



NKE Society's
**SIR M VISVESVARAYA INSTITUTE
OF MANAGEMENT STUDIES & RESEARCH**
Approved by AICTE and affiliated to University of Mumbai



SVIMS

HR POLICY HANDBOOK July 2019



Director
Sir M. Visvesvaraya Instt. Of Management
Studies & Research
Sewri Wadala Estate, Road, No. 7 A,
Wadala, Mumbai 400 031

PURPOSE: To recruit a competent employee for the organization.

SCOPE: This procedure is applicable to all MMS and PGDM (Teaching & Non-Teaching) Staff.

RESPONSIBILITY:


- Trustee
- Director
- Head of Department
- H.R Executive

PROCEDURE:

Recruitment of teaching staff:

1. The requisition is received by Administrative Officer (further called as AO) from the Director for any vacancy created due to resignation, retirement or expansion of the Institute, to be fulfilled within the a designated time line.
2. AO creates an ad and/or posts it on job portal - naukri.com. The qualification and experience is as notified by All India council for Technical Education (AICTE), New Delhi vide notification F.No.37-3 /Legal/2010.
3. Once a substantial number of applications are received, these CVs' are given to Director / scrutiny panel (if any) for further scrutiny.
4. Once the Director shortlists certain number of applicants, on discussion with the Management, the interview call is given to them.
5. The interviews are normally taken on the convenience of the applicant (as the case may be).
6. The interview panel is set which comprises of-
 - Management representatives
 - Director
 - Subject experts




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7. There are 3 interview rounds-
Round -I- General Interview- Where communication and personality are assessed.
Round-2- Demo lecture- Where class management and subject knowledge is tested. Round-3- Final interview- Where the salary negotiation takes place.
8. After the candidate and management have discussed and finalized the terms of employment verbally, original documents are checked and verified by the AO as per the document checklist (**Annexure 1**) and a copy is taken for records.
9. Once the documents are verified, a copy of all the certificates are kept in the file and offer letter is given to the candidate through email. The employee is expected to give his/her acceptance of offer within 2 days of receipt of email, clearly stating the joining date.
10. Director issues the Appointment letter to the candidate within 7 days of his/her joining the Institute and one acknowledgement copy is kept for record purpose.

Qualification of teaching staff

- There shall be only three designations in respect of Teachers in Universities and colleges, namely, Professor, Associate Professor and Assistant Professor. (**Annexure 2**)
- No one shall be eligible to be appointed, promoted, or designated as Professor, unless he or she possesses a Ph. D and satisfies other academic conditions, as laid down by the AICTE / UGC from time to time. This shall, however, not affect those who are already designated as Professor'
- The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2:4
- Teacher Student ratio: 1:20 (from 2018-19 onwards)



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Director

About NKES

The National Kannada Education Society (NKES) has a long and proven record in the field of Education. It was founded in 1939, at the behest of Bharat Ratna, Sir. M. Visvesvaraya, the then Dewan of Princely State Mysore and one of the founders of modern India. This institution is registered as a Society under the Maharashtra Societies Act, 1880 vide its registration no. 973/1939-40. It is also registered as a Charitable Trust under Bombay Charitable Public Trust Act, 1950 vide its registration no. F-188 (BOM) and is a recognized Linguistic Minority Institution in the state of Maharashtra. NKE Society runs the NKES Group of Institutions in its campus at Wadala (West) Mumbai which comprises Pre-Primary, Primary, Secondary, Junior College and Degree College. Having succeeded in its efforts of imparting basic education over the years, the Society foresees a great need to address the demands of increasingly diverse business environment and role that technology is playing in order to give Indians, not only a level playing field to compete with the rest of the world, but also to provide an edge to lead the world. It is in this context that the NKE Society has established an Institute of Management to train professionals who would contribute in every way to improve the business environment. The aim of NKE society is to create and develop a kind of infrastructure, facilities and environment in all its educational institutions, which gives the students an opportunity to compete with the best in the world. Sir. M. Visvesvaraya Institute of Management Studies And Research was created to meet the expectations of the Industry and the aspirations of young minds who want to study business management and become leaders.



A handwritten signature in blue ink, appearing to be "M. V. S. R.", written over a printed name "Director".

