Thakur Educational Trust's (Regd.)

THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH

Autonomous Institute Affiliated to University of Mumbai, Approved by AICTE, DTE and Govt. of Maharashtra

Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y. 2024-25
Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
MCA Program Accredited by National Board of Accreditation (NBA)
ISO 21001:2018 Certified

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

Estd. in 2001

TIMSCDR

EMPLOYEE HANDBOOK

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1(A) THAKUR EDUCATION GROUP (TEG)

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

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

MISSION - "To provide quality education to students at all levels"

The TEG then went on to set up series of educational institutions under these Trusts during the next three decades with generous financial input and equally matching determination to provide quality education. Currently the TEG is managing 22 Institution are located at eight campuses in Kandivali & Dahisar, Mumbai and one Institute at Azamgarh, Uttar Pradesh, and caters to the needs of over 50,000 Students right from Kinder Garden to Post Graduate and Professional Courses with assistance of 4,000 employees. The Government of Maharashtra has granted Linguistic (Hindi) Minority status to the Trusts and the Institutions under the TEG. The Institutions managed by Thakur Education Group are:

	Kandivali, Mumbai	
1	Thakur Vidya Mandir High School & Junior College (TVM)	1990
2	Thakur College of Science and Commerce (TCSC)	1992
3	Thakur College of Engineering & Technology (TCET)	2001
4	Thakur Institute of Management Studies, Career Development & Research (TIMSCDR)	2001
5	Thakur Institute of Management Studies & Research (TIMSR)	2002
6	Thakur Public School (TPS)	2003
7	Thakur Institute of Aviation Technology (TIAT)	2006
8	Thakur Shyamnarayan College of Education & Research (TSCER)	2007
9	Thakur International School (TIS)	2008
10	Thakur School of Global Education (TSGE)	2008
11	Thakur Shyamnarayan High School (TSHS)	2013
12	Thakur School of Architecture and Planning (TSAP)	2014
13	Thakur Shyamnarayan Degree College (TSDC)	2016
14	Thakur Global Business School (TGBS)	2020
15	Thakur Ramnarayan Public School (TRPS)	2021
16	Thakur Specialised Degree College (TSPDC)	2023
17	Thakur Shyamnarayan Engineering College (TSEC)	2024
	Dahisar, Mumbai	
18	Thakur Ramnarayan College of Arts and Commerce (TRCAC)	2017
19	Thakur Ramnarayan College of Law (TRCL)	2018
	Vasai-Virar, Mumbai	
20	Thakur Bhagwanidevei Musafir Public School (TBMPS)	2023
21	Thakur Shree DPS College of Engineering & Management (TSDCEM)	2025
22	Thakur Indrasandevi Public School (ICSE School)	2025
	Azamgarh, UP	
23	Thakur Vidya Mandir Global School (TVMGS)	2016

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

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

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

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

ISO Certification

The Thakur Institutions are ISO: 21001 : 2018 certified.

ACCREDITATION AND QUALITY AWARDS

TCSC : ISO 21001:2018 certified

Autonomous and Accredited by the NAAC with Grade A for the third cycles.

TCET : Confirm Autonomy

Accredited by the NBA for third cycles of three years each.

Accredited by the NAAC for the first cycle with A Grade.

IMC Ramakrishna Bajaj National Quality Award.

AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award.

TPOLY : Accredited by NBA for two cycles of three years each.

AICTE-CII Industry Linked Technical Institute Survey SILVER Award.

TIMSR : ISO 21001:2018 certified

Institute Accredited with 'A+' grade by National Assessment and Accreditation Council (NAAC), Bangalore for 5 Years with effect from 6th Dec 2024.

MMS Programme Accredited by NBA

TIMSCDR: Accredited by the NAAC for is first cycle with A+ CGPA 3.4.

Accredited by the NBA for Academic Year 2022-2025.

Conferred with Autonomous Status' by UGC from AY 2024-25 for 10 years.

Master in Computer Application

Master in Computer Application (Working Professional)

Master in Computer Application (Integrated)

Ph.D in Computer Application (Science & Technology)

TSAP : Accredited by the NAAC for the first cycle with A Grade, Bangalore.

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

1. About the Institute:

Thakur Institute of Management Studies, Career Development & Research (TIMSCDR) was established in 2001 under the aegis of the Thakur Educational Trust of the Thakur Education Group, with a clear objective of providing quality technical education aligned with international standards and contemporary global demands.

Recognized as one of the top MCA institutes in Mumbai, TIMSCDR is approved by the All India Council for Technical Education (AICTE), the Directorate of Technical Education (DTE), Government of Maharashtra, and is affiliated with the University of Mumbai.

TIMSCDR is an autonomous and linguistic minority institute. It is accredited with an A+ Grade by the National Assessment and Accreditation Council (NAAC) with a 3.4 CGPA, and holds ISO 21001:2018 certification. The MCA program at TIMSCDR is also accredited by the National Board of Accreditation (NBA), New Delhi.

The Institute offers the following postgraduate programs:

- A 2-year Master of Computer Applications (MCA)
- A 2-year MCA for Working Professionals
- A 5-year Integrated MCA Program

In addition, TIMSCDR is recognized as a Ph.D. Research Centre in Computer Applications affiliated with the University of Mumbai.

The Thakur Education Group, managed by the Thakur Family, operates 23 educational institutions, with 22 located across seven campuses in Kandivali, Dahisar and Vasai, Mumbai, and one in Azamgarh, Uttar Pradesh. These institutions collectively cater to the educational needs of over 50,000 students, from Kindergarten to Postgraduate and Professional Programs, supported by a dedicated workforce of 4,000 employees.

The management's commitment to excellence is reflected in TIMSCDR's world-class infrastructure, which rivals the best institutions in the country. The sprawling campus, with lush green gardens, cafeteria, sports grounds, ample parking, and hostel facilities for both boys and girls, creates the ideal environment for higher learning.

TIMSCDR stands out for its effective integration of modern technology in both the teaching-learning process and institutional governance. The Institute has earned a reputation as a leading MCA institution under the University of Mumbai, distinguished by its focus on delivering education that leaves a lasting impact beyond the classroom.

The curriculum is enriched through the expertise of experienced faculty and state-of-the-art infrastructure. Emphasis on overall personality development through co-curricular activities such as aptitude tests, group discussions, student presentations, mock interviews, and seminars has been a defining hallmark of TIMSCDR.

Institute Highlights

1. Established in 2001 to provide quality education in Computer Applications.
2. Approved by AICTE, Government of Maharashtra (DTE) & affiliated to the University of Mumbai.
3. Autonomous and Linguistic (Hindi-speaking) Minority Institute.
4. NAAC Accredited with A+ Grade (CGPA 3.4); ISO 21001:2018 Certified.
5. MCA Program accredited by NBA (National Board of Accreditation), New Delhi.
6. Offers 2-Year MCA, MCA for Working Professionals & 5-Year Integrated MCA Programs.
7. Recognized Research Centre for Ph.D. in Computer Applications under University of Mumbai.
8. State-of-the-art infrastructure with ICT-enabled classrooms, digital library, Wi-Fi campus & hostel facilities.
9. Learner-centric pedagogy fostering practical application and critical thinking
10. Active industry-institute collaboration through MOUs, value-added programs & guest lectures.
11. Dedicated Placement Cell with consistently high placement record and strong industry connect
12. Personality grooming through aptitude training, group discussions, mock interviews & alumni mentorship.
13. Emphasis on holistic development via seminars, technical fests, cultural events & social outreach.

2. **Vision and Mission and Quality Policy of the Institute**

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

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

   EDUCATIONAL ORGANIZATION POLICY - We, the staff, faculty and management of Thakur Institute of Management Studies, Career Development and Research are committed to offer excellence in software education, in inclusive and conducive academic environment for holistic development of our students. We work as a team and interact with students in pro-active manner to achieve our Educational Organization Objectives and fulfill all academic, statutory and regulatory requirements. We strive for continual improvement of our Educational Organizations Management System.

1(C) 2 Years AUTONOMOUS MCA PROGRAMME

Master of Computer Applications (MCA) program

The Master of Computer Applications (MCA) program at TIMSCDR has been granted autonomous status by the UGC for a period of 10 years, effective from 2024.

