



St. Francis Institute of Management and Research (SFIMAR)

6.3.1

The institution has effective welfare measures for teaching and non-teaching staff



Karuna Hospital

— managed by **KARUNA MEDICAL SOCIETY**

Jeevan Bima Nagar, Borivli (W), Mumbai-103, India. Ph. : 61594698, 28934698, 28953009 • Telefax : 28948682
Website : www.karunahospitalmsa.com

March 2, 2020

Bro. Alphonse Nesamony
Chairman
St. Francis Institute of Management
& Research
Borivli (W)
Mumbai 400 103

Sub : Medical Cover for Management Institute (SFIMAR)

Rev. Brother,

This is to certify that this hospital will provide all kinds of medical facility to your students, faculty and staff as per the list of facilities attached.

This is on the same lines as per our understanding recorded in our letter No. KH/2009/St. Francis dated 13th November 2009. Please note that **“This facility will be in operation until such time as either party decides to discontinue”**.

Kindly acknowledge receipt of this letter

Yours sincerely,

Sister Rochelle

(Sister Rochelle)
Administrator

ADMINISTRATOR

Karuna Hospital,
Jeevan Bima Nagar,
Borivali (West).

27th January 2019

Sabu V.R
Flat no 11, A/2 Ajay Villa CHS Ltd.,
Dias and Pereira nagar, Naigaon
Palghar Dist.- 401 207

Subject: Appointment of Boys and Girls Hostel Wardens

Dear Mr. Sabu

In continuation of Leave and License Agreement dated 01st July 2014 and with reference to your application dated 26/1/2019 you and your wife are permitted to occupy the said accommodation for a further period of 11 months from 1/2/2019 to 31/12/2020 in view of your appointment as Wardens of the boys and girls hostel respectively on the same terms and conditions set out with the aforesaid Leave and License Agreement.

Kindly note that this facility is provided to you in view of your availability and that of your wife (being a qualified Nurse) to attend to and deal with any contingencies arising out of safety, security and health concerns of the hostel inmates and generally other relating to maintenance and security in the campus of the Institute. Further the same terms and conditions as contained in the aforesaid Agreement shall continue to be binding on you.

Kindly acknowledge.

Yours faithfully,



Bro. Alphonse Nesamony
Chairman and Trustee

Received
S.V.R.



SFIMAR

SFIMAR/ADMN/OCT19/C-22

18th October 2019

CIRCULAR

Personal Accident Insurance Policy

To all Faculty and Staff,

As a faculty and staff welfare and well- being activity the Institute has decided to take out a **GROUP PERSONAL ACCIDENT POLICY** for a sum insured up to Rs. 10,00,000/- (Ten lakhs) per employee the annual premium of which will be paid by the institute. The details of benefits available under the said insurance policy is annexed.

For this purpose, a proposal form is being handed over to you along with this notice which kindly fill, sign and return immediately.

If you need any assistance in this regard you may approach Mr. Abraham/Mr. L. Vaz.

Thanking you.

Dr. D. Henry Babu
Director

St. Francis Institute of Management & Research

Faculty / Staff Acknowledgement Sheet

Date of circular :		18th October 2019	
Acknowledgement for:		Group Accident Insurance Policy	
Name	Sign	Name	Sign
Chairman		Faculty	
Bro. Alphonse Nesamony	<i>[Signature]</i>	Dr. G. Ramesh	<i>[Signature]</i>
Director		Dr. Natika Poddar	<i>[Signature]</i>
Dr. D. Henry	<i>[Signature]</i>	Dr. Sulbha Raorane	<i>[Signature]</i>
Admin		Dr. Smita Jesudasan	<i>[Signature]</i>
Bro. Xavier Munda	<i>[Signature]</i>	Dr. Vaishali Kulkarni	<i>[Signature]</i>
Mr. Louis Vaz		Dr. Simeon Simon	<i>[Signature]</i>
Ms. Ethel Fernandes		Dr. Mohan Mathew	<i>[Signature]</i>
Mr. Rehmani		Dr. Simmi Prasad	<i>[Signature]</i>
Mr. Abraham B V		Ms. Shilpa Peswani	<i>[Signature]</i>
Ms. Blosswita Rodrigues	<i>[Signature]</i>	Ms. Vasudha Rao	<i>[Signature]</i>
Ms. Chhaya Kamble	<i>[Signature]</i>	Mr. Kiran Rodrigues	<i>[Signature]</i>
Mr. Rateesh Nunes	<i>[Signature]</i>	Ms. Sanchayita B.	<i>[Signature]</i>
Mr. Subhash Karas	<i>[Signature]</i>	Mr. Jestin Johny	<i>[Signature]</i>
Ms. Sheeba Nadar	<i>[Signature]</i>	Mr. Jackson John	<i>[Signature]</i>
Mr. Yogesh Mohite	<i>[Signature]</i>	Mr. Pushkar Parulekar	<i>[Signature]</i>
Ms. Sailee S Deshpande	<i>[Signature]</i>	Col. Venkat Raman	<i>[Signature]</i>
Mr. Nilesh Mahadeshwar	<i>[Signature]</i>	Mr. Paul Alukal	
Ms. Sunmery Wanniang	<i>[Signature]</i>	Mr. Akhilesh Yadav	<i>[Signature]</i>
Ms. Sabina Rodrigues	<i>[Signature]</i>	Fr. Raja Reddy	
Ms. Surekha Kurne	<i>[Signature]</i>		
Ms. Aarti H. Maurya	<i>[Signature]</i>		
Mr. Alwyn D'Souza	<i>[Signature]</i>		
Computer Lab		Maintanance	
Mr. Prakash Lalwani	<i>[Signature]</i>	Mr. Sabu V R	<i>[Signature]</i>
Mr. Sayed Zeeshan Haider	<i>[Signature]</i>	Mr. Madasami	<i>[Signature]</i>
Mr. Pravin Khot	<i>[Signature]</i>	Library	
Placement		Ms. Papinder Kaur Nagi	
Ms. Sangeeta Varma	<i>[Signature]</i>	Ms. Selma Baptista	<i>[Signature]</i>
Ms. Navika Pednekar	<i>[Signature]</i>	Ms. Bharati Bhosle	<i>[Signature]</i>
Ms. Shakuntala Poojary	<i>[Signature]</i>		

Annexure to Circular SFIMAR/ADMN/OCT19/C-22 dated 18th October 2019

Personal Accident Insurance Policy

What is Personal Accident Insurance?

Personal Accident is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely and directly from an accident caused by EXTERNAL, VIOLENT & VISIBLE means, resulting into death or disablement.

This Policy Can be Covered 24 hours

An accident may include events like:

- Rail / Road / Air Accident
- Injury due to any collision/fall
- Injury due to Bursting of gas cylinder
- Snake-bite, Frost bite/Dog bite
- Burn Injury, Drowning, Poisoning etc

These are only illustrative and not an exhaustive list of type of accidents Natural Calamity, riots but it will not include suicide or attempt of suicide Claims will be considered even if staff meet with an Accident Anywhere in India Or Abroad

Benefits:

COVERAGE:

1. If at any time during the currency of this Policy, the Insured Person shall sustain any bodily injury resulting solely and directly from accident caused by external, violent and visible means, then the Company shall pay to the insured or his legal personal representative(s), as the case may be, the sum or sums hereinafter set forth, that is to say:

(a) If such injury shall within Twelve calendar months of its occurrence be the sole and direct cause to the death of the Insured, the Capital Sum Insured (CSI) stated in the Schedule herein.

(b) If such injury shall within Twelve calendar months of its occurrence be the sole and direct cause of the total and Irrecoverable loss of i) sight of both eyes, or, of the actual loss by physical separation of two entire hands or two entire feet or of one entire hand and one entire foot, or of such loss of sight of one eye and such loss of one entire hand or one entire foot, the Capital Sum Insured in the Schedule herein. ii) Use of two hands or two feet, or of one hand or one foot, or of such loss of sight of one eye and such loss of use of one hand or one foot, the Capital Sum Insured stated in the Schedule herein.

(c) If such injury shall within Twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of i) the sight of one eye, or of the actual loss by physical separation

to the place of residence subject to a maximum of 2% of the capital Sum Insured or Rs. 2500/- whichever is less. This includes funeral expenses.

h) in the event of death or permanent total disablement of the insured due to accident as defined in the Tariff, the policy shall also provide compensation towards Education Fund for the dependent children as below: 1. if the insured person has one dependent child below the age of 23 years, an amount equal to 10% of the CSI subject to a maximum of Rs. 5,000/-. 2. if the insured person has more than one dependent child below the age of 23 years, and amount equal to 10% of CSI subject to a maximum of Rs. 10,000/-

The payment as above will be made along with the CSI of the same person/s who is/are entitled to receive the CSI

NOTE: 1. The benefit under this extension will be available on the basis of the original CSI only and not on the cumulative bonus. 2. The age limit of 23 years shall apply on the date of accident and not at the beginning of the policy year. Provided that if there be any other subsisting P.A. insurance(s) in the name of the insured and benefit under this regulation becoming payable under all such policies. The total amount so payable shall be limited to a maximum of Rs. 5,000/- in case there is one dependant child and Rs. 10,000/- in case there is more than one dependent child. The amount so payable shall be borne by all the policies in proportion to the original sum insured.

i) COMPENSATION FOR LOSS OF EMPLOYMENT: the compensation payable, in the event of loss of employment due to total disablement, will be at 1% of the capital sum insured or Rs. 15000 whichever is less.

j) MEDICAL EXPENSES (When opted for an additional premium): The accident portion can be extended to include Medical Expenses to the extent of 25% of valid admissible claim amount subject to payment of additional premium at the rate of 10% or to the extent of 50% of valid admissible claim amount subject to payment of additional premium at the rate of 25% on basic premium for accident cover. The payment of medical expenses shall be subject to the policy terms, condition, exception and definition provided therein.

Sum INSURED: Rs.10,00,000/- Per Employee

Premium: Rs. 1106/- (Including 18% GST) Per Employee



THANE DIVISIONAL OFFICE

Saravali Mandir, 1st Floor Above, Marathi Grantha Sangrahalaya, Near Z.P. Office,
Subhash Road, THANE (W) - 400 601
Phone: 022-25402721/22/25368996 25401172 Fax: 25378618
Mobile No. 9828934701 / 9029410886 / 9767282913
Email: archanasank@orientalinsurance.co.in / rghodsekar04@gmail.com

GROUP PERSONAL ACCIDENT INSURANCE POLICY FOR
EMPLOYEE

		BENEFIT COVERED AS DISABILITY %	SUM INSURED
1	Accidental Cover		
2	Death	100%	1000000
3	Loss of Two Limbs, Two Eyes or One limb one Eye	100%	1000000
4	Loss of one Limb and One Eye	100%	1000000
5	Permanent Total Disablement: from injuries other than those named above	100%	1000000
6	Permanent Partial Disablement (PPD)		
	A) Loss of toes all	20%	
	Great Both Phalanges	5%	
	Great one Phalanx	2%	
	Other than great, if more than one toe lost each	1%	
	B) Loss of hearing both ears	60%	
	C) Loss of hearing one ear	15%	
	D) Loss of four fingers and thumb of one hand	40%	
	E) Loss of four fingers	35%	
	F) Loss of thumb both phalanges	25%	
	one phalanx	10%	
	G) Loss of index finger three phalanges	10%	
	two phalanges	8%	
	one phalanx	4%	
	H) Loss of middle finger -three phalanges	6%	
	two phalanges	4%	
	one phalanx	2%	
	I) Loss of ring finger three Phalanges	5%	
	Two phalanges	4%	
	one phalanx	2%	
	J) Loss of Little Finger three phalanges	4%	
	Two Phalanges	3%	
	one Phalanx	2%	
	K) Loss Of Metacarpals first or Second (Additional)	3%	
	Third, Fourth or Fifth (additional)	2%	
	L) Any other Permanent Partial Disablement % as assessed by Doctor		
7	Temporary Total Disablement (TTD) upto 104 weeks However limited to Rs.6000/- per week	1% of CSI	
8	In the event of death of the insured person due to accident as defined in the policy, outside his/her residence, the Company shall reimburse expenses incurred for transportation of insured's dead body to the place of residence subject to a maximum of 2% of the capital sum insured or Rs. 2500/- whichever is less. This includes funeral expenses		
9	MEDICAL EXPENSES (When opted for an additional premium): The accident portion can be extended to include Medical Expenses to the extent of 50% of valid admissible claim amount accident cover. The payment of medical expenses shall be subject to the policy terms, condition, exception and definition provided therein.		

PREMIUM : Rs. 1106/- (Including 18% GST Tax) Per
Employee Per Year For Sum Insured : Rs. 10,00,000/- Per
Employee Per Year

Sdf
Sr. Divisional Manager



Page 1

पंजीकृत कार्यालय : ओरिएण्टल हाऊस, पो. बॉ. नं. 7037, ए-25/27, आसफ अली रोड, नई दिल्ली - 110 002.
Regd. Office : ORIENTAL HOUSE, P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110 002.

The Oriental Insurance
Company Limited.



