: 9001:2015 certified.

ACCREDITATION AND QUALITY AWARDS

- TCSC :** Accredited by the NAAC with Grade A for the third cycles.
- TCET :** Accredited by the NBA for third cycles of three years each.
Accredited by the NAAC for the first cycle with A Grade.
IMC Ramakrishna Bajaj National Quality Award.
AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award.
- TPOLY :** Accredited by NBA for two cycles of three years each.
AICTE-CII Industry Linked Technical Institute Survey SILVER Award.
- TIMSR :** AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award
Accredited by the NAAC in the first cycle with Grade A+.
- TIMSCDR:** Accredited by the NBA for Academic Year 2019-2020 to 2021-22.
AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award.
- TSAP :** Times Icons Mumbai Award as the Best Architecture College in the City.
Second position secured by the students for the ISOLA (Indian Society of Landscape Architects) Trophy in Landscape Design.

1(B) THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH (TIMSCDR)

1. About the Institute:

Thakur Institute of Management Studies, Career Development & Research was established in the year 2001 with the approval of the Government of Maharashtra & AICTE and is affiliated the University of Mumbai for conduct of MCA Program. The Institute has a clear objective of providing quality technical education in tune with international standards and contemporary global requirements of the program.

The Management's commitment to excellence is reflected in the marvelous infrastructure that is comparable to the finest institution of its type in the country. The sprawling campus with lawns, gardens, playgrounds, parking and hostel accommodation ensure a right academic ambience essential for a center of higher education.

At TIMSCDR, the importance of faculty is reflected in the recruitment and retention of qualified and experienced teaching staff. In addition, the faculty members update their knowledge through sponsorship schemes for attending seminars, conferences, workshops, Industry Institute Interaction, acquiring higher qualifications, etc. closely monitored quality assurance mechanism ensures proper coverage of syllabus within the timeline. Application of modern technology in teaching-learning process and day to day governance of the Institute makes TIMSCDR unique. The organization is supported by dedicated 100 Mbps broadband internet connectivity and has a Wi-Fi facility.

The Institute focuses on imparting knowledge to the students which is relevant to the current needs of the corporate world. The syllabus has been given a new dimension through experienced faculty and state of the art infrastructure. The overall personality development through extracurricular activities like quiz, debates and seminars to name a few have been a hallmark of the Institute.

With its world class infrastructure; qualified and experienced faculty members; well-equipped computer center; well stocked library with books, journals, e-journals and having research section, reading room; R & D Cell, Student Development Cell and Industry Institution Interaction, the Institute offers quality training in Computer Applications through its Program.

The students are given pre-placement training in relevant areas in the industry orientation sessions.

The Institute has developed a fruitful relationship with Industry. The industries are invited to conduct campus interviews for short term internship and final placements. As members of the Advisory Board, they guide on the curriculum development, Industry-Institution-Interaction processes etc. The Institute conducts international level Conference with active participation by the industry members. The Institute also has membership with professional bodies where there is interaction with the experts from the industry. The Institute has adopted Sponsorship Policy for giving opportunity to Faculty members under Quality Improvement Program.

The Institute's Alumni Association members share their experiences with the students and guide them about industry processes, needs etc.

The Institute has undertaken outreach work in the application of IT in the real domains particularly in the Healthcare and Agriculture sectors to improve their processes.

The staff and students have taken part in social activities and have assisted the community around in upliftment of needy strata of society. The Institute has also adopted measures for maintaining a Green Environment.

2. Vision and Mission and Quality Policy of the Institute

VISION - Thakur Institute of Management Studies, Career Development & Research will become a premier institute renowned internationally for providing education in software application to graduates from various disciplines.

MISSION - To achieve excellence in providing software education so that students can grasp existing as well as emerging technologies and to inculcate leadership and managerial qualities in them so that they can deliver results in the organization they join.

QUALITY POLICY - We, the staff, faculty and management of Thakur Institute of Management Studies, Career Development & Research are committed to offer excellence in software education, conducive academic environment and state-of-the-art infrastructure to our students. We work as a team and interact with students in proactive manner to achieve our Quality Objectives and fulfill all academic, statutory and regulatory requirements to entire satisfaction of our students as well as for continual improvement of QMS.

1(C) MCA PROGRAMME

The Master in Computer Applications (MCA) Program affiliated to University of Mumbai has been reduced from 3-years to 2-years from the Academic Year 2020-21 and the University has prescribed the revised curriculum. Admission to the MCA Program is carried out as per the guidelines of Govt. of Maharashtra, DTE, through Common Entrance Test conducted by CET Cell and ARA - Admission Regulating Authority.

The Curriculum of 2-year MCA program is available in the Library and has been displayed on the Institute website.

The eligibility criteria for the Curriculum of 2-year MCA program is available in the Library and has been displayed on the Institute website. This Program is qualifying bachelor's degree course in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and persons with disability belonging to Maharashtra state only); having Mathematics or Statistics as one of the subjects at 10+2 level or higher-level examination and obtained a nonzero score at the Common Entrance Test (CET).

PROGRAM EDUCATIONAL OBJECTIVE (PEO) for MCA Program at TIMSCDR PEO's)

- PEO-1:** To enable students to gain knowledge across all domains of Information Technology with in-depth understanding of their applications.
- PEO-2:** To enable students to analyze problems and to design and develop software solutions using emerging tools and technologies.
- PEO-3:** To enable students to continue Life-long learning, Research and Entrepreneurial pursuit in their chosen fields.
- PEO-4:** To develop communication, teamwork, and leadership skills necessary to manage multidisciplinary projects and serve the society as responsible and ethical software professionals.

PROGRAM OUTCOME (PO) for MCA Program at TIMSCDR

- PO-1: Computational Knowledge** - Apply domain specific knowledge of computing and mathematics for designing of software solutions for defined problems and requirements.
- PO-2: Problem Analysis** - Understand and analyze a problem and suggest feasible solutions.
- PO-3: Design / Development of Solution** - Design, evaluate, and develop effective solutions for complex computing problems to meet desired needs.
- PO-4: Conduct investigation of complex computing problems** - Design and conduct experiments and use research-based methods to investigate complex computing problems.
- PO-5: Modern tools usage** - Use appropriate techniques and software tools for computing activities.
- PO-6: Professional Ethics** - Understand and commit to professional norms, regulations and ethics.
- PO-7: Lifelong Learning** - Recognize the need for and have the ability to engage in independent learning for continual professional development.
- PO-8: Project management and finance** - Understand and apply project management principles, as a member or leader in multidisciplinary environments.
- PO-9: Communication Efficacy** - Effectively communicate technical information, both oral and written with range of audience.
- PO-10: Societal & Environmental Concern** - Analyze societal, environmental, cultural and legal issues within local and global contexts when providing software solutions.
- PO-11: Individual and Teamwork** - Work as a member or leader in diverse teams in multidisciplinary environments.
- PO-12: Innovation and Entrepreneurship** - Use Innovation and Entrepreneurship for creation of value and wealth.

2A. GOVERNANCE

The Institute is governed by the Registered Society (TET) in accordance with the rules and regulations of the statutory, regulatory and affiliating bodies.

2.1 GOVERNING COUNCIL

The Institute has a Governing Council constituted as per AICTE guidelines. The membership of the GC is given below:

(a) *Nominees of Thakur Education Group:*

Sr. No.	Name	Designation
1	Shri. V. K. Singh	Chairman, TEG
2	Shri. Jitendra R. Singh	Hon. Secretary, TEG
3	Shri. Rajesh V. Singh	CEO - TPOLY, TIAT, TICA
4	Ms. Karishmma Singh Mangal	CEO - TIMSCDR
5	Ms. Rhea Pai	COO (TCET, TIMSR, TIMSCDR, TSAP)

(b) *Nominees of AICTE, State Government and University:*

6	Regional Director, AICTE, Mumbai	Ex-officio Member
7	Director of Technical Education, MS	Ex-officio Member
8	Dr. S. K. Ukarande	Principal - K. J. Somaiya Institute of Engineering & Information Technology, Coordinator - Faculty of Technology, Member-Academic Council - University of Mumbai

(c) *Professionals from Academics/Industry/Research:*

9	Mr. Dilip Ganeriwal	Managing Director, Dess Technologies
10	Dr. R. R. Sedamkar	IQAC Director NAAC, TCET

(d) *Member Secretary:*

11	Dr. Vinita Gaikwad	Director, TIMSCDR
----	--------------------	-------------------

(e) *Faculty Members (Special Invitees) :*

12	Mr. Pankaj Mudholkar	Assistant Professor, TIMSCDR
13	Ms. Sonu Gupta	Assistant Professor, TPO, TIMSCDR

2.2 ADVISORY BOARD

The Institute has set up an Advisory Board as per AICTE guidelines with predominantly membership from Industry as given below.