Admission Process:

Admissions to the MCA program are conducted in accordance with the guidelines of the Government of Maharashtra and the Directorate of Technical Education (DTE), through the Common Entrance Test (CET) administered by the CET Cell and the Admission Regulating Authority (ARA).

Curriculum:

The curriculum for the 2-year MCA program is available in the Institute Library and has also been published on the Institute's official website.

Eligibility Criteria:

(i)   Should be a citizen of India;

(ii)   Should have passed any graduation degree (e.g.: B.E. or B.Tech. or B.Sc or B.Com. or B.A. or B. Voc. or BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level and obtained at least fifty per cent marks (at least forty-five per cent. in case of candidates of Reserved Categories, Economically Weaker Section and Persons with Disability category belonging to the Maharashtra State) in the qualifying examination;

(iii)   Should have obtained non zero score in MAH-MCACET conducted by the Competent Authority.

MCA WORKING PROFESSIONALS

Eligibility for Maharashtra State Candidature Candidates, All India Candidature Candidates, Union Territory of Jammu and Kashmir, and Union Territory of Ladakh Migrant Candidature Candidates.

Eligibility Criteria:

(i)   Should be a citizen of India;

(ii)   Should have passed any graduation degree (e.g.: B.E. or B.Tech. or B.Sc or B.Com. or B.A. or B. Voc. or BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level and obtained at least fifty per cent marks (at least forty-five per cent. in case of candidates of Reserved Categories, Economically Weaker Section and Persons with Disability category belonging to the Maharashtra State) in the qualifying examination;

(iii)   Should have obtained non zero score in MAH-MCACET conducted by the Competent Authority.

(iv)   In addition to qualification and eligibility for candidates eligible for respective Professional Education Post Graduate Courses Candidate shall have the following additional requirements for admission to courses for working professionals, namely: –

i. The candidate shall be working professional in Registered Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's) located within fifty kilo meter radial distance from the Institute.

ii. The candidate shall have Minimum of one Year full-time or Regular working Experience in Registered Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's).

(v) The Course Duration shall be as decided by the affiliating university or Autonomous Institute or University.

(vi) The timings for conduct of classes normally shall be in the evening hours or any flexible convenient timings in alignment with timings of Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's).

(vii) The mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice Vide. No. AICTE/AB/Academic/2020-21, dated 13th August 2020(In Regular Face to Face Mode).

(viii) Minimum admission required to run the course shall be one third of the approved intake in each course.

(ix) One Seat in every Institute shall be Reserved for Candidates working in Central Government Organizations or Industries or Companies or Autonomous Organizations purely on MERIT basis. In absence of any such candidate, the vacant seat shall be transferred to General Category.

(i) Working Professionals provisionally admitted in a course of the institute where total admissions in a course are less than one third of approved intake of the course after pre cut-off date for admissions shall be transferred strictly on merit basis in the nearby institute within fifty kilo meters radial distance from the working industry or organization in the same course or different course in case vacancy exists in nearby institutes on the request of the candidate.

(ii) Provisional Admission of the candidate shall be cancelled automatically if the candidate is not able to secure the admission on merit against vacancy in other institutes.

(iii) This process of transfer shall be carried out between pre cut-off date and cut-off date for admissions to working professionals.

(iv) Institute having admissions below 1/3 rd admissions after pre cut-off date has to refund full fees to the candidate in case of cancellation/transfer of admission immediately within two days of cancellation/transfer of admission.

(x) Any other eligibility criteria and requirement declared from time to time by the appropriate authority and AICTE as defined under the Act.

MASTER OF COMPUTER APPLICATIONS (INTEGRATED COURSE)

Eligibility Criteria:

(i)   Should be a citizen of India;

(ii)   Should have passed 10+2 examination with Mathematics or Statistics or Accountancy as compulsory subjects and obtained at least forty five per cent. marks in aggregate (at least forty per cent. marks in aggregate for Reserved Categories, Economically Weaker Section and Persons with Disabilities category candidates belonging to Maharashtra State) and obtained non zero positive score in Common University Entrance Test (CUET) Under Graduate (UG) or obtained non zero score in MAH - BCA/BBA/BMS/BBM CET-2025 conducted by the Competent Authority.

For more information about Admission, log on: https://cetcell.mahacet.org

THE DOCTOR OF PHILOSOPHY (PH.D.) IN COMPUTER APPLICATIONS

The Doctor of Philosophy (Ph.D.) in Computer Applications at TIMSCDR is affiliated to the University of Mumbai. The program is conducted under the directions of the University of Mumbai under the Faculty of Science & Technology.

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

PEO-1: To enable students to gain knowledge across all domains of Information Technology with in-depth understanding of their applications.

PEO-2: To enable students to analyze problems and to design and develop software solutions using emerging tools and technologies.

PEO-3: To enable students to continue Life-long learning, Research and Entrepreneurial pursuit in their chosen fields.

PEO-4: To develop communication, teamwork, and leadership skills necessary to manage multidisciplinary projects and serve the society as responsible and ethical software professionals.

PROGRAM OUTCOME (PO) for MCA Program at TIMSCDR

PO-1:   **Foundation Knowledge:** Apply knowledge of mathematics, programming logic and coding fundamentals for solution architecture and problem solving.

PO-2:   **Problem Analysis:** Identify, review, formulate and analyse problems for primarily focussing on customer requirements using critical thinking frameworks.

PO-3:   **Design/ Development of Solution:** Design, develop and investigate problems with as an innovative approach for solutions incorporating ESG/SDG goals.

PO-4:   **Modern Tool Usage:** Select, adapt and apply modern computational tools such as development of algorithms with an understanding of the limitations including human biases.

PO-5: **Individual and Teamwork:** Function and communicate effectively as an individual or a team leader in diverse and multidisciplinary groups. Use methodologies such as agile.

PO-6: **Project Management and Finance:** Use the principles of project management such as scheduling, work breakdown structure and be conversant with the principles of Finance for profitable project management.

PO-7: **Ethics:** Commit to professional ethics in managing software projects with financial aspects. Learn to use new technologies for cyber security and insulate customers from malware

PO-8: **Life-long Learning:** Change management skills and the ability to learn, keep up with contemporary technologies and ways of working.

2A. GOVERNANCE

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

2.1 GOVERNING COUNCIL

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

(a) *Nominees of Thakur Education Group:*

Sr. No.	Name	Designation
1	Mr. V. K. Singh	Chairman, TEG & TET
2	Mr. Jitendra R. Singh	Hon. Secretary, TEG & TET
3	Mr. Karan V. Singh	CEO (TCET, TPOLY, TIAT, TICA)
4	Ms. Karishma Singh	CEO (TIMSCDR)
5	Ms. Greena Karani	CFO (TEG)
6	Ms. Rashmi Vipat	Asst. Prof., Exam In charge, TIMSCDR
7	Mr. Shirshendu Maitra	Asst. Prof & HoD Academics, TIMSCDR
8	Mr. Shailesh Sharma	Office Superintendent
9	Dr. R. R. Sedamkar	Professor, Vice Principal, IQAC Director NAAC & HOD – Ph.D. Programs, Thakur College of Engineering and Technology
10	Dr. Anup Pulsokar	Professor & HoD MCA, SIES
11	Dr. Pravin Gundalwar	Director, TIMSCDR

2.2   Academic Council

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

| Sr. No.	Council Position	Name of the Official	Designation
1	Chairperson	Dr. Pravin Gundalwar	Director, TIMSCDR
2	Head of Department	Mr. Shirshendu Maitra	Asst. Prof & HoD Academics, TIMSCDR
3	Teaching Staff	Ms. Sonu Gupta	Asst. Prof & Dy. Director, TIMSCDR
4		Dr. Ashwini Renavikar	Professor, TIMSCDR
5		Dr. Padma Mishra	Associate Professor, TIMSCDR
6		Ms. Kinjal Doshi	Assistant Professor, TIMSCDR
7	Expert / Academicians	Ms. Ritu Rungta	Associate Vice President, Xoriant
8		Dr. Mukesh Gupta	Founder, Lenest
9		Dr. Sheetal Rathi	Professor & Dean, Dept of CS, TCET
10		Mr. Sanjay Kimbahune	Senior Researcher, Tata Consultancy Services Limited
11	University Nominee	Dr. Rasika Mallya	Associate Director, NMITD
12		Dr. Suhasini Vijaykumar Kottur	Professor & Principal, Computer Applications, BVIMIT
13		Dr. Shivkumar Goel	HoD MCA, VESIT
14	Controller of Examination	Ms. Rashmi Vipat	Assistant Professor, TIMSCDR
15	Member Secretary	Ms. Rupali Jadhav	Assistant Professor, IQAC Coordinator, TIMSCDR

