ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai - 400 705.
Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

ADMISSION POLICY

The Admission Policy pertains to the application and enrollment of students in various programs offered by Sanpada College of Commerce & Technology.
SCCT College is a linguistic Hindi minority college, managed in accordance with the Indian Constitution, with the mission of advancing the well-being of the minority community.

General Principles:

1. The policy and procedures ensure equal opportunities for students and meet the educational requirements of individuals with disabilities.
2. Unbiased guidance and advice are given to the students from the faculty.
3. The college possesses the authority to revoke any admission, if necessary, in compliance with its established rules and regulations.

Formation of Admission Committee:

1. The Principal will form necessary committees at the start of the year in accordance with the prescribed regulations.

Roles & responsibilities of the admission committee are as follows:

1. Must organize gatherings and uphold suitable documentation
2. Shall follow rules related to Government and University.
3. Admission to elective subjects will be granted based on a combination of merit and the student's preferences.
4. During admission, all appropriate documents shall be collected and verified from each student.
5. The daily admission report must be presented to the Principal, and upon the conclusion of the admission process, a final report following the prescribed format should be submitted to the University/Joint Director.

Admission Procedure:

1. The schedule of admissions as instructed by the University of Mumbai will be followed.
2. As per the UOM guidelines, the college distributes application forms for prospective students seeking admission to the institution; students are required to complete the application forms either in the offline or online mode, depending on the circumstances.
3. The admission committee reviews all received applications, and a merit list is posted to announce the selected students for admission.
4. In the case of the First year, admission is granted to all in-house students who have passed their higher secondary certificate examination (HSC) and apply for enrolment in the college for that particular course.
5. Seats that are not occupied are allotted based on received applications and merit.
6. The admission committee oversees the complete admission procedure, ensuring its smooth and equitable execution while upholding all rules and regulations.

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DISCIPLINARY POLICY

"Discipline is the bridge between goals and accomplishments".

The Discipline Committee was established with the purpose of addressing complaints related to potential breaches of policies or community standards by a student. The Committee aims to handle such matters in an objective and educational manner and ensures to maintain a ragging free environment for the students.

The Disciplinary committee is responsible for resolving complaints against students and to decide the appropriate Institute response. The procedure that the Committee uses to hear and respond to such complaints is described in the Discipline Code of Conduct (including the Dress Code). These procedures are designed to ensure equity and fairness to the complainant and the accused. The same information was disseminated to students via face to face interactions.

Composition of Discipline Committee:

- Chairperson
- Members

Objectives of the Committee:

1. To maintain discipline in the campus, college premises, classroom as well as in the playground and canteen wherever the students are posted.
2. To achieve the goal of creating a safe, motivating and accepting college environment by supporting the use of positive attitudes and practices.
3. To uptake measures for inappropriate behaviour including progressive discipline comprising suspension and expulsion where necessary.

Functions of the Committee:
1. To frame the rules and regulations of the committee.
2. To make sure that all the students are aware of the discipline of the college and campus.
3. To encourage the students to maintain discipline wherever necessary.
4. If any indiscipline is found by any of the students, warn them on the first instance.

Take disciplinary action based on the Rules and Regulations of the committee, if found with indiscipline behaviour by the same students repeatedly.

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GRIEVANCE AND REDRESSAL CELL

The college has its Grievance and Redressal Cell to look after general and academic complaints of students The cell is constituted to promote and maintain a conducive and unprejudiced environment for its stakeholders. A fair approach is maintained at the time of solving the grievances which are registered.

The Grievance and Redressal Cell enables the students to express their grievances in accordance with rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly. The cell does not solve the grievance if it does not fall within their preview

Objectives
1. To resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders grievances with an impartial
and fair approach Grievance and Redressal Cell Composition

Composition of Committee
- Chairperson
- Co-Chairperson
- Member

Functions of the Grievance and Redressal Cell
1. Provides information about the Cell through orientation programme
2. Acknowledges and Analyzes the grievances..
3. Decision-making
4. Review the cases

Procedures
The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:
- Issues pertaining to teaching, learning and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services, sports and cultural

1. Depending on the nature of the grievance the grievance is solved
2. The Grievances are invited through suggestion boxes provided in each floor
of the building.
3. Department level counselling is offered where the matter can be resolved
4. Grievances pertaining to academic and internal evaluation shall be redressed
at HOD/ principal level.
5. the Redressal Committee shall review the complaint and invites both the
parties for discussion.
6. The final discussion is reported to the Principal for further action to be taken.