Sr. No.	Name	Designation
1.	Mr. Sanjay Kimbahune	Senior Scientist and Consultant, TCS
2.	Dr. Deven Shah	Vice Principal – Thakur College of Engineering and Technology
3.	Mr. Dyneshwar Kambli	Consultant, TCS
4.	Mr. Apurb Sinha	Head – CRM and Analytics (APAC), Invesco
5.	Mr. Vishwajeet Sukhija	Microsoft, Account Executive
6.	Ms. Suman Pai	Examiner, IMC, RBNQA
7.	Mr. V. N. Datta	Advisor, TEG
8.	Dr. Vinita Gaikwad	Director, TIMSCDR
9.	Ms. Mira Gohil	Assistant Professor, HoD Academics, TIMSCDR
10.	Mr. Pankaj Mudholkar	Assistant Professor, TIMSCDR
11.	Ms. Sonu Gupta	Assistant Professor, TPO, TIMSCDR

2.3 COLLEGE DEVELOPMENT COMMITTEE

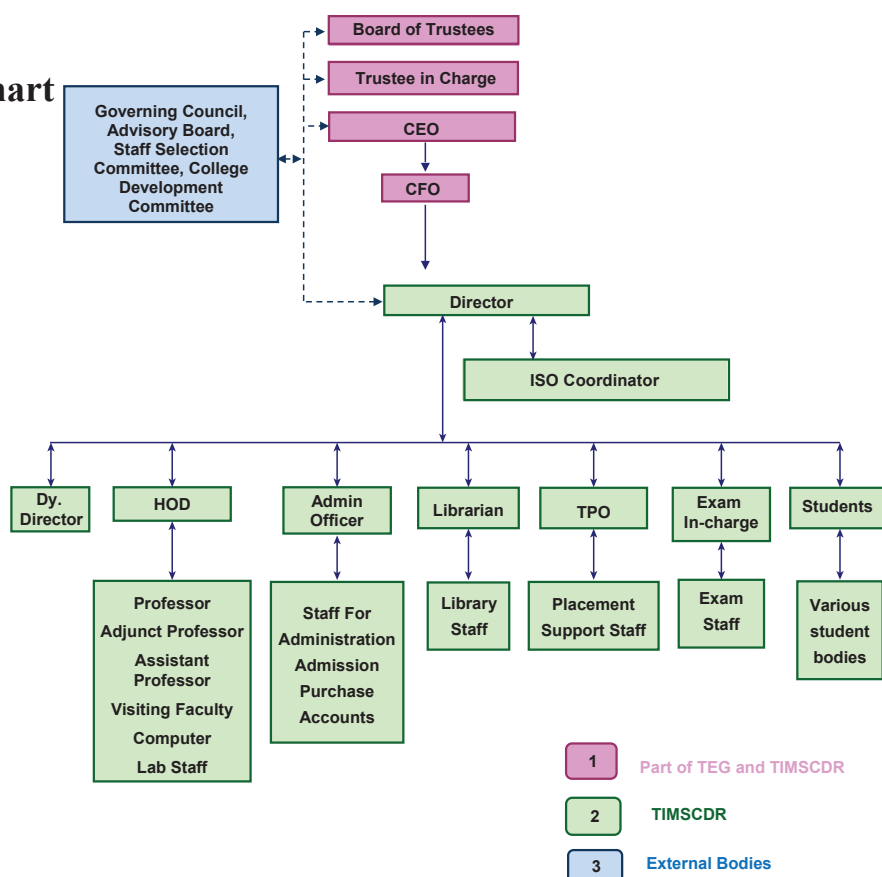
The Maharashtra State Government Public University Act 2016 includes a provision that every affiliated Institution should have a College Development Committee (CDC) with constitution and functions as prescribed in the Act. Accordingly the Institution has set up CDC (formerly Local Managing Committee - LMC) as given below.

Sr. No.	As per UoM	Name and Designation	Designation in CDC
1.	Chairperson of the Management or his nominee	Ms. Karishmma Singh Mangal (CEO – TIMSCDR)	Chairperson
2	Secretary of the Management or his nominee	Mr. V. N. Datta (Advisor-TEG)	Member
3	Head of Department nominated by HoI	Ms. Mira Gohil, Assistant Professor	Member
4	Three Faculty members elected by full-time Faculty members (At least 1 woman)	Mr. Pankaj Mudholkar, Assistant Professor, (In-charge Research)	Member - Teachers
5		Ms. Rashmi Vipat, Assistant Professor, (Exam In-charge)	
6		Mr. Shirshendu Maitra, Assistant Professor, (In-charge Faculty Training)	
7	One non-teaching employee elected by non-teaching staff	Mr. Shailesh Sharma (Head Clerk)	Member - Non-Teaching

Sr. No.	As per UoM	Name and Designation	Designation in CDC
8	Four local members nominated by Management in consultation with the HoI from the field of Education, Industry, Research and Social Service	Dr. Dhananjay Kalbande (Professor, IT, SPIT)	Education
9		Dr. Suresh Shan, Head - Innovation & Future Technologies Business Information Technology Solutions (BITS)	Industry
10		Dr. Uday Pandit Khot, Professor - SFIT	Research
11		Ms. Meenal Mohadikar, President – Aamhi Udyogini Prathishthan	Social Service
12	Coordinator IQAC	Ms. Rupali Jadhav, Assistant Professor	Coordinator - IQAC
13	College Students Council	Ms. Pritee Gupta – 2nd Year	GS - College Student Council
14		Ms. Ruchika Akre – 3rd Year	Treasurer - College Student Council
15	Head of the Institution	Dr. Vinita G. (Director)	Member - Secretary

2.4 ORGANOGRAM

Organizational Chart



2B. RULES

1. These rules may be called ‘Thakur Institute of Management Studies, Career & Research Rules’, hereinafter referred to as ‘TIMSCDR Rules’.
2. These rules are based on the statutes, rules, regulations of Government of Maharashtra and its statutory and regulatory bodies, the All India Council for Technical Education and the University Grants Commission, University of Mumbai, including the amendments made by the respective bodies from time to time.
3. These also include the rules and directives of the Thakur Education Group on administrative and allied matters including overall conduct, behavior, discipline, safety, use and maintenance of infrastructure etc. in the Institute and the campus.
4. Further, the steps taken by the Institute in providing comfortable working conditions for the staff and their physical and spiritual well being are attached.
5. These rules have been made available to the staff as and when enforced since the inception of the Institute.
6. These are applicable to all the existing staff retrospectively and to the staff to be recruited in future.

AUTHORITIES OF THE INSTITUTE

The Authorities of the Institute are:

1. Thakur Educational Trust (Regd) - (TET)
2. Governing Council - (GC)
3. Chairman of the Trust - (Chairman)
4. Chief Executive Officer - (CEO)
5. Chief Operative Officer - (COO)
6. Chief Financial Officer - (CFO)
7. Director of the Institute - (Director)
8. Deputy Director - (Dy. Director)

The Chairman of the TET is also the Chairman of the Governing Council of the Institute. The Chairman has full powers to conduct the business of the Trust and the Institute.

SERVICE RULES FOR STAFF

The Institute follows the Service Rules for faculty members and non teaching staff as per directives of the State Government, the statutory, regulatory and affiliating bodies in the administrative and academic matters etc as also the instructions issued by the Management and Governing Council and as amended from time to time. These are listed below:

The Government of Maharashtra Resolution No.NGC 2009/(243/09)-UNI-I dated 12th August, 2009 regarding Revision of pay scales of teachers and equivalent cadre in Higher Education as per UGC Scheme (6th Pay Commission) Universities, Affiliated Colleges, Government Colleges etc.

The Government of Maharashtra ‘STANDARD CODE’ regarding the Terms and Conditions of Service of non-teaching employees Of the Universities and non-Government colleges affiliated colleges and recognized institutions.

All India Council for Technical Education Notification No.F.37-3/Legal/2010 dated 22nd January, 2010 regarding the regulations for revised qualifications and selection procedure for appointment of teachers in the Colleges of Engineering / Technology including Bio-Technology, Management, MCA, Pharmacy and Architecture etc.

All India Council for Technical Education Notification F.No.37-3/Legal/2010 dated 5th March, 2010 for revision of Pay Scales of Teachers of Degree/Diploma level Technical Education as per VI Pay Commission Report.

Ministry of Human Resource Development, Government of India letter No. F.1-7/2010-U II dated 11th May, 2010 regarding 6th Pay Commission scales, pay fixation formula, age of superannuation, etc and other service conditions

University Grants Commission Notification No.F3-1/2009 dated 30th June, 2010 on the minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other service conditions & measures for the maintenance of standards in higher education, 2010 for teachers in the faculties of Engineering and Technology, Pharmacy, Management/Business Administration.

The Government of Maharashtra Resolution No. SPC- 2010/(34/10)TE-2 dated 20th August, 2010, Revision of Pay Scales of Teachers and Equivalent cadre in Degree/ Diploma level institutions as per AICTE Scheme (6th Pay Commission)

The University of Mumbai, Circular No. CONCOL/ICC/04/ of 2012 dated 10th February, 2012, for the terms and conditions of service of teachers appointed in non-Government and affiliated colleges in the relevant faculty

The Government of Maharashtra, Higher and Technical Education Department, Resolution No. SPC-2010/(34/10)/TE-2 dated 20th August, 2010 regarding revision of the pay scales of teachers of Degree and Diploma in the Government, non-Government aided Technical Education Institutions conducting professional Courses with provision to enhance the quality of education. The other allowances applicable, the age of superannuation and leave package to the teachers shall be as per the State Government employees.

