

St. Francis Institute of Technology (Engineering College)
Staff Service Rules, 2011
(2nd Amendment as on 1st July 2018)

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1.0 Introduction

1.1 About the Congregation

- i. The Congregation of Franciscan Brothers (CMSF) was founded in 1901 at Nagpur by Bro. Paulus Moritz, a German Missionary. In 1908 an orphanage and a school were established in Mt. Painsur, Borivli, Mumbai, to look after and educate the orphans of the area. The Congregation now has number of centres in India conducting orphanages, schools, colleges, industrial training institutes, a higher technical and a management education centre, leprosy centres, agricultural training farms, youth centres, clinics, dispensaries, hospitals, etc. The focus in all these activities is oriented around orphans, the poor, and lower/middle class section of the society, without any discrimination whatsoever. In rural areas, the congregation aims to provide primary education and an appropriate level of technical education to create self-employment / small entrepreneur class.
- ii. The Congregation's higher education centres are located in urban and semi urban areas, providing higher level general & technical education with a view to create technical entrepreneurs and skilled labour. The Congregation's institutions/schools /colleges have a high level of competence & reputation and have been winning State & National Awards. All the units of the Congregation are registered under the relevant laws of the States as public charitable trusts/ societies etc. The Congregation has Centres in the USA, Canada, South America, Sri Lanka, Germany, Switzerland and Italy, with Mumbai as the International Headquarters.
- iii. In the city of Mumbai at Borivli (West), the Congregation has the following institutions:
 - a) St. Francis Orphanage
 - b) St. Francis D'Assisi High School & Junior College
 - c) St. Francis Industrial Training Institute (ITI)
 - d) St. Francis Institute of Art & Design
 - e) St. Francis Institute of Technology (Engg. College)
 - f) St. Francis Institute of Management & Research
 - g) St. Francis School (ICSE Section)
 - h) St. Francis Institute of Hotel Management, Catering Technology & Applied Nutrition.

1.2 About St. Francis Institute of Technology (Engineering College)

- i. St. Francis Institute of Technology (Engineering College) also referred to as “SFIT” (for the sake of brevity) was established in 1999 by the ‘Society of St. Francis Industrial Training Institute,’ Borivli (W), Mumbai which is registered under the Societies Registration Act, 1860 under Registration No. BOM. 417/73 G.B.B.S.D and the Bombay Public Trust Act, 1950 under Registration No. 3393.
- ii. The All India Council for Technical Education (AICTE), vide order dated 2nd July, 1999 granted approval for starting the Engineering College in three Under Graduate courses/ branches, viz. (a) Information Technology, (b) Computer Engineering and (c) Electronics & Telecommunication Engineering, with an initial intake capacity of 60 students in each. The Directorate of Technical Education (DTE), Government of Maharashtra granted recognition to the college, vide order dated 5th July 1999. The University of Mumbai vide order dated 23rd July 1999, granted affiliation to the college for the aforesaid three UG courses / branches. Subsequently, the intake has been increased to 120 students in each of the above mentioned three branches. From the academic year 2015-16, three existing UG courses (CMPN, EXTC and INFT) have been granted Permanent Affiliation by the University of Mumbai. From the academic year 2018-2019 SFIT has added two more UG courses namely, (a) Electrical Engineering and (b) Mechanical Engineering with an intake of 60 students in each branch.
- iii. In the academic year 2012-2013, SFIT started a full time 2-year Masters of Engineering (M.E.) programme in the branches of (a) Computer Engineering and (b) Electronics and Telecommunication Engineering, with an intake of 18 seats in each branch. Both the courses have been approved by AICTE/DTE and are affiliated to the University of Mumbai.
- iv. In the academic year 2014-2015 the college started PhD (Technology) degree course in the branch of Computer Engineering and Electronics and Telecommunication Engineering, with an intake of 10 seats in each branch with the recognition for SFIT as a Research Centre of the University of Mumbai.
- v. SFIT is a private, un-aided, self financing, religious (Roman Catholic) minority educational institution. The college has received a certificate from the National Commission for Minority Educational Institutions bearing F.No.397 of 2006/-11882 dated September 20, 2006, declaring the SFIT as a minority educational institution covered under Article 30 of the Constitution of India, within the meaning of Section 2(g) of the National Commission for Minority Educational Institutions Act, 2004.

- vi. The following three UG courses of SFIT are accredited by the National Board of Accreditation (NBA). The current validity period for Computer Engineering and Electronics and Telecommunication Engineering expires on 30/06/2019 and 30/06/2018 for Information Technology.
- vii. SFIT is certified by DNVGL, a world renowned certification body for conforming to the Quality Management System (QMS) Standard, ISO 9001:2015, providing Undergraduate Courses in Engineering/Technology.

1.3. Our Vision

Our Vision is “to be a chrysalis where bright youngsters are transformed into technological entrepreneurs and innovative leaders of tomorrow’s world, consistent with the Franciscan vision of integrity, peace and love.”

1.4 Our Mission

- i. For UG Programme - “To churn highly competent engineering graduates with a commitment to result oriented work, a perennial zest for learning, a quest for excellence, an open mind and the universal values of honesty, dignity and mutual care.”
- ii. For PG Programme – “To continually improve and progress in the path of developing post graduate scholars who will be competent in exploring, developing and disseminating new knowledge in their areas of specialization so that the repository of new knowledge and innovation and its dissemination will be enhanced in scope and effectiveness.”

2.0 Preamble

- i. These service rules shall be called “**St. Francis Institute of Technology (Engineering College) Staff Service Rules, 2011**” (herein after referred to as the “**SFIT Staff Service Rules, 2011**” for the sake of brevity) with **1st amendment as on 1st October 2014 and 2nd amendment as on 1st July 2018**. However, the amendments wherever applicable, shall deem to be in force from the date mentioned in the relevant Office Orders /Circulars/Notices issued from time to time.
- ii. These Rules are applicable to all the members of SFIT staff, both teaching and non-teaching, unless specifically exempted.
- iii. These service rules do not affect, in any manner whatsoever, the right of the Director to enter into any arrangement / contract / agreement (as the case may be) with any person / class of persons / staff/ category of staff in respect of his / her /their respective terms and conditions of services. In case of such persons / class of persons / staff / category of staff the provision of these rules shall not apply.

3.0 Definitions

- i. **Administrative Staff** means members of the staff working in the Library, Office, Examination Cell, Accounts, Training & Placement and such other departments handling clerical and administrative matters.
- ii. **Chairman** is the Head of the Governing Body and in his absence, Deputy Chairman or such member of the Governing Body as shall be nominated by him to be Chairman at all meetings of the Society and of the Governing Body.
- iii. **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 Director shall be the Ex-officio Competent Authority.
- iv. **Continuous Appointment** means an appointment held by an employee without any break. (Leave approved by the Competent Authority does not constitute break.)
- v. **Contract Post** means a post which an employee holds for a limited period (which may be extended due to exigencies of work or otherwise).
- vi. **Deputy Director** means and includes any person duly appointed as such by the Chairman/Governing Body to aid, enable and assist the Director in discharging his duties.
- vii. **Director** means and includes any person duly appointed as such by the Chairman/Governing Body as the Head of the institute.
- viii. **Employment Contract** means a contract entered into, in writing and executed between the 'Competent Authority' and any individual for employment.
- ix. **Executive Committee** means the body (which includes the Director) appointed by the President of the Governing Body to decide policy matters keeping in view, the overall objectives of the Society and assist the Director in the management of the Institute.
- x. **Faculty** means the teaching staff of the Institute and includes the Principal.
- xi. **Governing Body** means the Board of Trustees of the 'Society of St. Francis Industrial Training Institute'.
- xii. **Holiday** means a Sunday or any other day declared as a holiday by the Competent Authority.