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About SVIMS

NKES has its roots in the last words of Gautam Buddha who advised his disciples 'Be a light unto thyself'. NKES mission is to light up many with education and set them up in the journey for further exploration in the field of managing their environment, economy and their future. SVIMS mission is to provide an opportunity to emerging business leaders and managers to become catalysts of change. To challenge existing management practices and adopt the most pragmatic approaches that would ensure success in the fast changing global economy.

National Kannada Education Society (NKES), an 80 year old Educational Institution introduced

- Sir M. Visvesvaraya Institute of Management Studies and Research (SVIMS) that offers a 2 year full time MMS program affiliated to Mumbai University and
- SVIMS Business School which offers a 2 year full time AICTE approved PGDM program

The SVIMS campus is at Wadala West, which is the heart of Mumbai city, has a state-of-the-art infrastructure which blends to fulfill the requirements of academics and corporates. SVIMS is well equipped with a Wi-Fi campus and an intricate library that includes the latest national and international journals, E-learning support from EBSCO host, CRISIL database of Industries, Market Value Xenius database etc. to supplement learning to students beyond the curriculum.



A handwritten signature in blue ink, appearing to read 'Anand M. ...', written over the printed name 'Director'.

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Sir M. Visvesvaraya Institute of Management Studies & Research

Approved by AICTE & affiliated to University of Mumbai

Vision

"To be recognized as the premier institute in India imparting globally relevant higher management education and practices"

Mission

"To nurture socially responsible, innovative business leaders and entrepreneurs through transformative and holistic management education"

Program Educational Objectives (PEOs)

PEO1: Capability to identify problems in organizations and to provide solutions by applying relevant management concepts.

PEO2: Competency and skill to engender an innovative outlook and approach to environmental, social, and corporate governance (ESG) and to provide prescriptive solutions through professional practice and learning.

PEO3: Aptitude to operate in multi-cultural international organizations by developing strong interpersonal and leadership skills with a global outlook and professional ethics.

PEO4: Proficiency in analyzing potential opportunities to develop and run sustainable organizations in the VUCA world.

About HR Policy Handbook

- This HR Policy Handbook is a compilation of personnel policies, practices and procedures currently in effect at SVIMS.
- The Handbook is designed to introduce you to our organization, familiarize you with our policies, provide general guidelines on work rules, benefits and other issues related to your employment and help answer many of the questions that may arise in connection with your employment.
- The HR policies mentioned in the hand book are applicable to all staff members of SVIMS and SVIMS Business School.




Director

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- The policy would be communicated through email to all the staff members by HR department.
- The Management reserves the right to amend, alter and revise any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means.



A handwritten signature in blue ink, appearing to be "Anshu K. M.", written over a horizontal line.

Director

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The Management reserves the right to amend, alter and revise any of our policies and procedures including those covered in this Handbook at any time. We will seek to notify you of such changes by email and other appropriate means.

RECRUITMENT POLICY




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Director

Wadia Institute of Management
Studies & Research
Wadia Estate, Road, No. 1A
Wadia, Mumbai - 400031

Recruitment of non- teaching staff:

1. The requisition is received by Administrative Officer (further called as AO) from the Director for any vacancy created due to resignation, retirement or expansion of the Institute, to be fulfilled within the a designated time line.
2. AO creates an ad and/or posts it on job portal - naukri.com.
3. Once a substantial number of applications are received, these CVs' are given to Director for further scrutiny.
4. Once the Director shortlists certain number of applicants, on discussion with the Management, the interview call is given to them.
5. The interviews are normally taken at the convenience of the applicant (as the case may be).
6. The interview panel is set which comprises of-
 - Management representatives
 - Director
7. There are 2 interview rounds-
Round -I- General Interview- Where communication, personality are judged. Round-2 - Final interview- Where the salary negotiation takes place.
8. After the candidate and management have discussed and finalized the terms of employment verbally, original documents are checked and verified by the AO as per the document checklist (**Annexure 3**) and a copy is taken for records.
9. Once the documents are verified, a copy of all the certificates are kept in the file and an offer letter is given to the candidate through email. The employee is expected to give his/her acceptance of offer within 2 days of receipt of email, clearly stating the joining date.
10. Director issues the Appointment letter to the candidate within 7 days of his/her joining the Institute and one acknowledgement copy is kept for record purpose.




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Qualification of non- teaching staff:

- A non-teaching staff shall be minimum a graduate with relevant experience in the required field.
- Manual assistants shall be 10th / 12th pass with relevant experience.