The Service Rules for employees include, inter-alia, the following:

- Faculty and Staff Cadre
- Faculty Qualifications Experience Norms
- Employee Recruitment and Induction
- Compensation and Benefits
- Faculty Engagement
- Performance Appraisal
- Leave Rules-(a) Teaching Staff
- Leave Rules-(b) Non-teaching Staff
- Code of Conduct
- Ethics and Etiquettes
- Employee Separation/Exit

3. FACULTY AND STAFF CLASSIFICATION

The employees in TIMSCDR have been classified under the following categories:

Sr. No.	Category	Indicative Titles
1	Teaching Staff	Director, Professor, Associate Professor, Assistant Professor, Adjunct Professor
2	Library Staff	Librarian
3	Non-Teaching Staff–Administrative	Administrative Officer, Head Clerk, Accountant, Stenographer, Senior Clerk, Junior Clerk, Receptionist
4	Non-Teaching, Staff– Technical	DTP Operator, Lab Assistant, Lab Attendant
5	Maintenance Staff	Maintenance Supervisor, Electrical Engineer, Jr. Engineer, Electrician, Plumber, Carpenter, Mason and other staff
6	Class IV Staff	Driver, Security Guard, Peon, Sweeper

Note: The above titles are only indicative and there may be other posts and titles as per requirement. The titles which are not included in the above list shall be classified under appropriate categories depending on the decision of the management.

4. NORMS FOR FACULTY AND STAFF

4.1 Faculty

Cadre Ratio : Professor: Associate Professor: Assistant Professor = 1:2:6

Teacher Student Ratio: 1:15 (up to the year 2017-18).

Teacher Student Ratio: 1:20 (from the 2018-19 onwards).

4.2 Non-Teaching Staff

The Institute follows Government of Maharashtra Standard Code for Service conditions of the non-teaching staff including technical staff,

5. EMPLOYEE RECRUITMENT AND INDUCTION

5.1 FACULTY

- a) **Full Time regular faculty:** Professor, Associate Professor, Assistant Professor - Recruitment as per norms prescribed by the statutory bodies from time to time.
- b) **Adjunct Faculty:** Should be a faculty retired from a technical institution or a person of eminence having 10 to 15 years of experience from industry /organization.

TIMSCDR follows a professional approach for recruitment of faculty to attract and appoint competent individuals having requisite qualifications, experience and skills, who can contribute to achieve qualitative and quantitative goals.

TIMSCDR has adopted the process of recruitment of faculty laid down by the University as per AICTE guidelines as outlined below:

1. Every year the Institute takes stock of the teaching posts filled up, and vacancies and submits a draft advertisement duly approved by the management inviting applications from eligible candidates for recruitment for these positions to the UoM for approval.
2. The advertisement approved by the UoM is published in the National and Local Newspapers. The advertisement is also posted on the website of the Institute.
3. Candidates are given a minimum period of 15 days from the date of advertisement to submit applications.
4. All applications for the posts of Professor, Associate Professor, and Assistant Professor are received by the Director of the Institute.
5. The applications received are scrutinized after the last date of application and eligible candidates are invited to attend the interview to be conducted by the University Staff Selection Committee as per constitution prescribed for Minority Institutions. The candidates are given a minimum 15 days' time to attend the interview.
6. The recommendations of the Selection Committee are submitted to the Management for the approval including the terms of appointment, salary etc. as per norms.
7. The selected candidates are appointed on probation for 2 years.
8. After appointment of the faculty members, the seven-page reports of the faculty along with the selection committee recommendations are submitted to the UOM for approval.

5.2 Filling of short term/temporary Vacancy:

Where vacancy of a teacher is to be filled during the academic term/year, the process for temporary/ad- hoc appointment is initiated with the approval of the Management.

5.3 Administrative and Non-Teaching Posts

The planning and recruitment of Non-Teaching (administrative and technical staff) is done by the Director & Administrative Officer (AO) based on the rules prescribed by the Government of Maharashtra under the Standard Code. Recruitment and selection for this category are done by promotion within the Institute and from the open market based on references, newspaper.

5.4 EMPLOYEE INDUCTION

TIMSCDR has laid down a procedure for induction and orientation of all new employees for integration into the working environment. This policy, associated procedures and guidelines define the institute's commitment to ensure that all staff are guided during the period of induction, for the benefit of the employees and institute alike.

Following activities are carried as part of induction on and from the day of joining:

1. The necessary documents are filled up by the new entrant wherein all the personal information and other required details are included.
2. Submission of copies of all documents.
3. Submission of relieving letters from previous employer.
4. Receipt of appointment letter and submission of joining report.
5. Take charge of workstation.
6. Take charge of Internet connection and email ID.
7. Registering employee details for the Biometric attendance system.
8. Meet seniors and colleagues and other staff members.
9. Opening bank account for salary deposition.
10. Submission of induction form.
11. Understand organization's policies, procedures, rules and regulations.
12. Study and understand ISO System.
13. Receive Identity card.
14. Receive library card.
15. Visit to Departments and Sections.
16. Undergo ERP training.
17. Undergo Health Checkup.
18. Study forms as per ISO wherever applicable.

6. COMPENSATION & BENEFITS

The Compensation & Benefits help the organization to attract and retain the employees. The employees are motivated to perform effectively including continuous up gradation leading to fruitful association.

6.1 APPOINTMENT AND SALARY

- Appointment as Professor or Associate Professor or Assistant Professor, based on their attainments as per AICTE/UGC/University norms.
- The incumbents appear before the University Staff Selection Committee of the Institute for appointment on probation against the regular posts, depending upon availability of such posts in the cadre, which are advertised for open selection.
- Salary and allowances as per VI Pay Commission Report as prescribed by AICTE/UGC/DTE. This includes Pay, DA, HRA, CLA & TA, with provision of Employee Provident Fund (EPF) and Gratuity for faculty members appointed on probation as per UoM norms.

6.2 Pay Scales & Academic Grade Pay

Faculty Members

- I. **Assistant Professor:** Person entering the teaching profession will be designated as Assistant Professor and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- II. **Associate Professor:** Person appointed directly as Associate Professor shall be placed in the Pay Band of Rs. 37000-67000 with AGP of Rs. 9000.
- III. **Professor:** Person appointed directly as Professor shall be given pay at a stage not below Rs. 43000 in the Pay Band of Rs.37000-67000 with AGP of Rs.10000.
- IV. **Director:** The post of Director shall be in the Pay Band of Rs. 37400-67000 (minimum salary Rs. 43000) with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month.
- V. **Librarian:** Librarian shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- VI. The Pay of the person so appointed may be fixed at a stage higher than the minimum pay based on the previous pay drawn and /or his/her experience in teaching/industry/research.
- VII. Faculty members having Ph.D. degree may also be given higher AGP subject to fulfillment of specified conditions.

VIII. **Increments for Ph.D.:** Teachers and librarians who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

Non-Teaching Staff

- 6.2.1 (1)** Each annual increment based on annual assessment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP for the stage in the Pay Band.
- (2) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

6.3 Statutory Benefits

6.3.1 Employee Provident Fund (EPF)

The EPF is provided by the Institute to the regular employees as per rules.

6.3.2 Gratuity

The Scheme of payment of Gratuity to the employees of TIMSCDR has been introduced w.e.f 1st April 2015.

6.3.3 Medical Facility: The Institute is providing Medi-claim Policy for staff members who opt for it. The institute has a sick room with first aid facility. The Institute has appointed a panel of Medical Practitioners for reference. Hospitals available in the local area to seek medical aid in case of emergency during working hours.

7. FACILITIES AND OPPORTUNITIES AVAILABLE FOR STAFF MEMBERS

7.1 FACILITIES

- Situated in a green, sprawling, clean and well secured campus, TIMSCDR provides a comfortable work environment in its modern multi-storey building having state-of-the-art infrastructural and instructional facilities.
- Individual Faculty cubicles in the AC Faculty Rooms, with computers.
- Individual Seating arrangements for administrative staff as per status with computers.
- Comfortable seating arrangement for technical staff in the labs.
- Well lighted AC classrooms with LCD Projectors.
- Computer laboratory with computers, relevant software and accessories.
- Internet with adequate bandwidth and Wi-Fi.

- Intercom and video conferencing facilities.
- Computer Centre with additional bandwidth.
- Board Room for meetings and discussions
- Learning Resource Center (library) with Books, e-Books, Journals, e-Journals, Magazines, Institutional Repository and dedicated Research Section.
- Stationery and teaching material as required.
- Lunch and recreation room, hygienic canteen providing healthy food.
- Sick room with first aid box and phone numbers of doctors on panel.

7.2 OPPORTUNITIES FOR FACULTY MEMBERS

7.2.1 Sponsorship for faculty members for Quality Improvement Programs including the following:

- Acquiring Ph.D. degree from University/Institution recognized by UGC/AICTE and Institutes of National importance.
- Attending training/FDP/seminars/conferences/workshops/present papers.
- Writing and publishing research papers in National/International journals.
- Membership of Professional bodies
- **Participate in the Industry** - Institution-Interaction Program for training and Internship, projects, joint research, develop case studies, undertake consultancy projects, collaboration with industry for Institutional Development.
- Membership on various committees covering academics, administration, training, placement, examination, accreditation process, interaction with alumni, industry partners, delegations etc.
- Continuous interaction with HoD & faculty members for implementation of curriculum including identification of gaps and remedial actions.
- Attend/conduct FDPs, co-curricular and extra- curricular activities for institutional and self- development.
- Innovation in teaching-learning process, conduct of joint projects/research with Industry.
- Take part and involvement in Alumni association activities.
- Assessment system – PRDP Performance Assessment as per record in the Faculty Handbook to judge the achievements and requirements for development leading to future benefits.