ठाणे मंडलीय कार्यालय, सरस्वती मंदिर,
तीसरी मंजिल, मराठी ग्रंथ संग्रहालय के ऊपर,
सुभाष मार्ग, जिला परिषद कार्यालय के निकट,
ठाणे (पश्चिम) - ४०० ६०१



सम्पर्क २५४०२७२१-२२, २५३६९९९६ फ़ैक्स २५३७८६१८
ई-मेल - archanank@orientalinsurance.co.in
rghodgekar04@gmail.com

THANE DIVISIONAL OFFICE, SARASWATI MANDIR,
3RD FLOOR, ABOVE MARATHI GRANTH SANGRAHALAYA,
SUBHASH ROAD, NEAR Z.P. OFFICE,
THANE (WEST) 400 601
PHONE: 25402721/22/25369996 FAX: 25378618,
Email: archanank@orientalinsurance.co.in

PERSONAL ACCIDENT INSURANCE POLICY PROPOSAL FORM

AGENCY CODE: 896 / BA0000112100

1. Name of the Insured :
2. Permanent Address :
3. Date of Birth :
4. Occupation :
5. Monthly Income :
6. Any Disability :
7. Nomination :
8. Relation with Insured :
9. Sum Insured : 10,00,000/- (Table II-5Lac & III- Rs.5 lac + 25% Medical Expenses)
10. Premium : 1106/- (Including 18% GST)
11. Policy Period :

I/we hereby declare that the details/information furnished above are true to the best of my knowledge and belief.

Place:

Date:

Signature

The Oriental Insurance Company Ltd.
DO THANE 3RD FLOOR, SARASWATI MANDIR , MARATHI GRANTH SANGRAHALAYA BUILDING , NEAR ZILLA
PARISHAD OFFICE PIN 400601 , THANE , 400601
GST NO : 27AAACT0627R4ZW

RECEIPT

Office Code & Name : 131400 - DO THANE **Bank Code** : 9100(C-131400-01)
Collection No. : 51-01/9242011316 **Posted Doc No.** : 9242011315
Collection Date : 23/10/2020 15:20 **Posted Doc Dt..** : 23/10/2020
Received with thanks From Sh./Smt./ M/s. : ST.FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH MOUNT POISAR,SVP ROAD,BORIVLI
(WEST) MUMBAI 400 104 (STAFF PERSONAL ACCDIENT POLICY 2020-2021)
The Sum of : Indian Rupees Fifty-Four Thousand One Hundred Ninety-Four Only
Towards the following : Premium collections

Sl No.	Dept. Code	Policy No.	Policy Status	End/Ren/Dec/Claim No.	Dev. Off. Code	Source Code	Amount Collected	C/D	GL Code	SL Code	Pay Mode	Bank Name	Bank Branch	Instrument No.	Instr. Dt./CC Exp. Dt.
1	48	2021/10786	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020
	48	2021/10771	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020
	48	2021/10766	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020
	48	2021/10781	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020
	48	2021/10760	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020
	48	2021/10782	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020
	48	2021/10777	New Policy		NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.		CSBKN202 96016570	22/10/2020

CIN: U66010DL1947GOI007158 IRDA Regn. No. 556 - All the amounts mentioned in this report are in Indian Rupees

दि ओरिएण्टल इन्सुरेन्स कंपनी लिमिटेड
(भारत सरकार का उपक्रम)



THE ORIENTAL INSURANCE COMPANY LIMITED
(A Government of India Undertaking)

GENL - 54

Eastern - 800 p.kts x 500 = 4,00,000 sheets / February - 2020 (S. S. Manojho 80 gsm)
www.orientalinsurance.org.in

Regd. Office : ORIENTAL HOUSE, P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110 002.
CIN - "U66010DL1947GOI007158"

1. 1800118485 - Toll Free Number
2. 011-33208485 - Non Toll Free Number

The Oriental Insurance Company Ltd.
DO THANE 3RD FLOOR, SARASWATI MANDIR , MARATHI GRANTH SANGRAHALAYA BUILDING , NEAR ZILLA
PARISHAD OFFICE PIN 400601 , THANE , 400601

GST NO : 27AAACT0627R4ZW

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8	48	2021/10791	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
9	48	2021/10753	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
10	48	2021/10797	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
11	48	2021/10783	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
12	48	2021/10779	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
13	48	2021/10788	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
14	48	2021/10751	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
15	48	2021/10767	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
16	48	2021/10790	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
17	48	2021/10792	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
18	48	2021/10783	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020

CIN: U66010DL1947G01007153 IRDA Regn. No. 289 All the amounts mentioned in this report are in Indian Rupees

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पुस्तिका कागज : ओरिएण्टल हाउस, पी.बी. नं. 7037, ए-25/27, आसफ अली रोड, नई दिल्ली - 110 002.
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दि ओरिएण्टल इन्शोरेंस कंपनी लिमिटेड
(भारत सरकार का उपक्रम)



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 PARISHAD OFFICE PIN 400601 , THANE , 400601
 GST NO : 27AAACT0627R4ZW

RECEIPT

Sl. No.	Policy No.	Description	Policy No.	BA No.	Amount	Code	Branch	Policy No.	DC	IN	Description	Policy No.	Date
		Policy	12100				D				Catholic Syrian Bank Ltd.	96016570.	
19	48	2021/10796 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
20	48	2021/10776 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
21	48	2021/10785 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
22	48	2021/10750 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
23	48	2021/10752 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
24	48	2021/10774 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
25	48	2021/10764 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
26	48	2021/10758 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
27	48	2021/10794 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
28	48	2021/10775 New Policy	NA000000896	BA00001 12100	1,106.00	C 5083	AA0000000001	DC_I	D		The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020

CIN: U66010DL1947GOL001958 IRDA Regn. No. 556 - All the amounts mentioned in this report are in Indian Rupees

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हि ओरिएण्टल इन्शुरेंस कंपनी लिमिटेड
 (भारत सरकार का उपक्रम)



THE ORIENTAL INSURANCE COMPANY LIMITED
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PARISHAD OFFICE PIN 400601 , THANE , 400601
GST NO : 27AAACT0627R4ZW

RECEIPT

29	48	2021/10795	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	Syrian Bank Ltd. The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
30	48	2021/10759	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
31	48	2021/10755	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
32	48	2021/10756	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
33	48	2021/10762	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
34	48	2021/10780	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
35	48	2021/10763	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
36	48	2021/10768	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
37	48	2021/10770	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
38	48	2021/10773	New Policy	NA0000000896	BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020

CIN: U66010DL1947GOI007158 IRDA Regn. No. 556 - All the amounts mentioned in this report are in Indian Rupees

GENL - 54

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www.orientalinsurance.org.in

CIN - "U66010DL1947GOI007158"

1. 1800118485 - Toll Free Number
2. 011-33208485 - Non Toll Free Number

Regd. Office : ORIENTAL HOUSE, P.B. No. 7097, A-25/27, Asaf Ali Road, New Delhi - 110 002.

द ओरिएण्टल इन्शोरेंस कंपनी लिमिटेड
(भारत सरकार का उपक्रम)



THE ORIENTAL INSURANCE COMPANY LIMITED
(A Government of India Undertaking)

The Oriental Insurance Company Ltd.

DO THANE 3RD FLOOR, SARASWATI MANDIR , MARATHI GRANTH SANGRAHALAYA BUILDING , NEAR ZILLA
PARISHAD OFFICE PIN 400601 , THANE , 400601

GST NO : 27AAACT0627R4ZW

RECEIPT

39	48	2021/10761	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	Bank Ltd. The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
40	48	2021/10798	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
41	48	2021/10765	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
42	48	2021/10772	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
43	48	2021/10778	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
44	48	2021/10787	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
45	48	2021/10789	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
46	48	2021/10757	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
47	48	2021/10769	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020
48	48	2021/10754	New Policy	NA0000000896 BA00001 12100	1,106.00	C	5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 96016570	22/10/2020

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पुणे कार्यालय : 70937-25/27-असफ अली रोड, नवी दिल्ली-110002
Regd. Office : ORIENTAL HOUSE, P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110 002.

दि ओरिएण्टल इन्शुरन्स कंपनी लिमिटेड
(भारत सरकार का उपक्रम)



THE ORIENTAL INSURANCE COMPANY LIMITED
(A Government of India Undertaking)

The Oriental Insurance Company Ltd.
 DO THANE 3RD FLOOR, SARASWATI MANDIR , MARATHI GRANTH SANGRAHALAYA BUILDING , NEAR ZILLA
 PARISHAD OFFICE PIN 400601 , THANE , 400601
 GST NO : 27AAACT0627R4ZW

RECEIPT

49	48	2021/10784 New Policy	NA0000000896 BA00001 12100	1,106.00 C 5083	AA0000000001	DC_I_IN D	The Catholic Syrian Bank Ltd.	CSBKN202 22/10/2020 96016570
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Total 54,194.00

GST : Rs. 8232

- GST NO Of Insured : 0
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FOR THE ORIENTAL INSURANCE COMPANY LTD



Cashier / Authorized Signatory

दि ओरिएण्टल इंश्योरेंस कंपनी लिमिटेड
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 Regd. Office : ORIENTAL HOUSE, P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110 002.

CIN: U66010DL1947GOI007158 IRDA Regn. No. 556 - All the amounts mentioned in this report are in Indian Rupees

SFIMAR - (from 1-Apr-2018)
Mt. Painsur, S.V.P Road, Borivali (W), Mumbai 103.
State Name : Maharashtra, Code : 27

Payment (MBA-FULLTIME) Voucher

No. :

Dated : 14-Sep-2020

Particulars	Amount
Account : Faculty Development Programme	20,000.00
Through : The Catholic Syrian Bank Ltd.	
On Account of : Jestin Johny - Research Incentive (Res. paper, Publ. Nov'19) - chq no. 103471	
Bank Transaction Details: Jestin Johny Cheque 103471 14-Sep-2020 20,000.00	
Amount (in words) : INR Twenty Thousand Only	
	20,000.00

Jestin Johny
(17-9-2020)
Receiver's Signature:

Rodrigues
PREPARED BY:

[Signature]
Authorised Signatory

Date: September 14, 2020

To,

The Director/ Chairman

SFIMAR, Mumbai.

Sub: Claim for Research Incentive for AY 2019-20.

Dear Sir(s),

I am writing this letter regarding my research paper published in 'The International Journal of Physical Distribution and Logistics Management', an ABDC Category 'A' journal, in the AY 2019-20. The title of the paper is "Potential of Blockchain Technology in Supply Chain Management : A literature Review" Therefore, I would like to claim research incentives for the same, as outlined in the research incentive policy of the Institute.

Please find attached herewith a copy of the said research paper and the incentive claim application in the prescribed format. Kindly grant the incentive claim.

Thanking You.

Yours' sincerely,

Jestin Johnny

Asst. Professor – Marketing

SFIMAR, Mumbai.

Research Incentive
Rs. 20000/-
To The A/c Section

APJ
14/09/2020



St. Francis Institute Of Management & Research
RESEARCH INCENTIVE SCHEME FOR FACULTY MEMBERS

Application to claim the research Incentive

1. Name of the faculty Member : JESTIN JOHNY
2. Designation : Assistant Professor
3. Department : Faculty Marketing
4. Details of Research Publications :

Sl. No.	Title of the Research Paper	Whether you are the first author	Name of the Co-author(s)	Name of the Journal	Volume No.	Issue No.	Page No(s).	Month & year of publication	Paid/ unpaid journal	Journal category (as mention in the Research paper incentive clause)
1	Potential of Blockchain Technology in SCM : A literature Review	2 nd Author	Amulya Gurtu	International Journal of Physical Distribution and Logistics Management	49	9	881-900	November 2019	Unpaid Journal	ABDC 'A' Category Scopus & Web of Science

Note : Photocopy of the full text of the paper should be enclosed as evidence for each paper, wherein the author details are available

Applicant

Faculty member

(Sign with Date)

Jestin Johnny
19/09/2020

Recommended by:

Director – SFIMAR

(Sign with Date)

Henry

Approved By:

Chairman-SFIMAR

(Sign with Date)

Dr. Alphonse

SFIMAR
Mt. Poinzur, S.V.P Road, Borivali (W), Mumbai 103.
State Name : Maharashtra, Code : 27

Payment (MBA-FULLTIME) Voucher

No. :

Dated : 15-Mar-2019

Particulars	Amount
Account : Research & Dev. (OTHERS)	8,000.00
Through : The Catholic Syrian Bank Ltd.	
On Account of : Shilpa Peswani - Best Research Award - chq no. 101590	
Bank Transaction Details: Cheque 101590 15-Mar-2019 8,000.00	
Amount (in words) : Indian Rupees Eight Thousand Only	
	₹ 8,000.00



Receiver's Signature:

Slo digne
PREPARED BY:

Shunde
Authorised Signatory

SFIMAR
Mt. Poinzur, S.V.P Road, Borivali (W), Mumbai 103.
State Name : Maharashtra, Code : 27

Payment (MBA-FULLTIME) Voucher

No. :

Dated : 15-Mar-2019

Particulars	Amount
Account : Research & Dev. (OTHERS)	5,000.00
Through : The Catholic Syrian Bank Ltd.	
On Account of : Natika Poddar - Best Research Award - chq. # 101591	
Bank Transaction Details: Cheque 101591 15-Mar-2019 5,000.00	
Amount (in words) : Indian Rupees Five Thousand Only	
	₹ 5,000.00



Receiver's Signature:

Slo digne
PREPARED BY:

Shunde
Authorised Signatory

VOUCHER NO.

SFIMAR - ALUMNI ASSOCIATION
ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

Mt. Painsur, Borivali (West), Mumbai - 400 103.

