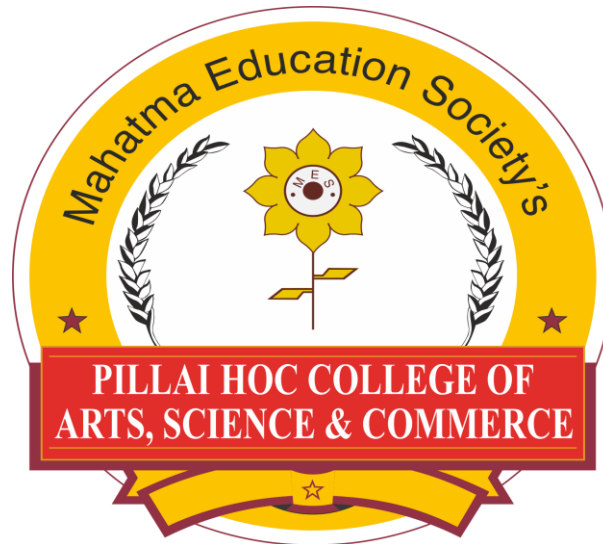


Mahatma Education Society's
**Pillai HOC College of Arts, Science and
Commerce, Rasayani**
(NAAC Accredited & ISO 9001:2015 Certified)



Policy Document & Code of Conduct For Staff

Amended in 2021

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About PHCASC

Pillai HOC College of Arts, Science & Commerce aims for creating a high-quality teaching, learning and research environment for members of its community. Its goal is to create an environment where students are exposed to vigorous and relevant academic curriculum and to provide them with the opportunity to study a broad range of subjects and areas. In order to accomplish the said goal, it is essential that PHCASC finds and retains bright, talented and motivated faculty members who are committed to improving the quality of their teaching as well as keeping themselves updated with the latest developments in their respective fields.

1.1 Recruitment and selection:

1.1.1 Recruitment: Staffing Pattern

The following points are considered for yearly and semester wise job analysis:

- Changes in the syllabus, change in workload,
- Expansion requirements of the institution ie. new divisions, new programmes
- Transfer, termination, resignation, retirement, death, etc.

Vacancy may occur for both categories of staff i.e., teaching and non -teaching.

1.1.2 Source of Candidate for Selection:

The major sources of candidate for selection are:

- **Applicants from News Paper Advertisements:** Advertising is done in newspaper as well as website of college for the position vacant as per the UGC norms.
- **References:** Staff, HODs, Programme Coordinators, Administrative staff can refer qualified and experienced candidates known to them for the vacant position.
- **Campus Recruitment:** own PHCASC-MES students those who are qualified for teaching in Degree College

A clear structure is formed to apply for the post notified. Eligible candidates apply with the supporting documents through mail or hard copy written to Principal of college.

1.1.3 Selection of Employee:

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

2. A form is given to the candidate to be filled with required details and submitted to college through mail or hard copy.
3. Interview: Eligible candidates will appear for an interview with the Principal and/or interview panel consisting of subject experts and management representatives. Subject knowledge is tested at this level.
4. In case of academic staff, a demonstrative lecture is taken to ensure the candidate has proper class control/ Subject knowledge/ students interactions etc.
5. Communication skills and leadership qualities are evaluated as major criteria for selection of the staff.

1.1.4 Appointments

Selected candidates are informed by sending mails, making telephone calls etc. Appointment dates are finalised by the management as per the staff requirements. Appointment letters are given after verifying the original documents of the candidate. Once an employee gets an appointment order he/she is subjected to join as per the date mentioned.

1.1.5 Confirmation of Appointment:

On getting the approval, the employee will be in for a probation period of 2 years as per the date mentioned in the letter. The appointment of the employee will be confirmed if he/she meets performance standards set by the college.

1.1.6 Approvals from University of Mumbai

1. All faculty appointments are subject to approval by the University of Mumbai.
2. In rare circumstances non-approved faculty members can also be promoted, on case-to-case basis, on recommendation of the Head of Institution.