8. LEARNING RESOURCE CENTER (LIBRARY)

TIMSCDR Library continuously updates its learning resources with relevant edition of Books, e-Books and other reading material such as Journals, e-journals, magazines, audio-visual materials and newspapers. Easy access to all library resources by the students is ensured.

TIMSCDR Library is air-conditioned and has sections such as digital library, reading room, circulation counter, cupboards for books and CD's display rack for journals and magazines.

Amenities offered in the Library

Resources available

- Books, journals, magazines, encyclopedia, handbooks, dictionaries, thesaurus
- Newspapers

Digital Library

- 9 Computer Terminals with Internet connection to access e-resources & 4 points for Laptops.
- EBSCO e-books
- IEEE e-journals
- Computer terminal (OPAC) for books search

Membership with other libraries

- National Digital Library

Table of content

- Library provides scanned copy of current journal articles to the faculty for teaching purpose if required.
- Back issues of journals issued for one week.
- Faculty members recommend useful books for library collection which are purchased with approval of Director.

Issue of Books

- Faculty can issue 15 books at a time.
- Faculty should submit or re-issue books after each semester.
- At the time of leaving Institute getting No Dues from library is necessary.

Library Timing:

Reading Hall (Mon to Sat) : 8.30 am to 6.00 pm

Book Issue / Return : 9.00 am to 5.30 pm

9. INTERNET FACILITY

Internet facility / Wi-Fi have been provided in the Institute with Internet Lease Line. The staff members of the Institute are permitted to use these facilities for official purpose only. The staff must not be involved in sending unsolicited mails through the institute's internet facility. Staff should not download materials from the internet without proper acknowledgement of original source. Staff should not watch unsolicited videos.

- i. User must show his/her ID card to enter the computer lab.
- ii. All files must be saved on Email or Pen drive for further use.
- iii. User should take prior permission and help of Lab Assistant to load additional software as required.
- iv. Use of Internet is restricted to academic purposes only.
- v. In case of any problems with equipment, the matter should be reported to the lab assistant to carry out repair work.
- vi. Pen drive and external hard drive must be scanned for viruses prior to use.
- vii. Hacking (Attempting to gain unauthorized access to secured content, violate system policies and/or permissions, virus creation or propagation, etc.) is prohibited.
- viii. No Hardware or software is permitted to be taken outside computer lab.
- ix. Users are not allowed to operate Air-conditioning system on their own, they can request the Lab Assistant for the same.
- x. Any fault with electrical installation should be reported to Lab Assistant.
- xi. Users should keep furniture and fixtures in proper condition. Any damage should be reported to the lab assistant.
- xii. Users should keep the lab neat and clean, use dust bins and leave equipment and furniture properly arranged.
- xiii. Disposal of e-waste should be done as per prescribed procedure.

INTERNET FACILITIES NOT ALLOWED FOR:

- Hacking
- Internet Radio TV
- Mobile Entertainment
- P2P (Torrent)
- Spyware
- Nudity
- Porn
- Adult Content

- Astrology
- Gambling
- Games
- URL Translation Sites
- Dating & Matrimonial
- WhatsApp Video
- Facebook browsing
- App Store / Play Store etc.

10. FACULTY ENGAGEMENT

10.1. Workload

Out of total 40 hours of weekly duty, the AICTE has prescribed contact hours (Theory, Practical, and Tutorial) for a full-time faculty member as follows:

Assistant Professor - 16 hrs., Associate Professor – 14 hrs., Professor – 12 hrs., with a provision of reduction of workload by 2 hrs. for HoD.

The workload for faculty members is suitably adjusted in the Institute having regard to various assignments e.g. Participation in student development work, administration, research and consultancy, Industry interactions, etc., and other co-curricular and extra-curricular activities.

10.2 Duties and Responsibilities

The faculty is expected to perform duties, roles and responsibilities selected out of the following list as may be assigned to them:

1. Preparation and conducting theory and practical sessions and contact sessions through innovative teaching techniques.
2. Conduct of Student Development Program (SDP) activities.
3. Continuous assessment of students to ensure quality learning.
4. Identification of gaps for remedial measures.
5. Developing, designing and reviewing program curriculum.
6. Project Guidance and coordinating with industry guides.
7. Plan/organize/attend seminars, conferences, workshops.
8. Research work and publication.
9. Consultancy work.
10. Activities relating to departmental administration and management.
11. Attend FDPs, STTPs and QIPs.

12. Conduct institute and university examination work.
13. Conduct Student Mentoring.
14. Identify, Conduct and organize Guest lecturers/sessions.
15. Conduct and organize Industrial Visits, educational tours.
16. Conduct Placement Preparation and other placement related work.
17. Initiate external contacts with employers and professional organizations to actively foster collaboration.
18. Encouraging and assisting students in extra-curricular activities.
19. Conduct joint research projects.
20. Encourage research culture amongst fellow faculty members as well as students.
21. Arrange or take part in activities of MoUs' with organizations.
22. Assignments in the accreditation process.
23. Assigned Key Responsibility Areas (KRAs).
24. Any other duty that may be assigned by the management.

10.3 EXAMINATION DUTIES

*** Exam work is compulsory for faculty members as per University Regulations.**

- 1 All teaching staff members are allotted supervision duties for internal and semester end examinations.
- 2 Chief Conductor: Director/Head of the Institution generally looks after the whole examination work as Chief Conductor.
- 3 The Director can appoint a Senior Faculty Member as the Chief Conductor.
- 4 Senior Supervisor: Senior teaching faculty or well experienced senior employee is usually appointed as Senior Supervisor.
- 5 Junior Supervisor: All employees (except class IV) are eligible to act as Junior Supervisor.
- 6 The Junior Supervisors are issued appointment letters mentioning the norms and responsibilities, duty to be performed, etc. during the examination.
- 7 Faculty and staff members' remuneration bill for university examinations is submitted to the University of Mumbai.

11. RESEARCH AND DEVELOPMENT

The Institute believes that research is the base for knowledge development and encourages development of research activities by the faculty members. The sponsorship scheme is implemented to encourage the faculty members to take up research projects in their Research area.

11.1 Sponsorship for faculty members.

1. Sponsorship for Higher Studies (Ph.D.)
2. Attend training/FDP/Seminars/Conferences/Workshops/Present papers
3. Write and publish research papers in National/International journals
4. International deputation and interaction for joint research and academic projects
5. Membership of Professional bodies

11.2 Research and Publication

Faculty members are required to submit proposals to take up research projects in consultation with the HoD or Research KRA Head giving all the details of the project, facilities required and timeline for completion of the project. They can do research work jointly with faculty members and/or students or with industry partners. The research projects in emerging and multi-disciplinary areas are encouraged. There should be a quantifiable output from the research which can be converted into Intellectual copyright.

11.2.1 Publication of Articles and Research Papers in National & International Journals

1. Publications in UGC approved Journals, Journals with an ISSN Number, Indexed journals and impact factor journals is mandatory.
2. Conference publications shall be considered, only if the paper appears in the official proceedings with the Institute's name (proof required) or has been presented for which a certificate of participation/presentation is mandatory.
3. The Institute's name should also appear in the affiliation of the author/s in the acknowledgement section of the paper for consideration of benefit/incentives.
4. The faculty members should ensure that they submit their Research Paper after thorough check to avoid plagiarism.

11.2.2. Undertaking Research Projects.

Faculty members in TIMSCDR are encouraged to undertake paid Research projects. These services are offered by the faculty members to the industry having regard to their expertise and the need of the Industry. This process leads to a close interaction with the industry, further leads to revenue generation and enhances the brand image of the Institute.

11.2.3 Procedure to take up Research Project

The following procedure shall be adopted by the faculty members to undertake research projects:

1. The faculty members, during their visits to the industrial establishments / organizations/ corporate offices/Government and public-sector organizations etc. shall try to seek information on the research proposals of interest to the industry, inform them about the facilities and the expertise available with the institute and shall offer their services.
2. On receipt of the offer, the faculty member concerned shall prepare a synopsis of the project including various aspects viz., scope and duration of the project, the facilities required and the source of revenue to implement the project and the suitability and relevance of the project.
3. The proposal shall be scrutinized by the HoD and HoI for approval keeping in view the technical aspects, contribution to R & D activities and need for intellectual property rights etc.
4. On receipt of the approval, the faculty member shall be given permission to proceed further for signing the contract or agreement with the concerned officials in the industry containing the conditions as may be mutually agreed upon by both the parties. The Legal Adviser of the Trust shall be consulted before signing the Agreement/MoU to protect the interest of the Trust and to avoid disputes if any, in future.
5. The HoI may adjust the teaching load of the faculty member to undertake the assignment.
6. The funds received from the industry (generally in installments) will be deposited in the Institute A/C and the Institute will release the funds for expenditure on the projects. After the completion of the project, the Institute will retain 25% of the balance amount and release the balance amount to the faculty member.
7. The faculty members are not permitted to undertake any type of private research project.
8. The faculty members shall keep the HoI informed from time to time about the progress of the project and shall submit a final report on completion of the Project along with the certificate from the respective organization stating that the project has been completed as per requirements.
9. The faculty member shall be responsible for execution of the project and shall be solely responsible to settle the disputes, if any arising out of the assignment.