Rules for employees on Probation

- As per GR and UOM Seventh. Pay Commission, the probation period shall be of 12 months. In case of non-satisfactory performance, the probation shall be extended to further 6 months period.

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Director



Dr. M. Visvesvaraya Instt. Of Management
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Swam Vivekananda Estate, Road No. 1 A
Wadgaonkar, Mumbai. 400 037

PURPOSE: To give awareness to the new joinees of the various departments and facilities of the organization and making them comfortable with the workplace.

SCOPE: This procedure is applicable to all MMS and PGDM (Teaching & Non-Teaching) Staff.

RESPONSIBILITY:

- Administrative Officer
- HR Executive

PROCEDURE:

- AO (in discussion with the Director) is responsible to allocate the workstation to the new joinee, introduce to their respective reporting authorities, faculty members and also other facilities like library, lab , placements etc.
- AO should provide and maintain a record of the following:

Name of the Employee		
Institute		
Designation / Department		
Joining date		
Sr. No.	Content	Check box(Mark \checkmark on completion)
1.	Employee ID	
2	Employee Email ID	
3	Stationery	
4	Name in the muster	
5	Recording in Biometric or face detection device	



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Compensation and benefits are offered to the candidates of SVIMS & SVIMS Business School as per educational industry standards. Efforts to offer benchmarked remuneration is to attract and retain the best talent in the profession. At SVIMS, we also follow guidelines of AICTE/UGC/Mumbai University & offer suitable compensation and benefits to selected candidates.

Selection and Appointment

- Selection and appointment of Professors, Associate Professors and Assistant Professors is done as per referring authorities of SVIMS & Mumbai University norms.
- Appointment of lecturers and other non-researching staff is done as per SVIMS & Mumbai University norms.

COMPENSATION & BENEFITS

- Salary structure as per SVIMS & Mumbai University norms.
- Dearness Allowance as per SVIMS & Mumbai University norms.
- Gratuity as per SVIMS & Mumbai University norms.
- Provident Fund as per SVIMS & Mumbai University norms.
- Health Insurance as per SVIMS & Mumbai University norms.
- Leave Encashment as per SVIMS & Mumbai University norms.
- Pension as per SVIMS & Mumbai University norms.
- Medical Allowance as per SVIMS & Mumbai University norms.
- Conveyance Allowance as per SVIMS & Mumbai University norms.
- Telephone Allowance as per SVIMS & Mumbai University norms.
- Entertainment Allowance as per SVIMS & Mumbai University norms.
- House Rent Allowance as per SVIMS & Mumbai University norms.
- Fuel Allowance as per SVIMS & Mumbai University norms.
- Special Allowance as per SVIMS & Mumbai University norms.
- Other allowances as per SVIMS & Mumbai University norms.



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Compensation and Benefits are offered to the employees of SVIMS & SVIMS Business School as per educational industry standards. Objective to offer benchmarked remuneration is to attract and retain the best talent in the organization. At SVIMS, we also follow guidelines of AICTE/UGC/Mumbai University to offer suitable compensation and benefits to selected candidates.

Selection and Appointment

- Selection and appointment of Professor, Associate Professor and Assistant Professor is done as per referring guidelines of AICTE/UGC/Mumbai University norms.
- Approval of selected and appointed faculty is then obtained from University Staff Selection Committee to regularize their appointment.

Additional Employee Benefits and Staff Welfare

- Each confirmed employee irrespective of their designation is secured with Health Insurance Benefit.
- Each confirmed employee is protected with Accident Insurance benefit.
- Each confirmed employee is eligible for provident fund.



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Director

Sri Venkateswara Institute of Management Studies
Wadia Estate, Road No. 1, A
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CODE OF CONDUCT




Director
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Purpose- The Code provides a set of general principles to guide Departmental staff in their conduct as employees. These principles are designed to give guidance to all the employees when making both professional and personal decisions.

Enforcement of the Code of Conduct- If any employee engages in conduct which may constitute a breach of this Code, management may take disciplinary actions after having a check over the incident.

Explanation of the Code: To maintain the decorum of the Institutes, the code of conduct is explained in 8 parts:-

1. General Conduct
2. Communication and official information
3. Alcohol and drugs
4. Fraudulent and corrupt behavior
5. Use of public resources
6. Record keeping
7. Health and safety

1. General conduct:

You must always-

- i. Abstain from putting any irrelevant messages other than college related information on WhatsApp groups created for ease of communication.
- ii. Be courteous, respectful, and helpful to employees of the Institute, students, clients, and members of the public and refrain from rudeness, insubordination, insolence or offensive conduct.
- iii. Ensure that you are dressed appropriately for the work undertaken in the Institute.
- iv. Take permission from the Director if you are going out of campus for any personal work.
- v. Maintain appropriate time for Tea/Coffee/Lunch Break.