Redressal of Grievances
The grievances are redressed by issuing warning letter, suspension, memo there should not be repetition of complaint. All the grievances concerning women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

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ANTI-RAGGING

Anti-ragging Committee:

Ragging is strictly prohibited according to the MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 and it is also punishable under various provisions of the Indian Penal Code, 1860. Regulatory bodies in higher education such as the UGC and AICTE have promptly responded by establishing rules and regulations to curb the problem of ragging in all educational institutions.

It's a body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking action against individuals who are determined to be involved in the act of ragging or supporting ragging, whether through active participation, passive involvement, or being part of a plot to encourage ragging.

Composition of Anti-Ragging Committee:

The College has constituted a Committee as the Anti-Ragging Committee, which consists of a diverse group of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

Functions of Anti-Ragging Committee:

1. To guarantee adherence to the stipulations outlined in these regulations and any law for the time being in force concerning ragging also to promptly address and take action against any reported incidents of ragging.

2. To monitor events taking place, in Campus or Off- campus or other designed places in the premises

3. To carry out an investigation following a fair and transparent procedure, adhering to the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

4. To monitor and observe the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.

5. To immediately investigate any reported incident of ragging brought to its attention by the Head of the Institution, a faculty member, staff member, student, parent, guardian, employee of a service provider, or any other relevant individual, and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC.

6. Also to monitor the welfare of fresh students outside the campus.

7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents, the authority is granted the power to inspect these locations proactively.

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Administrative Action in the event of Ragging:

The institution will administer punishment to students proven guilty of ragging, adhering to the prescribed procedure outlined below:

1. The Anti-Ragging Committee of the institution will make a judicious decision regarding the appropriate punishment or other measures based on the specifics of each incident. The decision will be taken depending on the facts of each incident, nature of ragging and gravity of the incident of ragging as outlined in the recommendations provided by the Anti-Ragging Committee.

2. Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging.

Punishments:

1. As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships and results.

2. Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution.

3. Withdrawing benefits like travel concessions and campus selections.

4. The Anti-Ragging Committee may decide on disciplinary actions, including suspension or expulsion from hostel or mess and also attending classes.

5. The Anti-Ragging Committee reserves the authority to impose more severe penalties, such as cancellation of admission or rustication from the Institution.

6. Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.

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IQAC Policy

The Internal Quality Assurance Cell (IQAC) was established in 2022 in accordance with NAAC criteria to initiate, monitor, assess, and report on necessary steps to improve the quality of teaching, learning, evaluation, and research projects on campus. The internal quality assurance cell is constantly improving the texture of quality on campus in accordance with the management's vision and mission, which were developed with participation from stakeholders. The IQAC of SCCT, since its inception, has been consistently and actively involved in quality sustenance and quality enhancement activities.

NAAC has outlined important guidelines in respect of formation of IQAC, its objectives, strategies, mechanisms, functions, and benefits of such monitoring are as follows:

Objective of IQAC:

The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions.

Mechanism of IQAC:

1. Ensuring timely, efficient, and progressive completion of academic, administrative, and financial activities.
2. Ensuring the relevance and quality of academic and research programs
3. Ensuring equitable access to and affordability of academic programs for diverse segments of society.
4. Optimization and integration of modern teaching and learning methods
5. The reliability of evaluation procedures
6. Ensuring the sufficiency, maintenance, and operation of the support structure and services
7. Research collaboration and networking with other Indian and international institutes

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The functions of IQAC are:

1. Creating and implementing quality benchmarks/parameters for the institution's numerous academic and administrative tasks.