- xiii. **‘Institute’** means and includes ‘St. Francis Institute of Technology (Engineering College)’, ‘SFIT’ (for short), which is at Mt. Painsur, S.V.P. Road, Borivli (W), Mumbai – 400 103.
- xiv. **‘Increment’** means any increase in salary due to ‘Annual Increment’, ‘Special Increment’ as well as increase in ‘Academic Grade Pay’ (AGP) in the case of teaching staff and ‘Grade Pay’ (GP) in the case of non-teaching staff.
- xv. **‘Lien’** means the title of an employee to hold the post in which he/she is on probation/confirmed either immediately or on the termination of a period or periods of absence specified in these service rules.
- xvi. **‘Management’** means the Director and the Dy. Director of the Institute.
- xvii. **‘Principal’** means and includes any person who is legally qualified as per statutes applicable and who is duly appointed as such to look after the academic and administrative activities of Institute. The Principal shall report to the Director.
- xviii. **‘Probation’** means and includes an appointment made on specified conditions for a stipulated period mentioned in the appointment letter subject to medical fitness.
- xix. **‘Society’** means the “Society of St. Francis Industrial Training Institute”.
- xx. **‘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.
- xxi. **‘Teacher’** means a member of the teaching faculty viz, Professor, Associate Professor, Assistant Professor and includes the Principal.
- xxii. **‘Technical Staff’** means the non-teaching staff working as ‘System Administrator/Asst. System Administrator, Network Technician, Lab Assistant, Work Shop Instructor etc. who are providing technical support.
- xxiii. **‘Temporary Appointment’** means an appointment made purely on a temporary basis either in a permanent post or a contract post or against a temporary position/vacancy.
- xxiv. **‘Time – Scale of Pay’** means the scale in which the pay rises, subject to the terms and conditions prescribed from a minimum to a maximum by lapse of time.
- xxv. **‘University’** means the University of Mumbai.

4.0 Staff Classification

The members of the staff are classified as under:

- i. **'Temporary staff'** is one who is appointed for a limited work / time.
- ii. **'Trainee'** is one who is a fresher or is awaiting results of the prescribed qualifying examination, without any previous relevant experience for the job, and is appointed for on the job-training for a prescribed period with/without stipend. After successful completion of training/on obtaining the prescribed qualification certificate/mark sheet, the trainee may be considered for an ad-hoc appointment or probation against a permanent post/vacancy at the sole discretion of the Competent Authority of the Institute.
- iii. **'Ad-hoc staff'** is one who is appointed on an ad-hoc basis for a limited period as specified in the Appointment Letter and is essentially temporary in nature.
- iv. **'Probationer 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 serving temporary / 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.
- v. **'Confirmed staff'** - 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. **'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.

5.0 Recruitment and Employment

5.1 Policy:

Appointment for the various posts i.e. teaching and non-teaching in the Institute shall be in terms of qualifications, experience, pay scales and other guidelines issued by the All India Council for Technical Education (AICTE), the affiliating University, and Government Resolutions as amended from time to time. However, the Executive Committee or the Competent Authority reserves

the right to modify the same depending upon the circumstances keeping in view the foremost interest of the Institute.

- i. All vacant/additional permanent regular teaching posts (other than ad-hoc, temporary & contractual) are generally advertised in prominent newspapers and/or on the College Notice Board/Website. However, the Management reserves the right to recruit its employees directly through other sources as well, such as internal referrals, placement agents, jobsites etc., depending upon the urgency and availability of the candidate keeping in view the interest of the students and the Institute.
- ii. The Selection Committee duly constituted, consisting of the Chairman, Director, Members of the Executive Committee, Subject Experts, General Expert and the Principal, shall interview the eligible candidates for regular permanent teaching posts and recommend the short listed candidates for selection.
- iii. Based on the recommendation of the Selection Committee and the approval of the Executive Committee, candidates selected will be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness certified by Registered Medical Practitioner from the panel appointed by the Competent Authority.
- iv. Candidate who is issued an appointment letter will have to complete the medical examination and be declared medically fit before joining the institute as well as complete other joining formalities as may be prescribed. The Management may also get a reference check done, of the candidates recruited if needed.

5.2 Probation and Confirmation

- i. A new staff member for regular permanent post shall subject to the procedure prescribed for selection and appointment, be appointed on probation for a period not exceeding 24 months from the date on which he/she joins duties and after the satisfactory completion (the decision of the Competent Authority shall be final and binding) of the probation period he/she may be confirmed and informed accordingly in writing. Otherwise his/her services shall be terminated at any time provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the notice period.
- ii. It shall not be necessary to assign any reason for terminating the services of staff member on probation.
- iii. No staff member shall be deemed to be confirmed automatically at the end of the probation period. Confirmation shall always be by a separate

communication in writing issued by the Competent Authority confirming the service of a staff member.

- iv. The Management of the Institute will maintain an Assessment Report of a staff member on probation, and decide, if a staff member is to be confirmed or not at the end of the probationary period.
- v. During the probation period if any member of the staff has not attended the institute on account of long leave with prior permission (with or without pay) due to valid/genuine reasons such as sickness, accident, maternity etc., the probation period shall be extended to the extent of the total duration of the absence from duty, the reason being, a staff member should be physically present in the institute for assessing his/her performance during the entire probation period.
- vi. Existing faculty members teaching Basic Science and Humanities subjects in First Year Engineering, who were appointed on probation without possessing NET/SET qualification at the time of implementing VI Pay Commission Pay Scales, shall continue to remain on probation and shall not be confirmed in service nor considered for higher level AGP, unless and until they obtain the prescribed NET/SET qualification along with Master's Degree in their own discipline as per qualification norms prescribed by UGC/University of Mumbai. No grievance in this regard shall be entertained.
- vii. 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.
- viii. 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. However, he/she shall have the following options:
 - a) To serve the institute for full term of 3 months' notice period from the date the resignation is accepted by the Competent Authority OR,
 - b) 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.
- ix. In both the cases, under sub clause no. vii. and viii. above, 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.

- x. In both the cases under sub-clause vii and viii above, the staff member shall be relieved only,
 - a) at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
 - b) upon completion of all instructional and term work requirements, to the satisfaction of the HOD/Principal and Director as the case may be and upon handing over charge to the HOD/Principal /Director or any person duly designated / notified by them.
- xi. In both the cases under sub clause no. vii. and viii. above, in case of default in giving the prescribed notice, the Competent Authority shall have the right to recover the dues from the concerned staff member, an amount not exceeding the salary for the shortfall in the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate.
- xii. However, in special/exceptional circumstances as deemed fit by the Director, any of the above said conditions under cl. vii. to x. above, may be waived by the Director by a written order.
- xiii. 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 rights to terminate the services by giving one month's notice or wages or salary in lieu thereof. In the case of ad-hoc and contractual staff members, their services can be terminated without assigning any reason whatsoever.
- xiv. In the event of a clash between the Service Rules and the terms and conditions of the Appointment Letter, **these Service Rules shall prevail.**

5.3 Retrenchment on account of abolition of post or reduction in work-load.

- i. In the event of abolition of a post or reduction in work load, a staff member on probation may be retrenched/ terminated by giving him/her one months notice or by paying one month's pay.
- ii. Three months notice or three months pay in lieu thereof, if the teacher/staff member is confirmed in the post.