1.2 Training and Development:

The institution ensures the conduction of training and development programmes for teaching and non- teaching staff:

1. Facilities and support for Eligibility Tests for lectureship at National and State level (NET/SET) are given to the staff.
2. To encourage the use of ICT, special training programmes are conducted based on latest available technology to ensure employee's competency.
3. Soft skills training programmes are conducted in order to ensure effective academic delivery.

4. A special session on professional code of conduct is organised at the beginning of every academic year.
5. Frequent motivational sessions are conducted to ensure building morale of staff.

1.3 Separation

1.3.1 Superannuation:

The retirement age for all employees is 60 years. This is applicable to all regular full-time employees of the institutions.

1.3.2 Resignation:

An employee on probation and/or on contract can resign with a one-month prior notice. An approved employee and/or confirmed employee is liable to fulfill three-months notice period before resignation.

Exit interview is conducted to know the employee's review regarding the institution. A feedback form is administered to find the employees feedback regarding the institution.

1.3.3 Termination of appointments:

An employee on probation and/or on contract can be terminated by serving one month of notice however an approved employee and/or confirmed employee can be terminated by serving three months of advance notice.

The reasons for termination of an employee are as follows:

1. In case of change in the job structure, if the employee is not matching with the current requirement of the job profile, there can be a shift in job or a transfer can be possible. Termination is possible if the employee doesn't match the job requirement across the institutions of Mahatma Education Society.
2. Any kind of misconduct and unfair practices noticed by the management with evidence will lead to discontinuation of the employment offer letter.
3. Incompetence, including poor quality of work will also lead to termination of the employee.
4. Insubordination and related issues such as dishonesty or breaking institution's rules will lead to discontinuation of the employment offer letter.
5. Theft or other criminal behavior will lead to termination.
6. Sexual harassment and other discriminatory behaviour in the workplace will lead

to discontinuation of the employment. Physical violence by the employee may lead to his/her termination.

7. Any employee who does not behave modestly with women across the campus will be liable for immediate termination.
8. Any other conduct or behaviour that goes against the norms of governing agencies concerned or the vision and mission of the institution.

2 Terms and Conditions of Service

The faculty is expected to be conscientious and loyal to the aims and objectives of the Institution.

2.1 Salary and Increment:

1. Salary shall be determined in accordance with the provisions in the MES Appointment and Conditions Document as amended from time to time.
2. Faculty members shall refrain from any outside activity (whether paid or unpaid), in the reasonable opinion of the Governing Body, if such activity would interfere with the efficient discharge of his /her duties.
3. Faculty members' salary will be credited monthly to their bank account along with arrears, if any, in accordance with the MES appointment and conditions. Every faculty member is expected to open a salary bank account with the Canara Bank.
4. Salary is reviewed annually and increments may be granted based on faculty members' performance. Kindly note that increments may not be uniform for all employees.

2.2 Working Hours

1. Emergency Policy:

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

2. Flexible time policy:

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

3. Holidays:

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

4. Daily Schedule:

10:00 a.m. to 4:30 p.m.

Arriving after scheduled time (10:00 a.m.) constitutes a late arrival.

5. Hours of actual employment:

- a. For **academic staff** completing 40 hours a week is the norm for working hours.
- b. For **support staff** completing 48 hours a week is the norm for working hours.

2.3 Leave Policy

1. Casual Leaves	:	08 per year
2. Medical leaves	:	10 per year
3. Maternity Leave	:	90 days
4. Compensatory Off	:	At the discretion of Principal
5. On duty	:	Case by Case basis

List of approved public holidays as declared by the University of Mumbai/ College academic Calendar and confirmed by the monthly holidays schedule issued by MES/PHCASC.

2.3.1 Casual leave is subject to the following conditions:

- Absence from work more than the stipulated number of days will result in a salary deduction and might adversely impact the faculty members' salary increment.
- Permission for leave will be granted on the same day or after the day of leave only in the case of sickness or an emergency. Respective Programme Co-ordinator must be informed via any medium available before the class begins.
- Leave of any type will not be permitted on important days such as Teacher's Day, Sports Day, Student Fest, Exams, College reporting days and other days designated by the Principal. Absence will result in initiating disciplinary action and can have adverse effects on the appraisal of staff concerned.
- The Principal has the authority to sanction or reject leaves under all circumstances.
- Only two days of casual leave can be taken at a time and no more than three days total can be taken in one month.