2. Communication & Official Communication:

In practice this means employees:

- i. Do not disclose any confidential information, i.e. information that is not publicly available unless officially authorized by the Institute (through Director /Management Trustees) in writing.
- ii. Do not misuse official information or documents for personal or commercial gain for themselves and/or others.
- iii. No one should speak to the media for Institute related matters without prior permission from Management Trustees.

3. Smoking, liquor & Drugs:

This means:

- i. Bringing liquor and prohibited drugs to the campus is a punishable act.
- ii. Anyone found consuming liquor and prohibited drugs will call for disciplinary action.
- iii. A prior consumption of liquor and prohibited drugs before coming to the institute will call for strict disciplinary action and that may even lead to termination.

4. Fraudulent and corrupt behavior:

This means employees:

- i. Do not engage in conduct which is dishonest and that is detrimental to any person or entity.
- ii. Do not misuse their position to the advantage of themselves or others.
- iii. Any employee found working for any other organization during the duty hours would attract disciplinary action and can lead to termination.
- iv. Any personal favors taken from students in the veil of additional marks / benefits.
- v. Any wrong information given to staff or student with the malafide intention to damage Institute's repute would attract disciplinary action.



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5. Use of public resources:

- i. Keep your work station neat and clean.
- ii. Maintain proper hygiene and cleanliness while using washrooms.
- iii. While leaving your desk make sure you switch off, lights, fans and your system properly.

6. Record Keeping:

- i. Properly record actions and decisions to ensure transparency and accuracy.
- ii. Securely store records and confidential information; and
- iii. Comply with the relevant Department policies and procedures.

7. Health and safety norms:

- i. Fire equipment is in place so in case of any incident contact immediately the AO, Yatin Karbhari, Cell no. - 9167297664.
- ii. For preventing any unauthorized person from entering the campus, cooperate with the security persons on the entrance for marking on the register.
- iii. The campus is under CCTV surveillance which ensures safety of all.
- iv. A dedicated sick room is in the campus. In case of any emergency approach the Reception for further help.

4. Dress Code:

All teaching and non-teaching staff are expected to be presentable in professional attire.

- i. For Men:
 - Formal trousers, shirt and polished shoes
 - Clean shave or beard should be appropriately groomed
- ii. For Ladies:
 - Saree, Salwar Kameez, Formal shirt and trouser, comfortable shoes
- iii. Wearing ID cards is compulsory.



Director
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Studies & Research
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Studies & Research

5. Monitoring and Review :

The Board of Trust reserves the right to revise existing policies. Revised versions will be communicated to all stakeholders of the organization.

ATTENDANCE MECHANISM



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Reviewing and Review:
The Board of Directors reserves the right to review existing policies. Review actions will be
conducted in all stakeholders of the organization.

ATTENDANCE MECHANISM



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Studies & Research
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Wadala, Mumbai 400 032

Purpose: Attendance mechanism acts as an input for processing of salary a well-placed system helps in managing the salary disbursements smoothly. Certain rules have to be followed -

Scope: Applicable to all teaching and non-teaching staff of SVIMS

Procedure:

1. It is compulsory to mark attendance (muster / biometric/ face detection device) on all reporting days by all the employees, failing which may lead to deduction of leave.
2. In case of any technical fault of the biometric/ face detection device, it is the duty of the concerned employee to immediately (within 30 minutes) intimate the problem through email to HR Executive to get the attendance for that day.
3. In case a person is on OD assignment and reports late, then he/she has to sign the outgoing muster available in Admin office and OD form should be duly filled and handed over to the HR executive.
4. Don't tamper the time written or name written in the muster with a whitener or eraser, if any correction is required only AO has the authority to do that.
5. A grace of 15 minutes is allowed for in-time but not for out time. However, the employee is expected to complete the allocated working hours for the day. E.g. if an employee is 15 mins late while coming then he should go 15 minutes late. For 3 days of late mark beyond the grace time, 1 leave shall be deducted.
6. In a month only once 1hr of late coming / early going is allowed on a particular day but with prior permission of directors.
7. Any change of work timings of any employee shall be at the discretion of the Management only.
8. WhatsApp communication shall not be considered as official permission, only communication through email would be considered for any approval.