- iii. In case the workload is reduced to half or less than half, if the teacher so wishes, he/she shall be continued as a part-time teacher and shall be paid as per the scale of the part time teacher.

6.0 Pay Structure

The pay structure for different categories of staff in the institute are usually fixed as per the norms, notifications and guidelines issued by Mumbai University, All India Council of Technical Education (AICTE) and Govt. of Maharashtra through Government Resolutions (GRs), from time to time. However, being a private, un-aided, self-financed, minority educational institute, the Management reserves the right to have separate pay structure, as provided by law.

7.0 Career Advancement of Staff

7.1 Career Advancement of teaching staff

- i) Career Advancement norms for scheme for the teaching staff shall be as per the Guidelines laid down in the Govt. GR Ni. SPC-2010/(34/20) TE-2 dated 20th August 2010 implementing the VI Pay Commission Pay scales as well as the Institute's own norms / guidelines laid down in the Screening Committee meetings as well as Office Orders/Circulars/Notices issued from time to time.
- ii) The Screening Committee of the college consisting of the Director, Principal, the Heads of Departments and an external member, not less than the rank of Professor/Principal, meet usually once a year to recommend to the Management, the names of the eligible teaching faculty for career advancement, provided they fulfil the criteria and meet all the requirements laid down by the All India Council of Technical Education (AICTE), University of Mumbai, Govt. of Maharashtra as well as the Institute's own guidelines/norms issued from time to time.

7.2 Norms/guidelines for career advancement of teaching staff w.e.f 1st July, 2018:

7.2.1 Continuous Service: Minimum 5 years of continuous service in the Institute / in the previous AGP. Continuous service means uninterrupted service calculated from the date of probation in the Institute including paid Casual Leave, Earned Leave, Maternity Leave, Sick Leave and Vacation. All other type of leave paid or unpaid including Study Leave is excluded.

7.2.2 In the case of Assistant Professors, who were re-designated from Lecturer with the implementation of VI Pay Scale, their continuous service shall be calculated from the date they were re-designated as 'Assistant Professor' and not from the date of joining on probation in the Institute.

7.2.3 Technical Refresher Programmes:

All career advancement to higher AGP will be effected subject to completion of Technical Refresher Programmes of minimum 6 weeks, during the review period.

Out of these:

- a. 2 weeks at IIT / IISC campus are compulsory.
- b. 2 weeks at any of the IIT Remote Centres including SFIT

OR

NPTEL MOOCs courses approved by AICTE in the respective branches as per the conversion ratio given below can be considered.

- i. A 4-week NPTEL online course is equivalent to a half-week FDP.
 - ii. An 8-week NPTEL online course is equivalent to a one-week FDP.
 - iii. A 12-week NPTEL online course is equivalent to a one-and half-week FDP.
- c. 2 weeks of AICTE / ISTE sponsored technical programmes organised by SFIT or any other Technical Degree Institute.

7.2.4 Paper Publications: The eligible candidates during the review period should submit and get reviewed at least one good paper. The review comments should be attached along with the paper. The paper published should be as per the following norms:

- i. Paper should be written by not more than 3 authors
- ii. The publications of the M.E. students along with the guides shall not be accepted **unless** the related research paper is published in any of the following **unpaid** journals as listed below:

Approved Journals / Publications:

- i. IEEE Transactions
- ii. Elsevier Publication
- iii. Springer Publication
- iv. Wiley Publication
- v. Taylor & Francis Publication

- vi. Journal of Basic Engineering by American Society for Mechanical Engineers ASME (particularly for Applied Mechanics, if possible and for Mechanical Engg.)
- vii. The Journal of Association for Computing Machinery (ACM)
- viii. Journal of the Institute of Electronics and Telecommunication Engineering of Research
- ix. Papers published in International Regional Conference/s conducted by IEEE Societies or in any of the above mentioned journal

7.2.5 Research:

One departmental research / minor research under University of Mumbai

OR

One STTP should be organised at department level

7.2.6 Norms for F.E. teachers teaching Basic Sciences & Humanities subjects.

- a) Faculty members (both confirmed & probationers) teaching **Basic Sciences & Humanities** subjects, who are yet to be NET/SET qualified, will be considered for promotion from AGP of Rs. 6000/- to Rs. 7000/-, after they obtain NET/SET qualification subject to fulfilment of other criteria. As a special case, they will be exempted from publishing a paper till they clear NET / SET.
- b) For promotion to subsequent higher level of AGP from Rs. 7000/- to Rs. 8000/- in addition to NET/SET qualification and other criteria, they must publish at least one good paper in Journals/Conference in their own discipline. As an alternative to paper publication / presentation, they can also obtain a 'Research Grant' approved by UGC/University.

7.2.7 General guidelines:

- a) Those who were re-designated as Associate Professor without Ph.D. qualification by way of fitment from V Pay to VI Pay, are not eligible for promotion to higher AGP / Professor, unless they complete their Ph.D., have the prescribed experience and also go through the faculty selection process (UGC) and get selected.
- b) Assistant Professors in the AGP of Rs. 8000/- shall not be eligible to move to the next Pay Band and designated as Associate Professor, unless they possess the mandatory Ph.D. qualification and experience as per AICTE / University norms, as well as go through the regular faculty selection process (UGC) and get selected.

- c) An existing Assistant Professor with the prescribed PhD qualification and teaching experience shall not be eligible for the post of Professor directly based on the number of years of total teaching experience, unless he/she gets first selected to the post of Associate Professor and completes the requisite number of years in the post of Associate Professor and gets selected to the post of Professor in the regular interview

7.2.8 Satisfactory Performance/Conduct and Behaviour meeting the expectation of the Management is a prerequisite.

7.2.9 Following form should be filled in by the candidates who consider themselves to be eligible for getting the promotion under Career Advancement. This will help the Committee in the process of the finalization of Career Advancement.

1	Name	
2	Designation	
3	Date of Joining	
4	Record of long leaves taken	
5	Record of Maternity Leave	
6	Total experience in the Institute (barring the leave period under (4) and (5), above)	
7	Papers Published	
i	In the Journals as notified in the Revised Norms for Career Advancement	
ii	Papers published in the Regional Conferences organized by IEEE	
iii	Papers published in any other journal than those specified in the Revised Norms for Career Advancement	
8	Any other information which you feel necessary in support of your claim	

7.3 Career Advancement of non-teaching staff

The institute has laid down the following policy for the career advancement of the non-teaching staff:-

- i. Non-teaching staff (technical/administrative), except institute's Librarian, who have completed 10 years of continuous service in the institute without a break, will be promoted to the next higher pay scale with one special increment provided their performance, commitment and conduct are satisfactory and meet the expectation of the Management. This special increment will be over and above the annual increment, if due.

- ii. In the case of the institute's Librarian who has completed 10 years of continuous service, since the pay scale and salary structure is the same as that of 'Assistant Professor' as per the VI Pay Commission pay scale, his/her 'Academic Grade Pay' (AGP) shall be raised to the next higher level, subject to fulfilling the other conditions mentioned in point no. i) above.
- iii. All non-teaching staff (technical/administrative) other than the Librarian, on completion of 15 years of continuous service in the institute will be given 15% (maximum) increase in the respective 'Grade Pay' (GP) in their existing pay scale, subject to their satisfactory performance, commitment and conduct meeting the expectation of the management.
- iv. Similarly, in the case of institute's Librarian on completion of 15 years of Continuous service in the institute, his/her Academic Grade Pay (AGP) shall be raised to the next higher level, provided he/she fulfils other criteria mentioned in point no. i) above.