- Faculty member cannot remain absent or take casual leave by prefixing and suffixing them to other holidays, which results in three or more days of holidays
- 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 the session is in progress. However, in the case of extreme necessity, emergencies, or unforeseen circumstances, only the Principal can condone such absences.

2.4 Service Rules

The following guidelines have been adopted with respect to promotion and retention of faculty member:

- The faculty will be designated into the following categories based on their qualification and experience:
 - Professor
 - Associate Professor
 - Assistant Professor/ Lecturer
- Appointments and promotions will be made by a committee comprising the Principal and one or more representatives of the MES management board for ad-hoc appointments. Further selection committee will be constituted as per university guidelines to make the appointments regular (university approved)
- Appointments are subject to the additional terms and conditions set in the employee's appointment letters.
- Faculty members 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.

3 Duties and Responsibilities of Teaching Staff

3.1 Expectations from the Faculty Members

Every faculty member is expected to perform the following responsibilities:

- Perform academic duty with reference to teaching, research and mentoring
- Serve on college or university committees.
- Engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the institute.
- Participate in curriculum development activities.

- Supervise laboratories, independent study activities, etc.
- Off-campus learning such as internships.
- Perform such other related tasks and duties assigned.

The institution is keen on bringing about a holistic growth and development of our Human resources too. All possible guidance and facilities are meted out to our faculty to render them the best of ambience for self-development and advancement to aid them in their profession.

3.2 General

As a part of duties and responsibilities a teaching faculty should:

- Report to college 15 minutes prior to the commencement of lectures.
- Avoid leaving the college till 15 minutes after the end of the last lecture.
- Follow the rules and regulations of the Institution as prevalent from time to time.

3.3 Individual

- Update their knowledge by attending seminars/ workshops/ conferences, after obtaining necessary permission from the Programme Coordinator and Principal.
- Attempt to publish textbooks, research papers in reputed International/ National Journals/ Conferences.
- Strive to prepare academically to meet all the challenges and requirements of the methodology of teaching so that the input may be useful for the student community at large. Extend his/ her beneficial influence to build 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.
- Any kind of partiality or discrimination on grounds of caste, creed, religion, region and gender is not allowed under any circumstances. Faculty members found indulging in such activities will be liable for strict disciplinary action.

3.4 Institution

As a part of the programme and institution every faculty member should:

- Keep their respective Programme Coordinators updated about their professional activities and developments.
- Follow the teaching load allotted to him/her by their respective Programme Coordinators.

- Should take additional responsibilities as assigned by the Programme Coordinator/ Principal in academic, co- curricular or extracurricular activities in addition to teaching.
- Give seminars on relevant and trending technical topics
- Should get the leave sanctioned in advance and make proper alternate arrangements for class/ lab/ sessions. In case of emergency, the Programme Coordinator or the next senior faculty member and class coordinator must be informed with appropriate alternate arrangements.
- Strive to be respectful and presentable.

3.5 Classroom Teaching

All faculty members should

- Prepare the lesson plan once the subjects are allotted.
- Prepare lecture notes and upload it to the digital library.
- Engage the complete session allotted and should not leave the class early.
- Revise the previous lecture during the first a few minutes and then proceed with the remaining lecture.
- Cultivate suitable techniques in the lecture, to break the monotony.
- Practice/ rehearse the lecture well before going to the class.
- Use PPT, Models, etc., as teaching aids.
- Encourage students to ask doubts/queries.
- Assess the comprehension of students and adjust the teaching pace appropriately.
- Take care of academically weak students and pay special attention to their needs. Remedial lectures should be arranged to improve their understanding of the subjects which they find difficult.
- Inform the class coordinator about the habitual absenteeism, academically weak students and objectionable behaviour etc.
- Aim for 100% pass results in their respective subjects and work accordingly.
- Regularly visit libraries and read the latest journals/ magazines of your domain and keep their students abreast with latest developments.
- Make themselves available for doubt clearance.
- Motivate the students and bring out creativity/ originality in them.