2.3   COLLEGE DEVELOPMENT COMMITTEE

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

Sr. No.	Composition	Name	Designation
1	Chairperson	Ms. Karishma Singh	Chairperson
2	Member	Mr. V. N. Datta	Member
3	Member	Mr. Shirshendu Maitra	Member
4	Member	Dr. Uday Pandit Khot	Local Member - Education
5	Local Member – Education	Dr. Suresh Shan	Local Member – Industry
6	Local Member – Industry	Mr. Sanjay Kimbahune	Local Member - Research
7	Local Member – Research	Mr. Harsha Udipi	Local Members – Social Service
8	Local Members – Social Service	Ms. Rupali Jadhav	Coordinator Quality Assurance
9	Coordinator Quality Assurance	Ms. Sonu Gupta	Member -TIMSCDR Faculty
10	Member – Teachers	Dr. Padma Mishra	Member -TIMSCDR Faculty
11	Member – Teachers	Ms. Rashmi Vipat	Member -TIMSCDR Faculty
12	Member – Non-Teaching	Mr. Shailesh Sharma	Member - Non-Teaching
13	College Student Council	Ms. Siddhi Kotre	College Student Council
14	College Student Council	Mr. Akash Chaudhary	College Student Council
15	Member – Secretary	Dr. Pravin Gundalwar	Member – Secretary

2.4 ORGANOGRAM

Organizational Chart

ORGANOGRAM
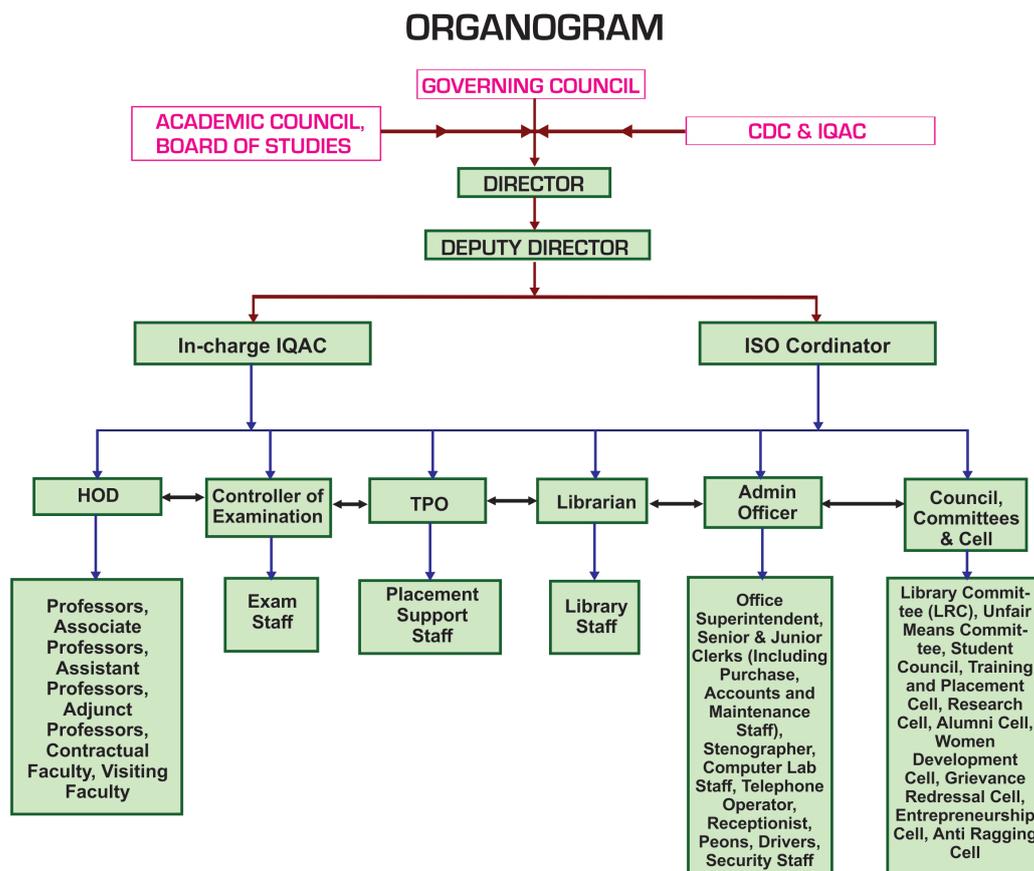
2B. RULES

1. These rules may be called 'Thakur Institute of Management Studies, Career & Research Rules', hereinafter referred to as 'TIMSCDR Rules'.

2. These rules are based on the statutes, rules, regulations of Government of Maharashtra and its statutory and regulatory bodies, the All India Council for Technical Education and the University Grants Commission, University of Mumbai, including the amendments made by the respective bodies from time to time.

3. These also include the rules and directives of the Thakur Education Group on administrative and allied matters including overall conduct, behavior, discipline, safety, use and maintenance of infrastructure etc. in the Institute and the campus.

4. Further, the steps taken by the Institute in providing comfortable working conditions for the staff and their physical and spiritual well being are attached.

5. These rules have been made available to the staff as and when enforced since the inception of the Institute.

6. These are applicable to all the existing staff retrospectively and to the staff to be recruited in future.

AUTHORITIES OF THE INSTITUTE

The Authorities of the Institute are:

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

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

SERVICE RULES FOR STAFF

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

The Government of Maharashtra Resolution No.NGC 2009/(243/09)-UNI-I dated 12th August, 2009 regarding Revision of pay scales of teachers and equivalent cadre in Higher Education as per UGC Scheme (7th Pay Commission) Universities, Affiliated Colleges, Government Colleges etc.

The Government of Maharashtra 'STANDARD CODE' regarding the Terms and Conditions of Service of non-teaching employees 0f the Universities and non-Government colleges affiliated colleges and recognized institutions.

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

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

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

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

The Government of Maharashtra Resolution No. SPC- 2010/(34/10)TE-2 dated 20th August, 2010, Revision of Pay Scales of Teachers and Equivalent cadre in Degree/ Diploma level institutions as per AICTE Scheme (7th Pay Commission)

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

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

The Service Rules for employees include, inter-alia, the following:
- Faculty and Staff Cadre
- Faculty Qualifications Experience Norms
- Employee Recruitment and Induction
- Compensation and Benefits
- Faculty Engagement
- Performance Appraisal
- Leave Rules-(a) Teaching Staff
- Leave Rules-(b) Non-teaching Staff
- Code of Conduct
- Ethics and Etiquettes
- Employee Separation/Exit

3. FACULTY AND STAFF CLASSIFICATION

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

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

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

4. NORMS FOR FACULTY AND STAFF

4.1 Faculty

Cadre Ratio : Professor: Associate Professor: Assistant Professor = 1:2:6
Teacher Student Ratio: 1:15 (up to the year 2017-18).

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

4.2 Non-Teaching Staff

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

5. EMPLOYEE RECRUITMENT AND INDUCTION

5.1 FACULTY

a) **Full Time regular faculty:** Professor, Associate Professor, Assistant Professor - Recruitment as per norms prescribed by the statutory bodies from time to time.

b) **Adjunct Faculty:** Should be a faculty retired from a technical institution or a person of eminence having 10 to 15 years of experience from industry /organization.

b) **Asso. Prof. of Practice:** Associate Professor of Practice PhD + 5 years of experience OR Master's + 10 years OR BTech + 12 years.