7.4 Policy for calculating continuous service in the institute

- i) 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 and Vacation. 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.
- ii) The above rule shall be applicable for all purposes including eligibility for higher level teaching post, higher Academic Grade Pay, payment of gratuity etc.

7.5 Policy for Annual increments :-

- i. Annual increments in salary as per rules are generally paid to the confirmed and probationer staff members (excluding ad-hoc/temporary) in the salary for the month July every year to coincide with the new academic year, provided they have put in at least 6 months' continuance attendance during the preceding academic year and also subject to their satisfactory performance meeting the expectation of the management. For the purpose of calculating the requisite period of 6 months attendance, all type of study leave, leave without pay etc are excluded. However, paid maternity leave shall be considered.

- ii. 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 behaviour or any misconduct and/or for such or similar reason.
- iii. In the case of contractual staff, annual increment may be paid as per prevailing norms, but only after completion of one year of continuous uninterrupted service, provided the contract is renewed for a further period and also subject to satisfactory performance meeting the expectation of the management.
- iv. Confirmed 'Assistant Professors' (Revised designation Associate Professor) with M.E./M.Tech qualification, must complete PhD in the relevant discipline/branch within a period of 7 years of their appointment on probation in the institute, failing which their further increments shall stop.
- v. Confirmed Lecturer (Revised designation Assistant Professor), must complete M.E./M.Tech, within a period of 5 years from the date of their revised designation 'Assistant Professor', failing which their further increments shall stop.
- vi. Confirmed/Probationer 'Lecturers' (Revised designation Assistant Professor) teaching Basic Science and Humanities subjects, must obtain the prescribed NET/SET certification within 3 years of their revised designation, failing which their further increments shall stop.

8.0 Policy regarding incentives for acquiring PhD (Technology) while in service.

- i. Confirmed teaching faculty members who complete full time PhD degree course while in service, with prior written permission from the management (Director), shall be granted 2 (two) non-compounded advance increments, if such PhD is in the relevant branch/discipline and has been awarded by a University recognised by UGC or IIT/NIT, provided they have completed their PhD within 4 years from the date of admission to the PhD course with respective institute /University, including the period of prescribed course work and evaluation. If not completed PhD within 4 years from the date of admission, they shall not be granted any increment.
- ii. Since M.E./M. Tech is the minimum entry level qualification for teaching Engineering/Technology courses, as well as NET/SET for teaching Basic Science and Humanities subjects, no special increment will be given to those who acquire ME/M. Tech./NET/SET qualification.

- iii. 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 their qualification, even if they have qualification higher than what is prescribed for the post.
- iv. Non-teaching technical staff who acquire higher qualification while in service, with the written permission from the Director, may be given one increment in their existing salary at the sole discretion of the Management and not as a matter of right but merely as an appreciation, even though the said higher qualification may not be prescribed or necessary for the job they are appointed. Further, their higher qualification will not entitle them for any promotion to higher post unless due procedure is followed and clear vacancy exists for such a position and is recommended in the regular interview by the selection panel.

9.0 General Working Conditions

9.1 Work Hours/Work Days

- i. All members of the staff shall observe the work hours/days as applicable to their respective category 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. Currently the work hours/days are as follows:
 - a) Monday to Friday - 9.00 a.m. to 5.00 p.m. (as per time table)
 - b) 1st, 3rd and 5th Saturdays – 9.00 a.m. to 4.00 p.m. (for all)
- iii. The duty hours are inclusive of 45 minutes staggered Lunch Break.
- iv. The following norms shall be generally applicable to the teaching faculty with regard to 'Teaching Contact Hours' including lectures, tutorials, practical and projects:
 - a) Principal - 4 hours per week
 - b) Head of the Department – 8 to 10 hours per week
 - c) Professor – 10 to 12 hours per week
 - d) Associate Professor - 14 hours per week
 - e) Assistant Professor - 16 to 18 hours per week

9.2 Attendance

- i. All members of the staff are required to record their daily attendance, both 'IN' and 'OUT' time, either electronically or by signing on the attendance muster as the case may be.

- ii. Attendance should be recorded both IN and OUT not only on normal working days but also on all occasions/functions conducted in the institute, such as Annual/IRIS day and any other college event, on which attendance is made compulsory.
- iii. In case a staff member has forgotten to record his/her attendance, he/she is required to regularize the same either on the same day or latest by the following working day by giving a letter duly authorized by the Competent Authority (Director) to the Office/Accounts section.
- iv. If any member of the staff (teaching/non-teaching) remains absent without the permission of the Competent Authority is liable for disciplinary action such as loss of one Casual Leave/Sick Leave or a day's salary.
- v. 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.

9.3 Late reporting/early leaving

- i. It is mandatory to report to work on time and record attendance both IN and OUT. All staff members are required to be in at their workplaces on time and remain till the end of the shift. Coming late/leaving early without permission is a serious offence liable for strict disciplinary action.
- ii. Any staff member reporting late for duty for more than 10 minutes or leaving early, on more than 3 occasions in a month, will lose half day's casual leave which will increase in the same proportion for every subsequent occasion.
- iii. A staff member reporting late for duty or leaves early from work by more than one hour (60 minutes), without permission, will lose half day's casual leave for each occasion.
- iv. Habitual late reporting on duty or early leaving will also amount to misconduct and Management shall take strict disciplinary action as deemed fit.
- v. Notwithstanding the above, the Competent Authority (Director) may in certain cases permit a person to report late or leave early for genuine reasons.

9.4 Outdoor duty:-

- a) Outdoor duty (O.D.) may be sanctioned only for official work (any work related to the Institute or University only). Faculty members deputed by

the Institute for training courses/seminars (STTP) in their own domain as a part of training, with the written permission of the Competent Authority will be eligible for OD. No OD shall be sanctioned for attending any conference/paper publication, if it is related to and a necessary requirement of his/her PhD thesis.

- b) Faculty members deputed for STTPs with the permission of the Competent Authority are reimbursed 50% of the course fee as per prevailing practice. However, they shall bear the expenses for their travelling and other miscellaneous expenses connected with the training.
- c) A staff member required to go on Outdoor Duty from the Institute or directly from home without recording their attendance in the Institute, must regularize his/her absence either for the full day or part of the day, by filling in the prescribed outdoor duty form and submit the same to the Accounts section duly sanctioned by the Competent Authority, along with proof of the outdoor duty. Failure to regularize the absence while on outdoor duty will result in marking the same, as leave without pay.

9.5 Weekly Off: - Sunday shall be the Weekly Off for the Institute. However, the Management reserves the right to change the weekly off or introduce staggered weekly off system in respect of an individual member of the staff or class of staff members (teaching or non-teaching) depending on need and keeping in view the academic interest of the students viz: Examination, Practical, Assessment of students papers, Admissions etc., at any time in future by issuing a suitable communication. A staff member will not be entitled to any additional compensation for working on such changed weekly off day.

9.6 Paid Holidays: - Presently the Institute grants paid public holidays in a calendar year, as declared by the University of Mumbai. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the Institute taking into consideration the interest of the students.