PAYMENT VOUCHER

Date: 15/3/19

Paid to _____

PARTICULARS	Rs.	Ps.
being <u>Best Researcher Award</u>	<u>Rs. 8000</u>	
<u>To</u> <u>Ms. Shilpa Pawani</u> <u>8000/-</u>		
<u>To</u> <u>Dr. Nalika Poddar</u> <u>5000/-</u>	<u>Rs. 5000</u>	
Rupees in words <u>Thirteen thousand only</u>	<u>13000/-</u>	

PAID
 BANK CSB
 No. 101590 & 101591
 DATE 15-3-19
 RS. _____

Debit _____

Paid By Cash / Cheque CHQ.

Drawn On CSB

Cheque No. 101590 (8,000/-) & 101591 (5,000/-)

Prepared by [Signature]

Approved by [Signature]

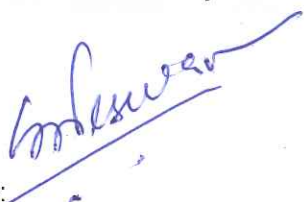
Receiver's Signature

Payment (MBA-FULLTIME) Voucher

No. : 362

Dated : 5-Sep-2017

Particulars	Amount
Account : Research & Dev. (OTHERS)	10,000.00
Through : The Catholic Syrian Bank Ltd.	
On Account of : Shilpa Peswani - Best Research Award (1st)	
Bank Transaction Details: Cheque 899801 5-Sep-2017 10,000.00	
Amount (in words) : Indian Rupees Ten Thousand Only	
	₹ 10,000.00

Receiver's Signature: 


Authorised Signatory

Prepared by 

Payment (MBA-FULLTIME) Voucher

No. : 363

Dated : 5-Sep-2017

Particulars	Amount
Account : Research & Dev. (OTHERS)	7,000.00
Through : The Catholic Syrian Bank Ltd.	
On Account of : Jackson John - Best Research Award (2nd)	
Bank Transaction Details: Cheque 899802 5-Sep-2017 7,000.00	
Amount (in words) : Indian Rupees Seven Thousand Only	
	₹ 7,000.00

Receiver's Signature: 


Authorised Signatory



VOUCHER NO. 146**ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH**

Mt. Poinsur, Borivali (West), Mumbai - 400 103.

PAYMENT VOUCHER

Date : _____

Paid to PUSHKAR PARULEKAR

PARTICULARS	Rs.	Ps.
being <u>BEST RESEARCH AWARD (IST)</u>	<u>5000</u>	<u>00</u>
Rupees in words <u>FIVE THOUSAND ONLY</u> Total	<u>5000</u>	<u>00</u>

Debit _____

Paid By Cash / Cheque _____

Drawn On _____

Cheque No. _____

Prepared by Approved by 

Receiver's Signature

VOUCHER NO. 147**ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH**

Mt. Poinsur, Borivali (West), Mumbai - 400 103.

PAYMENT VOUCHER

Date : _____

Paid to NATIKA PODDAR

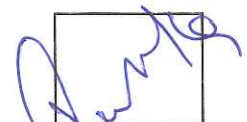

PARTICULARS	Rs.	Ps.
being <u>BEST RESEARCH AWARD (IIND)</u>	<u>3000</u>	<u>00</u>
Rupees in words <u>THREE THOUSAND ONLY</u> Total	<u>3000</u>	<u>00</u>

Debit _____

Paid By Cash / Cheque _____

Drawn On _____

Cheque No. _____

Prepared by Approved by 

Receiver's Signature

VOUCHER NO. 136

ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

Mt. Painsur, Borivali (West), Mumbai - 400 103.

PAYMENT VOUCHER

Date : _____

Paid to Dr. Smita Jesudasan

PARTICULARS		Rs.	Ps.
being	Best Faculty Research Award	5000	00
Rupees in words	Five thousand only	Total	5000 00

Debit _____

Paid By Cash / ~~Cheque~~ _____

Drawn On _____

Cheque No. _____

Prepared by [Signature]

Approved by [Signature]

[Signature Box]

Receiver's Signature



HR POLICY MANUAL

REV NO: 00

DATE : August 2014

St. Francis Institute of Management and Research

SVP Road, Borivali (West), Mumbai – 400 103



HR POLICY MANUAL

(SFIMAR Service Rule Book)



HR POLICY MANUAL

REV NO: 00

DATE : August 2014

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HR POLICY MANUAL

REV NO: 00

DATE : August 2014

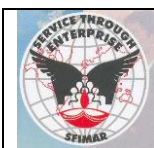
This HR Policy Manual shall come into effect from 1st August 2014. In case of any point left uncovered or if there is any ambiguity or conflict, the interpretation and decision of the Management shall be final and binding.

This HR Policy Manual is to be read in conjunction with the I.S.O Quality Management System and Procedures laid down in the ISO Manual and followed strictly.

1.0 **Employee Classification:**

- i. **Temporary Employee:** He is one who is appointed for limited work/time.
- ii. **Trainee:** He is one who is a fresher without any previous relevant experience for the job, and is appointed for on the job training for a prescribed period with or without stipend. After successful completion of training the trainee maybe considered for an adhoc appointment or probation against a permanent post/vacancy at the sole discretion of the competent authority of the institute.
- iii. **Adhoc employee:** He is one who is appointed on a adhoc basis for a limited period as specified in the appointment letter and is essentially temporary in nature.
- iv. **Probation:** He Is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one's fitness/suitability for eventual confirmation in the post. Probation period may be extended if required or reduced as the case may be at the sole discretion of the competent authority. It shall not be necessary to assign any reason for terminating the service of an employee on probation.
- v. **Confirmed employee:** He is one who is confirmed in the service of the institute after satisfactory completion of the probation period as per the terms of appointment by a separate communication in writing to that effect duly signed by the competent authority. No employee shall be deemed to be confirmed automatically at the end of the probation period.
- vi. **Programme Head:** It is a prestigious post given to able and effective faculties in MMS, PGDM and Part-time programmes respectively. It is not dependent on the criteria or level of remuneration of any kind paid to an individual. All programmes come under the purview of Director.

This HR policy manual covers the following categories of employees.



HR POLICY MANUAL

REV NO: 00

DATE : August 2014

Category	Indicative Titles
a. Teaching Staff	Director, Professor, Associate Professor, Assistant Professor, Visiting Professor, Librarian
b. Administrative Staff	Registrar, Assistant Registrar, Placement Officer, Accounts Officer, Administrative Officer, Course Coordinator, Office Assistant, Office Executives, Placement Assistants, Library Assistant, Computer lab Assistant, Dispatch Assistant, Secretary, Receptionist, Maintenance Supervisor, Driver etc.
c. Support Staff	Peon, Attendant.

Notes:

The above titles are only indicative and there could be many other titles. The titles which are not included in the above list shall be classified under appropriate categories depending on the decision of the management.

These rules cover all permanent employees as well as the employees who are on probation. It does not apply to persons working on contract/temporary or visiting faculty basis.

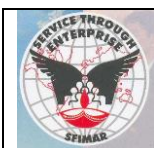
2.0 General Working Conditions

2.1 Working hours for Academic Staff :

In addition to the rules mentioned so far in this manual, the following rules shall apply exclusively to the teaching staff.

Work Hours :

- i. Faculty members are expected to observe office timings from 9-30 am to 5.30 pm from Monday through Friday and on Saturday from 9-30 am to 1-00 p.m, unless they are asked to observe some other timings for some specific reason.
- ii. Any increase in work hours/days shall not attract additional remuneration unless otherwise committed.
- iii. Duty hours are inclusive of 45 minutes of staggered lunch break.



HR POLICY MANUAL

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Teaching and other work load: The overall workload of teachers shall be 44 hours per week.

<u>Category of staff</u>	<u>No. of teaching hours per week</u>
Principal/Director	4
Professor	12
Associate Professor	14
Assistant Professor	16

In addition to teaching, the teaching staff is also expected to discharge the responsibilities of administrative work, co-curricular and extracurricular activities assigned to them. The teaching staff is also expected to participate in research, consultancy and short-term training programs undertaken by the Institute.

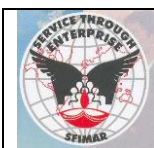
Teaching staff members will have to teach in any of the full-time or part-time programs in any discipline.

2.2 Working hours for Office staff and Class IV employees :

- a) Office Timing: Office Timings for Office staff and Class IV employees is from 09.00 a.m to 5.30 p.m for all employees. However, depending on the needs of the institution a few staff members may be asked to observe different time slots from 8-30 am to 8-30 pm. of similar duration.
- b) Any increase in work hours/days shall not attract additional remuneration.
- c) Duty hours are inclusive of 45 minutes staggered lunch break.
- d) Placement (CMC) Working hours 10.00 a.m to 6.30 p.m.

2.3 Attendance:

- i. All the employees are required to punch in and out on the electronic finger print reader machine (bio-metric identity machine) . In case an employee has forgotten to record his/her attendance he/she is required to regularize the same by giving a letter duly authorized by competent authority to the Office.



HR POLICY MANUAL

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- ii. All the employees are required to adhere to the office timings. Late reporting or early going is permitted at the discretion of the Management to take care of personal exigencies. An employee reporting late or going early for more than 10 minutes at the start or end of the day on more than 3 occasions in a month will lose oneday's Casualleave which will increase in the same proportion for every subsequent 3 occasions. An employee reporting late on duty or leaving early for work by 1 hr. will lose half day's casual leave for each of such occasion. If C/L is not available then P/L will be adjusted and if C/L or P/L are not available, then salary will be deducted.

Notwithstanding the above, the competent authority may condone late coming for genuine reasons viz. disruption/delay of public transport system, heavy rains, bandh or such other reasons.

An employee shall seek prior sanction from the competent authority to report late for work or to leave for genuine reason. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the Accounts Section on the following day.

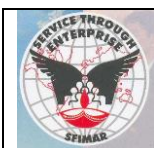
- iii. Habitual late reporting on duty or early going will also amount to misconduct and Management shall take strict disciplinary action as deemed fit.

2.4 Working days:

- I. All employees shall observe hours/days as applicable to their respective categories in the institute and as may be communicated by the Management from time to time. Any increase in work hours/days shall not attract additional remuneration.
- II. The Institute works from Monday to Sunday (all seven days in a week). In general Sunday is observed as the weekly off day. However some employees will observe the weekly off day other than Sunday.

2.5 Movement out of college premises:

If a faculty/staff member is required to go out of the college premises for any personal work or official work, he/she must inform, his/her superior, take permission and make entry in the Movement Register (outdoor duty card). The



HR POLICY MANUAL

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conveyance voucher if any for outdoor duty should be submitted on the same day or the next working day.

2.6 Absence without permission:

Except in case of emergencies or sudden sickness, an employee is required to obtain prior permission whenever he/she needs leave.

Leave without prior sanction will be treated as unauthorized absence and hence will be treated as leave without pay.

2.7 Holidays:

The college usually observes public holidays as prescribed by the University of Mumbai. However, discretion to make any change in the list remains with the Management. The list of holidays will be announced in the beginning of the calendar year.

2.8 Identity Card:

Employees who have been issued Identity cards are required to wear and display them on their person at all times while in the premises of the institute without fail. Faculty shall also ensure that the students as well wear their identity cards in the college campus.

2.9 Dress Code:

All employees shall wear decent clothes. Wearing of revealing or tight clothes, sleeveless tops, T shirts as well as caps shall not be permitted.

2.10 All employees are strictly prohibited from using or carrying cell phones with them during teaching hours, class activities, common programmes, official meetings or conferences, visiting college departments, Chairman/Director's office etc.

2.11 Canteen Food Service:

From the safety and hygienic point of view no eatables or food items except biscuits will be served by canteen in the faculty/staff rooms, classrooms or offices.



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3.0 LeaveRules:

No leave can be claimed as a matter of right. Every kind of leave requires specific sanction from the Chairman/Director as per leave sanction procedure. Discretion to grant/refuse/revoke or cancel leave already granted depending on exigencies lies with the sanctioning authority.

For the purpose of calculating and maintaining leave records the year is taken as calendar year i.e. January to December. Employee leave card is maintained by the Accounts Section.

An employee remaining absent without prior permission shall become liable for strict disciplinary action.

No leave can be availed during Notice period. However, in exceptional circumstances leave may be sanctioned at the sole discretion of the Management and in that case the Notice shall be extended by the same period.

3.1 Casual Leave (CL):

Every employee (Permanent/Probationer/Adhoc) other than Contractual is entitled to get maximum 8 days Casual leave in a calendar year. Employees joining in between a calendar year will be granted casual leave on pro-rata basis.

Casual leave shall be applied in advance. However in exceptional circumstances where leave cannot be applied for in advance the employee may apply for sanction subsequently post-facto. In exceptional circumstances leave sanctioning authority may grant post-facto sanction of Casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances the Casual leave availed of without prior permission may be treated as leave without pay or unauthorized absence.

Leave sanctioning authority may refuse to grant Casual leave depending on exigencies of work or if the reason does not appear to be genuine. If no casual leave is balance in the account of an employee the Chairman/Director may at his sole discretion grant leave without pay.

CL is given for the purpose of meeting unforeseen/unavoidable situations/circumstances.

CL can be taken for half-a-day also i.e. pre-lunch or post-lunch period. However, pre-lunch half day CL will have to be applied for in advance. In



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the absence of advance application, pre-lunch half day CL will not be granted.