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

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

1   Every year the Institute takes stock of the teaching posts filled up, and vacancies and submits a draft advertisement duly approved by the management inviting applications from eligible candidates for recruitment for these positions to the UoM for approval.

2.   The advertisement approved by the UoM is published in the National and Local Newspapers. The advertisement is also posted on the website of the Institute.

3.   Candidates are given a minimum period of 15 days from the date of advertisement to submit applications.

4. All applications for the posts of Professor, Associate Professor, and Assistant Professor are received by the Director of the Institute.

5. The applications received are scrutinized after the last date of application and eligible candidates are invited to attend the interview to be conducted by the University Staff Selection Committee as per constitution prescribed for Minority Institutions. The candidates are given a minimum 15 days' time to attend the interview.

6. The recommendations of the Selection Committee are submitted to the Management for the approval including the terms of appointment, salary etc. as per norms.

7. The selected candidates are appointed on probation for 2 years.

8. After appointment of the faculty members, the seven-page reports of the faculty along with the selection committee recommendations are submitted to the UOM for approval.

5.2 Filling of short term/temporary Vacancy:

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

5.3 Administrative and Non-Teaching Posts

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

5.4 EMPLOYEE INDUCTION

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

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

1. The necessary documents are filled up by the new entrant wherein all the personal information and other required details are included.

2. Submission of copies of all documents.

3. Submission of relieving letters from previous employer.

4. Receipt of appointment letter and submission of joining report.

5. Take charge of workstation.

6. Take charge of Internet connection and email ID.

7. Registering employee details for the Biometric attendance system.

8. Meet seniors and colleagues and other staff members.

9. Opening bank account for salary deposition.

10. Submission of induction form.

11. Understand organization's policies, procedures, rules and regulations.

12. Study and understand ISO System.

13. Receive Identity card.

14. Receive library card.

15. Visit to Departments and Sections.

16. Undergo ERP training.

17. Undergo Health Checkup.

18. Study forms as per ISO wherever applicable.

6. COMPENSATION & BENEFITS

6.1 APPOINTMENT

- Appointment as Professor or Associate Professor or Assistant Professor, based on their attainments as per AICTE/UGC/University norms.

- The incumbents appear before the University Staff Selection Committee of the Institute for appointment on probation against the regular posts, depending upon availability of such posts in the cadre, which are advertised for open selection.

6.2 Pay Scales & Academic Grade Pay

The Institute has implemented the Pay Scale as per orders of the Government of Maharashtra for Staff members, based on the AICTE Pay scale.

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

6.2.1 (1) Each annual increment based on annual assessment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP for the stage in the Pay Band.

(2) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

6.3 Statutory Benefits

6.3.1 Employee Provident Fund (EPF)

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

6.3.2 Gratuity

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

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

7. FACILITIES AND OPPORTUNITIES AVAILABLE FOR STAFF MEMBERS

7.1 FACILITIES

- Situated in a green, sprawling, clean and well secured campus, TIMSCDR provides a comfortable work environment in its modern multi-storey building having state-of-the-art infrastructural and instructional facilities.
- Individual Faculty cubicles in the AC Faculty Rooms, with computers.
- Individual Seating arrangements for administrative staff as per status with computers.
- Comfortable seating arrangement for technical staff in the labs.
- Well lighted AC classrooms with LCD Projectors/Smart Board.
- Computer laboratory with computers, relevant software and accessories.
- Internet with adequate bandwidth and Wi-Fi.
- Intercom and video conferencing facilities.
- Computer Centre with additional bandwidth.
- Board Room for meetings and discussions
- Learning Resource Center (library) with Books, e-Books, Journals, e-Journals, Magazines, Institutional Repository and dedicated Research Section.
- Stationery and teaching material as required.
- Lunch and recreation room, hygienic canteen providing healthy food.
- Sick room with first aid box and phone numbers of doctors on panel.

7.2 OPPORTUNITIES FOR FACULTY MEMBERS

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

- Acquiring Ph.D. degree from University/Institution recognized by UGC/AICTE and Institutes of National importance.
- Attending training/FDP/seminars/conferences/workshops/present papers.
- Writing and publishing research papers in National/International journals.

- Membership of Professional bodies

- Participate in the Industry - Institution-Interaction Program for training and Internship, projects, joint research, develop case studies, undertake consultancy projects, collaboration with industry for Institutional Development.

- Membership on various committees covering academics, administration, training, placement, examination, accreditation process, interaction with alumni, industry partners, delegations etc.

- Continuous interaction with HoD & faculty members for implementation of curriculum including identification of gaps and remedial actions.

- Attend/conduct FDPs, co-curricular and extra- curricular activities for institutional and self- development.

- Innovation in teaching-learning process, conduct of joint projects/research with Industry.

- Take part and involvement in Alumni association activities.

- Assessment system – PRDP Performance Assessment as per record in the Faculty Handbook to judge the achievements and requirements for development leading to future benefits.

8. LEARNING RESOURCE CENTER (LIBRARY)

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

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

Amenities offered in the Library

Resources available

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

- Newspapers

Digital Library

- 9 Computer Terminals with Internet connection to access e-resources & 4 points for Laptops.

- EBSCO e-books

- IEEE e-journals

- Computer terminal (OPAC) for books search

Membership with other libraries

• National Digital Library

Table of content

• Library provides scanned copy of current journal articles to the faculty for teaching purpose if required.

• Back issues of journals issued for one week.

• Faculty members recommend useful books for library collection which are purchased with approval of Director.

Issue of Books

• Faculty can issue 15 books at a time.

• Faculty should submit or re-issue books after each semester.

• At the time of leaving Institute getting No Dues from library is necessary.

Library Timing:

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

Book Issue / Return : 9.00 am to 5.30 pm

9. INTERNET FACILITY

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

i. User must show his/her ID card to enter the computer lab.

ii. All files must be saved on Email or Pen drive for further use.

iii. User should take prior permission and help of Lab Assistant to load additional software as required.

iv. Use of Internet is restricted to academic purposes only.

v. In case of any problems with equipment, the matter should be reported to the lab assistant to carry out repair work.

vi. Pen drive and external hard drive must be scanned for viruses prior to use.

vii. Hacking (Attempting to gain unauthorized access to secured content, violate system policies and/or permissions, virus creation or propagation, etc.) is prohibited.

viii. No Hardware or software is permitted to be taken outside computer lab.

ix. Users are not allowed to operate Air-conditioning system on their own, they can request the Lab Assistant for the same.

x. Any fault with electrical installation should be reported to Lab Assistant.

xi.   Users should keep furniture and fixtures in proper condition. Any damage should be reported to the lab assistant.

xii. Users should keep the lab neat and clean, use dust bins and leave equipment and furniture properly arranged.

xiii. Disposal of e-waste should be done as per prescribed procedure.

INTERNET FACILITIES NOT ALLOWED FOR:

- Hacking
- Mobile Entertainment
- Spyware
- Porn
- Astrology
- Games
- Dating & Matrimonial
- Facebook browsing

- Internet Radio TV
- P2P (Torrent)
- Nudity
- Adult Content
- Gambling
- URL Translation Sites
- WhatsApp Video
- App Store / Play Store etc.

10. FACULTY ENGAGEMENT

10.1. Faculty Workload Norms in Technical Institutions

In accordance with regulatory guidelines, all faculty members in technical institutions are required to fulfill a minimum of **40 working hours per week**.

Teaching Contact Hours (per week):

The number of required teaching contact hours varies by designation:

Director: **4 hours**   Professor: **8 hours**

Associate Professor: **12 hours**   Assistant Professor: **16 hours**

Note: Heads of Departments (HoDs) are eligible for a 2-hour reduction in their weekly teaching load.