12. CONSULTANCY

Consultancy Assignments from the Industry

12.1 Consultancy Rules

1. The Institute encourages the faculty member to undertake the Consultancy projects from Industry. These services may be offered by the faculty members to the Industry/other organizations / departments etc. having regard to their expertise and the needs of the industry. This process leads to fruitful interaction with the industry and is an important step in raising the brand value of the Institute.
2. Consultancy may be offered for clients including Public Sector Organizations, Government Departments and/or local authorities, commercial organizations as well as small and large businesses.
3. With consultancy projects, there should be comprehensible benefits to the Institute through enhanced reputation and expanding the expertise of the staff member. The consultancy projects may be jointly executed with other faculty members.
4. Faculty members can take consultancy projects from Industry up to a limited number of days during the Academic Year with the approval of the Director, without disturbing the core teaching and other activities. The Director may adjust the teaching load of the faculty members to ensure timely completion of such projects on a case-to-case basis.
5. It will be the responsibility of the faculty member to ensure completion of the consultancy project within the time limit to the satisfaction of the client.
6. The faculty member(s) will be entirely responsible to complete the project without, in any way involving the Institute in any dispute. He/she will submit a report after completion of the project duly signed or authenticated by the Industry concerned stating that the Project has been completed satisfactorily.
7. The consultancy must be undertaken as per Institute Policy and should not be in conflict with the objectives, functions or interest of the Institute or damage to the Institute's reputation. Private consultancy is not allowed by the Institute.

12.2. Income from consultancy

The funds received from the industry will be deposited in the Institute A/C as per procedure. 25% of the gross revenue will be retained by the Institute and the balance amount will be paid to the faculty member(s) for implementation of the project.

13. INDUSTRY- INSTITUTE- INTERACTION

With the globalization and opening of Indian economy the requirements of the industries have changed considerably. The Institute has therefore to interact with industry / Corporate on a continuous basis to keep abreast with the latest developments and also to understand the manpower requirements in the relevant field. The feedback from Industry will enable the institute to introduce, modify and channel all academic and other processes for educating and training future IT professionals and entrepreneurs. This will also assist the students to get suitable placements and the competence for effective on the job performance in the industries. The benefits of Industry Interaction are:

- i. Organizing Workshops, Seminars and International Conferences with joint participation of Students, Faculty members and Industries.
- ii. Inviting experts from industry to deliver lectures for SDP & FDP.
- iii. Participation of experts from industry in curriculum development.
- iv. Consultancy by the faculty.
- v. Joint research papers with industries including faculty and industry personnel.
- vi. Projects / internship for students in industries under joint guidance of the faculty and experts from industry.
- vii. R & D center in association with Industry.
- viii. Industry Representatives on the Governing Council, College Development Committee, Advisory Committee and Placement Committee.
- ix. Inviting Industry to conduct Campus Placements for the students.

14. FACULTY TRAINING & DEVELOPMENT

14.1 Induction Training

The induction training is provided to enable the new entrant to understand organizational culture, the procedures and work environment etc. This is done to enable them to contribute effectively to their field of activity.

14.2 Faculty training programme

1. Training needs of faculty members are identified by HoI based-on interaction with Faculty/Staff and feedback from students, parents and corporate. Needs are also identified based on inputs collected by Faculty members. They are given opportunities under sponsorship schemes to enhance their knowledge and skills, to attend FDPs, to be in touch with the Industry to understand their requirements, to keep abreast with the latest developments in their respective fields.
2. It is also essential for the faculty members to improve their qualifications by acquiring Ph.D. degree, to take up research projects and consultancy to publish quality research papers etc.

3. All staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short term training programs or attend reputed National or International conferences/seminars/workshops etc. during vacation period or in exceptional cases during academic period with suitable adjustment of teaching load with prior permission.

14.3 Procedure for faculty Training

Training programs are conducted as per the needs indicated. The Program essentially indicates following details:

1. Topic
2. Venue, date, time and duration
3. Co-Ordinator
4. Experts conducting the training
5. Expected outcome.

15. PERFORMANCE APPRAISAL

TIMSCDR has laid down a faculty performance assessment aimed to improve performance of Faculty and staff members on a continuous basis. It is based on the completion and assessment of assignments including KRA as recorded in the faculty handbook. The report of the non-teaching staff members is prepared on the basis of the work done by them and the entries in their files.

The Institute is following the ‘**Performance Review and Development Planning**’ (PRDP) system to review and evaluate employee performance. The assessment is done twice a year i.e. for performance of the faculty member in each semester including feedback from students regarding the teaching learning process adopted by the faculty members, identification of weaker students and/or any other shortcomings, the remedial measures taken, the innovative techniques adopted in the process etc. They also identify bright students to give them special facilities.

16. LEAVE RULES

(A) TEACHING STAFF

1. GENERAL CONDITIONS:

- 1.1 The leave cannot be claimed as a matter of right.
- 1.2 In case of exigencies of the service, where the presence of faculty member on duty is essential, no leave will be granted.
- 1.3 The Authority can also recall the faculty member from leave if exigencies of work arise and he/she shall report for duty forthwith.
- 1.4 All the staff members are required to record the time of arrival and departure in the attendance register matching with biometric record meticulously.

2. PROCESS OF APPLICATION AND SANCTION OF LEAVE

- 2.1 Request for leave should be made to HoD and HoI at least 1 day in advance with a mention of adjustment of load as deemed necessary. This should be done through official mail, SMS (Class IV) or by telephonic call.
- 2.2 On receipt of approval from HoD and HoI a formal application for leave against the leave due, should be submitted through ERP system.
- 2.3 The faculty member shall proceed on leave after completion of above formalities.
- 2.4 Absence without permission or sanction of leave will be treated as LWP.
- 2.5 Cases of absence without permission in exceptional circumstances where leave is not taken in advance should be dealt with as follows:
 - (a) In exceptional circumstances when the faculty member cannot attend office due to reasons beyond his/her control - illness / accident / bereavements etc. and has to remain absent, he/she should inform HoD and HoI. He / She should also ensure that the assignments for the day are taken care of by a colleague as per the system in order that there is no disruption of the work.
 - (b) The leave application for such absence should be submitted on joining day of duty explaining the circumstances with medical certificate/evidence, in case of medical leave.

If the leave sanctioning authority is not satisfied about the exceptional circumstances of absence and/or frequency of repeated unauthorized absenteeism without proper justification and prior permission, such absence shall be treated as LWP.

3. CASUAL LEAVE (CL)

- 3.1 Faculty member can avail 08 (w.e.f. Sep'23) days CL on pro-rata basis i.e. one day CL for every 45 days of duty.
- 3.2 Prefix/suffix and intervening closed days will not to be counted as CL.
- 3.3 The total period of absence on CL along with closed days from duty at any time with shall not exceed 7 days at a time.
- 3.4 CL for half day can be granted to faculty member.
- 3.5 Faculty member appointed on ad-hoc basis will be eligible for 08 CL on pro rata basis.

4. VACATION

- 4.1 Faculty members appointed on regular basis are entitled to vacation leave as prescribed.
- 4.2 Faculty members appointed on ad-hoc basis are not entitled to go on vacation leave.
- 4.3 The faculty members must be present on the last working day before commencement of vacation and on the first day of opening of the Institute on completion of vacation otherwise half of the vacation salary will be deducted in each case.

5. LEAVE ON HALF PAY (LHP) OR MEDICAL LEAVE (Med. L - ATLEAST FOR 3 DAYS)

- 5.1 The faculty member is entitled to leave on Half Pay to the extent of 20 days for every completed year of service, either on medical ground, supported by certificate from medical practitioner, or for private reasons.
- 5.2 The Leave so earned can be accumulated without any limitations.
- 5.3 In case of leave application on medical grounds, the faculty member has to submit Doctor's Certificates for illness and fitness within 3 days after resuming duty.

6. MATERNITY LEAVE

The female faculty members appointed on regular basis are entitled to maternity leave not exceeding 180 days subject to the following:

- 6.1 During first year of probation, no maternity leave is permitted.
- 6.2 During second year of probation, the maternity leave shall be sanctioned on half pay.
- 6.3 On completion of probation, maternity leave on full pay
- 6.4 Maternity leave can be availed only twice in the entire career.

7. COMBINATION OF LEAVE

- 7.1 Any kind of leave may be granted in combination or in continuation of any other kind of leave except Casual Leave.

SUMMARY

Nature of Leave	1st year of probation	2nd year of probation	After completion of probation
Casual Leave (CL)	8 days	8 days	8 days
Half Pay Leave (HPL) or	Nil	20 days	20 days
Medical Leave	Nil	10 days	10 days
Maternity Leave	Nil	180 days (half pay)	180 days (full pay)

8. OUTDOOR ON DUTY (OD):

OD Facility will be provided to the faculty members with prior permission from the HoI keeping in view the following:

- 8.1. OD facility will be given to faculty members on prior permission for attending conferences/seminars or for research, or for duty of attending official meetings, for value addition etc., and for meeting the requirements of accreditation parameters
- 8.2. Relevance of the assignment for seeking OD facility in realizing the Institute's POs.
- 8.3. Commitment to fulfil the obligations prescribed in the sponsorship policy for availing OD facility including knowledge sharing with faculty colleagues and student community.
- 8.4. Permission to proceed for OD will be granted as the case may be but will be considered as sanctioned only after submission of the report in the following format within 10 days.