CL cannot be taken for more than 3 days at a time.

CL cannot be carried forward. C/L can neither be accumulated nor encashed.

CL cannot be combined with Sick Leave and Privilege Leave.

CL will be with full pay.

3.2 Sick Leave/Medical Leave:

All permanent employees (teaching & non-teaching) are entitled to 8 days of sick leave with full pay on medical grounds.

If an employee reports sick for more than 3 consecutive days at a time, he/she shall be required to produce a medical certificate from a Govt. Medical Officer or Registered Medical Practitioner alongwith leave application which may be sent through messenger/courier or by registered post. The institute shall have right to verify the medical certificate produced by the employee. If such verification of the medical certificate does not satisfy the sanctioning authority that the sick leave applied for is not on proper medical grounds, the institute may refuse to grant such sick leave and take appropriate action. Unutilised sick leave shall be carried forward to the following year subject to maximum accumulation limit of 15 days. Any sick leave beyond the accumulation leave shall automatically lapse. Sick leave accumulation cannot be encashed.

3.3 Privilege Leave/ Earned Leave for confirmed/permanent teaching and non teaching staff only:

All confirmed/permanent teaching staff and non-teaching staff are entitled to 30 days earned leave per calendar year. Unutilised earned leave at the end of the year shall be carried forward to the following year. Earned leave can be accumulated upto 120 days.

An employee who is entitled to PL will have to submit the leave application in the prescribed leave card to the concerned authority at least 15 days prior to the actual date of commencement of leave.

No employee can take PL more than what is credited to his/her account, that is, there is no provision for advance PL. However, for genuine reasons the management may grant advance PL as a special case.



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An employee must avail of minimum of 4 days PL at a time. PL can be availed of twice a year. PL on a third occasion/break in a year may be considered subject to genuineness of reason. The maximum earned leave that may be applied for at a time shall not exceed 60 days.

The administration staff will be granted PL taking into consideration the exigencies of work prevailing in the department.

In the case of Faculty, the PL will be split into 10 days winter break and 20 days summer break, normally. However, the Chairman/Director will approve the PL if it is at a time other than the summer and winter break after taking care of the academic schedule of the Institute.

PL cannot be availed in excess of 3 breaks in a year. Weekly off/holidays falling within the period of PL will be counted as PL. However, if weekly off or holidays are prefixed or suffixed to PL they will be excluded.

3.4 Privilege/Earned Leave encashment:

All accumulated earned leave (i.e. max. 120 days) is encashable only at the time of retirement on attaining the age of superannuation from the institute.

The cash equivalent for the purpose of encashment of earned leave shall be only Basic Pay + Grade Pay + Dearness Allowance.

3.5 Annual Increments:

Annual scale increments of 3% of Basic + GP will be granted only to confirmed employees and probationers who have completed one year of probation and who are in the second year of probationary service.

Increments are not given to non-performers as reflected in the performance appraisal and to whom letters in writing are given about their performance discipline, conduct, attendance, punctuality etc. The Management will inform the employee concerned in writing as to reason for not granting increment or granting of lesser than 3% increment.

3.6 Compensatory Off:

Excluding Faculty and Class IV employees administrative staff are eligible to avail Compensatory off in case of:



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The employee should be asked by his/her reporting officer to work on a weekly off/holiday declared by the institute.

Information regarding an employee attending the office on a weekly off/holiday should be sent to the concerned authority in the prescribed format at least one day in advance.

Compensatory off should be taken in such manner that an employee does not cause any administrative inconvenience to the institute.

Compensatory leave can be taken with Casual leave but not with Earned leave or Medical leave

The employee must apply for compensatory-off in the prescribed form.

3.7 Maternity Leave:

A lady staff including a teacher who has been confirmed in service and who does not have two or more children living on the date of the application shall be entitled for maternity leave on full pay for a period of 90 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

Any increment/salary increase which may fall due to a lady staff during maternity period shall be effective prospectively without any arrears only after resumption of duty.

The employee who wants to proceed on maternity leave shall get her leave sanctioned 15 days before proceeding on leave.

In case of miscarriage or abortion; after providing proper medical proof of the same an employee shall be eligible for 42 days leave subsequent to the miscarriage or abortion.

In special cases management is authorized to make exceptions to the leave rules.

A female employee who has not been confirmed shall also be eligible for maternity leave, subject to the provisions of this clause as under:

A probationary female employee who has completed two years of continuous service irrespective of whether she is confirmed or not shall get maternity leave on full pay.

A probationary female employee who has completed one year of continuous service but is in service for less than 2 years shall get maternity leave on half pay.

The above leave provisions are not applicable to female employees on ad-hoc appointments.



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3.8 Rules for Extraordinary Leave (EOL):

The Management has decided to introduce, in addition to PL, CL, and SL the facility of EOL for the up-gradation of the faculty member and to enhance the reputation of the institute. This facility would be available for the permanent faculty members of the institute only.

This benefit of EOL will be available to the faculty members who participate as moderator/speaker of National or International Conferences/Seminars/Workshops or called upon to officially present research paper/s (as distinguished from sending/submitted).

Subject to the following conditions :

1. The name of the faculty members should be shown as representing the institute.
2. Entitled to a maximum of 21 days EOL in a calendar year.
3. EOL can be taken at one stretch of 21 days or in 3 tranches in a year. Each tranche will not be less than 3 days.
4. EOL cannot be carried forward and/or accumulated.
5. EOL is not en-cashable
6. EOL can be either prefixed or suffixed with PL but not both ways. And PL cannot be inserted in between EOL
7. The faculty member will have to make an application for EOL 21 days prior to proceeding on EOL
8. The leave should be duly sanctioned by the sanctioning authority.
9. EOL will be sanctioned taking into account the duration of conference/seminar/workshop and the time for journey to reach the venue.
10. EOL is not available for attending as delegate or participant.

The application should contain all details of national/ international Conferences/Seminars/Workshops which the faculty member proposes to attend. The name of the institute should be mentioned against the name of the faculty member in the invitation brochure/leaflet.

3.9 Study Leave to Faculty pursuing Ph.D. program:

The Management as a gesture of encouragement and in order to fulfill the required needs directly related to pursuing doctoral degree has decided to grant 10 days special study leave in a calendar year. Faculty can avail this leave on proper application and prior sanction from the sanctioning authority.



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Ph.D Study should be pursued only in UGC approved prestigious category of universities under the Central or State Govt. and institutes such as listed below:

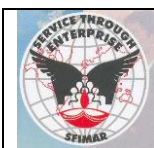
1. All IIMS (Indian Institutes of Management Studies)
2. All the Management institutes associated with the Indian Institutes of Technology.
3. Other prestigious institutes like XLRI, XIMB, Tata Institute of Social Studies, MDI, Gurgaon, FMS Delhi, IIFD Delhi etc.

In case an application is received for similar institutes not listed above, this can be referred to well known experts of our institute for their opinion whether a particular institute can be treated as comparable to the above mentioned institutes.

Applicants are required to submit details of the course they are pursuing to the sanctioning authority. This facility takes effect from the date of registration of Ph.D for a period of 3 years which is the normal period for completion of the degree.

4.0 Training Programme/Workshops/Seminars/Major functions/Programme of the Institute:

- i. As part of the efforts for faculty development and improving teaching quality in classrooms, the Management has made a decision to sanction an amount not exceeding Rs. 15,000/- in a financial year. This amount may be utilized by the permanent faculty members for attending/participating in a conference/seminar/workshop within the city or country.
- ii. Faculty are required to take prior sanction in writing from the Director before registering for workshops, seminars, conference etc.
- iii. Permission shall be granted only for such learning programmes, which are useful for the institute.
- iv. The institute shall publish the said participation in its newsletter, Annual Plan, Website etc.
- v. The faculty member after participating in the seminar/workshop/conference or presenting paper will be required to submit a report together with the papers, as prerequisite condition for release of payment for EOL.
- vi. This facility can be revoked or unilaterally withdrawn at any time without assigning any reason whatsoever.
- vii. All staff and faculty members should attend all the major programmes and functions organized by the institute.



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5.0. Outside Teaching:

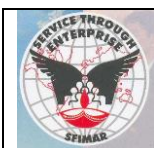
- a) Teaching staff is not allowed to teach as a visiting faculty in other institutes. Any such act shall be construed as misconduct and breach of trust and appropriate action will be taken against such staff.
- b) Teaching staff can however, deliver occasional guest lectures in other institutes/organizations with the written permission of the Director. Such lectures should not be a part of the regular courses conducted by the inviting institutes, the invitation letter of the inviting institute should be enclosed while applying for permission.

6.0 Minimum expected performance:

- a) All the teaching staff should keep in tune with the technological advancements, library work, project guidance of the students visiting outside organizations namely Corporates and Institutions when required in the interest of the students and in the building up of high standards of Administrative set-up such as NBA Accreditation, ISO, Implementation process, auditing process etc. All the teaching staff below the level of professor is required to publish minimum 2 papers/articles in an academic year in some reputed journal/periodical/newspaper/magazine or they should carry out some such activities which can be accepted as equivalent to published papers/articles. For example, presenting papers in seminars and conferences (training and consultancy assignments are not acceptable as equivalent to research and publication).
- b) In every subject taught, the teaching staff must get a minimum rating of 3.5 on a 5 point scale in the final student feedback for the semester.

6.1 Staff Performance Appraisal System:

Performance Appraisal and evaluation of the teaching faculty as well as of non-teaching staff shall be carried out at the end of each semester. The institute has a performance appraisal and evaluation system namely a) Academic Performance Indicator (API) b) Evaluation by students c) Self Evaluation d) Evaluation by Director. While granting annual increment, promotions the assessment and evaluation so done will be taken into consideration.



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7.0 RulesforConsultancyAssignments:

Consultancy assignments are important for every B-School for the following reasons.

1. To get hands on experience of what an organization needs.
2. To understand how theory gets translated in to practice and what are the needs of customizing.
3. To establish industry-academia interaction.
4. To do it as part of research.
5. To open up placement opportunities for students.

The teaching staff getting consultancy assignments has to get the approval of the Director and the Director should obtain the approval of the Chairman.

As per the industry practice 50% of the income will go to the institute and 50% to the individual.

8.0 MDP:

The teaching faculty involved in taking MDP's will be paid Rupees 600.00 (Rupees six hundred only) per session .

In case of external faculty the fees chargeable will be the same. In case of exception prior approval of the Director and Chairman will be required. All invoices will be raised by the institute's account department

9.0 AlumniAssociation:

As per the rules of the alumni trust all faculty members are automatically members of alumni association.

10.0 MisconductandDiscipline:

All employees shall abide by and comply with the terms and conditions stipulated in their individual appointment letter. The omission and/or commission of the following acts shall be treated as misconduct:

1. Wilful insubordination or disobedience.
2. Going on an illegal strike or abetting, instigating or acting in furtherance thereof.



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3. Wilful slowing down in performance of work or abetement or instigation thereof.
4. Theft, fraud or dishonesty in connection with the employer's property or theft of another employee's property within the establishment.
5. Demanding and accepting bribe/commission or any illegal gratification.
6. Habitual absence without sanctioned leave.
7. Habitual late attendance.
8. Habitual breach of any rule or any law applicable to the establishment or any rules made thereunder.
9. Engaging in trade or business or taking up any part-time or full time paid work without the knowledge and written permission of the management
10. Drunkenness or riotous, disorderly or indecent behavior, use of abusive/vulgar language.
11. Threatening or intimidating other employees or wrongfully interfering with the work of other employees, assault on other employees' or on Institute's property.
12. Gross neglect of work or habitual negligence.
13. Habitual breach of any rule or instructions meant for the maintenance and keeping of the cleanliness of the Institute's premises.
14. Holding or attending unauthorized meetings inside the premises of the Institute without previous written permission of the Management.
15. Canvassing for union membership, collection of money for any purpose within the Institute's premises or elsewhere in connection with the Institute's business.
16. Being rude towards Management, Director, Faculty, Staff members, Government or other officers, visitors and other persons in the Institute's premises or elsewhere in connection with the Institute's business.
17. Distributing or exhibiting within the establishment, handbills, pamphlets, posters etc without prior permission of the Management.
18. Falsification, defacement or destruction of records of the Institute.
19. Wilful misrepresentation of the information given by the employee at the time of application for employment.
20. Wilful damage to work in process or to any property of the Institute.
21. Disclosing any confidential information related to methods or activities of the Institute to any unauthorized person.
22. Gambling, consuming alcohol. sniffing drugs, smoking or spitting in the premises
23. Possessing lethal weapons or fire arms in the premises of the Institute except as permitted under the law and with the permission of the Management.
24. Refusal to accept a charge-sheet or other communication served by the Management



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25. Accepting expensive gifts from suppliers, customer, students or any party dealing with the Institute.
26. Canvassing for or recommending any candidate for admission
27. Helping students in the use of unfair means during examination
28. Any leak or disclosure of question paper or confidential information to unauthorized persons will invite immediate suspension of an employee pending enquiry.
29. Misappropriation of Institute's funds/moneys and manipulation in the books of accounts.
30. Falsification of bills, bogus vouchers etc..
31. Sending lewd SMS/MMS, secret filming and posting it on public domain
32. Any other activity or action or work which in the opinion of the Management is a misconduct or subversion of discipline.