Non-Teaching Responsibilities:

The remaining hours (beyond the specified teaching load) are to be utilized for other critical academic and institutional responsibilities, such as:

- *Course and lecture preparation*
- *Evaluation and assessment of student work*
- *Research and development activities*
- *Administrative and departmental duties*
- *Student mentoring and guidance*
- *Participation in professional development programs*

● *Collaboration and engagement within academic and professional forums*

10.2 Duties and Responsibilities

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

1. Preparation and conducting theory and practical sessions and contact sessions through innovative teaching techniques.

2. Conduct of Student Development Program (SDP) activities.

3. Continuous assessment of students to ensure quality learning.

4. Identification of gaps for remedial measures.

5. Developing, designing and reviewing program curriculum.

6. Project Guidance and coordinating with industry guides.

7. Plan/organize/attend seminars, conferences, workshops.

8. Research work and publication.

9. Consultancy work.

10. Activities relating to departmental administration and management.

11. Attend FDPs, STTPs and QIPs.

12. Conduct institute and university examination work.

13. Conduct Student Mentoring.

14. Identify, Conduct and organize Guest lecturers/sessions.

15. Conduct and organize Industrial Visits, educational tours.

16. Conduct Placement Preparation and other placement related work.

17. Initiate external contacts with employers and professional organizations to actively foster collaboration.

18. Encouraging and assisting students in extra-curricular activities.

19. Conduct joint research projects.

20. Encourage research culture amongst fellow faculty members as well as students.

21. Arrange or take part in activities of MoUs' with organizations.

22. Assignments in the accreditation process.

23. Assigned Key Responsibility Areas (KRAs).

24. Any other duty that may be assigned by the management.

10.3 EXAMINATION DUTIES

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

1. All teaching staff members are allotted supervision duties for Mid Semester, End Semester Examination and Continuous Assesment Tests.

2. Chief Conductor: Director/Head of the Institution generally looks after the whole examination work as Chief Conductor.

3. The Director can appoint a Senior Faculty Member as the Chief Conductor.

4. Senior Supervisor: Senior teaching faculty or well experienced senior employee is usually appointed as Senior Supervisor.

5. Junior Supervisor: All employees (except Support Staff) are eligible to act as Junior Supervisor.

6. The Junior Supervisors are issued appointment letters mentioning the norms and responsibilities, duty to be performed, etc. during the examination.

11. RESEARCH AND DEVELOPMENT

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

11.1 Sponsorship for faculty members.

1. Sponsorship for Higher Studies (Ph.D.)

2. Attend training/FDP/Seminars/Conferences/Workshops/Present papers

3. Write and publish research papers in National/International journals

4. International deputation and interaction for joint research and academic projects

5. Membership of Professional bodies

11.2 Research and Publication

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

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

1. Publications in UGC approved Journals, Journals with an ISSN Number, Indexed journals and impact factor journals is mandatory.

2. Conference publications shall be considered, only if the paper appears in the official proceedings with the Institute's name (proof required) or has been presented for which a certificate of participation/presentation is mandatory.

3. The Institute's name should also appear in the affiliation of the author/s in the acknowledgement section of the paper for consideration of benefit/ incentives.

4. The faculty members should ensure that they submit their Research Paper after thorough check to avoid plagiarism.

11.2.2. Undertaking Research Projects.

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

11.2.3 Procedure to take up Research Project

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

1. The faculty members, during their visits to the industrial establishments / organizations/ corporate offices/Government and public-sector organizations etc. shall try to seek information on the research proposals of interest to the industry, inform them about the facilities and the expertise available with the institute and shall offer their services.

2. On receipt of the offer, the faculty member concerned shall prepare a synopsis of the project including various aspects viz., scope and duration of the project, the facilities required and the source of revenue to implement the project and the suitability and relevance of the project.

3. The proposal shall be scrutinized by the HoD and HoI for approval keeping in view the technical aspects, contribution to R & D activities and need for intellectual property rights etc.

4. On receipt of the approval, the faculty member shall be given permission to proceed further for signing the contract or agreement with the concerned officials in the industry containing the conditions as may be mutually agreed upon by both the parties. The Legal Adviser of the Trust shall be consulted before signing the Agreement/MoU to protect the interest of the Trust and to avoid disputes if any, in future.

5. The HoI may adjust the teaching load of the faculty member to undertake the assignment.

6. The funds received from the industry (generally in installments) will be deposited in the Institute A/C and the Institute will release the funds for expenditure on the projects. After the completion of the project, the Institute

will retain 25% of the balance amount and release the balance amount to the faculty member.

7. The faculty members are not permitted to undertake any type of private research project.

8. The faculty members shall keep the HoI informed from time to time about the progress of the project and shall submit a final report on completion of the Project along with the certificate from the respective organization stating that the project has been completed as per requirements.

9. The faculty member shall be responsible for execution of the project and shall be solely responsible to settle the disputes, if any arising out of the assignment.

12. CONSULTANCY

Consultancy Assignments from the Industry

12.1 Consultancy Rules

1. The Institute encourages the faculty member to undertake the Consultancy projects from Industry. These services may be offered by the faculty members to the Industry/other organizations / departments etc. having regard to their expertise and the needs of the industry. This process leads to fruitful interaction with the industry and is an important step in raising the brand value of the Institute.

2. Consultancy may be offered for clients including Public Sector Organizations, Government Departments and/or local authorities, commercial organizations as well as small and large businesses.

3. With consultancy projects, there should be comprehensible benefits to the Institute through enhanced reputation and expanding the expertise of the staff member. The consultancy projects may be jointly executed with other faculty members.

4. Faculty members can take consultancy projects from Industry up to a limited number of days during the Academic Year with the approval of the Director, without disturbing the core teaching and other activities. The Director may adjust the teaching load of the faculty members to ensure timely completion of such projects on a case-to-case basis.

5. It will be the responsibility of the faculty member to ensure completion of the consultancy project within the time limit to the satisfaction of the client.

6. The faculty member(s) will be entirely responsible to complete the project without, in any way involving the Institute in any dispute. He/she will submit a report after completion of the project duly signed or authenticated by the Industry concerned stating that the Project has been completed satisfactorily.

7. The consultancy must be undertaken as per Institute Policy and should not be in conflict with the objectives, functions or interest of the Institute or damage to the Institute's reputation. Private consultancy is not allowed by the Institute.

12.2. Income from consultancy

If the infrastructure of Institute is used, the sharing of the revenue will be in the ratio of 25:75 wherein, the share of 25% after deduction of the expenditure shall be paid to the Institute, while 75% shall be retained by the concerned Faculty member.

However, if no infrastructure of the Institute is used then the said sharing of revenue shall be in the ratio of 10:90 wherein, the share of 10% after deduction of the expenditure shall be paid to the Institute while 90% shall be retained by the concerned faculty member..

13. INDUSTRY- INSTITUTE- INTERACTION

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

i. Organizing Workshops, Seminars and International Conferences with joint participation of Students, Faculty members and Industries.

ii. Inviting experts from industry to deliver lectures for SDP & FDP.

iii. Participation of experts from industry in curriculum development.

iv. Consultancy by the faculty.

v. Joint research papers with industries including faculty and industry personnel.

vi. Projects / internship for students in industries under joint guidance of the faculty and experts from industry.

vii. R & D center in association with Industry.

viii. Industry Representatives on the Governing Council, College Development Committee, Advisory Committee and Placement Committee.

ix. Inviting Industry to conduct Campus Placements for the students.

14. FACULTY TRAINING & DEVELOPMENT

14.1 Induction Training

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

14.2 Faculty training programme

1. Training needs of faculty members are identified by HoI based-on interaction with Faculty/Staff and feedback from students, parents and corporate. Needs are also identified based on inputs collected by Faculty members. They are given opportunities under sponsorship schemes to enhance their knowledge and skills, to attend FDPs, to be in touch with the Industry to understand their requirements, to keep abreast with the latest developments in their respective fields.

2. It is also essential for the faculty members to improve their qualifications by acquiring Ph.D. degree, to take up research projects and consultancy to publish quality research papers etc.

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

14.3 Procedure for faculty Training

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

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

15. PERFORMANCE APPRAISAL

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

The Institute is following the AICTE 360-degree Performance Review and Development Planning' (PRDP) system, a comprehensive evaluation method that collects feedback from various stakeholders, including supervisors, peers, subordinates, and the employee themselves. This multi-source approach offers a well-rounded perspective on an employee's performance, highlighting both strengths and areas for development.

The assessment is done twice a year i.e. for performance of the faculty member in each semester including feedback from students regarding the teaching learning process adopted by the faculty members, identification of weaker students and/or any other shortcomings, the remedial measures taken, the innovative techniques adopted in the process etc. They also identify bright students to give them special facilities.