Period of OD prevailed	Name of the Organization and Program attended	Record of Learning & Knowledge sharing with relevant staff including their attendance	Plan of Incorporation in teaching learning process and enhancing students' knowledge
------------------------	---	---	--

9. LEAVE WITHOUT PAY (LWP)

- 9.1 The faculty member can avail Leave without Pay (LWP) by submitting an application in advance and getting sanction for the same.
- 9.2 LWP will result in postponement of increment and extension of probation.

10. SPECIAL LEAVE

- 10.1 Special leave is granted by the Institute to the faculty members for acquiring higher degrees/research under sponsorship scheme.

11. LATE ATTENDANCE/LEAVING EARLY

- 11.1 In a month, late arrival to the campus after the scheduled time will be permissible thrice which should not exceed 10 minutes each.
- 11.2 If faculty member reports late for the 4th time then half CL will be deducted.
- 11.3 If faculty member reports late beyond 10 minutes then half CL will be deducted.
- 11.4 In case no balance is available in any of the leave accounts of the faculty member, then half day's salary will be deducted in lieu thereof.

12. SHORT TRIPS OUTSIDE CAMPUS

- 12.1 The “EXIT/ENTRY SLIP” should be obtained duly approved by Senior Designate & Head of Institute for going out during office hours.
- 12.2 The faculty member should register exit and entry in the bio-metric attendance and also in the register maintained at the reception.
- 12.3 The said approved slip should be shown to the security at the respective gate while exiting and entering the Institute to allow smooth entry/exit.
- 12.4 On return, the slip should be handed over to the Administration In-charge for record.

13. WEEKLY OFF (OTHER THAN SUNDAY)

- 13.1 The change in weekly off, duly approved by HoD and HoI should be informed to Receptionist a day in advance.

14. LEAVE RULE FOR FACULTY MEMBER WHO HAS RESIGNED/RETIRE FROM SERVICES

- 14.1 Faculty member resigning from the Institute shall have to serve full notice period for smooth functioning of the Institute.
- 14.2 In case the faculty member desires to leave before completion of the notice period, he/she will have to pay the Institute proportionate salary for the relevant period
- 14.3 In exceptional case, the faculty member who has resigned from the post may be permitted to adjust the leave due to him against the notice period, as per the discretion of higher authority.
- 14.4 In case the faculty member is dismissed or removed or terminated from service, the leave at her/his credit will lapse.
- 14.5 The person who retires from service may be given leave preparatory to retirement as per the discretion of higher authority

HOLIDAYS

The Institute usually observes holidays declared by the University of Mumbai. However, discretion to make any change in the list remains with the Management.

(B) LEAVE RULES NON-TEACHING EMPLOYEES

1. GENERAL CONDITIONS

- 1.1 The leave cannot be claimed as a matter of right.
- 1.2 In case of exigencies of the service, where the presence of employee on duty is essential, no leave will be granted.
- 1.3 The Authority can also recall the employee from leave if exigencies of work arise and he/she shall report for duty forthwith.
- 1.4 Employee is required to record the time of arrival and departure in the attendance register matching with biometric record meticulously.

2. PROCESS OF APPLICATION AND SANCTION OF LEAVE

- 2.1 Request for leave should be made to Head Clerk and HoI at least one day in advance. This should be done through official mail, SMS (Class IV) or by telephonic call.
- 2.2 On receipt of approval from Head Clerk and HoI a formal application for leave against the leave due, should be submitted through ERP system.
- 2.3 **Employee shall proceed on leave after completion of above formalities.**
- 2.4 Absence without permission will be treated as LWP.
- 2.5 Cases of absence without permission in exceptional circumstances where leave is not taken in advance should be dealt with as follows:
 - (a) In exceptional circumstances, when employee cannot attend office due to reasons beyond his/her control - illness / accident / bereavements / natural calamity etc. and have to remain absent, he/she should inform Head Clerk and HoI. He / She should also inform Head Clerk about any urgent matter pending on his / her table.
 - (b) The leave application for such absence should be submitted on the day of joining duty, explaining the circumstances with medical certificate/evidence, in case of medical leave.

If the leave sanctioning authority is not satisfied about the exceptional circumstances of absence and/or frequency of repeated unauthorized absenteeism without proper justification and prior permission, such absence shall be treated as LWP.

3. CASUAL LEAVE (CL)

- 3.1 Employee can avail 08 days CL on pro-rata basis i.e. one day CL for every 45 days of duty. With prefix/suffix and intervening holidays, not to be counted as CL, the total period of absence from duty shall not exceed 7 days at a time.
- 3.2 CL for half day can be granted to employee.
- 3.3 Employee appointed on Adhoc will be eligible for 8 CL on pro rata basis.

4. EARNED LEAVE

- 4.1 Employee appointed on regular basis is entitled to EL @ 30 days per year of service.
- 4.2 The EL can be availed during the period of probation.
- 4.3 The EL can be accumulated up to 240 days.
- 4.4 Minimum of 3 Day's of EL can be granted at a time and Maximum of 120 days of EL can be granted at a time.

5. LEAVE ON HALF PAY (LHP) OR MEDICAL LEAVE (Med. L - ATLEAST FOR 3 DAYS)

5.1 Employee is entitled to leave on Half Pay to the extent of 20 days for every completed year of service, either on medical ground, supported by certificate from medical practitioner, or for private reasons.

5.2 The Leave so earned can be accumulated without any limitations.

5.3 In case of leave application on medical grounds, the employee has to submit Doctor's Certificate for illness and fitness within 3 days after resuming duty.

6. MATERNITY LEAVE

The female employees are entitled to maternity leave subject to the following:

6.1 During first year of probation, no maternity leave is permitted.

6.2 During second year of probation, the maternity leave shall be sanctioned on halfpay.

6.3 On completion of probation, maternity leave on full pay may be granted to women employee.

6.4 Period not exceeding 180 days to be availed of twice in the entire career.

6.5 Employee eligible for full pay during the Maternity Leave period shall be credited with 75% of the salary and the remaining 25% shall be paid after rejoining duty and being in service for two months continuously, excluding the period of leave, if any, taken during that period.

7. COMBINATION OF LEAVE

7.1 Any kind of leave may be granted in combination or in continuation of any other kind of leave except Casual Leave.

Leave Summary for Regular Employee

Nature of Leave	1st year of probation	2nd year of probation	After completion of probation
Casual Leave (CL)	8 days	8 days	8 days
Half Pay Leave (HPL) or	Nil	20 days	20 days
Medical Leave (Med. L)	Nil	10 days	10 days
Earned Leave	Nil	30 days	30 days
Maternity Leave	Nil	180 days (half pay)	180 days (full pay)

8. OUTDOOR ON DUTY (OD)

8.1 Employee will be granted outdoor duty (OD) for deputing him/ her for official work or training purpose.

9. LEAVE WITHOUT PAY (LWP)

9.1 Employee can avail Leave without Pay (LWP) by submitting an application in advance and getting sanction for the same.

9.2 LWP will result in postponement of increment and extension of probation.

10. SPECIAL LEAVE

10.1 As per policy for Institute progress / training program.

11. LATE ATTENDANCE/LEAVING EARLY

11.1 In a month, late arrival to the campus after the scheduled time will be permissible thrice which should not exceed 10 minutes each.

11.2 If employee reports late for the 4th time, then half CL will be deducted.

11.3 If employee reports late beyond 10 minutes, then half CL will be deducted.

11.4 In case no balance is available in any of the leave accounts of the employee, then one day's salary will be deducted.

12. SHORT TRIPS OUTSIDE CAMPUS

12.1 The "EXIT/ENTRY SLIP" should be obtained duly approved by Senior Designate & HoI for going out during office hours.

12.2 Employee should register exit and entry in the bio-metric attendance and also in the register maintained at the reception.

12.3 The said approved slip should be shown to the security at the respective gate while exiting and entering the Institute to allow smooth entry/exit.

12.4 On return, the slip should be handed over to the Administration In-charge for record.

13. WEEKLY OFF (OTHER THAN SUNDAY)

13.1 The change in weekly off, duly approved by Head Clerk and HoI should be informed to Receptionist a day in advance.

(C) LEAVE RULE FOR EMPLOYEE WHO HAS RESIGNED/RETIRED FROM SERVICES

1.1 Employee resigning from the Institute shall have to serve full notice period for smooth functioning of the Institute.

1.2 In case the employee desires to leave before completion of the notice period, he/she will have to pay the Institute proportionate salary for the relevant period.

1.3 In exceptional case, the employee who has resigned from the post may be permitted to adjust the leave due to him against the notice period, as per the discretion of higher authority.

- 1.4 In case the employee is dismissed or removed or terminated from service, the leave at his/her credit will lapse.
- 1.5 Employee who retires from service may be given leave preparatory to retirement as per the discretion of higher authority.

(D) HOLIDAYS

The Institute usually observes holidays declared by the DTE/University of Mumbai. However, discretion to make any change in the list remains with the Management.