2. Assisting in the development of a learner-cantered environment favourable to quality education and faculty maturation in order to adopt the necessary knowledge and technology for participatory teaching and learning.

3. Arrange for input on quality-related institutional processes from students, parents, and other stakeholders.

4. Information dissemination regarding several quality characteristics of higher education

5. Inter- and intra-institutional workshops, seminars on quality-related topics, and the promotion of quality circles.

6. Documentation of numerous programs/activities that contribute to quality improvement

7. Serving as the Institution's nodal agency for coordinating quality-related initiatives, such as the adoption and dissemination of best practices.

BENEFITS:

IQAC will facilitate/contribute:

1. Ensure a greater understanding and emphasis in institutional functioning toward quality enhancement

2. Ensure internalization of the quality culture

3. Ensure enhancement and coordination among various institutional operations and institutionalization of all good practices

4. Provide a solid foundation for decision-making in order to improve institutional functioning

5. Serve as a dynamic system for HEI quality adjustments.

6. Create an organized documentation and internal communication technique.

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E-GOVERNANCE POLICY

Sanpada College of Commerce & Technology has adopted a policy for E-governance.

Institutional governance policy has developed E-governance in areas of operations like accounts, administration, library, admissions, Examination. Financial provisions for its Upgradation and maintenance were created by the college. Implementation of E-governance in various operations of the institution like examination, administration, e-governance, finance and accounts and students admission supports to enhance the college's operations by achieving transparency, accountability, and improved work efficiency and increases the accessibility of information to society.

A. Website:
The institution operates a website https://scct.edu.in that serves as an information hub. An external service provider has been engaged to develop the website. Regular activities and operations conducted in college at departmental level were uploaded on the website by the Website Committee.

B. Student Admission:
Along with the University of Mumbai portal, the college will adopt both online & offline admission processes for all its programs under the guidelines of University of Mumbai.

C. Finance and Accounts:
The college will conduct all accounting functions using the Tally software, with regular updates to the software. To ensure the confidentiality of transactions, the college will implement appropriate security measures. The staff will receive regular training on the latest versions of the software. The college will also continue to use multiple software applications for various purposes. Payments to vendors and other parties will be conducted through online methods such as NEFT, RTGS, and bank transfers whenever feasible.

D. Examination:
1. The institution aims to optimize the extent of online-based examination-related activities whenever feasible.
2. The college will employ specialized software for inputting assessment marks (both internal and external) and for generating result mark sheets and announcing results.
3. This software will be used to maintain all student records related to examinations.

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INTERNAL COMPLAINT COMMITTEE (ICC) POLICY

In accordance with the guidelines outlined by the UGC, NAAC, and the Supreme Court, the SCCT college has instituted an Internal Complaints Committee (ICC) to actively uphold fundamental human rights pertaining to gender, human rights of gender and ensue an environment free of sexual harassment and abuse.

The objectives of the ICC is to develop healthy and safe atmosphere for both faculty and students while proactively preventing any form of sexual harassment or exploitation. The college has implemented specific policy measures and procedures to address instances of sexual harassment, if any arises and the students are made aware of these proactive measures through seminars and outreach programme. The college's Internal Complaints Committee addresses the grievances field in a confidential and sensitive manner.

Members of the Internal Complaints Committee are as follows:

- Chairperson
- Faculty member
- Admin clerk
- Student

Roles and Responsibilities:

In the event that a student reaches out to a committee member, either through the complaint box kept in front of the college office or by telephone, necessary action is taken through counselling and conciliatory methods. If the situation warrants an inquiry, it will be conducted, and sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus.

Steps taken:

1. Meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of the Internal Complaints Committee.
4. The issue will be discussed and finalized within seven working days.
5. Files the minutes of the inquiry.

Action plan

1. Counsel the affected students to overcome the trauma
2. Display current laws and affairs about sexual harassment and gender discrimination in key places on the campus.
3. Conduct awareness programs and campaigns for the benefits of the students and staff community.