Failure to adhere to the instructions laid down at SVIMS will lead to loss of pay for the said days.




Director

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LEAVE POLICY



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St. M. Vivekananda
Studies & Research
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Wadala, Mumbai 400 032

Purpose-

The rules shall be applicable to all teaching and non – teaching staff of SVIMS & SVIMS Business School.

Applicability:

- i. Leave shall be granted in accordance with the "Rules".
- ii. Leave cannot be claimed by any employee as a matter of right.
- iii. For purpose of Leave, Leave Year shall be calculated from January 1 to December 31.

Application for Leave:

- i. The Leave Application shall be submitted to the Director through email and should be duly approved.
- ii. The duly signed leave form shall be submitted to the HR Executive.
- iii. Leave forms (**Annexure 4**) should be filled and signed in stipulated time failing which may lead to loss of leave / pay, as the case may be.
- iv. Leave card is updated by and maintained by AO to track the number of leaves taken by the employee. (**Annexure 5**)
- v. If a sick leave is taken , then email should reach before 11am to HR and directors so that the duties can be properly assigned

Entitlement to Leave:

- i. The applicable norms for different types of employees are specified below.
- ii. The concerned authority shall be entitled to refuse, revoke, or grant any leave of any kind.
- iii. No leave shall be granted to teaching/non-teaching staff after resigning/during notice period or his/her suspension.
- iv. Continuous absence from work of more than 4 days, or repeated irregularity without intimation of any kind may render an employee to be liable for any disciplinary action, at the discretion of the Management.




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All employees are entitled for 3 types of leaves-

- Casual leave
- Sick Leave
- Privilege leave

Special provision of leaves-

1. Maternity Leave is for female employees
2. Study leave is for the people doing doctorate
3. Leaves during probation shall be calculated on pro-rata basis. However no leave can be taken in the first month of joining.

Types of Employee	Description of Leave
Regular full time	Full leaves as mentioned below in Table A and Table B
Regular part time	Applicable for 50% of Casual and Sick Leaves as mentioned in Table A and B
On Probation	Staff on probation of SVIMS shall be entitled to appropriate leaves only after completion of 1 month of service.



Table A
Leaves for teaching and non- teaching staff

Type of Leave	No. of days	Eligibility	Approving Authority	Process of applying	Status of carry forward
Casual Leave (CL)	12	After 3 months of joining but in the first month no leaves can be taken	Director	<ul style="list-style-type: none"> ● To process 1 day before taking the leave ● Only 3 days leaves are allowed at a time in a month ● The approval has to be taken on email with a cc to AO and HR Executive ● 1 /2 CL is also applicable 	<ul style="list-style-type: none"> ● Calculated on calendar year from January to December ● This cannot be carried forward to next calendar year ● CL would get lapsed, if not used in the same year
Sick Leave (SL)	10	From 1 st day of joining but in the first month no leaves can be taken	Director	<ul style="list-style-type: none"> ● The employee has to apply the leave within 2 days of resuming work. ● The approval has to be taken on email from the Director with a cc to AO and HR Executive. ● 1 /2 SL is also applicable ● If SL exceeds 3 days then medical certificate has to be provided along with the 	<ul style="list-style-type: none"> ● Calculated on calendar year from January to December ● Balance leaves can be carried forward to next calendar year

			leave form for due approvals.	
Privilege leave (PL)	30 days for Non-teaching Staff 45 days for teaching staff	Director	<p>Teaching staff</p> <ul style="list-style-type: none"> • 30 days to be taken as vacation in the month of May – June every year. <p>Those who are required to be on duty in May-June shall be allowed to take their leave as and when required after taking prior permission from the Director.</p> <p>Non-Teaching Staff</p> <ul style="list-style-type: none"> • To apply 15 days before taking the leave • Only 3 times in an year is allowed • The approval has to be taken on email with a cc to AO and HR Executive 	<ul style="list-style-type: none"> • Calculated on calendar year from January to December • Balance leaves can be carried forward to next calendar year. • PL can be accumulated for 2 consecutive years. • Maximum accumulation allowed is 60 days. Balance leaves would get lapsed.