9.7 Vacation

- i. Vacation is applicable only to the teaching faculty members who are confirmed in service and also those on probation after completing 3 (three) semesters of teaching without break.
- ii. The calendar for an academic year including vacation shall be as fixed by the University from time to time.

- iii. A teacher, other than the Principal, is entitled to 60 days of vacation during the period of 12 months commencing from the beginning of the academic year.
- iv. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the HOD/Principal/Director provided that every teacher is entitled to a total of 60 days vacation per year.
- v. The Principal/Director may reject the vacation/part of the vacation to a teacher if his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unutilized vacation due to a teacher will be converted into Earned Leave equal to one half of such unutilized vacation.(Half of unutilized vacation will be converted into Earned Leave)

9.8 Leave Facilities

9.8.1 General

- i. All leave shall be calculated on the basis of calendar year from 1st January to 31st December every year.
- ii. No leave can be claimed as a matter of right. All leave requires specific sanction from the Director/Principal as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

9.8.2 Casual Leave

- i. Every staff member (permanent/probationer) is entitled to get maximum 8 (eight) days casual leave in a calendar year. Members of the staff joining on probation in between the calendar year will be granted casual leave on pro-rata basis.
- ii. Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave.
- iii. Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period absence including holidays/closed days and weekly off doesn't exceed four days at one time.
- iv. Casual leave can be granted for half day.
- v. Casual leave can neither be accumulated nor encashed.

- vi. Casual leave shall be applied for in advance in writing. However, in exceptional circumstances where leave cannot be applied for in advance before the leave begins, the staff member may apply for the sanction subsequently i.e. *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.
- vii. Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.
- viii. Leave Sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason does not appear to be genuine.
- ix. If no casual leave is balance in the account of a staff member, the Director may at his sole discretion grant leave without pay.

9.8.3 Earned Leave

- i. The Principal being an administrative, academic head of the Institute shall be treated as a non -vacation teacher and shall not be entitled to vacations to which teachers are ordinarily entitled. He/she shall, however, be entitled to 30 days of earned leave and subject to a maximum accumulation limit of 120 days.
- ii. If a teacher is unable to utilize vacation due to his/her responsibilities in the Institute, then the unutilized vacation due to the teacher will be converted into Earned Leave equal to one half of such unutilized vacation (as per clause No.9.7. v above), provided however, such leave cannot be accumulated for more than 120 days which is the accumulation limit for earned leave.
- iii. All the confirmed permanent non teaching staff are entitled to 30 days of Earned Leave in a year worked out on the basis of 1/11th of the working period, excluding leave period.
- iv. Unutilized earned leave at the end of the calendar year shall be carried forward to the following calendar year subject to accumulation limit of 120 days, except in the case of contractual staff.
- v. Earned Leave can be accumulated upto maximum 120 days. Leave in excess of 120 days shall automatically lapse except in case where leave is applied for and has been refused by Competent Authority due to contingencies of work in the Institute. In such eventuality only the leave in excess of 120 days arisen due to non- sanctioning of leave applied for, shall be en-cashable, with the special written permission of the Competent Authority, so as to maintain the accumulation limit of 120 days.

- vi. Application for earned leave shall be submitted to the “Leave Sanctioning Authority” (Principal and Director) at least 15 days in advance.
- vii. The maximum earned leave that may be applied for at a time, shall not exceed 60 days.
- viii. Earned leave shall not be applied for less than 3 days at a time and not more than 3 times in a year.
- ix. All accumulated earned leave (i.e. max.120 days) as per rules, is encashable only at the time of retirement on attaining the age of superannuation from the Institute.
- x. The cash equivalent for the purpose of encashment of earned leave shall be only Basic Pay + Dearness Allowance.

9.8.4 Sick Leave

- i. All confirmed members of the staff (teaching & non-teaching) are entitled to 7 days of sick leave with full pay on medical grounds.
- ii. If a staff member reports sick for more than three consecutive days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application which may be sent through a messenger, courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the member of the staff. If such verification does not satisfy the Competent Authority that the sick leave applied for is not on proper medical grounds, the Institute may refuse to grant such sick leave.
- iii. If the Competent Authority feels that the Medical Certificate produced is false or doubts the genuineness of the same, they may call for all medical reports and also require such staff member to get himself/herself examined by the panel doctor of the Institute, whose opinion shall be final and binding on the Institute as well as the staff member.
- iv. At the time of rejoining duty after sick leave for more than 3 consecutive days, the staff member shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner approved by the College.
- v. Unutilized sick leave shall be carried forward to the following year subject to a maximum accumulation limit of 15 days except in the case of contractual staff members. Any sick leave beyond the accumulation limit shall automatically lapse.

9.8.5 Maternity Leave

- i. A lady staff member (teaching/non-teaching) who has been confirmed in service and who does not have two or more children living as 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.
- ii. Any increment/salary increase which may fall due to a lady staff member during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duty.
- iii. Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 90 days, excluding maternity leave. However, sanctioning of leave beyond 90 days of Maternity leave shall be at the discretion of the Management.
- iv. A lady staff who has not been confirmed shall also be eligible for maternity leave, subject to the provisions of this clause, as under:
 - a) A probationary lady staff who has completed two years of continuous service, irrespective of whether she is confirmed or not, shall get maternity leave on full pay.
 - b) A probationary lady staff who has completed one year of continuous service but is in service for less than 02 years shall get maternity leave on half-pay.
- v. In the case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible on the production of a medical certificate.
- vi. In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation and will commence from the date of the delivery. Unconsumed vacation leave as on date of delivery shall be added to balance vacation leave.
- vii. The above leave provisions are not applicable to lady staff on ad-hoc appointments.
- viii. Extension of Maternity Leave/Leave with or without pay

Confirmed/Probationer lady staff members who are sanctioned maternity leave for three months as per current rules, followed by leave with or without pay till the end of the semester, in case they are compelled to extend their leave due to medical reasons for the following semester as well, must submit a written application to the Director supported by

medical certificate, at least 2 months in advance of the start of the next semester. Those lady staff members who fail to submit the application at least 2 months in advance, will not be permitted to extend their leave for the semester that follows.

9.8.6 Leave for Contractual Faculty/Staff

Contractual faculty/staff after completion of one year of continuous service and only if their contract is renewed, will be entitled to the following leave facilities:

- i) Earned Leave (EL) – 20 days (annual pro-rata basis)
- ii) Casual Leave (CL) – 8 days (annual pro-rata basis)
- iii) Sick Leave (SL) – 7 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.

9.8.7 Leave for Ad-hoc/temporary staff

Ad-hoc/temporary staff (teaching/non-teaching) are entitled to only 8 days of leave all inclusive (annual pro-rata basis), during the period of ad-hoc appointment.

9.8.8 Leave Without Pay

A member of the staff who has exhausted all type 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.

9.8.9 Leave during the notice period

Physical attendance of the staff member 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.

9.8.10 Leave Sanctioning Procedure

- i. Vacation/Earned Leave as per entitlement, should be planned in advance and may be availed during the Semester breaks only, so as not to disturb the normal academic activity. This applies to all teaching as well as non-teaching staff.
- ii. Any member of the staff who wants to proceed on Earned Leave, Vacation and/or Maternity Leave shall get his /her leave approved from the Competent Authority at least 15 days before proceeding on leave.
- iii. If any staff member, fails to inform the Competent Authority and remains absent without prior permission become liable for strict disciplinary action.
- iv. 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.
- v. The Competent Authority for different kinds of leave for all employees shall be as under:
 - a. All kinds of leave to the Principal shall be approved by the Director
 - b. All types of leave up to 3 days for the teaching faculty can be approved by the Principal. Leave for more than 3 days at a time shall be approved by the Principal and the Director.
 - c. All kinds of leave for Administration staff shall be approved by both the Principal & Director.
- vi. In the absence of the Director, the Dy. Director is authorized to sanction all types of leave.