3.6 Tests/ Examinations

All faculty members should:

- Follow the guidelines prescribed by University of Mumbai for internal and Semester end examinations.
- Submit the question papers and solution sets as per the guidelines and schedule given by the Examination Cell of the institution.
- Be highly vigilant during invigilation duty and watch closely so that nobody commits any malpractice during the exam/test.
- Report to the authorities concerned whenever they notice any malpractice.
- Be very fair and impartial in the assessment process.

3.7 Student – Faculty Rapport

All Faculty members should:

- Dress and conduct in such a way to ensure that proper decorum in the classroom
- As soon as a faculty member enters the class, he/ she should take attendance. If any student enters late, the student 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 counselling and if it does not bring any change, the students must be directed to meet the Programme Co-ordinator.
- Faculty members should be strict but not harsh. Never use harsh words, which would hurt the self-respect of students.

3.8 Research

One of the most important aspects of a faculty member's career is to perform research within the field of study being taught. As with other aspects of the position, the exact nature of the research will depend on the subject itself.

3.9 Documentation and Writing

Once research is completed on a particular subject, the faculty member has to document important findings in the form of a scholarly article as per relevant standards.

3.10 Scholarly Publication

Faculty members are expected to publish at least one research article per semester in any national or international journal.

3.12 Industrial Visit

Industrial visits are arranged on a regular basis to relevant industries to expose the students to the real world of application. Industrial Tour is also arranged by every programme. This provides an opportunity to the students to network, understand and appreciate the applications of theoretical knowledge which they have gained in the classroom.

4 Institutional Facilities

4.1 Facilities Assured

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

- Work Space
- Personal Locker
- Identity Card that is expected to be worn as long as he/she is in the college
- Library Card
- Free Transportation by bus till reliable railway transport becomes available
- Google Account accessible through MES email ID

As part of induction, the concerned head of Programme would conduct an orientation programme to the incoming faculty member.

4.2 Health – Wellness Programme

PHCASC has a well-equipped gymnasium which ensures the physical wellbeing of students and staff. The institution also conducts yoga and meditation programmes for mental and emotional wellness of the stakeholders mentioned.

4.3 Vehicle Parking

All institute vehicles are parked in the premises of the campus. Private vehicles of staff and students are parked inside the campus ensuring safety.

4.4 Transport Facility

Bus facility is available for the students and staff from Panvel, Kamothe, Kalamboli, Kharghar, Karjat, Khopoli, Uran, Poynad/ Pezari, Pen and Alibag on all working days.

4.5 Canteen Facility

College has a spacious canteen in the campus offering all types of healthy and tasty food at a reasonable price.

4.6 Vacations

University allots vacation in summer for 40 days and Winter 30 days.

All faculty members are requested to note that Vacation is not a holiday. In academics, vacation is given to help the faculty members to do Research/Upgrade their Technical etc.

4.7 Banking

Canara Bank, Patalganga is our banking stakeholder.

4.8 Medical Facilities

We have a doctor on call who is readily available in case of an emergency. A Psychological Counselor is also available in the campus.

4.9 Safety Undertakings

- Fire Extinguishers on all the floors and in every laboratory.
- First aid box
- Emergency alarms in the elevators
- Security guards at the entrance, parking area and at all the exit gates.
- CCTV cameras at all prominent places in the campus.

4.10 Cooperative Credit Society

Membership of cooperative credit society is open for all the staff of the institution. As a member of cooperative credit society a staff can avail facilities such as loans.

5 Faculty Development Schemes

5.1 Upgradation of Qualification

It is the policy of the College to permit its current faculty members to pursue higher qualifications (Ph.D.) from renowned and accredited universities. However, the following conditions must be complied with

- An approved faculty member can avail study leave of one day per week to devote in the quest of that higher degree. The teaching load must be adjusted within the remaining days of the week.

- The faculty member must spend the day conducting research in their research center.
- The faculty member must make themselves available for examination duties, inspections and other routine administrative tasks.
- No more than 2 faculty members from a faculty can avail of one day study leave on the same day as this would affect the regular conduction of lectures.