Maternity leave (ML)	26 weeks	Director	<ul style="list-style-type: none">• Maximum of 26 weeks is allowed – 8 weeks before delivery date can be availed.• Approvals and handover shall be done at least 1 month prior to date of	Maximum twice can be availed.
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				commencement of ML.	
Paternity Leave (PL)	10 days	After completion of 3 years' service	Director	• After the child is born	Maximum twice can be availed.

Provision of compensatory off (Comp off)

- i. Entitlement of compensatory off is for employees who have worked for the Institute on either Sundays or public holidays with the matters related to admissions, placements, University work or any other exigency in the college related to exams or inspections or events.
- ii. The Comp off can be availed within 3 months of its accrual, otherwise it would get lapsed.
- iii. If the employee has worked for more than 5 hours on a holiday or Sunday are entitled for a full day comp off.
- iv. Prior approval of Comp off should be taken from the Reporting Head and the Director.

Provision for Study leave

- i. Study leave shall be granted on to teaching staff on completion of 5 years of continuous service and not retiring in next 5 years.
- ii. Study Leave cannot be claimed as a right by any employee.
- iii. It will be granted if the Institute feels the need for an employee with a special type of training, solely at the discretion of the Management.

Provision of On-Duty leave:

- i. The employee shall apply on-duty leave only after seeking appropriate permission from the Director.
- ii. The leave applied for, must clearly mention the purpose for which the leave is to be taken along with the duration of leave.

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The staff undergoing the training program / job / conferences etc. is required to submit a learning report to the Director. The staff who are not attending the training program / job / conferences etc. shall be considered as On-Duty leave. The staff who are not attending the training program / job / conferences etc. shall be considered as On-Duty leave. The staff who are not attending the training program / job / conferences etc. shall be considered as On-Duty leave.

PERFORMANCE ASSESSMENT SYSTEM



Director
Wadia Institute of Management
Sector 14, Eastern Express Road, No. 1 A
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- iii. The staff undergoing the training program / FDP / conferences etc. is required to submit a training report to the Director.
- iv. Leave for PhD and research work shall be considered as On-Duty Leave. The valid documents and progress report must be submitted to avail this leave.

PERFORMANCE ASSESSMENT
SYSTEM



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Director

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Purpose: - Performance Assessment System (PAS) is an annual activity done for all category of staff across the organization. Though this activity is performed annually, respective reporting officers are regularly interacting with their subordinates to improve their performance. Objective of this activity is to assess job Knowledge, competencies, skills, and performance of existing staff. Performance Assessment System (PAS) results in promotions, increments, incentives; inter department transfers, training plans etc.

Procedure:

1. Self-Appraisal by Employee (Employee will assess his/her own performance against the laid down criteria and attaches relevant reports to support those scores)
2. Reporting Head - Assessment of employee performance is done by his/her Reporting head against the laid down criteria and attached reports are verified.
3. Reviewer - Both Self Appraisal Assessment and Reporting Head Assessment scores are reviewed by the Reviewer and processes for finalization.

Based on final score of Performance Assessment Process employee is advised on further career progression.

Teaching Staff:

Performance Assessment Sheet (PAS) (**Annexure 6**) is based on following criteria -

S.No.	Criteria	Score
1	Teaching load and feedback score	15
2	KRAs'	50
3	Self - Development Activities	05
4	Institutional development activities / initiatives	10



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Director

5	Student development activities including mentoring	20
	Total Score	100

Non-teaching staff:

Performance Assessment Sheet (PAS) (**Annexure 7**) is based on following criteria -

S.No.	Criteria	Score
1	KRAs'	50
2	Behavioral competencies	40
3	Institutional development activities / initiatives	10
	Total Score	100

S.No.	Criteria	Score
1	Teaching load and feedback score	15
2	KRAs	20
3	Self-Development Activities	20
4	Institutional development activities	10



Director
 Studies & Research
 Institute of Management
 Wadala Estate, Road No. 1 A

GRIEVANCE MECHANISM



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Director

Sir M Visvesvaraya Instt. Of Management
Studies & Research
Sewri Wadala Estate, Road, No. 7 A.
Wadala, Mumbai 400 031

Purpose: - To create an environment of openness and transparency where all employees of SVIMS, irrespective of their positions can talk about their concerns/issues to be resolved amicably.

Procedure for lodging complaint:-

- i. The employees can lodge their grievance through online mechanism in the link provided by the Institute on their website.
- ii. The employees can also lodge a written complaint and drop it in the suggestion box situated at the Administrative office.