An employee guilty of misconduct may be:

Warned or reprimanded in writing or orally

- a) Suspended without salary or
- b) Deprived of his/her yearly increments or
- c) Demoted to a lower grade or position or
- d) Discharged/Dismissed with or without notice depending upon the degree of misconduct performed.

For imposing any disciplinary action, Management will follow the procedure of conducting enquiry according to the principles of natural justice.

10.1 Sexual Harassment at Workplace:

The Management respects and upholds the fundamental right of 'Gender Equality' granted by the Constitution of India. Gender equality includes protection from sexual harassment and right to work with dignity, which is a universally recognized basic human right.

Equality in employment can be seriously impaired when any person is subjected to gender specific violence, such as sexual harassment in the work place. The Supreme Court of India while laying down certain guidelines to ensure the prevention of sexual harassment in workplaces, has made it a duty of the employer or other responsible person in work places to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.



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11.0 Separation from the institute

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

- a) **Retrenchment** : (i) in the event of abolition of a post or reduction in work load a teacher may be retrenched/terminated by giving him/her one month's notice or payment of one month's pay.
 - ii) three month's notice or three month's pay in lieu thereof if the teacher/employee is confirmed in the post.
 - iii) in case the work load is reduced to half or less than half if the teacher so desires he/she shall be continued as a part time teacher and shall be paid as per scale of part time teacher.
- b) An employee may resign.
- c) An employee's service may be terminated by the Management for misconduct and /or for indiscipline, lack of efficiency, poor performance or for any other reason which in the opinion of the Management is sufficient reason to terminate the employee after following the principles of natural justice.
- d) The institute will not issue any experience certificate to any members of staff/faculty during the course of their employment in the institute.

12.0 Re-imbursment of Expenses:

Reimbursement of expenditures is needed to be claimed within 48 hrs of incurrance of expenditure, supported by valid documents.

All expenditure will be incurred as per the budget only.

Expenses of events/SMT/Clubs: Expenses towards events/SMT/clubs will only be incurred as per the approved budget.

Expenses vouchers will be filled in by the student representative, supported by faculty members, recommended by the Director & approved by the Chairman. After obtaining approval from the Chairman, expense sheet will be forwarded to the treasurer/account department for payment.



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13.0 Festival Celebrations:

In the beginning of the Session the no. of festivals to be celebrated will be discussed and finalized by faculty members with students. This is done to involve the students in the process.

14.0 Miscellaneous:

14.1 **Super Annuation/Retirement Age:**

The superannuation/retirement age of the Director shall be 65 years of the teaching faculty 60 years and staff it shall be 58 years. However, extension can be given at the discretion of the Management within the prescribed University/Govt. Rules & Regulations.

14.2 **Contributory Provident Fund :**

All confirmed employees as well as those on probation shall be covered under the provisions of the 'Employees Provident fund and Miscellaneous Provisions Act 1952'.

14.3 **Employees Group Gratuity-cum-life Assurance:**

All confirmed employees shall be covered under the Group Gratuity cum Life Assurance Scheme of Life Insurance Corporation of India (LIC) the benefits on leaving service shall be applicable to the employees covered under the scheme after completion of 5 years continuous service in the institute from the date of confirmation.

In case of any point left uncovered or if there is any ambiguity/confusion, the decision of the management shall be final and binding.

Chairman

President

Society of the Congregation of Franciscan Brothers



Ref.: AN:LV_ef/desktop: SFIMAR Leaves Rules



STAFF SERVICE RULES

REV. NO: 03

DATE: 1st July 2021

St. Francis Institute of Management and Research (SFIMAR)

Gate no.5, S.V.P Road, Mt. Painsur, Borivali (West), Mumbai- 400 103



STAFF SERVICE RULES (3rd Amendments on 1st July 2021)

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These '**Staff Service Rules**' previously known as '**HR Policy Manual**' shall come into effect from 1st July 2021. In case of any point left uncovered or if there is any ambiguity or conflict, the interpretation and decision of the Management shall be finally and binding.

1.0 Introduction

1.1. About the Congregation

The founder Brothers of our Congregation had arrived in India in the twilight years of 19th Century to take care of the surviving victims mainly orphans of recurring famines, floods and plague that frequently ravaged our country with devastating consequences in those times. Our Bro. Paulus Moritz and his companions who founded the Society in 1901 became the voice of the voiceless and empowered the powerless by establishing and running primary vernacular schools, dispensaries and training centers for farming and agriculture. In these they found meaning and fulfillment among the people of India.

In the second half of twentieth century, sensing the winds of change fanning the economic development after independence, the Brothers pioneered the growth of formal and informal technical education for the poor and marginalized particularly from the rural areas that transformed them into technical entrepreneurs and skilled workers and self-employed persons carrying the ethical norms and value of St. Francis of Assisi.

While systematically and strenuously continuing with earlier century's work, the Brothers in the 21st Century moved into the area of higher technical and professional education.

1.2. About the Institute

St. Francis Institute of Management and Research (SFIMAR) was started in the year 2002. The institute is approved by AICTE, DTE Gov't of Maharashtra and permanently affiliated to Mumbai University. At SFIMAR, considering the need of the economy and the liberalized environment into which the country is moving, we intend to create more of an



entrepreneurial class of post-graduate and self-actualizing industrial leaders who will create employment opportunities for or millions unemployed. The genius and innovation of our youngsters that has found expression successfully in the new growth areas of the economy will be supported and sustained through appropriate approaches and systems. We aim to create a value based set of business leaders who will be equipped to follow high ethical values and operate with concern and care for each other as one human family; thus, contributing to the Society at large.

1.3. Our Vision

The vision of St. Francis Institute of Management and Research (SFIMAR) is to flourish as a seat of learning of international standards for developing an entrepreneurial class of value based industrial leaders empowered with techno-managerial competence to sustain innovation for building global business of the future.

1.4. Our Mission

The Mission of St. Francis Institute of Management and Research (SFIMAR) is to enter the realm of globally successful B-Schools by imparting value based education for creating responsible and thoughtful citizens who would lead the world by example and excel through innovation, an entrepreneurial spirit and humanitarian attitude.

1.5. Our Values

Our value system is drawn from the eternal principles of peace, love, compassion, sharing and caring for each other and the environment. Our '**Institutes' Anthem'** embodies it all. Our endeavor is to build competence and service through enterprise. Integrity, commitment, willingness to learn, eagerness to create and innovate are the expressions of it.

SFIMAR "Institutes' Anthem"

Lord, make me an instrument of your peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is darkness, light. Where there is sadness, joy. Where there is doubt, faith. Where there is despair, hope. O, Divine Master, grant that I may not so much seek to be consoled as to console, to be understood as to understand, to be loved as to love. For it is in giving that we receive. It is in forgiving that we are pardoned. And it is in dying, that we are born to Eternal Life.



2.0 Staff Classification

- i. **Temporary Staff:** is one who is appointed for a limited work/time.
- ii. **Trainee':** is one who is a fresher without any previous relevant experience for the job and is appointed for on the job training for a prescribed period with or without stipend. After successful completion of training the trainee maybe considered for an adhoc appointment or probation against a permanent post/vacancy at the sole discretion of the Competent Authority of the institute.
- iii. **Adhoc staff:** is one who is appointed on an adhoc basis for a limited period as specified in the appointment letter and is essentially temporary in nature.
- iv. **Probation staff:** is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one's fitness/suitability for eventual confirmation in the post. In the case of an existing temporary staff/ ad-hoc employee, such employment shall be automatically terminated before appointing the person on probation. Probation period may be extended if required or reduced as the case may be at the sole discretion of the competent authority. It shall not be necessary to assign any reason for terminating the service of an employee on probation.

Members of the staff while on probation or ad-hoc appointment should give a calendar months' notice in writing to the competent Authority if they want to leave the services of the Institute or pay equivalent salary in lieu of the notice period.

- v. **Confirmed employee:** is one who is confirmed in the service of the institute after satisfactory completion of the probation period as per the terms of appointment by a separate communication in writing to that effect duly signed by the competent authority. No employee shall be deemed to be confirmed automatically at the end of the probation period.



In the event a confirmed member of the staff decides to leave the services of the Institute, he/she shall give 3 calendar months' notice in writing to the competent Authority of the Institute.

- vi. **'Contractual Staff'**: is one who is appointed on a contract on such terms and conditions for a specific period which may be renewed at the sole discretion of the Competent Authority. Unless so renewed in writing, such contracts shall be deemed to stand automatically terminated at the end of the contract term.
- vii. **Programme Head/PhD Centre Head**: It is a prestigious post given to able and effective faculties in MMS, and Part-time programmes respectively. It is not dependent on the criteria or level of remuneration of any kind paid to an individual. All programmes come under the purview of Director.

3.0 Definitions

- **'Institute'** means St. Francis Institute of Management and Research (SFIMAR) Mount Painsur, S.V.P. Road, Borivali (West), Mumbai – 400 103
- **'Society'** means the 'Society of the Congregation of Franciscan Brothers'
- **'President'** is the Head of the Governing Body and in his absence Vice-President or such member of the Governing Body as shall be nominated by him to be the 'Chairperson' at all meetings of the Governing Board, Executive Committee Meeting etc.
- **'Governing Body'** means the Board of Trustees of the 'Society of the Congregation of Franciscan Brothers'.



- **'Executive Committee'** means the body (which includes the Chairman of the Institute) appointed by the President of the Governing Body to decide policy matters keeping in view, the overall objectives of the Society and assist the Chairman in the management of the Institute.
- **'Competent Authority'** means and includes any such person/office bearer of the Society/officer of the Institute (as the case may be) who is duly appointed as such to exercise specific powers as may be provided in these Rules or as the governing body deems fit. In the event no such person is appointed by the Governing Body, then the Chairman of the Institute shall be the Ex-officio Competent Authority.
- **'Director'** means and includes any person who is legally qualified as per statutes applicable and who is duly appointed such to look after the academic and administrative activities of Institute. The Director shall report to the Chairman of the Institute.
- **'Faculty'** means the teaching staff of the Institute and includes the Director/Principal.
- **'Teacher'** means a member of the teaching faculty viz Professor, Associate Professor, Assistant Professor and includes the Director/Principal.
- **'Staff'** means any person duly appointed (teaching or Non-teaching) to serve the Institute for a remuneration and includes confirmed, Probationers, ad-hoc or contractual, but specifically excludes visiting and part-time staff.

Seniority of Teachers: Seniority of teachers in the Institute shall be determined as under :

- Seniority of teachers in the Institute shall be determined on the basis of cadre viz, a Professor is senior to an Associate Professor and Associate professor is senior to an Assistant Professor.



- Seniority of teachers in the Institute in a cadre and in a subject in which their appointments are made shall be determined on the basis of the date of joining the Institute of probation.
- Seniority of teachers in the Institute shall be determined on the basis of the date of joining (probation date) and length of continuous service in the Institute.
- The Director/Principal of the Institute shall be considered senior to all other teachers only for the period during which he/she holds the said post.

These service rules cover the following categories of employees:

Category	Indicative Titles
a. Teaching Staff	Director, Professor, Associate Professor, Assistant Professor, Librarian
b. Administrative Staff	Registrar, Placement Officer, Accounts Officer, Administrative Officer, Programme Associates, Office Assistant, Office Executives, Placement Assistants, Library Assistants, IT Head & Assistants, General Admin staff, Receptionist. Maintenance Supervisor, Driver etc.
c. Support Staff	Peon, Attendant

Notes:

The above titles are only indicative and there could be many other titles. The titles which are not included in the above list shall be classified under appropriate categories depending on the decision of the management.

These rules cover all permanent employees as well as the employees who are on probation. It does apply to persons working on contract/temporary or visiting faculty basis related to their appointment letter and Code of Conduct.



4.0 General Working Conditions

4.1 Working hours for Academic Staff

In addition to the rules mentioned so far in this manual, the following rules shall apply exclusively to the teaching staff.

Work Hours

- Faculty members are expected to observe office timings from 9.30 am to 5.30 pm from Monday through Friday and on Saturday from 9.30 am to 1.00 p.m., unless they are asked to observe some other timings for some specific reason.
- Any increase in work hours / days shall not attract additional remuneration unless otherwise committed.
- Duty hours are inclusive of 45 minutes of staggered lunch break.

Teaching and other workload: The overall workload of teachers shall be 44 hours per week.

Category of staff	No. of teaching hours per week
Principal/Director	06
Professor	14
Associate Professor	14
Assistant Professor	16

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like Programme heads, IQAC Incharge.

In addition to teaching, the teaching staff is also expected to discharge the responsibilities of administrative work, departmental, institute activities, projects, co-curricular and



extracurricular activities assigned to them. The teaching staff is also expected to participate in research, consultancy and short-term training programs undertaken by the Institute.

Teaching staff members will have to teach in any of the full-time or part-time programs in their respective discipline.

4.2 Working hours for Office staff and Class IV employees

- Office Timing: Office Timings for Office staff and Class IV employees is from 09.00 a.m. to 5.30 p.m. for all employees. However, depending on the needs of the institution a few staff members may be asked to observe different time slots from 8.30 am to 8.30 pm. of similar duration.
- Any increase in work hours/days shall not attract additional remuneration.
- Duty hours are inclusive of 45 minutes staggered lunch break.
- Placement (CMC) Working hours 10.00 a.m. to 6.30 p.m.