16. LEAVE RULES

(A) TEACHING STAFF

1. GENERAL CONDITIONS:

1.1 The leave cannot be claimed as a matter of right.

1.2 In case of exigencies of the service, where the presence of employee member on duty is essential, no leave will be granted.

1.3 The Authority can also recall the faculty member from leave if exigencies of work arise and he/she shall report for duty forthwith.

1.4 All the staff members are required to record the time of arrival and departure in the attendance register matching with biometric record meticulously.

1.5 The employee may be granted leave on his/her request and based on availability of the leave due in his/her account. The employee shall proceed on leave after receiving approval from the competent authority.

2. PROCESS OF APPLICATION AND SANCTION OF LEAVE

2.1 Request for leave should be made to HoD and HoI at least 1 day in advance with a mention of adjustment of load as deemed necessary. This should be done through official mail, WhatsApp or by telephonic call.

2.2 On receipt of approval from HoD and HoI a formal application for leave against the leave due, should be submitted through ERP system.

2.3 The faculty member shall proceed on leave after completion of the above formalities.

2.4 Absence without permission or sanction of leave will be treated as LWP.

2.5 Cases of absence without permission in exceptional circumstances where leave is not taken in advance should be dealt with as follows:

(a) In exceptional circumstances, when the faculty member cannot attend office due to reasons beyond his/her control - illness / accident / bereavements etc. and has to remain absent, he/she should inform HoD and HoI. He / She should also ensure that the assignments for the day are taken care of by a colleague as per the system in order that there is no disruption of the work.

(b) The leave application for such absence should be submitted on joining day of duty explaining the circumstances with medical certificate/evidence, in case of medical leave.

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

3. **CASUAL LEAVE (CL)**

3.1 Employees can avail 8 days CL on pro-rata basis i.e., one-day CL for every 45 days of duty. A maximum of 4 days of CL is allowed on pro rata basis in the first half of the Academic Year (July 01 to Dec 31) after ensuring that there is no disruption in the Institute's work. With prefix/suffix and intervening holidays (not to be counted as CL), the total period of absence from duty shall not exceed 7 days at a time.

3.2 Casual Leave cannot be combined with any other kind of leave. It may be combined with Holiday including Sundays.

3.3 Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3.4 CL for half a day can be granted to employees.

3.5 Faculty member appointed on ad-hoc basis will be eligible for 08 CL on pro rata basis.

4. **VACATION**

4.1 Faculty members appointed on regular basis are entitled to vacation leave as prescribed.

4.2 Faculty members appointed on ad-hoc basis are not entitled to go on vacation leave.

4.3 The faculty members must be present on the last working day before commencement of vacation and on the first day of opening of the Institute on completion of vacation otherwise half of the vacation salary will be deducted in each case.

4.4 In case a faculty member works during his/her vacation for institutional responsibilities then vacation can be extended accordingly if there is no academic schedule with prior permission of HOI. In case vacation cannot be availed/extended due to institutional work then non availed days of that faculty member's vacation can be converted to Earned Leave in 2:1 ratio after approval from HOI.

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

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

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

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

6. **MATERNITY LEAVE**

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

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

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

6.3 On completion of probation, maternity leave on full pay

6.4 Maternity leave can be availed only twice in the entire career.

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

7. **COMBINATION OF LEAVE**

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

8. **SUMMARY**

Nature of Leave	1st year of probation	2nd year of probation	After completion of probation
Casual Leave (CL)	8 days	8 days	8 days
Half Pay Leave (HPL) or Medical Leave	20 days (Half pay basis) or 10 days (Full pay basis)	20 days (Half pay basis) or 10 days (Full pay basis)	20 days (Half pay basis) or 10 days (Full pay basis)
	30 days	30 days	30 days
Maternity Leave	Nil	180 days (Half pay)	180 days (Full pay)

9. **OUTDOOR ON DUTY (OD):**

9.1 Prior permission to accept external assignments by the HOIs and Deputy HOIs is required from management. In the case of other employees such permission is to be taken from HOI/Deputy HOI.

9.2 On receipt of the invitation from the authorities concerned, prior written approval is to be   taken for the period of absence indicating the alternative arrangements for discharge of duties and by ensuring there is no disruption/postponement in the institutional work.

9.3 In the case of HOIs and Deputy HOIs, the written approval is to be taken from the management representative.

9.4 The external assignments are required to be undertaken, preferably on holidays/closed days leading to minimum absence on working days.

9.5 Outdoor duty leave (OD) will be granted for absence on working days and no Compensatory Off will be given for Outdoor Duty assigned on Sundays, Saturday offs and holidays (asper institute calendar) by External Agencies.

9.6 The Outdoor Duties assigned by external agencies undertaken by employees including HOIs/Deputy HOIs should not exceed ten days in an academic year. Beyond ten days, the absence because of such duties shall be treated as leave.

9.7 Permission to proceed for OD will be granted as the case may be but will be considered as sanctioned only after submission of the report in the following format within 10 days.

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

10. LEAVE WITHOUT PAY (LWP)

10.1 The faculty member can avail Leave without Pay (LWP) by submitting an application in advance and getting sanction for the same.

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

11. SPECIAL LEAVE

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

12. LATE ATTENDANCE/LEAVING EARLY

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

12.2 If faculty member reports late for the 4th time and beyond then half CL will be deducted on every day late in the month.

12.3 If faculty member reports late beyond 10 minutes then half CL will be deducted.

12.4 In case no balance is available in any of the leave accounts of the faculty member, then half day's salary will be deducted in lieu thereof.

13. SHORT TRIPS OUTSIDE CAMPUS

13.1 The "EXIT/ENTRY SLIP" should be obtained duly approved by Senior Designate & Head of Institute for going out during office hours.

13.2 The faculty member should register exit and entry in the bio-metric attendance and also in the register maintained at the Reception.

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

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

14. WEEKLY OFF (OTHER THAN SUNDAY)

14.1 Institute will function on all Saturdays, for involvement of alumni and industry experts in the teaching- learning process. The employees are permitted to avail the benefit either on 1st & 3rd or 2nd & 4th Saturdays in staggered manner by managing institute operations intact.

14.2 On request from employees, including HOI and Deputy HOI, in exceptional case not more than two times in an Academic Year and by not combining the same with any other leave, holidays and OD, the swapping of Saturday off combination can be done with prior intimation and approval of authorities.

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

15.1 Faculty member resigning from the Institute shall have to serve full notice period for smooth functioning of the Institute.

15.2 In case the faculty member desires to leave before completion of the notice period, he/she will have to pay the Institute proportionate salary for the relevant period

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

15.4 In case the faculty member is dismissed or removed or terminated from service, the leave at her/his credit will lapse.

15.5 The person who retires from service may be given leave preparatory to retirement as per the discretion of higher authority

16. HOLIDAYS / OPTIONAL HOLIDAYS

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

16.2 Some of the Institute Closed days declared by Govt./University: Parsi New Year, Good Friday, Guru Nanak Jayanti & Muharram. Employees can either choose to avail of these holidays or work on these. In case employee works on these holidays then he/she can avail alternate holiday in lieu of it on Janmashtami / Raksha Bandhan / Makar Sankranti / Akshaya Tritiya. Employees need to inform HOI well in advance about the choices and not make last-minute choices.

(B) LEAVE RULES NON-TEACHING EMPLOYEES

1. GENERAL CONDITIONS

1.1 The leave cannot be claimed as a matter of right.

1.2 In case of exigencies of the service, where the presence of employee member on duty is essential, no leave will be granted.

1.3 The Authority can also recall the faculty member from leave if exigencies of work arise and he/she shall report for duty forthwith.

1.4 All the staff members are required to record the time of arrival and departure in the attendance register matching with biometric record meticulously.

1.5 The employee may be granted leave on his/her request and based on availability of the leave due in his/her account. The employee shall proceed on leave after receiving approval from the competent authority.