17. GRIEVANCE REDRESSAL AND PREVENTION OF SEXUAL HARASSMENT

17.1. Procedure for handling grievances

1. The Institute has appointed a Grievance Redressal mechanism as prescribed by the AICTE and University of Mumbai to consider any complaints, etc. This is to install a sense of safety, fairness and harmony in employees.
2. Employees, who have any issue, query or grievance, should first discuss it with their departmental in charge. In case an employee is not satisfied with the outcome of this discussion or desires to have further clarification, then he/she should contact the Deputy Director / Director for redressal. If the grievance cannot be resolved by the Director, the employee should submit his / her grievance to the relevant committee.
3. In case faculty members want to express their grievances, they can visit the official website and can register their grievances through an online format. The committee for Grievance Redressal will look into the matter and to resolve it.

17.2. Grievance Redressal Committee

The following Grievance Redressal Committee is constituted in the Institute for the purpose of Redressal grievance of the students, parents & other stakeholders.

- 1 **Dr. Vinita Gaikwad**, Director, Chairperson
- 2 **Ms. Sonu Gupta**, Assistant Professor, TPO, Member Secretary
3. **Ms. Rashmi Vipat**, Assistant Professor, Exam In charge, Member
4. **Ms. Aprajita Singh**, Assistant Professor, MR, Member
5. **Ms. Rupali Jadhav**, Assistant Professor, Member
6. **Ms. Mira Gohil**, Assistant Professor, HoD ACA, Member
7. **Ms. Pritam Rane**, Senior Clerk, Member
8. **Ms. Snehali Vaidya**, NGO Member, Swadhar Kendra, Member

17.3 Internal Complaint Committee

(Membership of the Committee constituted as per AICTE Guidance)

Institute has appointed an Internal Complaint Committee (ICC) for gender sensitization against sexual harassment. The ICC consists of the following members:

1. **Ms. Rashmi Vipat** - Assistant Professor & Exam In charge, Presiding Officer
2. **Ms. Rupali Jadhav** - Assistant Professor, Member
3. **Mr. Pankaj Mudholkar** - Assistant Professor, Member
4. **Mr. Shailesh Sharma** - Head Clerk, Member
5. **Ms. Pritam Rane** - Senior Clerk, Member
6. **Mr. Manthan Mirgal** - Student - TYMCA, Member
7. **Ms. Ana Gadala** - Student - TYMCA, Member
8. **Mr. Aditya Divedi** - Student - SYMCA, Member
9. **Ms. Rohini Kulkarni** - Socialst - Swadhar - NGO, Member

18. WOMEN DEVELOPMENT CELL

The Institute is having Women's Development Cell;

Sr. No.	Name of the Committee Member	Designation
1	Dr. Vinita Gaikwad	Director
2	Ms. Mira Gohil	Assistant Professor, HoD-ACA
3	Ms. Rupali Jadhav	Assistant Professor
4	Ms. Megha Mudholkar	Assistant Professor
5	Ms. Pritam Rane	Senior Clerk

This Cell has been established for the following objectives:

- To organize Lectures, seminars, workshops relating to women empowerment for development of women and to enhance their self-confidence.
- To create social awareness about the problems of women.

19. STAFF WELFARE

Thakur Education Group (TEG) values its Human Resources in its constituent institutions as its strength enabling the Group to achieve its mission. The TEG has, therefore, advised the institutions to take care of the welfare of the employees as well as for their further growth for mutual benefits. Accordingly, TIMSCDR strives to nurture, nourish and care for its valuable human resources, provide them with proper security, comfortable work environment, opportunities for advancement etc., and endeavor for long term employer-employee relationship. The staff welfare measures are listed below:

1. Sprawling Green campus having a clean environment with teaching and learning ambience.
2. Institute Campus and the Gates manned by security personnel.
3. Entry allowed to employees and students with I-cards.
4. Visitors enter the campus by recording the purpose of visit in the register and report to Reception.

5. Modern building of the Institute constructed as per specifications for safety from all angles including electrical fittings and wirings, etc.
6. Fire alarm and firefighting equipment in place with escape route indicators during any emergency.
7. Hygienic and clean fresh rooms for ladies and gents at all floors.
8. Corridors, Lifts and Staircase for movement including special provision for Divyangjans.
9. First-aid room with medical kit and Panel doctor.
10. Mediclaim facility for staff.
11. Clean and hygienic canteen with provision of healthy food items.
12. Filtered drinking water.
13. Comfortable A/C workstations with computers.
14. Relaxation through annual gathering, programs, festivities.
15. Encouragement for faculty members to attend Quality Improvement programs, register for Ph.D., attend conferences, seminars, workshops, undertake consultancy, research work, for career improvement.
16. Proven record of payment of salary on fixed day every month through bank transfer.
17. Duty hours and leave rules as per DTE/University of Mumbai.
18. Facility of parking the vehicles for staff, students and guest.
19. Celebration for staff on their birthdays.
20. Grievance Redressal Cell.
21. Internal Complaint Committee.
22. Women's Development Cell.
23. Equal opportunities to all staff irrespective of caste, religion, gender etc.

20. POLICY FOR DIVYANGJANS

The Institute makes reasonable accommodations for divyangjans with disabilities. This policy governs all aspects of employment, including selection, job assignment, promotional opportunities, compensation, and access to benefits and training. They are given facilities for easy access to all sections in the Institute, including wheelchair, same level rooms, corridors, lifts, toilets with bars, etc.

21. DRESS CODE

Since Institute's employees come in contact with students / government officials / business partners on a regular basis, a professional appearance is a must at any point of time. Employees should be well groomed and dressed appropriately while representing the institute.

Dress code for Male employees

Formals from Mondays to Fridays.

Dress code for Female employees

Formals (Salwar suit / sari / formal wear) from Mondays to Fridays.

Employees are allowed to wear smart casuals on Saturday.

Uniform: - (Class IV employees).

The Institute provides uniform and shoes to all Class IV employees once in two years. The Class IV employee must wear uniform during working hours or during outdoor duty given by the institute Authority. If a Class IV employee, who is found not wearing uniform, disciplinary action will be taken against him/her. Initially verbal warning is given to the Class IV employee.

22. PERSONAL DATA

It is a joint responsibility of both the Institute and employee, to maintain employee's personal data updated at all times.

- Mailing (correspondence) address during duty or leave.
- Telephone /Mobile number.
- Marital Status.
- Details of dependents (addition /deletion).
- Emergency contact details is a must.
- Educational/certification records:
 - Quality Improvement Programs attended
 - Research Data
- Change of nomination (in case of PF /Medical Insurance /Gratuity).

23. NON-DISCLOSURE / CONFIDENTIALITY

Employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone. Any person found divulging such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

Employees should refrain from seeking classified information of any employee (Custodian of information).

The protection of confidential business is vital to the interests and security of the Institute. Such confidential information includes, but is not limited to the following examples:

- Financial information.
- Personnel/Payroll records (payroll includes compensation).
- Business discussions among any persons associated with the Institute's Students related data.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action. This will be applicable even if they do not actually benefit from the disclosed information.

24. NON-DISCRIMINATION

To provide equal opportunities in employment and advancement to all individuals, employment decisions at TEG are based on merit, qualifications, abilities, honesty, and performance. The Institute discourages any kind of discrimination based on race, colour, religion, sex, age or disability.

25. CODE OF CONDUCT

1. Honor notices/ circulars/ office orders/any other communication by acknowledging and following the instructions. Refusal to receive or accept any letter/order will be treated as disobedience and dealt with accordingly class IV staff are allowed to use Marathi/Hindi for communication.
2. Only English language shall be used for lectures and communication in the Institute.
3. Wearing ID-Card on campus and at the time of external visits.
4. Follow proper dress code in order to inculcate appropriate dress code culture amongst students and to maintain dignity of the Institute.
5. Check Institute's website regularly & report any outdated or inappropriate information posted to the authorities.
6. Use infrastructural facilities responsibly and maintain cleanliness for a conducive work environment.
7. Constant vigilance during lecture delivery to ensure students do not damage the furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages. In case of any damage caused, deal with it in a responsible manner and report to the concerned authority. Ensure students on campus follow these instructions.
8. Support the Institute in maintaining conducive teaching learning and work environment through high level of integrity, discipline, and a proactive work culture.
9. Follow the norms and standards of the Institute & statutory bodies in order to meet various short- & long-term goals and Institute's objectives.
10. Follow NBA & ISO guidelines continually for contributing to various Institutional processes and help in bringing amendments to further improve the processes.
11. Maintain a copy of computer data records with IT Dept. as per schedule to avoid any loss.
12. Align activities and mark/ evaluate performance of self at all levels to meet the requirement of NBA and institutional objectives. The same will enable to meet students'/ stakeholders' standard of expectations.

13. Ensure proper and timely submission of all the documents, reports, data etc. required by statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
14. Monitor the progress of students through continuous session-wise evaluation, to ensure effective teaching learning process and to enhance placements in good companies.
15. Support students to complete Term Work on regular basis to avoid accumulated load at the end of the semester.
16. Be available to the students even beyond their class hours and help and guide students without any remuneration or rewards.
17. Do not divulge in confidential and negative information about the Institute and avoid gossip and false propaganda.
18. Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
19. Avoid availing leave during the semester & on important days. In case of leave or absence due to any reason, ensure proper load arrangement for smooth conduct of activities/ session responsibilities.
20. Ensure timely procurement of equipment and materials to avoid academic/ financial loss and enhance facilities in laboratories, etc. Also ensure optimum utilization of resources.
21. Support teamwork with proper communication and co-ordination. Adhere to timeline / deadline and compliance as per the academic calendar and instructions given by authorities from time to time.
22. Show commitment and sense of responsibility towards all assigned key result areas and duties.
23. Participate actively in departmental and institutional programs to ensure their successful conduct and contribute to increase the brand value of the Institute.
24. Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
25. Be vigilant so that no unhealthy / unethical / unlawful / derogatory practice takes place on campus and report any incidences that need immediate attention & corrective action.
26. Be calm, patient and communicative by temperament and amiable in disposition.
27. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
28. Be cordial to visitors & stakeholders of the Institute and direct them to meet proper authority.
29. Keep yourself updated with emergency preparedness and ensure compliance during crisis like fire, flood, electrical shock, etc.