4.3 Attendance

- All the employees are required to register their own attendance in and out on the biometric attendance and identification machine. In case an employee has forgotten to record his/her attendance he/she is required to regularize the same by giving a letter duly authorized by competent authority to the Office.
- All the employees are required to adhere to the office timings. An employee reporting late or going early for more than 10 minutes at the start or end of the day on more than 3 occasions in a month will lose one day's Casual leave which will increase in the same proportion for every subsequent 3 occasions. An employee reporting late on duty or leaving early for work by 1 hr. will lose half day's casual leave for each of such occasion. If C/L is not available then P/L will be adjusted and if C/L or P/L are not available, then salary will be deducted.



Notwithstanding the above, the competent authority may condone late coming for genuine reasons viz. disruption/delay of public transport system, heavy rains, bandh or such other reasons.

An employee shall seek prior sanction from the competent authority to report late for work or to leave for genuine reason. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the Accounts Section on the following day.

- Habitual late reporting on duty or early going will also amount to misconduct and Management shall take strict disciplinary action as deemed fit.

4.4 Working days

- All employees shall observe hours/days as applicable to their respective categories in the institute and as may be communicated by the Management from time to time. Any increase in work hours/days shall not attract additional remuneration.
- The Institute works from Monday to Sunday (all seven days in a week). In general Sunday is observed as the weekly off day. However, some employees will observe the weekly off day other than Sunday.

4.5 Movement out of college premises

If a faculty/staff member is required to go out of the college premises for any personal work or official work, he/she must inform, his/her superior, take permission and make entry in the Movement Register at the main gate/ entry in the outdoor duty card. The conveyance voucher if any for outdoor duty should be submitted on the same day or the next working day.



4.6 Absence without permission

- Except in case of emergencies or sudden sickness, an employee is required to obtain prior permission whenever he/she needs leave.
- Leave without prior sanction will be treated as unauthorized absence and hence will be treated as leave without pay.

4.7 Holidays

The college usually observes public holidays as prescribed by the State Government/ University of Mumbai. However, discretion to make any change in the list remains with the Management. The list of holidays will be announced in the beginning of the academic year.

4.8 Identity Card

Employees who have been issued Identity cards are required to wear and display them on their person at all times while in the premises of the institute without fail. Faculty shall also ensure that the students as well wear their identity cards in the college campus and during Industrial visits and International visits.

4.9 Dress Code

All employees shall wear decent clothes. Wearing of revealing or tight clothes, sleeveless tops, T shirts, Jeans as well as caps shall not be permitted.

4.10 Use of Cell phones

All employees are strictly prohibited from using or carrying cell phones with them during teaching hours, class activities, common programmes, official meetings or conferences, visiting college departments, Chairman/Director's office etc.



4.11 Canteen Food Service

From the safety and hygienic point of view no eatables or food items except biscuits will be served by canteen in the faculty/staff rooms, classrooms or offices.

4.12 Grievance Redressal Mechanism

Any member of the staff if he/she has any grievance regarding his/her service conditions and academic related matters is free to approach the respective Programme Heads/Director and the Chairman of the Institute for matters related to service conditions or any other issue.

5.0 Leave Rules

- No leave can be claimed as a matter of right. Every kind of leave requires specific sanction from the Chairman/Director as per leave sanction procedure. Discretion to grant/refuse/revoke or cancel leave already granted depending on exigencies lies with the sanctioning authority.
- For the purpose of calculating and maintaining leave records the year is taken as calendar year i.e. January to December. Employee leave card is maintained by the Accounts Section.
- An employee remaining absent without prior permission shall become liable for strict disciplinary action. If any member of the staff remains absent without permission of the competent authority for more than 5 (five) consecutive days, he/she shall lose his/her lien on the job.
- A member of the staff who has exhausted all types of entitled leave may be sanctioned Leave without pay for genuine valid reasons, by the Competent Authority at its sole



discretion and not as a matter of right. However, if such absence is not regularized by following the leave procedure, it shall not be automatically considered as leave without pay, but absence without permission/unauthorized absence and liable for disciplinary action. If any member of the staff fails to regularize his/her absence by applying for leave with/without pay as the case may be, by the end of the month, then his/her salary for that month shall be withheld.

- No leave can be availed during Notice period. However, in exceptional circumstances leave may be sanctioned at the sole discretion of the Management and in that case the Notice shall be extended by the same period.

5.1 Casual Leave (CL)

Every employee (Permanent/Probationer/Adhoc) other than Contractual is entitled to get maximum 8 days Casual leave in a calendar year. Employees joining in between a calendar year will be granted casual leave on pro-rata basis.

- Casual leave shall be applied in advance. However, in exceptional circumstances where leave cannot be applied for in advance the employee may apply for sanction subsequently post-facto. In exceptional circumstances leave sanctioning authority may grant post-facto sanction of Casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances the Casual leave availed of without prior permission may be treated as leave without pay or unauthorized absence.
- Leave sanctioning authority may refuse to grant Casual leave depending on exigencies of work or if the reason does not appear to be genuine. If no casual leave is balance in the account of an employee, the Chairman/Director may at his sole discretion grant leave without pay.
- CL is given for the purpose of meeting unforeseen/ unavoidable situations/ circumstances.



- CL can be taken for half-a-day also i.e. pre-lunch or post-lunch period. However, pre-lunch or post-lunch half day CL will have to be applied for in advance. In the absence of advance application, pre-lunch or post-lunch half day CL will not be granted.
- CL cannot be taken for more than 3 days at a time.
- CL cannot be carried forward. C/L can neither be accumulated nor encashed.
- CL cannot be combined with Sick Leave and Privilege Leave.
- CL will be with full pay.

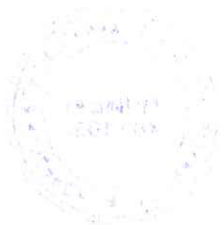
5.2 Sick Leave/Medical Leave

- All permanent employees (teaching & non-teaching) are entitled to 8 days of sick leave with full pay on medical grounds.
- If an employee reports sick for more than 3 consecutive days at a time, he/she shall be required to produce a medical certificate from a Govt. Medical Officer or Registered Medical Practitioner along with leave application which may be sent through emails, messenger/courier or by registered post. The institute shall have right to verify the medical certificate produced by the employee. If such verification of the medical certificate does not satisfy the sanctioning authority that the sick leave applied for is not on proper medical grounds, the institute may refuse to grant such sick leave and take appropriate action. Unutilized sick leave shall be carried forward to the following year subject to maximum accumulation limit of 15 days. Any sick leave beyond the accumulation leave shall automatically lapse. Sick leave accumulation cannot be encashed.



5.3 Privilege Leave/ Earned Leave for confirmed/permanent teaching and non-teaching staff only

- All confirmed/permanent teaching staff and non-teaching staff are entitled to 30 days earned leave per calendar year. Unutilized earned leave at the end of the year shall be carried forward to the following year. Earned leave can be accumulated up to 120 days.
- An employee who is entitled to PL will have to submit the leave application in the prescribed leave card to the concerned authority at least 15 days prior to the actual date of commencement of leave.
- No employee can take PL more than what is credited to his/her account, that is, there is no provision for advance PL. However, for genuine reasons the management may grant advance PL as a special case.
- An employee must avail of minimum of 4 days PL at a time. PL can be availed of twice a year. PL on a third occasion/break in a year may be considered subject to genuineness of reason. The maximum earned leave that may be applied for at a time shall not exceed 60 days.
- The administration staff will be granted PL taking into consideration the exigencies of work prevailing in the department.
- In the case of Faculty, the PL will be split into 10 days winter break and 20 days summer break, normally. However, the Chairman/Director will approve the PL if it is at a time other than the summer and winter break after taking care of the academic schedule of the Institute.
- PL cannot be availed in excess of 3 breaks in a year. Weekly off/holidays falling within the period of PL will be counted as PL. However, if weekly off or holidays are prefixed or suffixed to PL they will be excluded.



5.4 Privilege/Earned Leave encashment

- All accumulated earned leave (i.e. max. 120 days) encashable only at the time of retirement on attaining the age of superannuation from the institute.
- The cash equivalent for the purpose of encashment of earned leave shall be only Basic Pay + Grade Pay + Dearness Allowance.

5.5 Leave for contract employee/Peon/Attendants

- i. Earned Leave (EL) – 20 days (annual pro-rata basis)
- ii. Casual Leave (CL) – 8 days (annual pro-rata basis)
- iii. Sick leave (SL) – 8 days (annual pro-rata basis)

The contractual faculty/staff are not permitted to carry forward any type of leave and unconsumed leave of any type at the end of the calendar year (31st December) will automatically lapse.

5.6 Compensatory Off

Excluding Faculty and Class IV employees' administrative staff are eligible to avail Compensatory off in case of:

- The employee should be asked by his/her reporting officer to work on a weekly off/holiday declared by the institute.
- Information regarding an employee attending the office on a weekly off/holiday should be sent to the concerned authority in the prescribed format at least one day in advance.
- Compensatory off should be taken in such manner that an employee does not cause any administrative inconvenience to the institute.
- Compensatory leave can be taken with Casual leave but not with Earned leave or Sick leave
- The employee must apply for compensatory-off in the prescribed form.



5.7 Maternity Leave

- A lady staff including a teacher who has been confirmed in service and who does not have two or more children living on the date of the application shall be entitled for maternity leave on full pay for a period of 180 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- Any increment/salary increase which may fall due to a lady staff during maternity period shall be effective prospectively without any arrears only after resumption of duty.
- The employee who wants to proceed on maternity leave shall get her leave sanctioned 15 days before proceeding on leave.
- In case of miscarriage or abortion; after providing proper medical proof of the same an employee shall be eligible for 42 days leave subsequent to the miscarriage or abortion. No maternity leave for threatened abortion.
- In special cases management is authorized to make exceptions to the leave rules.
- A female employee who has not been confirmed shall also be eligible for maternity leave, subject to the provisions of this clause as under:
 - A probationary female employee who has completed two years of continuous service irrespective of whether she is confirmed or not shall get maternity leave on full pay.
 - A probationary female employee who has completed one year of continuous service but is in service for less than 2 years shall get maternity leave on half pay.
- The above leave provisions are not applicable to female employees on ad-hoc appointments.

5.8 Rules for Extraordinary Leave (EOL):

The Management has decided to introduce, in addition to PL, CL, and SL the facility of EOL for the up gradation of the faculty member and to enhance the reputation of the institute. This facility would be available for the permanent faculty members of the institute only.



This benefit of EOL will be available to the faculty members who participate as moderator/speaker of National or International Conferences/Seminars/Workshops or called upon to officially present research paper/s (as distinguished from sending/submitting).

Subject to the following conditions:

- i. The name of the faculty members should be shown as representing the institute.
- ii. Entitled to a maximum of 21 days EOL in a calendar year.
- iii. EOL can be taken at one stretch of 21 days or in 3 tranches in a year. Each tranche will not be less than 3 days.
- iv. EOL cannot be carried forward and/or accumulated.
- v. EOL is not en-cashable
- vi. EOL can be either prefixed or suffixed with PL but not both ways. And PL cannot be inserted in between EOL
- vii. The faculty member will have to make an application for EOL 21 days prior to proceeding on EOL
- viii. The leave should be duly sanctioned by the sanctioning authority.
- ix. EOL will be sanctioned taking into account the duration of conference/ seminar/ workshop and at the time for journey to reach the venue.
- x. EOL is not available for attending as delegate or participant.

The application should contain all details of national/ international Conferences/ Seminars/ Workshops which the faculty member proposes to attend. The name of the institute should be mentioned against the name of the faculty member in the invitation brochure/leaflet.



5.9 Study Leave to Faculty pursuing Ph.D. program

- The Management as a gesture of encouragement and in order to fulfill the required needs directly related to pursuing doctoral degree has decided to grant 10 days special study leave in a calendar year. Faculty can avail this leave on proper application and prior sanction from the sanctioning authority.
- A teaching faculty member intending to pursue PhD in a relevant discipline of the discipline of the employment should first make an application in writing to the Chairman and seek his approval in writing before applying for PhD admission.

5.9.1 Leave Sanctioning Procedure:

- Earned leave as per entitlement, should be planned in advance and may be availed such a way not to disturb the normal academic and administrative activity. This applies to all teaching as well as non-teaching staff.
- Any member of the staff who wants to proceed on earned Leave or Maternity Leave shall get his/her leave approved from the Competent Authority at least 15 days before proceeding on leave.
- If any staff member, fails to inform the Competent Authority and remains absent without prior permission become liable for strict disciplinary action.
- If any member of the staff (teaching/non-teaching) remains absent without permission of the competent Authority for more than 5 (five) consecutive days, he/she shall lose his/her lien on the job.
- Even where the leave has been sanctioned, the Competent Authority can cancel/advise to pre-pone or postpone the same at any time depending upon the exigency of work and taking into consideration the interest of the students.
- The Competent Authority for different kinds of leave for all employees shall be as under:



- i. All kinds of leave to the Director shall be approved by the Chairman of the Institute.
- ii. All types of leave up to 3 days for the teaching faculty can be approved by the Director. Leave for more than 3 days at a time shall be approved by the Director and Chairman.
- iii. All kinds of leave for Administration staff shall be approved by both the Director and Chairman.