2. PROCESS OF APPLICATION AND SANCTION OF LEAVE

2.1 Request for leave should be made to HoD/Section In-charge and HoI at least 1 day in advance with a mention of adjustment of load as deemed necessary. This should be done through official mail, WhatsApp or by telephonic call.

2.2 On receipt of approval from HoD Section In-charge and HoI a formal application for leave against the leave due, should be submitted through ERP system.

2.3 Employee shall proceed on leave after completion of the above formalities.

2.4 Absence without permission or sanction of leave will be treated as LWP.

2.5 Cases of absence without permission in exceptional circumstances where leave is not taken in advance should be dealt with as follows:

(a) In exceptional circumstances, when the employee cannot attend office due to reasons beyond his/her control - illness / accident / bereavements etc. and has to remain absent, he/she should inform HoD Section In-charge and HoI. He / She should also ensure that the assignments for the day are taken care of by a colleague as per the system in order that there is no disruption of the work.

(b) The leave application for such absence should be submitted on the day of joining duty, explaining the circumstances with medical certificate/ evidence, in case of medical leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances of absence and/ or frequency of repeated unauthorized absenteeism without proper justification and absence shall be treated as LWP.

3. **CASUAL LEAVE (CL)**

   3.1 Employees can avail 8 days CL on pro-rata basis i.e., one-day CL for every 45 days of duty. A maximum of 4 days of CL is allowed on pro rata basis in the first half of the Academic Year (July 01 to Dec 31) after ensuring that there is no disruption in the Institute's work. With prefix/suffix and intervening holidays (not to be counted as CL), the total period of absence from duty shall not exceed 7 days at a time.

   3.2 Casual Leave cannot be combined with any other kind of leave. It may be combined with Holiday including Sundays.

   3.3 Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

   3.4 CL for half a day can be granted to employees.

   3.5 Employee appointed on ad-hoc basis will be eligible for 08 CL on pro rata basis.

4. **EARNED LEAVE (EL):**

   4.1 The employee is entitled to EL @ 30 days per Academic year of service.

   4.2 The EL can be availed during the period of probation.

   4.3 The EL can be accumulated up to 300 days.

   4.4 Maximum of 120 days of EL can be granted at a time.

   4.5 Employees can take their Earned Leave in a planned manner with prior approval of the authorities. This should be a minimum period of three days at a time.

   4.6 Employees are advised not to accumulate Earned Leave over the year without utilizing the same. It is necessary for the physical and mental health to take a break from work and to spend quality time with the family. The employees should therefore plan their Annual Leave in advance with sufficient notice, to plan the work schedule without disruption.

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

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

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

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

6. MATERNITY LEAVE

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

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

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

6.3   On completion of probation, maternity leave on full pay

6.4   Maternity leave can be availed only twice in the entire career.

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

7. COMBINATION OF LEAVE

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

8. Leave Summary for Regular Employee

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

9. OUTDOOR ON DUTY (OD)

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

10. LEAVE WITHOUT PAY (LWP)

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

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

11. SPECIAL LEAVE

11.1 as per policy for Institute progress / training programme.

12. LATE ATTENDANCE/LEAVING EARLY

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

12.2 If employee reports late for the 4th time and beyond then half CL will be deducted on every day late in the month.

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

12.4 In case no balance is available in any of the leave accounts of the employee, then half day's salary will be deducted in lieu thereof.

13. SHORT TRIPS OUTSIDE CAMPUS

13.1 The "EXIT/ENTRY SLIP" should be obtained duly approved by Senior Designate & Head of Institute for going out during office hours.

13.2 The employee should register exit and entry in the bio-metric attendance and also in the register maintained at the Reception.

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

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

14. WEEKLY OFF (OTHER THAN SUNDAY):

14.1 Institute will function on all Saturdays, for involvement of alumni and industry experts in the teaching- learning process. The employees are permitted to avail the benefit either on 1st & 3rd or 2nd & 4th Saturdays in staggered manner by managing institute operations intact.

14.2 On request from employees, including HOI and Deputy HOI, in exceptional case not more than two times in an Academic Year and by not combining the same with any other leave, holidays and OD, the swapping of Saturday off combination can be done with prior intimation and approval of authorities.

15. LEAVE RULE FOR EMPLOYEE WHO HAS RESIGNED/RETIRED FROM SERVICES

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

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

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

15.4 In case the employee is dismissed or removed or terminated from service, the leave at her/his credit will lapse.

15.5 The person who retires from service may be given leave preparatory to retirement as per the discretion of higher authority.

16 HOLIDAYS / OPTIONAL HOLIDAYS

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

16.2 Some of the Institute Closed days declared by Govt./University: Parsi New Year, Good Friday, Guru Nanak Jayanti & Muharram. Employees can either choose to avail of these holidays or work on these. In case employee works on these holidays then he/she can avail alternate holiday in lieu of it on Janmashtami / Raksha Bandhan / Makar Sankranti / Akshaya Tritiya. Employees need to inform HOI well in advance about the choices and not make last-minute choices.

17. GRIEVANCE REDRESSAL AND PREVENTION OF SEXUAL HARASSMENT

17.1. Procedure for handling grievances

1. The Institute has appointed a Grievance Redressal mechanism as prescribed by the AICTE and University of Mumbai to consider any complaints, etc. This is to install a sense of safety, fairness and harmony in employees.

2. Employees, who have any issue, query or grievance, should first discuss it with their departmental in charge. In case an employee is not satisfied with the outcome of this discussion or desires to have further clarification, then he/she should contact the Deputy Director / Director for redressal. If the grievance cannot be resolved by the Director, the employee should submit his / her grievance to the relevant committee.

3. In case faculty members want to express their grievances, they can visit the official website and can register their grievances through an online format. The committee for Grievance Redressal will look into the matter and to resolve it.

17.2. Grievance Redressal Committee

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

Sr. No.	Name of the Official	Designation
1	**Dr. Pravin Gundalwar**	Director, Chairman
2	**Ms. Rupali Jadhav**	Asst. Professor & TPO, Ombudsman
3	**Ms. Kinjal Doshi,**	Asst. Professor

17.3 Internal Complaint Committee

(Membership of the Committee constituted as per AICTE Guidance)

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

Sr. No.	Name of the Official	Designation
1	**Dr. Ashwini Renavikar**	Professor
2	**Mr. Shirshendu Maitra**	Asst. Prof. & HOD-ACA
3	**Ms. Rupali Jadhav**	Asst. Prof. & IQAC Coordinator
4	**Mr. Shailesh Sharma**	Office Superintendent
5	**Ms. Pritam Rane**	Sr. Clerk
6	**Mr. Ayush Dubey**	Student
7	**Ms. Anuja Shinde**	Student
8	**Mr. Vikas Yadav,**	Student
9	**Dr. Sangeeta Shirname**	Inseed NGO Member, Non-Government Organization

18. WOMEN DEVELOPMENT CELL

The Institute is having Women's Development Cell;

Sr. No.	Name of the Official	Designation
1	**Dr. Pravin Gundalwar**	Director
2	**Ms. Rashmi Vipat**	Assistant Professor, Exam-In-charge
3	**Ms. Kinjal Doshi,**	Asst. Professor
4	**Ms. Rupali Jadhav**	Assistant Professor
5	**Ms. Thara C**	Assistant Professor
6	**Ms. Pritam Rane**	Senior Clerk
7	**Ms. Vanshika Mirchandani**	Steno-Typist

This Cell has been established for the following objectives:

- To organize Lectures, seminars, workshops relating to women empowerment for development of women and to enhance their self-confidence.

- To create social awareness about the problems of women.

19. STAFF WELFARE

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

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

20. POLICY FOR DIVYANGJANS

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

21. DRESS CODE

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

Dress code for Male employees

Formals from Mondays to Fridays.

Dress code for Female employees

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

Employees are allowed to wear smart casuals on Saturday.

Uniform: - (Support Staff employees).

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

22. PERSONAL DATA

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

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

23. NON-DISCLOSURE / CONFIDENTIALITY

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

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

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

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

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

24. NON-DISCRIMINATION

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

25. CODE OF CONDUCT

1. Honor notices/ circulars/ office orders/any other communication by acknowledging and following the instructions. Refusal to receive or accept any letter/order will be treated as disobedience and dealt with accordingly Support Staff staff are allowed to use Marathi/Hindi for communication.