Procedure

- Faculty member must submit the application to the Principal through Programme Coordinator
- The Principal and Programme Coordinator will review the application and check whether the policy guidelines are met.
- The Principal will make the final decision and communicate that to the faculty member, programme coordinator and registrar.

5.2 Faculty Training and Certification

Faculty members 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 member wishes to take leave to attend or complete the training or certification course the following conditions must be met.

- The training or certification should be relevant to the programme or courses being taught.
- No more than 3 days can be given in one semester or more than 5 days in one year.
- The lost days should not adversely affect the teaching load or syllabus completion of the faculty member.

5.3 Institutional Sponsorship for Faculty Development Programmes and Research Activities

- All faculty members of PHCASC are required to attend one Orientation Programme within 5 years of joining and participate in the Refresher Course before the completion of the next academic year.
- All faculty members must attend at least one FDP every academic year.
- One should take permission from the Principal of College, through the programme coordinator before applying for any of these programmes.
- One should complete all the formalities of application at least two days prior to the

last day of submission of application.

- One should inform all the stakeholders (i.e., programme coordinators) about your non-availability during the period of programmes and one should also try to adjust the lecture schedules.
- Programme coordinator must ensure that not more than two faculty members participate in one such programme.
- PHCASC will sponsor such participation to the following extent:
 - a. For participation in the first event for the academic year: 100% of participation fee subject to a maximum amount of Rs 1500 (Fifteen hundred)
 - b. For Participation in the second Event of the same academic year: 50% of participation fee subject to a maximum amount of Rs. 1000 (One thousand)
- For publishing paper in UGC care listed Journal: 100% participation fee.

5.4 Consultancy

Pillai HOC College of Arts, Science and Commerce, Rasayani (PHCASC) encourages its faculty members to take up consultancy projects. The guidelines for the same are as follows:

- The faculty member concerned must submit a proposal to the Principal in advance before accepting any 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 college infrastructure.
 - Faculty members should also submit the proposed budget to the Principal with the details of fees received (or to be received) and details of expected expenditures towards travel, survey etc are provided. In general, the 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.
- For a paid consultancy a faculty member should share 30% of the consultancy fee and applicable taxes to the college; however the Principal is the final authority to decide the college share of consultancy fee, which a faculty member should pay to the college.
- Paid consultancy assignments must have a letter or purchase order from the organization, clearly mentioning the work to be carried out, the timeline, the amount of consultancy fee, and name of people involved.
- The institution will generate an invoice with applicable tax rates for any

consultancy project.

Unpaid Consultancy/Projects

In certain circumstances, faculty members of PHCASC may be requested by government agencies, NGO and/or non-profit organizations to conduct consultancy on an honorary basis. In such cases, faculty members should try to obtain a letter of request/demand from the requesting agency wherever possible. The faculty may carry out such projects after approval from the Principal.

5.5 MOUs/Collaborations

All Faculty members are encouraged to pursue formal tie-ups with industries, academia and various other organisations which can be in the form of MOUs and collaborations. The MOUs can have the following goals:

- To provide industrial or skill development training for students and faculty members.
- To conduct Faculty Exchange and Student Exchange Programmes.
- To use laboratories, libraries, classrooms and equipment of the college.
- To use the equipment and facilities of the industry.
- To collaborate on research, consultancy and projects of social importance.
- To sponsor college activities such as conferences, seminars etc.
- To provide internships and employment opportunities.

5.6 Organizing Conferences/Seminars/Workshops

Each faculty (Commerce, Arts, Science and IT/CS/DS) must organize at least one national/international conference every year. Faculty members should also organize conferences, seminars or workshops on topics which are of research or industry relevance. Faculty members may invite experts from various fields for these events to the college. The guidelines for this scheme are as follows:

- There should be a clear and focused area of interest for the seminar/workshop/conference/ colloquium.
- An organizing committee is set up to conduct such events.
- The organizing committee should submit the details of proposed expenditure to the Principal for approval.

- Once approved by the Principal the organizing committee may proceed to organize the event.
- After completion of an event a report along with an income expenditure statement should be submitted to the Principal.