9.8.11 Leave Salary:-

Leave salary shall be the monthly basic pay and allowances to which an employee is normally entitled, immediately before the commencement of leave.

9. 8.12 Employee Leave Card:-

Leave Card is maintained calendar year wise a copy of which may be retained by the staff member. Members of the staff shall apply for all types of leave in the leave card and after obtaining sanction should immediately submit the original to the Accounts section.

10.0 Sponsorship norms for PhD (Technology) course & Study Leave

10.1 Eligibility criteria of sponsorship for PhD (Technology)

- a) Only a confirmed teaching faculty member having a Master's degree in Engineering and who has completed minimum 5 years of continuous service from the date of probation in the institute, will be eligible to apply for sponsorship to pursue PhD (Technology) Degree.
- b) Those faculty members, who were earlier sponsored for their M.E. course by the institute, shall not be eligible to apply for a second sponsorship for PhD, unless they first complete their earlier bond period.
- c) Faculty members will be permitted to apply for sponsorship for PhD, only once in an academic year, though admissions to PhD may be done twice in an academic year, as per the rules of the University of Mumbai.
- d) Internal candidates applying for PhD programme, should have a valid GATE score or cleared PET or have CONCOL / TAAS approval as per the present eligibility criteria of the University of Mumbai and preference to apply will be in that order. They also need to publish/present at least one good research paper in a National/International Journal/Conference approved by the Institute before applying for PhD.
- e) Selection of deserving candidates will be made according to the above criteria. In case there is a tie, it shall be decided based on seniority in the Institute. As a rule, maximum two faculty members from each department may be permitted to avail sponsorship for PhD (Technology) in an academic year.
- f) The institute will not sponsor faculty members teaching Basic Science and Humanities subjects for PhD in their discipline, because the qualification prescribed for Humanities and Science subjects in the First Year Engineering, is a Master's Degree with NET/SET qualification in their area of discipline.
- g) Eligible faculty members shall be permitted to pursue PhD (Technology) degree only through regular/full time courses and not through part-time, modular or distance education etc.

10.2 Type of Sponsorship

With effect from 01/07/2018, there will be only one type of sponsorship i.e. **LEAVE WITHOUT PAY** subject to terms and conditions given in the following table:

(1) Type of sponsorship	(2) Period of study leave	(3) Bond period	(4) Liquidated damages if bond is not completed
Study Leave Without Pay	12 months (minimum.) 18 months (maximum)	2 (two) years after receiving PhD degree.	24 months gross salary, less 30% (applied pro-rata based on balance bond period, details as per Agreement -cum-Service Bond executed)

10.3 General Rules of Sponsorship for PhD (Technology) degree

- a) A teaching faculty member intending to pursue PhD (Technology) degree, should first make an application in writing to the Director and seek his approval in writing before applying to any college/institute including SFIT.
- b) In the application, he/she should clearly mention the course, field of specialization, the name of institute/university in which he/she intends to apply and all other details. Candidates shall be permitted to enrol only for full time regular courses (not part-time / modular / distance) in IITs, SFIT, and other reputed institutes approved by AICTE and in that order. The decision of the management in this regard will be final.
- c) It is mandatory for a faculty member who is pursuing PhD either in SFIT or in any other institute to avail study leave without pay (min 12 months/max. 18 months), and work diligently on the PhD thesis, in order to maintain the quality of the research work and complete the PhD degree within four years of admission. It is also compulsory that he/she is executes an Agreement-cum-Service Bond with the Institute to serve the institute for a minimum period of 2 years (24 months) after receiving PhD (Technology) certificate. Agreement-cum-Service Bond shall be executed before taking admission to PhD Degree course.
- d) The faculty member, who has executed the Agreement-cum-Service Bond, shall subsequently communicate in writing the exact period of study leave with dates which should be also separately applied for in the Leave Card as per leave sanctioning procedure. It should be ensured that Study Leave is not taken in between the academic semester to prevent disruption of academic and related activities in the interest of students and also that not more than two faculty members from the department are on study leave at the same time.
- e) The concerned faculty member shall re-join his/her post with the institute on the expiry of the sanctioned leave period on the same basic pay drawn at the time of proceeding on study leave. No increments/increase in salary will be considered during the study leave period and if any such increments fall due during such period, the same

shall be considered prospectively only after re-joining the Institute on completion of the study leave period.

- f) During the period of study leave, the faculty member shall subject himself/ herself to the appropriate directives of the HOD/Principal/Director and report from time to time, the progress of the Ph.D. programme of St. Francis Institute of Technology (Engg. College), with documentary proofs, material, information etc. to the satisfaction of the Second Party.
- g) The college Management shall always have a right to follow up with the Institute in which the sponsored candidate pursues PhD with regard to the candidate's attendance, progress, conduct/behaviour and overall performance.
- h) Teachers on acquiring PhD degree are required to submit to the Institute Library, copy 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 Director 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.
- i) If a faculty member leaves the organization before completing the bond period or without paying the liquidated damages stipulated in the Agreement-cum-Service Bond, he/she shall not be issued 'Experience-certificate-cum-Relieving Letter.'
- j) In the event of a clash between the Rules mentioned as above and the terms and conditions of 'Agreement-cum-Service bond' executed by the sponsored candidate before proceeding on study leave, the terms and conditions mentioned in the 'Agreement cum-Service Bond' shall prevail.
- k) Notwithstanding the above norms, the Management reserves the right to change, alter and modify any or all the above norms.

10.4 Remuneration to PhD guides

The remuneration payable to approved PhD guides in the institute will be Rs. 25,000/- per student/per year from the date of admission, upto 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 department.

11.0 Training Programmes, Workshops, Seminars

- i. The management expects that all its staff members continuously upgrade their knowledge and skill levels with the latest developments in the field

of science and engineering and technology. It is therefore expected that teachers not only participate in workshops, seminars and Short Term Training Programmes (STTPs) conducted outside, but they themselves organize and conduct such workshops, seminars and STTPs for our teaching and non-teaching staff in the Institute as well as for outside participants.

- ii. Staff members are required to take prior sanction in writing from the Director before registering for outside workshops, seminars, STTPs etc. Permission shall be granted only for such learning programmes, which in the opinion of respective HODs, are useful for the Institute. Hence, it is required to obtain their prior approval before approaching the Director for necessary sanctions.
- iii. Whenever staff members are deputed for outside Workshops, Seminars, STTPs etc besides granting full attendance on such days as outdoor duty, 50% of the course fee shall be reimbursed by the Institute.
- iv. Staff members after attending any such training programme, are required to submit a write up on the same to the Library within in 15 days of the programme, through their respective HODs. HODs shall assess the content of the written material and make his/her comments on it, before it is submitted to the Library.

12.0 Staff Performance Appraisal System.

- i. Performance Appraisal and evaluation of the teaching faculty as well as of non-teaching technical staff shall be carried out twice in an academic year at the middle of each semester/term. The Institute has introduced a system for performance appraisal and evaluation of teachers by (a) Evaluation by students (b) Self-evaluation (c) Evaluation by HOD (d) Feedback by the Principal/Director.
- ii. The performance evaluation of every teaching faculty member and technical staff is discussed by the HOD at each mid-semester/term during the academic year together with the feedback given by the students. During this meeting, strengths and areas of improvement of each teacher/technical staff are also discussed, and suitable training needs/courses are jointly identified to bridge the competency gaps and later followed up by the HOD for imparting the required training inputs.