Rules:-

1. The Grievance Redressal Committee (further called as GRC) will act upon those cases which have been forwarded along with the necessary documents.
2. GRC shall consider only individual grievances of specific nature of employees.
3. The GRC shall not consider any grievance of general applicability or of collective nature or raised collectively by more than one employee.
4. Post receipt of the complaint/application, the committee will decide on the merit of case regarding scope of further discussion investigation and resolve within a reasonable time.
5. The GRC may mediate between complainant and defendant, as required.
6. The GRC will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.



EMPLOYEE EXIT / SEPARATION PROCESS



A handwritten signature in blue ink, appearing to read "Anand Kulkarni".

Director
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Purpose: The separation / Exit of employees is done timely, fair and in compliance with rules of AICTE, UGC, State Government and University of Mumbai Rules and Regulations.

Scope: Separation / Exit process is initiated on the following occasions:

1. Resignation
2. Retirement
3. Termination / Discontinuation of Contract
4. Demise

Procedure:

Resignation

- i. Resignations approved from Reporting officers are only accepted for exit process.
- ii. If employee resigns from his service, he/she is required to serve notice period or pay in lieu of notice period as per the clause mentioned in his/her appointment letter.
- iii. Employee serving notice period is not allowed to avail any type of leave during his/her notice period.
- iv. Employee is expected to complete all processes related to Handover of roles and responsibilities, files, documents, tasks at hand etc.
- v. Exit interview is conducted on the last day of notice period to receive his feedback about his tenure in the organization. This exit feedback is very confidential and shared with only top management of the Institute. (**Annexure 8 - Exit feedback form**)
- vi. Employees are issued with experience letter and relieving letter after the completion of all Exit process formalities. (**Annexure 9 - No Dues Form**)

Retirement

Teaching: After retirement, the concerned faculty shall go for superannuation, at the discretion of the management and will be responsible to submit medical fitness certificate to AO from a General physician



Director

Institute of Management Studies, University of Mumbai

Wadala, Mumbai - 400 041

Phone: 2220 0000

Website: www.imsu.ac.in

ANNEXURE 1

DOCUMENT VERIFICATION CHECKLIST FOR TEACHING STAFF:-

Name of the employee		
Institute		
Designation		
Joining Date		
S.No.	Documents	Check box(Mark \checkmark if document is complete)
1.	Offer letter	
2.	Appointment Letter	
3.	10 th Marksheet	
4.	12 th Marksheet	
5.	Graduation Marksheet	
6.	Marksheet of Masters	
7.	Marksheet of Ph.D.	
8.	Certificate of NET /SET	
9.	Certificates of additional qualifications/ Courses	
10.	Passing Certificates of 10 th and 12 th	



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Mumbai 400 011

Faculty Cadre	Retirement Age
Director	65 years
Faculty	70 years

Non-Teaching: Retirement age will be 58 years.

However, the management at their sole discretion, may decide to retain employees after the age of retirement. This shall be totally on a case to case basis.

Termination / Discontinuation of Contract

Any kind of misconduct, indiscipline, lack of efficiency, poor performance or any other reason could lead to termination / discontinuation of employee contract.

Demise

All exit formalities are done at the Institute level of the said employee. The Full and Final Settlement amount is given to the legal heir of the employee.



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Director

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ANNEXURE 2

Faculty Norms - Prescribed By AICTE Vide Notification F.No.37- 3/Legal/2010

Programme	Cadre	Qualification	Experience
Management (MBA)	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriatediscipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selectioncommittee.



Director

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Studios & Design
Sembra Estate, Road No. 1 A
Chennai, Tamil Nadu 600 031

11.	Degree Certificate of Graduation	
12.	Degree Certificate of Masters	
13.	Degree Certificate of Ph.D.	
14.	Work-experience Certificates	
15.	Research Publication Certificates	
16.	Aadhaar Card	
17.	Pan Card	
18.	Bank Details - A cancelled cheque is required	
19.	Resume	
20.	Payslip of last salary drawn	
21.	Vaccination Certificates	
22.	Confirmation Letter	
23.	Increment Letter	



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Director


Sir M Visvesvaraya Inst. Of Management
Studies & Research
Sewri Wadala Estate, Road, No. 7 A,
Wadala, Mumbai 400 031