5.7 Patents

Pillai HOC College of Arts, Science and Commerce, Rasayani (PHCASC) is an institute that nurtures new ideas and innovations in various domains. Efforts are being made to create an atmosphere where new ideas, research and scholarship flourish and the future leaders and innovators emerge. As a part of this, PHCASC has taken the initiative to promote innovations and facilitate protection of Intellectual Property generated at the institution.

Policy

The salient features of Intellectual Property Policy of PHCASC are:

- The policy is applicable to all PHCASC personnel, which include faculty members, all registered students (UG and PG) and staff and other employees, including staff working on various projects.
- The PHCASC personnel are required to disclose their IP to the Principal of the college. Disclosure is a critical part of the IP protection process and it formally documents claim of inventorship, the date of the invention and other details of the invention. The inventor(s) shall assign the rights of the disclosed invention to PHCASC.
- Intellectual property of any kind created by any personnel of the institution as a part of the academic programme of PHCASC or using institute funds or facilities, are owned by PHCASC.
- The ownership of IPR will be governed by specific provisions in the contract between the third-party and PHCASC, when funds for creating an IP are provided partially or fully by a third-party.
- The institution shall bear all costs of drafting and filing an Indian IP application.
- It is envisaged that “Pillai HOC College of Arts, Science and Commerce” would be the “Applicant” for the patent and names of faculty members/ students would be given as “Inventors”.
- In case a faculty member files a patent, they must report the patent and use the PHCASC affiliation in order to receive any benefit regarding salary, increments or upgradation. In all cases, any patents developed by PHCASC faculty and students

while employed or studying at PHCASC can be disclosed to NAAC, NIRF, University of Mumbai or any other accreditation or government agency.

5.8 Intellectual Property

During the course of their employment, faculty members may generate intellectual property such as lecture notes, video lectures, pictures, software etc. PHCASC 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.

5.9 New Initiatives

Faculty/IQAC/CDC members may propose new initiatives to the Principal in accordance with the vision and mission of the institution. These initiatives should enhance any of the following

- Teaching and Learning Process (ex. New Labs, new Add-on courses etc)
- Research and Consultancy (ex. Centers of Excellence in various fields)
- Environmental Initiatives (ex. clean campus, nature clubs, recycling programmes, energy savings)
- Sport Facilities
- Cultural Activities

Procedure

- Faculty member/IQAC/CDC proposes a new initiative to the Principal
- The faculty in charge conducts a cost-benefit, impact and SWOT analysis of the new initiative
- Final proposal is made to Principal who puts it up to the BoG for approval
- The institution will implement the initiative once it is approved by BoG

6 Employee Code of Conduct

(Applies to all MES employees)

6.1 Equal Opportunity

It is a policy of the Mahatma Education Society and its institutes to give equal opportunity to all employees and applicants for employment without regard to gender, religion, race, creed, caste, colour, 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 programme or activity of the Institute. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or gender or any cause 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.

6.2 Drug and Alcohol Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees and students are 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 of possessing/using drugs within five days of conviction. An employee convicted for felony, misdemeanour or drug violation faces a strong disciplinary action which may include termination of employment or may be required to participate in a rehabilitation programme 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.

6.3 Prohibition of Sexual Harassment at Workplace

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

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

6.4 Soliciting / Canvassing

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 utilising the PHCASC/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 forums provided by the institute or university.

6.5 Employment of Relatives

No individual shall be employed in the institution, which will precipitate a subordinate-superior relationship between an individual and any of his/her relatives who are employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organisational levels of supervision of management. For the purpose of this policy, relatives are defined as husbands, wives, parents and children, brothers, sisters, and in-law of any of the foregoing.

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

6.7 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.

6.8 Code of Conduct

All employees are required to 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.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behaviour
- Any other misconduct interfering with performance of job tasks

- Unauthorised absence from the assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favouritism
- Wasting materials
- Wilful damage to equipment or property of the Institute
- Entering an unauthorised work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

6.9 Safety

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 Institution.

6.10 Confidential Information

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

6.11 Bribes

Employees of the institute must not accept 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 favourable comment or consideration on any commercial commodity, process or undertaking.