13.0 Grievance Redressal mechanism for staff.

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

14.0 Miscellaneous

14.1 **Wearing of Identity Badges:** All employees who have been issued Identity Badges are required to wear and display them on their person at all times while they are in the Institute premises, without fail. Teaching faculty shall also ensure that students also wear the Identity Badge in the college campus.

14.2 **Dress Code:** All employees shall wear decent clothes. Wearing of revealing or tight clothes, sleeveless tops, shirts/T-shirts as well as caps is not permitted. Gents are not allowed to wear ear rings, keep long hair/pony tails, do body piercing / tattoos etc.

14.3 **Religious and personal beliefs:** - Religions and personal beliefs of an employee shall not be openly manifested while in Institute.

14.4 **Remuneration for Examinership:** The teachers shall be entitled to remuneration only in respect of examinations conducted by the Mumbai University or by the Institute on behalf of the University. For internal assessment/home examinations/unit tests being conducted by the Institute at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are to be taken into account while declaring the final results of the student.

14.5 **Service Book:** A service book shall be maintained in respect of each staff member in the prescribed format.

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

- a. A full-time teacher is senior to a part-time teacher.
- b. 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.
- c. 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 on probation.
- d. 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.
- e. The Principal of the Institute shall be considered senior to all other teachers only for the period during which he/she holds the said post.

- f. Between a confirmed teacher and a teacher on probation a confirmed teacher shall be considered senior. Between a teacher on probation and a temporary teacher, teacher on probation shall be considered senior irrespective of the length of service.
- g. A teacher appointed on probation shall be treated as senior to one appointed on ad-hoc basis.
- h. Seniority amongst temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- i. In respect of teachers whose continuous length of service is the same, a teacher senior in age shall be treated as senior.

14.7 **Release from service:** An staff member shall stand automatically released from the service of the Institute as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed and made applicable to the employees.

14.8 **Handing Over Charge:-**A member of the staff before leaving the services of the Institute, shall hand over proper charge of his/her post/department to a duly authorized person and shall return to the Institute/Library/Department all books, furniture, materials, equipments, identity card etc. issued to him/her and shall pay up in full all charges dues. If he/she fails to do so, the Institute shall recover the amount due from such teacher 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 filled and signed by all concerned, is submitted to the Accounts section.

14.9 **Super Annuation/Retirement Age:-** The superannuation/retirement age of the Principal shall be 62 years, of the teaching faculty 60 years and of all other staff, it shall be 58 years.

14.10 **Contributory Provident Fund (CPF) :-** All confirmed members of the staff as well as those on probation shall be covered under the provisions of the 'Employees' Provident Fund and Miscellaneous Provisions Act, 1952.'

14.11 **Employees' Group Gratuity-cum-Life Assurance Scheme (GGCA):-** All confirmed members of the staff shall be covered under the Group Gratuity-cum - Life Assurance Scheme (GGCA) of Life Insurance Corporation (LIC) of India. The benefits on leaving service shall be applicable to the employees covered under Scheme, after completion of 5 years of continuous/uninterrupted service in the Institute, calculated from the date of Probation. Long absence from duty with or without pay exceeding 6 months for whatever reason, shall not be accounted for continuous service for eligibility for gratuity. Other benefits of the above scheme and the obligations arising thereof, shall be separately communicated to the employees. However, the Management reserves the right

to switch over to any other scheme which may be more beneficial to the employees, in future.

14.12 **Non - Liability Certificate**: All service benefits shall be granted to the employees only after a non- liability certificate has been issued by the Director.

15.0 Duties of Teachers

- i. A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the Principal / Management, University/AICTE and the Central and State Governments.
- ii. A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment / examination evaluation as the Head of the Department (HOD) / Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- iii. A teacher shall help the HOD/Principal to enforce and maintain discipline amongst the students.
- iv. A teacher shall perform any other co-curricular and extra-curricular work related to the Institute as may be assigned to him/her from time to time by the HOD/Principal / Director of the Institute without any extra remuneration.
- v. In addition to the above work, the teacher shall spend the remaining time on guiding the students, preparation of technical research and / or investigation, extra-curricular activities of students and assisting the administration of the Department in the maintenance of equipment, laboratories, developing and updating the work in respect of discipline, to keep in tune with the technical advancements, library work, visiting outside organizations and institutions required and assisting Central Administration whenever required in the interest of the students of the institution and in the building up of high standard of academic and administrative set up.

16.0 Code of Conduct:

- a) All members of the staff shall 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 from time to time.
- b) In all matters concerning the entire administration and general running of the Institute, the Director/Principal/HODs of the Institute should be respected and their decisions, carried out.

- c) 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 behaviour.
- d) Every member of the staff shall remain focussed on the all round development of the students, in accordance with the Vision & 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.
- e) Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behaviour, by being a personal example of these qualities.
- f) All members of the staff shall be punctual in their duties and shall record the attendance in the Register or electronically before starting their work.
- g) A staff member who remains habitually absent without permission/intimation or is irregular in attending the duties shall be liable for disciplinary action.
- h) 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.
- i) The members of the staff shall not take out of the Institute, any documents, tools equipments and materials belonging to the Institute, or handover to the students or any unauthorized persons without prior permission of the Director /Principal.
- j) The behaviour of a staff member with students and with co - employees shall be modest, professional and becoming.
- k) A staff member shall communicate change in address if any during vacation, leave period or shifting of residence to the Director in writing.
- l) A member of the staff shall not use any drugs/intoxicating agents, drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- m) 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.
- n) Discussing irrelevant topics with the students or loose talk or criticizing any decision of the Management/Principal/HOD or any other member of the staff in front of the students, either inside or outside the classroom will be treated as breach of code of conduct.

- o) 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.
- p) Possessing firearms, explosive materials, weapons or any other article likely to cause danger or threat in the premises, detrimental to the security of the Institute, endangering the safety of staff and students and intimidating other employees by threat, pressures, or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- q) Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- r) Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so shall be treated as breach of code of conduct.
- s) When a faculty member is called upon by the Management to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must do so.
- t) In addition to normal work of the Institute, staff shall be required to participate in co-curricular activities and to be readily available to help anyone and to take extra assignments that the HOD/Principal/Director find it necessary to assign.
- u) A staff member shall report for duty when leave has been refused or when leave has been cancelled.
- v) 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. He/she shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- w) 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.
- x) A staff member, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, 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.

- y) The member of the staff shall not contribute to the Press any matter connected with the Institute without obtaining the prior written sanction of the Director or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/she shall also not try to obtain unauthorized any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior written sanction from the Director.
- z) No staff member shall directly or indirectly take part in any activity or demonstration or movement which is considered by the Director to be prejudicial to the academic and administrative interests of the Institute.
- aa) No member of the staff without the express sanction of the Director, shall ask for or accept contribution, or otherwise associate himself with the raising of funds or other collections in cash or kind for his own benefit or otherwise.
- ab) No staff member shall accept or permit any member of his /her family or any person acting on his/her behalf to accept any gift in cash or kind for his /her own benefits from any person including another member of the staff or student or parent for a work to be done in connection with the Institute.
- ac) An staff member shall avoid accepting lavish or frequent hospitality from any student /parents/suppliers of the college, so as to invite discredit to the person/Institute.
- ad) 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.
- ae) 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.
- af) A teacher shall have freedom of thought and expression. He / She shall not misuse the facilities or forum of the college while exercising the freedom of academic thought or work, or hurt the feelings, sentiments and well being of others.
- ag) A teacher shall not refuse to carry out the academic and administrative decisions taken by the HOD/Principal/Director/Executive Committee/Governing Body.
- ah) 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.