5.9.2 Doctoral Studies:

Ph.D. Study should be pursued only in UGC approved prestigious category of universities under the Central or State Govt. and institutes such as listed below:

- i. All IIMS (Indian Institutes of Management Studies)
 - ii. All the Management institutes associated with the Indian Institutes of Technology.
 - iii. Other prestigious institutes like XLRI, XIMB, Tata Institute of Social Studies, MDI, Gurgaon, FMS Delhi, IIFD Delhi etc.
- In case an application is received for similar institutes not listed above, this can be referred to well-known experts of our institute for their opinion whether a particular institute can be treated as comparable to the above mentioned institutes.
 - Applicants are required to submit details of the course they are pursuing to the sanctioning authority. This provision come into an effect from the date of registration of Ph.D for a period of 3 or maximum 4 years which is the normal period for completion of the doctoral degree.
 - The college Management shall always have a right to follow up with the Institute in which the sponsored candidate's attendance, progress, conduct/behavior and overall performance.



- Teachers on acquiring PhD degree are required to submit to the Institute Library copy of PhD thesis as well as papers published in National / International journals / conferences within a period of 30 working days and submit an acknowledgement from the Librarian to the Chairman failing which no benefits, monetary or otherwise, if entitled on account of acquiring higher qualification, shall be granted till such time the documents as mentioned above are submitted.
- Teachers who complete their PhD degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such PhD is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC of the admission process.
- Teaching faculty members who are appointed fresh with PhD qualification for any post as per the prescribed qualification by AICTE/University shall not receive any incentive by way of additional increments for the qualification even if they have qualification higher than what is prescribed for the post.

5.9.3 Remuneration to PhD guides:

The remuneration payable to approved PhD guides in the institute will be Rs. 20,000/- per student/per year from the date of admission, up to a maximum period of 4 years, including conducting course work. This payment is made subject to the PhD guide takes normal teaching load and other administrative functions in the Programme department.

6.0 Training Programme/ Workshops/ Seminars/ Major Functions/ Programme of the Institute:

- As part of the efforts for faculty development and improving teaching quality in classrooms, the Management has made a decision to sanction an amount not exceeding



Rs. 20,000/- in a financial year. This amount may be utilized by the permanent faculty members for attending/participating in a conference/seminar/workshop conducted by Premier B-Schools, IIM's, University and professional Bodies and Associations within the city or country.

- Faculty are required to take prior sanction in writing from the Director before registering for workshops, seminars, conference etc.
- Permission shall be granted only for such learning programmes, which are useful for the institute.
- The institute shall publish the said participation in its newsletter, Annual Plan, Website etc.
- The faculty member after participating in the seminar/workshop/conference or presenting paper will be required to submit a report together with the papers, as prerequisite condition for reimbursement of the sanctioned amount from the Institute. The certificates are to be filed in the personal file of the faculty in the institute.
- This facility can be revoked or unilaterally withdrawn at any time without assigning any reason whatsoever.
- All staff and faculty members should attend all the major programmes and functions organized by the institute.

7.0 Festival Celebrations

In the beginning of the Session the number of festivals to be celebrated will be discussed and finalized by faculty members with students. This is done to involve the students in the process.



8.0 Outside Teaching

- Teaching staff is not allowed to teach as a visiting faculty in other institutes. Any such act shall be construed as misconduct and breach of trust and appropriate action will be taken against such staff.
- Teaching staff can, however, deliver occasional guest lectures in other institutes/organizations with the written permission of the Director. Such lectures should not be a part of the regular courses conducted by the inviting institutes; the invitation letter of the inviting institute should be enclosed while applying for permission.

9.0 Minimum expected performance

- All the teaching staff should keep in tune with the technological advancements, library work, project guidance of the students visiting outside organizations namely Corporates and Institutions nationally and internationally when required in the interest of the students and in the building up of high standards of Administrative set-up such as NBA/NAAC/International Accreditation, ISO, Implementation process, auditing process etc. All the teaching staff are required to publish minimum 2 research papers in an academic year in reputed journals such as SCI Journals/UGC/AICTE approved list of journals. All the teaching staff should contribute research papers for SFIMAR Research Review at least once a year.
- With regard to Research incentives, please refer the Research Incentive Policy of the Institute. Teachers are encouraged to apply for research grant from Mumbai University, AICTE, and UGC and so on.
- In every subject taught, the teaching staff must get a minimum rating of 3.5 on a 5 point scale in the final student feedback for the semester.



9.1 Career Advancement Scheme, Promotion:

As per the AICTE notification dated 3rd August 2018 (**F. No. 34-36/RIFD/FDP through MOOCs/2017-2018**) and subsequent Government of Maharashtra Higher & Technical Education Department Govt. Resolution dated 11/09/2019.

Staff Performance Appraisal System and Self Evaluation: -

- Performance Appraisal and evaluation of the teaching faculty as well as of non- teaching staff is carried out time to time during the academic year. Faculty members are assessed about their participation in Quality improvement Programme & Continuous Upskilling in holistic and multidisciplinary areas. The institute has a performance appraisal and evaluation system in place namely,
 - i. Academic Performance Indicator (API)
 - ii. Teaching Process
 - iii. Institute Activity
 - iv. Departmental Activities
 - v. ACR
 - vi. Contribution to Society
 - vii. Student's Feedback
 - viii. Self-Appraisal and,
 - ix. Director/Chairman Remark
- Continuous service in the institute means uninterrupted service calculated from the date of probation in the institute including paid Casual Leave, Earned leave, paid Maternity Leave, Sick Leave. All other type of long absence from duties with or without pay for whatever reason for 3 months or more, including Study leave as per rules, is excluded while arriving at the total period of continuous service in the institute.

The above criteria shall be applicable for all purposes including eligibility for promotion such as higher level teaching post, higher Academic Grade pay, payment of gratuity etc. While granting annual increment, promotions the assessment and evaluation so done will be taken into consideration.



- Annual scale increments of 3% of Basic + GP will be granted only to confirmed employees and probationers who have completed one year of probation and who are in the second year of probationary service.

The annual increment is not a matter of right and the college Management will be within its rights to withhold or reduce the annual increment amount of any member of the staff on grounds of unsatisfactory performance, attendance, punctuality, bad behavior or any misconduct and/ or for such or similar reason.

Increments/Promotions will not be given to the non-performers based on the performance appraisal. In such case a letter in writing will be given indicating their performance, discipline, conduct, attendance, punctuality etc. The Management will inform the employee concerned in writing the reason for not granting increment or granting of lesser than 3% increment.

- Satisfactory Performance/ Conduct and Behavior: Meeting the expectation of the management is a prerequisite.

10.0 Rules for Consultancy Assignments

Consultancy assignments are important for every B-School for the following reasons:

- i. To get hands on experience of what an organization needs.
- ii. To understand how theory gets translated in to practice and what are the needs of customizing.
- iii. To establish industry-academia interaction.
- iv. To do it as part of research.
- v. To open up placement opportunities for students.

The teaching staff getting consultancy assignments has to get the approval of the Director and the Director should obtain the approval of the Chairman.



As per the Institutes' Consultancy Policy 40% of the consultancy fee will go to the institute and 60% to the faculty member(s).

11.0 MDP

The teaching faculty involved in taking MDP's will be paid Rs. 1000/= per hour. External experts Rs. 1500/= per hour.

MDP for Cooperates: The remuneration for resource persons would be fixed with prior approval of the Director and Chairman taking into consideration of the proposed budget by the organizers. All invoices will be raised by the institute's account department.

12.0 Re-imburement of Expenses

- Reimbursement of expenditures is needed to be claimed within 48 hrs. of incurrance of expenditure, supported by valid documents.
- All expenditure will be incurred as per the approved budget only.
- Expenses of events/SMT/Clubs: Expenses towards events/SMT/clubs will only be incurred as per the approved budget.
- Expenses vouchers will be filled in by the student representative, supported by faculty members, recommended by the Director & approved by the Chairman. After obtaining approval from the Chairman, expense sheet will be forwarded to the treasurer/account department for payment.

12.1 Remuneration for Examiner ship

The teachers shall be entitled to remuneration only in respect of examinations conducted by the Mumbai University.



13.0 Alumni Association

As per the Memorandum of the 'SFIMAR Alumni Association' all faculty/staff members are automatically members of alumni association.

All the teaching faculty and staff should actively keep up the rapport with past students and participate in all the net-working activities for the good of our students and institute so that to realize the objectives of "SFIMAR ALUMNI ASSOCIATION". W.P: www.sfimar.alumni.org

14.0 Separation from the Institute

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

14.1 Retrenchment:

- i. In the event of abolition of a post or reduction in work load a teacher may be retrenched/terminated by giving him/her one month's notice or payment of one month's pay.
- ii. Three months' notice or three month's pay in lieu thereof if the teacher/employee is confirmed in the post.
- iii. In case the workload is reduced to half or less than half if the teacher so desires he/she shall be continued as a part time teacher and shall be paid as per scale of part time teacher.

14.2 An employee may resign:

An employee may resign at the end of the academic year so that not to inconvenience the students and the Institute. For some justified valid reasons, one may resign at the end of the second semester or fourth semester.



In the event of a confirmed member of the staff decides to leave the services of the Institute, he/she shall give 3 calendar months' notice in writing to the Competent authority of the institute. However, he or she shall have the following options:

- i. To serve the institute for full term of 3 months' notice period from the date the resignation is accepted by the Competent Authority

OR

- ii. To serve the Institute for a minimum period of at least one month after the resignation is accepted by the Competent Authority and pay equivalent salary for the short fall in the prescribed notice period.

In both the cases, if the staff member decides to serve the institute either for the full or part of the prescribed notice period, then his/her physical attendance in the institute during the notice period is compulsory. Consequently, all types of accumulated/balance leave if any, even if pre-sanctioned, shall stand automatically forfeited, effective from the date the resignation is accepted by the Competent Authority.

- **Termination:** An employee's service may be terminated by the Management for misconduct and /or for indiscipline, lack of efficiency, poor performance or for any other reason which in the opinion of the Management is sufficient reason to terminate the employee after following the principles of natural justice.
- If a staff member (whether on probation, confirmed, ad-hoc or contractual) is found to have divulged any particulars, working or methodology of the Institute, in the course of employment with the Institute to anyone else without prior sanction of the Management or resorts to any action which would hamper the functioning or working of the Institute or involves in any activity which according to the Management is against the interest of the Institute, the Competent Authority shall be within its right to terminate the services by giving one month's notice or wages or salary in lieu thereof. In the case of adhoc and contractual staff members their services can be terminated without assigning any reason



whatsoever. Non-Liability Certificate: All service benefits shall be granted to the employee only after a non-liability certificate been issued by the Chairman.

14.3 Handing Over Charge

- A member of the faculty/staff before leaving the services of the Institute, shall hand over proper charge of his/her post/department all books, furniture, materials, equipment, identity card etc. issued o him/her and shall pay up in full all charges dues. If he/she fails to do so, the Institutes shall recover the amount due from such teacher/staff on account of the above items from his/her final dues. The last salary/dues if any shall be paid to the teacher concerned, only after clearance certificate in the prescribed format duly filed and signed by all concerned, is submitted to the Accounts section.
- Relieving/ Experience letter will be processed only after clearance certificate is signed by the Competent Authority.
- The institute will not issue any experience certificate to any members of staff / faculty during the course of their employment in the institute.

15.0 Miscellaneous:

15.1 Superannuation/Retirement Age:

The superannuation/retirement age of the Director shall be 65 years of the teaching faculty 60 years and staff it shall be 58 years. However, extension can be given at the discretion of the Management within the prescribed University/Govt. Rules & Regulations.

15.2 Contributory Provident Fund:

All confirmed employees as well as those on probation shall be covered under the provisions of the 'Employees Provident fund and Miscellaneous Provisions Act 1952' subject to EPF eligibility criteria.



15.3 Employees Group Gratuity-cum-life Assurance

All confirmed employees shall be covered under the Group Gratuity cum Life Assurance Scheme of Life Insurance Corporation of India (LIC) the benefits on leaving service shall be applicable to the employees covered under the scheme after completion of 5 years continuous service in the institute from the date of probation.

16.0 Duties of Teachers

- A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, rules and other directions of orders issued there under from time to time by the Management/Director, University/AICTE and the Central and State Governments.
- A teacher shall engage in classes regularly and punctually and impart such lessons and instruction, so such internal assessment/examination evaluation as the Programme Head/ Director shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission and grant of leave.
- A teacher shall involve right from the admission to placement of students for all rounded developments of the students.
- A teacher shall use the resources of the institute effectively to bring out the desired outcome.
- A teacher shall assist the Programme Head/ Director to enforce and maintain discipline amongst the students.

17.0 Code of Conduct

- All the members of the staff abide by and comply with the terms and conditions stipulated in their individual appointment letter and also shall be subjected to the code of conduct as laid down by the Institute as given below and modified time to time.



- In all matters concerning the entire administration and general running of the Institute the Chairman/Director/ Program Heads of the Institute should be respected and their decisions, carried out.
- Every member of the staff being an educator is expected to set a good example to the students in and outside the Institute. He/ She must be clean, and tidy, modest and sincere above all patient and polite in speech and behavior.
- Every member of the staff shall remain focused on the all-round development of the students, in accordance with the Vision and Mission statement of the Institute, without undue interference, and shall foster in them a spirit of respect, and gratitude towards authority, as well as love and respect for each other and the college in general.
- Every member of the staff shall maintain a high standard of discipline and train the students' honesty, good manners, polite speech and behavior, by being a personal example of these qualities.
- All the members of the staff shall be present in their respective place of work at least 5-10 minutes before time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the staff shall not take out of the Institute, any documents, tools equipment and materials belonging to the Institute, or handover to the students or any unauthorized persons without prior permission of the Chairman/Director.
- The behavior of a staff member with students and with co-employees shall be modest, professional and becoming.
- A staff member shall communicate change in address if any in case of shifting of residence to the Chairman in writing.
- A staff member shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent Authority/management and shall not refuse an order of transfer from one job to another, or from one department of the college to another department.
- Discussing irrelevant topics with the students or loose talk or criticizing any decision of the Management/Director/Programme heads or any other members of the staff in front



of the students, either inside or outside the classroom will be treated as breach of code of conduct.