26. ETHICS AND ETIQUETTES

All employees should follow rules and regulations and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute.

Following are examples of actions, which are unacceptable to the Institute, which shall lead to disciplinary action including termination of service:

- i. Insubordination
- ii. Theft
- iii. Conviction of a felony involving moral turpitude
- iv. Bringing discredit to the Institute
- v. Falsifying, grafting, or forging of any record, report, or information
- vi. Discourteous behavior or use of foul language
- vii. Any misconduct interfering with performance of job tasks
- viii. Unauthorized absence from assigned work area
- ix. Negligence of tasks assigned
- x. Dereliction of duty
- x. Interfering with the work performance of another employee
- xi. Favoritism
- xiii. Wasting materials / papers
- xiv. Willful damage to equipment or property of the Institute
- xv. Entering an unauthorized work area
- xvi. Continued failure to perform assigned duties
- xvii. Failure to report absence
- xviii. Habitual absence or tardiness
- xix. Job abandonment
- xx. Sleeping on duty
- xxi. Any prohibited action like smoking, drinking etc.
- xxii. Any illegal activity
- xxiii. Sexual harassment of female employees / students

27. SAFETY, SECURITY AND HYGIENE

TIMSCDR provides information to its employees about workplace safety and health issues through internal communication and during induction.

- i. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.
- ii. Employees must immediately report any unsafe work conditions to their supervisor.

- iii. Employees violating safety standards, causing hazardous or dangerous situations, or failing to report, or take corrective actions, will be liable to disciplinary action including termination of employment.
- iv. In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the administration department.
- v. In case of any emergency (including fire / earthquake), employees are requested to get assembled at the assembly area.
- vi. Regarding any safety concerns, faculty can approach a safety officer (AO).
- vii. First aid box will be available in the sick room.
- viii. The Sick Room is located on the first floor.
- ix. Doctor (Dr. Pradna Nagle) may be consulted in emergency.
- x. Mock drill will be conducted once in a year.
- xi. Employees should wear ID card while entering, working and leaving the campus premises.
- xii. Biometric entry while entering and leaving the premises is compulsory.
- xiii. Checking out during Office hours: employees should fill exit and entry slips duly signed by the Director or Administrative Officer (AO). Biometric registration is compulsory.
- xiv. Any visitor who wants to meet the staff members (both teaching and non-teaching) should approach the registration desk. The receptionist will communicate the information to the respective employee and then only permit to meet in the lobby.
- xv. Rules of Industrial Visits (National/International).
 - 1. Prior permission from the Management should be taken before approaching the industry.
 - 2. The norms for visit laid down by the statutory bodies should be followed.
 - 3. The visit to industry should be arranged by prior appointment.
 - 4. The tour/visit manager in the industry should be informed in advance about the purpose of the visit in order that he/she can arrange the visit to relevant department.
 - 5. The decorum of the industry should be maintained while visiting as par with their employees.
 - 6. Proper dress codes should be maintained along with ID.
- xvi. Health safety: junk food avoided/ prohibited on certain days in the Institute's canteen.
- xvii. Rules for hygiene – Eating should be restricted to the refreshment room.

28. EMPLOYEE SEPARATION/EXIT

The separation/exit of Employee is timely, fair and complies with the provisions of AICTE, UGC, State Government and University of Mumbai rules and regulations as adopted by the Management.

All teaching and non-teaching employees may be separated from the Institute in the following events:

28.1 Age of Superannuation

The retirement age for the faculty members is 60 years and for non-teaching employees is 58 years. However, management may decide to retain any employee on contract basis after the retirement as a requirement. This will completely depend on the discretion of the management.

Retirement Benefit

On retirement, the employee will be eligible for Provident Fund and Gratuity as per the provisions of the relevant Acts.

28.2 Resignation by employee

1. If an employee resigns from the service he/she is required to serve the Institute for the notice period as per the clause mentioned in his/her appointment letter.
2. Faculty members are required to give a notice of one month while on probation or three months after completion of probation. If they wish to leave without notice then they are required to pay the Institute salary for one month while on probation or for three months after completion of probation, as the case may be, to get relieved from the service.
3. Person is not allowed to take any leave after submission of resignation. However, leave due may be adjusted against notice period as per Management's decision.

28.3 Termination of the employee

The services of any employee will be terminated without notice in the case of misconduct, indiscipline, lack of efficiency, poor performance or for any other objectionable action of the concerned employee, which in the opinion of the Management is sufficient reason to terminate his/her service.

28.4 Employee Separation formalities

In order to be relieved from the service, the employees should initiate the "Separation Process" which includes the following:

1. Give complete Knowledge Transfer (KT) to the nominated personnel.
2. Handover of I card.
3. Handover of Library cards and library books.

4. Handover all institute's assets (Equipment, instruments in good working condition, Drawer and/or locker etc. keys, letterheads and any official record in his/her custody, etc.).
5. Settle any advances/loan taken from organization.
6. Fill up the No Due form and to get it signed by the respective HoD/Section In-charge/Librarian/AO etc. and finally by the HoI.

The separating employee must fill-in the Employee Clearance form / NOC in all respects.

Failing to do so will result in stopping /delay of full & final settlement / releasing of relieving letter.

On separation, the full and final account of the employee is settled after the 10th of the next month along with salary payment of the staff.

29. VISITORS AT CAMPUS

The stakeholders of the Institute viz parents/guardians, candidates seeking information/admission, experts from industry/academic institutions/ business houses, employers etc are welcome to visit the institute during Office hours. Except for enquiry, the visitors may please take prior appointments for their convenience.

- Visitors should report at the reception counter and state their purpose of visit.
- Visitors are allowed to meet the concerned official or go to the meeting venue.
- Visitors are not allowed to take pictures with their mobiles/cameras without permission.
- Visitors should not carry any substance of abuse (liquor /weapon/drugs /tobacco products).
- Visitors should refrain from smoking since the campus is declared as no Smoking Zone.
- Visitors are requested to help maintain the decorum and cleanliness in the campus.
- In case of any emergency during their visits, they should assemble at the entrance hall.

30. SOCIAL WELFARE AND GREEN ENVIRONMENT

30.1 Social Welfare

The Institute has set up Unnat Bharat Abhiyan (UBA) Cell to organize Social Welfare activities as per the guidelines of Unnat Bharat Abhiyan (UBA), a flagship program of the Ministry of Human Resource Development (MHRD) Government of India. The mission of UBA is to enable participation of higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth.

Accordingly, the Institute has adopted five villages namely Vasai, Bendshil, Dahanu, Palghar and Jambhulpada. Workshop on "Role of UBA PIs for Sustainable Rural and Tribal development in Aspirational District" was conducted. UBA Cell of the Institute organized Pledge for Jan Andolan.

Campaign for COVID-19 Awareness and Appropriate Behaviour, as per the instructions received from AICTE. The campaign emphasizes on “Unlock with precautions” i.e. COVID-19 Appropriate Behaviour in the new normal.

Awareness lecture to introduce the New Education Policy was conducted under UBA Cell.

The Department of Lifelong Learning and Extension (DLLE) Cell of the Institute has taken the initiative to upskill school teachers on “Online Teaching”. The students of the Institute were involved in the project. This training guided teachers through a step-by-step process, making them confident and competent to deliver lectures online.

30.2 Green Environment

The Institute follows waste management by segregation of wet and dry waste for disposal. Under the Green initiative, the Institute conducted Kitchen Waste Management awareness sessions for faculty members and students under MGNCRE, Mahatma Gandhi National Council of Rural Education. Similar sessions are conducted for Amhi Udhyogini Pratishthan (AUP) women group for organic waste disposal. Waste segregation and organic waste disposal composting sessions have been conducted in the BMC School, Samtanagar, Kandivali East to create awareness among school children.

The Institute follows the guidelines of the Ministry of Environment and the Pollution Control Board Maharashtra for E-Waste collection and disposal, which is handed over to authorized collectors.

All electric lamps have been replaced with Led lamps as an effort to control energy consumption.

Energy Literacy certified course on “Learn to Design your own Solar System” was conducted and IoT programs on “Smart Irrigation: Efficient usage of Water and Electricity” was also conducted.



Thakur Educational Trust's (Regd.)

Thakur Institute of Management Studies, Career Development & Research

Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai

ISO 21001 : 2018 Certified • MCA Program Accredited by National Board of Accreditation (NBA)

Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)

Thakur Educational Campus, Shyamnarayan Thakur Marg, Thakur Village, Kandivali (E), Mumbai - 400 101

•Tel: 6730 8301, 02, 28840484/91 • Telefax: 28852527