- ai) A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize / discriminate students on any grounds whatsoever.
- aj) A teacher shall not conduct/participate in private coaching classes directly or indirectly. He / She shall also not accept private tuitions.
- ak) A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- al) A member of the staff shall not furnish incorrect information regarding his/her qualifications, experience, age, etc, in respect of his/her appointment/ promotion.
- am) A staff member shall not bring in or entertain outsiders in the college/premises without the written permission from the Director.
- an) 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.

17. 0 Misconduct:

Not following the guidelines of the 'Code of Conduct' as mentioned in Clause No. 13.0,(which are only indicative and not limited), and specifically the omissions and / or commission of the following acts shall be treated as Misconduct :

- a) Any action by a member of the staff contrary to the provisions prescribed in the foregoing Rules/Code of Conduct,
- b) Absence from duty without permission/intimation,
- c) Going on illegal strike, abetting including instigation or action in furtherance thereof,
- d) Theft, fraud, forgery, embezzlement, misappropriation, dishonesty in connection with the activities of the Institute,
- e) Multiple breach of any standing orders, rules,
- f) Wilful or negligent damage to the Institute property,
- g) Refusal to accept notices, circulars, charge-sheet, order or other communications served according to the rules,
- h) Conviction in a court of law, involving moral turpitude,
- i) Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute,

- j) Neglect of work or negligence in discharging any duty or any loss or damage caused to the Institute due to negligence in duty or failure to give the day's output,
- k) Violence or inciting violence,
- l) Stopping work either singly or with other employees or inciting anyone else not to work,
- m) Allowing anyone within the prohibited premises of the Institute or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority,
- n) Tampering, falsification, destruction or hiding any record of the Institute,
- o) Obtaining employment in the Institute by misrepresentation of facts,
- p) Making any malicious, false or exaggerated allegations against any student, colleague, employee or superior authority,
- q) Committing nuisance during the working hours or being found under the influence of intoxicating substances,
- r) Misappropriation of any money, or property of the Institute, staff, students etc.,
- s) Commission of any act subversive of discipline and good behaviour on the premises of the Institute,
- t) Wilful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of superiors (Director, Principal, HOD, In-charge etc.),
- u) Any act which is likely to adversely affect the reputation of the Institute,
- v) Any act committed with an intention to leak examination papers,
- w) Taking photographs of any one without permission (person concerned), especially students or employees of opposite sex,
- x) Sending Multimedia Messages, E-mails, SMS through wireless media etc that may harm the good name of an individual,
- y) Trying to lure students with an intention to extract money or favours by giving any false promise etc.,
- z) Taking private tuitions without permission from the Institute's Management,
- aa) Making use of one's own position in the Institute to influence students or others connected with the Institute favouring students by giving good marks at the time of assessing exam papers etc.,
- bb) Interacting with students with the intention to have physical relations,
- ab) Showing / seeing / distributing / promoting pornographic materials among students or others, or bringing or allowing anyone to bring such material to the Institute,

- ac) Organising parties within or outside the Institute and inviting students with an intention to make profit or promoting anti social activities,
- ad) Giving or accepting any amount of money from the students or any members of the Institute,
- ae) Writing lewd / dirty comments against any co-employee or any student or otherwise,
- af) Assisting any students in copying during exams within the premises of the Institute,
- ag) Trying to lure any co-employee/ any outsider with the assurance of getting admission to the college,
- ah) Unauthorised disclosure of confidential official information relating to admission procedures etc., name & telephone number of Director/Principal/ Staff who are involved in the process of admissions,

18.0 Disciplinary Actions:

18.1 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:

- a) Misconduct,
- b) Wilful and persistent negligence of duty,
- c) Permanent physical or mental unfitness, and
- d) 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.

Explanations:

a) “Misconduct” shall include the following:-

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

b) “Wilful and persistent negligence of duty” shall among other things, include the following:-

- (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus;
- (ii) Persistent and habitual absence from duty without prior permission;

- (iii) Failure to discharge any of the duties laid down by these directions or assigned by the Competent Authority.

c) “Permanent physical or mental unfitness” shall mean:-

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

d) “Incompetence” shall include the following:-

- (i) 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
- (ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his / her control.

18.2 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, wilful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for the following:

- a) Warning, Reprimand or Censure,
- b) Fine,
- c) Stoppage or withholding of increments or promotion ,
- d) 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,
- e) Reduction to a post in the lower pay-scale or to a lower stage of increment in his / her own pay-scale,
- f) Compulsory retirement,
- g) Termination of service, removal/dismissal from the services of the Institute,
- h) 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.

18.3 Procedure for Imposing Penalties

- a) 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.
- b) Accordingly, the Competent Authority may take up the matter and hear to decide upon the type and / or quantum of penalties to be imposed.
- c) 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.
- d) 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 prepondance 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.
- e) 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.
- f) An independent person shall be appointed as an Enquiry Officer to investigate into the charge levelled against the charge-sheeted employee/s.
- g) Simultaneously, another person shall be appointed as a Management representative who shall represent the Management case and shall lead evidence before the Enquiry Officer.
- h) 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.
- i) During the enquiry he / she will be allowed to be defended by any co-worker employed in the Institute.
- j) 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.

- k) 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.

18.4 Suspension pending enquiry:

- e) 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.
- f) 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 the Subsistence Allowance.

18.5 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.

18.6 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.

18.7 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 Director of the Institute.

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

19.0 Sexual Harassment at Workplace

- 19.1** 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.
- 19.2** Equality in employment can be seriously impaired when any person is subjected to gender specific violence, such as sexual harassment in the work place.
- 19.3** 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.

19.4 Definition:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether)

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

- 19.5** In the light of the guidelines laid down by the Hon'ble Supreme Court of India, where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Management shall make a complaint with the appropriate authority.
- 19.6** Such conduct also amounts to misconduct and the Management shall initiate appropriate disciplinary action as deemed fit.

20. Internal Complaints Committee (ICC)/Women's Development Cell (WDC)

The college has constituted Internal Complaints Committee (ICC) / Women's Development Cell (WDC) consisting of representatives of staff and students headed by a staff convenor, for handling women's issues in the institute. Lady staff members as well as girl students are free to take up issues related to women, with any of the representatives of the ICC / WDC who will assist in resolving such issues.

21.0 General:-

For matters not specifically provided for in these terms and conditions of service or in case of any difference or dispute in the interpretation, construction or import of any word, term, clause or sentence, the decision of the Management of the Institute shall be final and binding on all concerned.

22.0 Amendment:-

The Management of St. Francis Institute of Technology (Engineering College) may from time to time, add, alter or otherwise amend these terms and conditions of service, and posting/display of such amendments on the Staff Notice Board/College Website/E-mail, shall amount to due notification of the amendment thereof.

Chairman

Director

**St. Francis Institute of Technology
(Engineering College)**

**Staff Service Rules, 2011
(2nd amendment as on 1st July 2018)**