- A member of the staff shall not use indecent language or making false allegations against Institute's Authorities or speak in an abusive manner to co-employees or to said authorities or others.
- Insubordination or disobedience, whether alone or in combination with others of any order of a higher authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- When a faculty member is called upon by the Management to take allied subjects or any other subjects pertained to the course to another batch of students or whenever his/her help is required in the absence of another staff he/she must comply.
- A staff member shall report for duty when leave has been refused or when leave has been cancelled.
- The staff members shall at all-time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute.
- A member of the staff shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He/ She shall strive hard to promote the interest of the Institute.
- No employee shall act as the spokesperson of the Institute without prior written sanction from the Chairman of the Institute. He/ she shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outside, to whom he/ she is not authorized to communicate such document or information, or to make any use thereof.
- The staff members shall not, by writing, speech or deed or otherwise indulge in any activity which is likely to incite or create a feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.
- A staff member shall not discriminate against any student, staff etc. on grounds of race, religion. Caste, language belief or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/ Governing Body of the Institute.



- A teacher shall not make use of the resources and / or facilities of the Institute for personal, commercial, political, religious purposes, or any other purpose not connected with the purposes of or the interest of the Institute.
- A teacher shall not partial in assessment of a student or deliberately over mark, under mark or victimize/ discriminate students on any grounds whatsoever.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/ examination /Evaluation.
- A member of the staff shall not furnish incorrect information regarding his/ her qualifications, research and other credentials, experience, age, etc. in respect of his/ her appointment/promotion.
- A member of the staff shall avoid physical intimacy of any sort or emotional involvement with any member of the staff and/or students, especially of the opposite sex, even with mutual consent.
- A member of the staff is not expected to show lethargy in the Institutes' meetings and deliberations by passive involvement.
- A staff member shall not bring in or entertain outsiders in the college premises without the written permission from the Chairman.

18.0 Misconduct and Discipline

All employees shall abide by and comply with the terms and conditions stipulated in their individual appointment letter. The omission and/or commission of the following acts shall be treated as misconduct:

- Willful insubordination or disobedience.
- Going on an illegal strike or abetting, instigating or acting in furtherance thereof.
- Willful slowing down in performance of work or abetment or instigation thereof.
- Theft, fraud or dishonesty in connection with the employer's property or theft of another employee's property within the establishment.
- Demanding and accepting bribe/commission or any illegal gratification.
- Habitual absence without sanctioned leave.



- Habitual late attendance.
- Habitual breach of any rule or any law applicable to the establishment or any rules made thereunder.
- Engaging in trade or business or taking up any part-time or full time paid work without the knowledge and written permission of the management
- Drunkenness or riotous, disorderly or indecent behavior, use of abusive/vulgar language.
- Threatening or intimidating other employees or wrongfully interfering with the work of other employees, assault on other employees' or on Institute's property.
- Gross neglect of work or habitual negligence.
- Habitual breach of any rule or instructions meant for the maintenance and keeping of the cleanliness of the Institute's premises.
- Holding or attending unauthorized meetings inside the premises of the Institute without previous written permission of the Management.
- Canvassing for union membership, collection of money for any purpose within the Institute's premises or elsewhere in connection with the Institute's business.
- Being rude towards Management, Director, Faculty, Staff members, Government or other officers, visitors and other persons in the Institute's premises or elsewhere in connection with the Institute's business.
- Distributing or exhibiting within the establishment, handbills, pamphlets, posters etc without prior permission of the Management.
- Falsification, defacement or destruction of records of the Institute.
- Willful misrepresentation of the information given by the employee at the time of application for employment.
- Willful damage to work in process or to any property of the Institute.
- Disclosing any confidential information related to methods or activities of the Institute to any unauthorized person.
- Gambling, consuming alcohol sniffing drugs, smoking or spitting in the premises
- Possessing lethal weapons or firearms in the premises of the Institute except as permitted under the law and with the permission of the Management.



- Refusal to accept a charge-sheet or other communication served by the Management
- Accepting expensive gifts from suppliers, customer, students or any party dealing with the Institute.
- Canvassing for or recommending any candidate for admission for personal gain.
- Helping students in the use of unfair means during examination
- Any leak or disclosure of question paper or confidential information to unauthorized persons will invite immediate suspension of an employee pending enquiry.
- Misappropriation of Institute's funds/moneys and manipulation in the books of accounts.
- Falsification of bills, bogus vouchers etc.
- Sending lewd SMS/MMS, secret filming and posting it on public domain
- Any other activity or action or work which in the opinion of the Management is a misconduct or subversion of discipline.

An employee guilty of misconduct may be: Warned or reprimanded in writing or orally.

- i. Suspended without salary or
- i. Deprived of his/her yearly increments or
- ii. Demoted to a lower grade or position or
- iii. Discharged/Dismissed with or without notice depending upon the degree of misconduct performed.

For imposing any disciplinary action, Management will follow the procedure of conducting enquiry according to the principles of natural justice.

18.1 Sexual Harassment at Workplace

The Management respects and upholds the fundamental right of 'Gender Equality' granted by the Constitution of India. Gender equality includes protection from sexual harassment and right to work with dignity, which is a universally recognized basic human right.

Equality in employment can be seriously impaired when any person is subjected to gender specific violence, such as sexual harassment in the workplace. The Supreme Court of India



while laying down certain guidelines to ensure the prevention of sexual harassment in workplaces, has made it a duty of the employer or other responsible person in work places to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required. Ref. the ACT viz. Internal Complaints Committee (ICC).

Disciplinary Actions: Suspension, Compulsory Retirement, Termination or Removal from Service:

A teacher/staff member who is confirmed in service is liable to be suspended or compulsorily retired or removed or his/her services terminated on one or more of the following grounds.

- i. Misconduct,
- ii. Willful and persistent negligence of duty,
- iii. Permanent physical or mental unfitness, and
- iv. Incompetence; provided that the ground of incompetence shall not be used after a teacher who has served the Institute for a period of five years or more.

18.1.1 Explanation:

“Misconduct” shall include the following:

- Breach of the terms and conditions of service laid down by these rules
- Violation of the Code of Conduct.

“Willful and persistent negligence of duty” shall among other things, include the following:

- Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus;
- Persistent and habitual absence from duty without prior permission;
- Failure to discharge any of the duties laid down by these directions or assigned by the competent Authority.



“Permanent physical or mental unfitness” shall means:

Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management.

“Incompetence” shall include the following:

- Failure to keep up academic progress and to keep his/her knowledge up-to-date inspite of repeated instructions in that behalf and provision of facilities.
- Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his/her control.

18.1.2 Penalties:

Notwithstanding anything mentioned above and without prejudice to the provisions of these rules, any teacher/employee guilty of misconduct, delay in disposal of assignments, willful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for the following:

- Warning, Reprimand or Censure
- Fine
- Stoppage or withholding or increments or promotion,
- Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order,
- Reduction to a post in the lower pay-scale or to a lower stage of increment in his/her own pay-scale,
- Compulsory Retirement,
- Termination of service, removal/dismissal from the service of the Institute,
- Disciplinary action shall be taken against an employee only after giving sufficient opportunity to present his/her own case against the action proposed to be taken.



18.1.3 Procedure for Imposing Penalties

- i. Where the staff member has been alleged to have committed an act of misconduct which is minor in nature in the opinion of the Competent Authority, the Institution may appoint a person or persons to investigate into the facts of the case and submit a report to the appointing authority within 7 days of appointment.
- ii. Accordingly, the Competent Authority may take up the matter and hear to decide upon the type and/or quantum of penalties to be imposed.
- iii. However, in case where the misconduct alleged to have been committed is of serious nature, the Competent Authority shall appoint a person or persons to investigate into the matter and submit a detailed preliminary investigation report in writing within such time as deemed fit to the Competent Authority, depending on gravity of each case.
- iv. Upon receiving the preliminary investigation report the Competent Authority can prima-facie reach to conclusion whether the person against whom the allegation has been made is/are guilty or not. If the prepondence of probability is more, under such circumstances, the Competent Authority should issue a show cause notice against whom allegations have been made of having committed the misconduct.
- v. After receiving their explanation if the same is deemed unsatisfactory the Competent Authority shall proceed to issue a charge sheet and conduct a domestic enquiry against such person/persons.
- vi. An independent person shall be appointed as an Enquiry Officer to investigate into the charge levelled against the charge-sheeted employee/s.
- vii. Simultaneously, another person shall be appointed as a Management representative



who shall represent the Management case and shall lead evidence before the Enquiry Officer.

- viii. After the appointment of the Enquiry Officer, a Notice shall be sent to the charge-sheeted employee in advance informing him/her the date, time and venue of the enquiry.
- ix. During the enquiry he/she will be allowed to be defended by any co-worker employed in the Institute.
- x. If the charge-sheeted employee fails to attend or intentionally neglects to attend the inquiry with the intention to vitiate or delay the enquiry, the same shall be conducted ex-parte after sending three notices of enquiry on the last known address as per the records of the Institute over a period of time.
- xi. After the enquiry is concluded and report and findings are received by the Competent Authority, suitable action in the matter shall be taken based on the findings of the Enquiry Officer and other facts & circumstances of the case and the past record of the employee.

18.1.4 Suspension pending enquiry

- If the misconduct alleged to have been committed by the staff member is serious in nature and it is likely that he/she may try to influence or threaten the witnesses or destroy the evidence against him/her, the disciplinary authority may suspend such employee from the services until the domestic enquiry against him/her has been completed. An employee who is suspended pending enquiry shall be entitled to receive 50% of his/her Basic and D.A allowances for first 3 months and thereafter 75% of Basic and dearness allowance till the completion of the enquiry as Subsistence Allowance.
- However, where the suspended member of the staff intentionally abstains or tries to



disturb the normal functioning to the enquiry with the intention to delay the inquiry or vitiate the same, under such circumstances the enquiry officer may give a ruling to stop Subsistence Allowance.

Appointment of Enquiry Officer: Any suitable person of a good repute and considered to be just and fair may be appointed as an Enquiry Officer. He/She should not be an interested party.

Appointment of Management Representative: The Management can appoint any staff member as a Management Representative to represent the Management's case before the Enquiry Officer.

Authority competent to take Disciplinary Actions and impose Penalties: The power to take disciplinary actions and impose penalties on any member of the staff, vests with the Chairman of the Institute.

Applicability of this Code of Conduct: The code of conduct enshrined in these rules is applicable to all members of the faculty/ staff of the Institute, including ad-hoc and contractual staff members.

In case of any point left uncovered or if there is any ambiguity/confusion, the decision of the management shall be final and binding.



Bro. Alphonse Nesamony
Chairman - SFIMAR



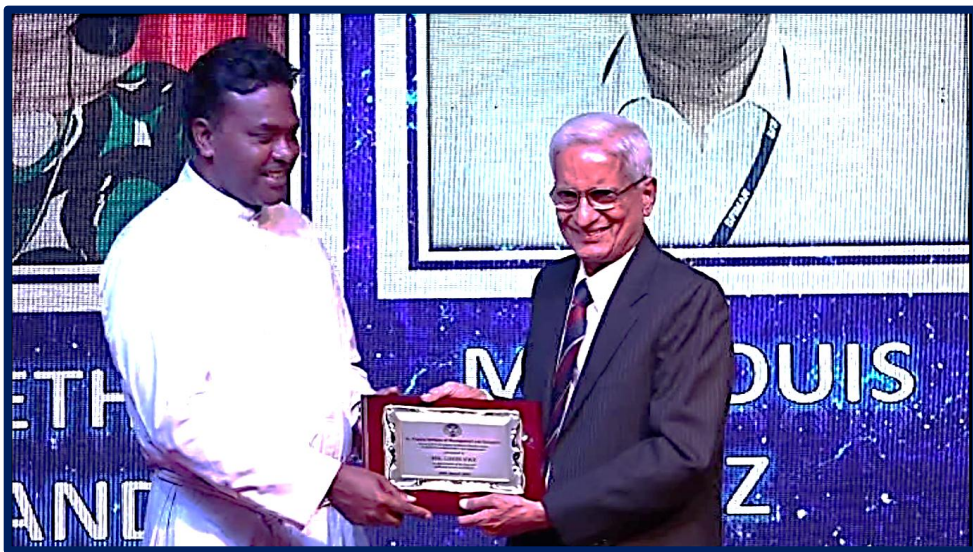
Bro. Joseph Karimalayil
President

SOCIETY OF THE CONGREGATION OF FRANCISCAN BROTHERS

Staff Awards for Excellence



Ms. Ethel Fernandes received Staff Award for Excellence during 2017-18



Ms. Louis Vaz Staff Award for Excellence during 2017-18



Mr. Sabu V. received Staff Award for Excellence during 2018-19