2. Only English language shall be used for lectures and communication in the Institute.

3. Wearing ID-Card on campus and at the time of external visits.

4. Follow proper dress code in order to inculcate appropriate dress code culture amongst students and to maintain dignity of the Institute.

5. Check Institute's website regularly & report any outdated or inappropriate information posted to the authorities.

6. Use infrastructural facilities responsibly and maintain cleanliness for a conducive work environment.

7. Constant vigilance during lecture delivery to ensure students do not damage the furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages. In case of any damage caused, deal with it in a responsible manner and report to the concerned authority. Ensure students on campus follow these instructions.

8. Support the Institute in maintaining conducive teaching learning and work environment through high level of integrity, discipline, and a proactive work culture.

9. Follow the norms and standards of the Institute & statutory bodies in order to meet various short- & long-term goals and Institute's objectives.

10. Follow NBA & ISO guidelines continually for contributing to various Institutional processes and help in bringing amendments to further improve the processes.

11. Maintain a copy of computer data records with IT Dept. as per schedule to avoid any loss.

12. Align activities and mark/ evaluate performance of self at all levels to meet the requirement of NBA and institutional objectives. The same will enable to meet students'/ stakeholders' standard of expectations.

13. Ensure proper and timely submission of all the documents, reports, data etc. required by statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.

14. Monitor the progress of students through continuous session-wise evaluation, to ensure effective teaching learning process and to enhance placements in good companies.

15. Support students to complete Term Work on regular basis to avoid accumulated load at the end of the semester.

16. Be available to the students even beyond their class hours and help and guide students without any remuneration or rewards.

17. Do not divulge in confidential and negative information about the Institute and avoid gossip and false propaganda.

18. Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.

19. Avoid availing leave during the semester & on important days. In case of leave or absence due to any reason, ensure proper load arrangement for smooth conduct of activities/ session responsibilities.

20. Ensure timely procurement of equipment and materials to avoid academic/ financial loss and enhance facilities in laboratories, etc. Also ensure optimum utilization of resources.

21. Support teamwork with proper communication and co-ordination. Adhere to timeline / deadline and compliance as per the academic calendar and instructions given by authorities from time to time.

22. Show commitment and sense of responsibility towards all assigned key result areas and duties.

23. Participate actively in departmental and institutional programs to ensure their successful conduct and contribute to increase the brand value of the Institute.

24. Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.

25. Be vigilant so that no unhealthy / unethical / unlawful / derogatory practice takes place on campus and report any incidences that need immediate attention & corrective action.

26. Be calm, patient and communicative by temperament and amiable in disposition.

27. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

28. Be cordial to visitors & stakeholders of the Institute and direct them to meet proper authority.

29. Keep yourself updated with emergency preparedness and ensure compliance during crisis like fire, flood, electrical shock, etc.

26. ETHICS AND ETIQUETTES

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

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

i.   Insubordination

ii.   Theft

iii.   Conviction of a felony involving moral turpitude

iv.   Bringing discredit to the Institute

v.   Falsifying, grafting, or forging of any record, report, or information

vi.   Discourteous behavior or use of foul language

vii.   Any misconduct interfering with performance of job tasks

viii.   Unauthorized absence from assigned work area

ix.   Negligence of tasks assigned

x.   Dereliction of duty

x.   Interfering with the work performance of another employee

xi.   Favoritism

xiii.   Wasting materials / papers

xiv.   Willful damage to equipment or property of the Institute

xv.   Entering an unauthorized work area

xvi.   Continued failure to perform assigned duties

xvii.   Failure to report absence

xviii. Habitual absence or tardiness

xix.   Job abandonment

xx.   Sleeping on duty

xxi.   Any prohibited action like smoking, drinking etc.

xxii.   Any illegal activity

xxiii   Sexual harassment of female employees / students

27. SAFETY, SECURITY AND HYGIENE

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

i.   Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

ii. Employees must immediately report any unsafe work conditions to their supervisor.

iii. Employees violating safety standards, causing hazardous or dangerous situations, or failing to report, or take corrective actions, will be liable to disciplinary action including termination of employment.

iv. In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the administration department.

v. In case of any emergency (including fire / earthquake), employees are requested to get assembled at the assembly area.

vi. Regarding any safety concerns, faculty can approach a safety officer (AO).

vii. First aid box will be available in the sick room.

viii. The Sick Room is located on the first floor.

ix. Doctor (Dr. Pradna Nagle) may be consulted in emergency.

x. Mock drill will be conducted once in a year.

xi. Employees should wear ID card while entering, working and leaving the campus premises.

xii. Biometric entry while entering and leaving the premises is compulsory.

xiii. Checking out during Office hours: employees should fill exit and entry slips duly signed by the Director or Administrative Officer (AO). Biometric registration is compulsory.

xiv. Any visitor who wants to meet the staff members (both teaching and non-teaching) should approach the registration desk. The receptionist will communicate the information to the respective employee and then only permit to meet in the lobby.

xv. Rules of Industrial Visits (National/International).

1. Prior permission from the Management should be taken before approaching the industry.

2. The norms for visit laid down by the statutory bodies should be followed.

3. The visit to industry should be arranged by prior appointment.

4. The tour/visit manager in the industry should be informed in advance about the purpose of the visit in order that he/she can arrange the visit to relevant department.

5. The decorum of the industry should be maintained while visiting as par with their employees.

6. Proper dress codes should be maintained along with ID.

xvi. Health safety: junk food avoided/ prohibited on certain days in the Institute's canteen.

xvii. Rules for hygiene – Eating should be restricted to the refreshment room.

28. EMPLOYEE SEPARATION/EXIT

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

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

28.1 Age of Superannuation

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

Retirement Benefit

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

28.2 Resignation by employee

1. If an employee resigns from the service he/she is required to serve the Institute for the notice period as per the clause mentioned in his/her appointment letter.

2. Faculty members are required to give a notice of one month while on probation or three months after completion of probation. If they wish to leave without notice then they are required to pay the Institute salary for one month while on probation or for three months after completion of probation, as the case may be, to get relieved from the service.

3. Person is not allowed to take any leave after submission of resignation. However, leave due may be adjusted against notice period as per Management's decision.

28.3 Termination of the employee

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

28.4 Employee Separation formalities

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

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

4. Handover all institute's assets (Equipment, instruments in good working condition, Drawer and/or locker etc. keys, letterheads and any official record in his/her custody, etc.).

5. Settle any advances/loan taken from organization.

6. Fill up the No Due form and to get it signed by the respective HoD/Section In-charge/Librarian/AO etc. and finally by the HoI.

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

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

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

29. VISITORS AT CAMPUS

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

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

30. SOCIAL WELFARE AND GREEN ENVIRONMENT

30.1 Social Welfare

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

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

Visits to Villages were conducted emphasizing on "Water conservation, Women's Education and cleanliness awareness"

The Department of Lifelong Learning and Extension (DLLE) Cell of the Institute has taken the initiative to upskill school students on "Basics of Hardware and Software". The students of the Institute were actively involved in the project. This hands-on training guided the school students through classroom and lab-based learning, enabling them to gain practical skills.

30.2 Green Environment

The Institute's Green Club actively involves students in a diverse range of eco-conscious activities aimed at promoting sustainability, environmental awareness, and social responsibility. These initiatives foster hands-on learning and encourage students to contribute meaningfully to both campus and community welfare.

To integrate sustainability with skill development, the Institute facilitates environmental certification programs and courses such as MYCA , which empower students with theoretical and practical knowledge in green practices and community development.

The Institute's Green Club promotes large-scale student engagement through eco-friendly initiatives, including Seed Ball Throwing Activities to encourage biodiversity and afforestation, and Plastic Waste Collection Drives to collect recyclable plastic. These activities foster hands-on learning, environmental awareness, and social responsibility, encouraging students to contribute to campus and community welfare while promoting sustainability and green cover.

Through all these initiatives, the Green Club continues to create awareness, impart practical skills, and promote sustainable habits among students. The Institute remains committed to environmental stewardship and community development through consistent engagement in green practices.