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ENVIRONMENT AND ENERGY USAGE POLICY

Introduction

SCCT recognizes its responsibility to protect the environment, conserve resources, and promote sustainable practices. As a leading educational institution, we are committed to integrating environmental and energy sustainability principles into our daily operations, fostering a culture of environmental consciousness, and contributing to the well-being of the community. This policy document outlines our commitment to sustainable practices in environmental and energy management.

Objectives

Environmental Stewardship: SCCT is committed to minimizing its environmental impact by reducing waste, conserving natural resources, and promoting eco-friendly practices across campus.

Energy Efficiency: We strive to optimize energy usage and reduce greenhouse gas emissions by implementing energy-efficient technologies, behaviours, and practices.

Education and Awareness: We aim to educate our students, staff, and the community about the importance of environmental sustainability and energy conservation.

Compliance: SCCT will adhere to all relevant environmental laws and regulations and continuously improve our environmental and energy management systems.

Environmental and Energy Management

Waste Management

SCCT will establish waste reduction goals and recycling programs to minimize the generation of waste and promote recycling.

We will encourage the use of reusable materials and discourage single-use plastics on campus.

Water Conservation

SCCT will implement water-saving technologies and practices to reduce water consumption.

We will promote water conservation awareness and education among the campus community.

Energy Efficiency

SCCT will regularly assess energy consumption and set reduction targets.

We will invest in energy-efficient lighting, heating, and cooling systems, and promote energy- saving behaviours across campus.

Green Transportation

SCCT will encourage the use of public transportation, carpooling, biking, and walking among students and staff.

Sustainable Procurement

SCCT will give preference to environmentally friendly and sustainable products in procurement decisions.

We will encourage suppliers and contractors to adopt sustainable practices.

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Education and Outreach

SCCT will integrate environmental and energy sustainability into the curriculum. We will organize workshops, seminars, and awareness campaigns to educate and engage the campus community.

Monitoring and Reporting

SCCT will establish an Environmental and Energy Management Committee responsible for monitoring progress and ensuring policy compliance.

Regular reports on energy consumption, waste management, and other sustainability metrics will be made available to the campus community.

Compliance and Continual Improvement

SCCT is committed to complying with all applicable environmental laws and regulations. We will periodically review and update this policy document to reflect changing environmental and energy management needs and best practices.

Conclusion

By adopting this Environment and Energy Usage Policy, SCCT affirms its commitment to environmental sustainability and responsible energy usage. We call upon our students, faculty, staff, and the broader community to join us in this endeavour.

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STAFF APPOINTMENT POLICY & SERVICE RULES FOR NON-TEACHING

Appointment is subject to the following terms and conditions:-

1. Staff are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.
a) Proof of age and residence.
b) Proof of educational qualifications.
c) Proof of work experience.
d) Medical Fitness Certificate.
e) Discharge/ Relieving Certificate.
f) Two Passport size photographs.

2. Non-teaching staff appointment is on a temporary basis for the academic year and automatically terminates on the last day of the academic year. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. **Transfer:**
Non -Teaching Staff may be transferred by the Management to any other institution conducted by the society anywhere in Navi Mumbai /Mumbai in a similar post without affecting their salary or any of the conditions in this appointment letter.

4. **Salary Revision:**

Their performance will be reviewed and salary may be revised on 1st July of the year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective overall performance, good behaviour, sincerity, honesty, hard work, punctuality, devotion to duty etc.

5. **Leave:**

Staff are entitled to vacation or any other leave. Casual leave can be entitled to the non- teaching staff as per the University of Mumbai.

6. **Responsibilities & Duties:**
Non-teaching staff working in this organization will be as per the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. They will always be alive to responsibilities and duties allotted to them and conduct themselves accordingly. They must effectively perform and make every possible effort to raise the standard /status of the college.

7. **Full Time Employment:**
Non-Teaching Staff position is of whole employment with the college and they shall devote themselves exclusively to the work and interests of the college. They will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during their employment with the college, without permission in writing of the Management of the college. They will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

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8. Personal Particulars:

Non-Teaching Staff will keep the college informed of any change in their residential address, family status or any other relevant particulars. They would also let us know the name and address of their legal heir/nominee.