ANNEXURE 3

DOCUMENT VERIFICATION CHECKLIST FOR NON -TEACHING STAFF:-

Name of the employee		
Institute		
Designation		
Joining Date		
S.No	Documents	Check box(Mark \checkmark if document is complete)
1	Mark sheets from 10th to last degree completed	
2	Passing certificates of 10th and 12th	
3	Degree certificates	
4	Certificates of any additional qualification	
5.	Experience Certificates	
6.	Aadhar Card	
7.	Vaccination Certificates	
8.	Pay slip of last salary drawn	
9.	Pan Card	
10.	Bank details(A cancelled cheque is required)	
11.	Resume	




Director
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Studies & Research
Sewri Wadala Estate, Road, No. 7 A
Wadala, Mumbai 400 031

**ANNEXURE 4
LEAVE FORMS**

LEAVE APPLICATION FORM

To,
The HOD,
Sir M. Visvesvaraya Institute
Of Management Studies & Research,
Wadala (W), Mumbai – 400 031

Request for sanction of Leave

Name: _____ Employee Code : _____

Designation: _____ Nature of Leave : _____

Period of Leave: From _____ To _____ Reason: _____

Arrange for Substitute: _____ (Yes/ No) Work to be done over by (my absence) _____

Or Handover to _____

Date: _____

Signature

Signature of HOD

FOR OFFICE USE ONLY

The applicant has the following leave to his / her credit.

CL: _____ PL: _____ SL: _____ No. of Days Applied: _____ Balance : _____

Leave sanctioned/ Not Sanctioned

Signature of Director



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Director

Sir M. Visvesvaraya Instt. Of Management
Studies & Research
Sewri Wadala Estate, Road, No. 7 A

OUTDOOR DUTY APPLICATION
FORM

To,
The Director /HOD,
Sir M. Visvesvaraya Institute
Of Management Studies &
Research, Wadala (W), Mumbai -
400 031
Request for sanction of Outdoor Duty
Name: Designation: Particulars:

Place: - Time:- Date:

Signature

Signature of Director /
HOD

OUTDOOR DUTY APPLICATION
FORM

To,
The Director /HOD,
Sir M. Visvesvaraya Institute
Of Management Studies &
Research, Wadala (W), Mumbai -
400 031
Request for sanction of Outdoor Duty
Name: Designation: Particulars:

Place: - Time:- Date:

Signature

Signature of Director /
HOD



ANNEXURE 5

LEAVE CARD

SIR M VISVESVARAYA INSTITUTE OF MANAGEMENT STUDIES & RESEARCH



Sl. No.	Date of Application	Reason	DESIGNATION			DATE OF JOINING			Director's Sign	Admin Sign	Planned
			From	To	No of Days	Type of Leave	Taken	Available			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											



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Director

Sir M Visvesvaraya Instt. Of Management
Studies & Research
Wadala Estate, Road, No. 7 A.

ANNEXURE 6

PERFORMANCE ASSESSMENT SHEET (TEACHING STAFF)

Name of Faculty	
Designation	
Date of Joining	

A. (I) TEACHING					
Course	Term	Subject Name	No. of Sessions (Planned)	No. of Sessions (Delivered)	Total No. of Hours* (Delivered) by Faculty

(II) USE OF PARTICIPATORY AND INNOVATIVE TEACHING		
Name of the Course	Pedagogy Used	Description

B. (I) KEY RESULT AREAS			
Name of the Committee	Nature of Involvement	Details of Work Done	Details of work planned



(II) PUBLICATIONS & COURSEWARE DEVELOPMENT

Category	UGC Approved (Yes/No)	Details
Research Publication (Journals)		
Research Publications (Books, Chapters in Books Other than Refereed Journal Articles)		
Research Project/Live Project		
Research Guidance		

C. (I) SELF DEVELOPMENT (Training Attended, New Skills acquired, etc.)

Details	(Whether through Institutes Support/ Self initiative)

(II) HONORS & AWARDS

Sr. No	Name of the Award	Organizing Body



[Signature]
Director

D. (I) ANY OTHER INSTITUTIONAL DEVELOPMENT ACTIVITIES	
Details	Date, if any
(II). ANY OTHER ACTIVITIES PLANNED FOR NEXT ACADEMIC YEAR	



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 Director

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 Studies & Research
 Sewri Wadala Estate, Road, No. 7 &
 Wadala, Mumbai 400 031