6.12 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.

6.13 Disruptive Behavior

While honouring 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 favourable to productive study, has adopted a policy prohibiting disruptive behaviour 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 authorised 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.

6.14 Outside Employment

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 Principal before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavours is prohibited. An employee must seek written permission of the Principal before taking up any kind of employment.

6.15 Media

Without prior sanction from the Principal, no employee can give a talk to media or publish any statement in print publications or on social media either by name or anonymously about issues related to institutional matters.

6.17 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. A faculty member shall not be partial during assessment of a student or deliberately over mark, under mark, or victimise 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.

7 Policy on Sports and Extracurricular Activities

PHCASC has a large and well-maintained sports ground that caters to aspirations of sports enthusiasts who wish to participate in games such as cricket, football, basketball, volleyball, athletics etc.

The Sports Authority of India and Khelo India centres in the campus are an invaluable resource for nurturing the sports and athletic talents of the students. Therefore,

- PHCASC shall endeavour to identify sports and athletic talent of students from their past records.
- PHCASC shall provide financial and other supports for meritorious sports personnel and athletes to participate in reputed competitions.
- PHCASC shall give students grace in attendance and other rewards to students who participate in the university, state and national level competitions.
- PHCASC shall consider the participation of students in various university, state, and national level competitions in case of any clash in schedule of competitions and internal examinations.
- The institution has a well-equipped, maintained and state of the art gymkhana and rifle shooting range which are available for the holistic development of students.

8 Institutional Budgets

8.1 RESOURCE MOBILIZATION POLICY DOCUMENT

The Institution has a transparent and well-planned financial management system in which Tuition fee is the main source of funds. The Institutional budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the administrative and academic programmes. The finance policy focuses on achieving the goals of the institution ensuring accountability and transparency. The Management body coordinates and monitors the optimal utilization of the funds for the promotion of student and faculty centric learning methods.

The Institutional Budget is prepared by the Finance and Accounts Committee.

The Budget includes the following:

- Funds are provided to meet the infrastructure and other requirements of the institution from time to time.

- The management provides financial support to seminars/workshops/expert talks/association activities/faculty development programmes(FDP).
- The extracurricular activities of the students are organised and adequate funds are provided for sports and cultural activities.
- Institutional Funds are also used for administrative expenses such as printing and stationary for office administration.
- Scholarships and free ships are provided to the deserving students.
- Provident Fund(PF) benefits are provided to the appointed staff.
- Financial Resources of the institution is tuition Fee.
- Tuition fee is used for the enhancement of infrastructure and academic activities.
- Institutional funds are optimally used for which it is sanctioned.
- Transparency and accountability is ensured by conducting an annual audit of the statements.

Procedure

- Faculty members provide various purchasing requirements to the Programme Coordinators/Librarian/IT Head by March of the previous academic year.
- The Programme Coordinators submit consolidated requirements to the Principal. Once the requirements are assembled, the Principal forwards the requirements to the Finance and Accounts committee for approval.
- The Finance and Accounts Committee prepares the institutional budget and sends it to the governing body for approval.
- The Governing body grants final approval to the institutional budget for the academic year

8.2 Programme Requirements

Each programme/lab is permitted to plan expenditure as per their requirements. Each programme can prepare their requirements based on the number of students they have as well as the number of laboratories run by the programme.

- The requirements are planned for activities such as: Upgradation and maintenance of laboratories This can be used for calibration of equipment, purchase of consumables, purchase of new equipment etc.
- Organizing seminars, workshops, conferences, skill development programmes for faculty and students.

- Printing and stationery.
- Purchases of ICT equipment such as computers, printers, networking equipment. The bulk purchasing saves the institute's cost of purchasing a single equipment. It is therefore desirable that requirements from all departments for computers be consolidated and all equipment purchased together.

8.3 Library Budget

The Library budget is prepared by the Librarian.

- It should include Purchase of physical books, journals, periodicals and magazines for the library.
- Development and maintenance of library software.
- Purchase of e-journals and e-resources.

8.4 Non-Budgetary Expenses

- In certain circumstances, it might be required that non-budgeted or non-planned expenses need to be accounted for.
- In such cases, the Principal and a management representative can approve and emergency expenditure of up to Rs 2,50,000/-
- After the amount is sanctioned and spent, a report about the expenditure should be placed in the Management board for ratification.

9. Policy for Research Grants

Pillai HOC College of Arts, Science and Commerce, Rasayani (PHCASC) encourages its faculty members to apply for various research grants (Government and Private).

The guidelines for the same are as follows:

- The faculty member concerned must submit a proposal to the Principal in advance before applying for research grants to the various funding agencies. 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 college infrastructure.
- Faculty members should also submit the proposed budget to the Principal with the details of funding amount and details of expected expenditures towards travel, survey, experiments, computer facilities etc are provided. In general, the college would not pay for travel or cost of equipment (specific to the project). Faculty members would be allowed to use the available infrastructure of the institute.
- The entire funding amount will be assigned to the PI to carry out its research work. However, the faculty member should share 20% of the grant amount and applicable taxes to the college; however

the Principal is the final authority to decide the college share of grant amount, which a faculty member should pay to the college.

- A copy of all the documents which is submitted to the funding agency as a part of competition of the project must be submitted to Research and Development cell.

10. Code of Conduct for Non-Teaching Staff

Preface

The administration office of PHCASC is headed by the Registrar. All the Administrative staff report directly to the Registrar, being next in the hierarchy to the Principal for Administration, should

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

At a college, the registrar's office is where students go to get information about their enrolment, their academic and financial records, and their class schedules.

Registrars therefore help to manage a huge amount of information.

Administrative staff

Every administrative staff member is expected to

- Report to the Registrar
- Demonstrate courtesy and respect in all dealings with students, academic and support staff
- Be fully conversant with all aspects of the College's policies and procedures
- Respect professionalism.
- 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.

- 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.
- 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
- Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic
- Employee, support staff member, or other administrator, other than in the context of receiving a report regarding an issue of concern.
- Administrators are responsible for ensuring ensure that the required statistical data provided for external agencies providing funds is accurate.
- Administrators will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.

Accounts Department

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:

- Organisation and performance of the College's finance office
- Setting up accounting systems and processes
- Maintaining financial control over the College
- 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 pricelists
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

Laboratory Assistants

Laboratory assistants at PHCASC 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:

- To keep their labs clean.
- To keep all their laboratory equipment always in working condition.
- To assist students and teachers in conducting practical and experiments.
- To maintain dead stock register and register of consumable materials
- To undertake physical stock verification of laboratory materials.
- To assist the Laboratory In-Charge in purchase and procurement of laboratory materials.
- To supervise the work of laboratory attendants working under him.
- To assist the in-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- To report about breakages/losses in laboratory to superiors.
- To report to in-charge of laboratory about any kind of misbehaviours happening inside the laboratory.
- To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- To attend to such other duties as may be specially brought to his notice with approval of the Head of the Department.
- To adhere to correct procedures, policies and health/safety guidelines.
- To keep abreast of all industry developments and best practices.
- To document all activities, record results and insert/retrieve data.

Laboratory Attendants

Major responsibilities of a laboratory attendant are as under:

- To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
- 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.
- To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- To render physical assistance to students and teachers in conducting practical and experiments.
- To report about loss of laboratory equipment and other materials to his superiors.

Lift Operator

- To operate the lift properly
- To behave well with all passengers of the lift
- To properly manage as per the standards of the lift authorization.
- To load and unload goods in and out of the lift while ensuring that the lift is not damaged.
- To manage the lift in case of any emergency.
- To perform routine repairs of the lift.

Peons and Sweepers

Some specific responsibilities of peons and sweepers are as follows:

- To open class rooms, office rooms, windows, etc., in the morning
- To switch on fans and lights.
- To switch off fans and lights when not required.
- To close class rooms, office rooms, windows etc., in the evening.
- To dust office furniture, machines, files, table equipment, replace covers of machines.
- To do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Branch Head.

- To do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
- To carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case maybe.
- To serve drinking water to employees and to visitors, when required.
- To dispatch letters.
- To sweep, clean rooms and furniture and electrical fittings.