9. Nature of Work:

Non-Teaching Staff will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to them by the Director/Principal or their senior from time to time basis.

10. Secrecy / Confidentiality:

Non-Teaching Staff members will not disclose any information of the college during the course of their employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for their own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by them during their employment as to the business or affairs of the Institute including development, process reports and reporting system.

11. Restrain:

1. Access to Information:

Information is available on a need to know basis for specific group and the network file server of the college is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

2. Restriction on Personal Use:

Use of college resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the college for any personal use.

12. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and college wide awareness about the need for protection of intellectual property and sensitive information.

13. *Appointment in Good Faith:*

It must be specifically understood that this appointment is made based on their proficiency in technical / professional skills that they have declared to possess as per their application for employment and their ability to handle any assignment/job independently. In case at a later date any of their statements/particulars furnished are found to be false or misleading or their performance is not up to the mark or falls short of the minimum standard set by the college, the college shall have the right to terminate them from their services.

14. Notice Period:

In case, Non-Teaching staff intend to leave the services after joining the post, of their own accord during this Ad-hoc period, they shall give us one month notice period.

15. Termination of Service:

Non-Teaching Staff will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, their services can be terminated; herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

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STAFF APPOINTMENT POLICY & SERVICE RULES FOR TEACHING STAFF

Staff Appointment is subject to the following terms and conditions:-

1. Staff are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which the appointment will stand cancelled. The originals will be returned upon verification.

a. Proof of age and residence
b. Proof of educational qualifications
c. Proof of work experience
d. Copy of last drawn payslip/ Bank Statement
e. Medical Fitness Certificate
f. Discharge/ Relieving Certificate
g. Two Passport size photographs

2. Staff appointment is on a temporary basis for the academic year and automatically terminates on the last day of the academic year. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment staff service may be discontinued at any time without notice if services are not found satisfactory.

3. **Leave:**
Staff are entitled to vacation or any other leave other than casual leave during the tenure of their appointment. Casual leaves are entitled as per guidelines of University of Mumbai.

4. **Examination Work:**
The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. **Responsibilities & Duties:**
Staff working in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. They will always be available for discharging responsibilities and duties attached to your office. Staff must effectively perform to ensure results and follow the code of conduct.

6. **Full Time Employment:**
Position of the staff is of whole employment with the Institute and they shall devote themself exclusively to the work and interests of the Institute. They will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during their employment with the Institute, without permission in writing of the Management of the Institute.

7. **Personal Particulars:**
Staff from this organization will keep the Institute informed of any change in their residential address, family status or any other relevant particulars. They must also let us know the name and address of their legal heir/nominee.

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8. **Nature of Work:**
   Staff will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to them by the college management from time to time.

9. **Consultancy:**
   The management encourages consultancy and for such work prior permission of the Management would be necessary.

10. **Assignment, Training Seminar & Workshop:**
    Staff will hold themselves in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to them at the Institute's expenses subject to the management approval.

11. **Secrecy / Confidentiality:**
    Staff members will not disclose any information of the college during the course of their employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for their own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by them during their employment as to the business or affairs of the Institute including development, process reports and reporting system.

12. **Restrain:**
    1. Access to Information:
       Information is available on a need to know basis for specific groups and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
    2. Restriction on Personal Use:
       Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the Institute for any personal use.

13. **Security:**
    Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

14. **Appointment in Good Faith:**
    It must be specifically understood that this appointment is made based on staff's proficiency in technical / professional skills that they have declared to possess as per their application for employment and also staff ability to handle any assignment/job independently. In case at a later date any of their statements/particulars furnished are found to be false or misleading or their performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate their services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.
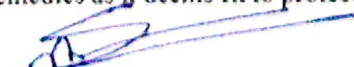
15. **Notice Period:**
    In case staff members intend to leave the services after joining the post, of their own accord during this Ad-hoc period, they shall give us one month notice period.

16. **Termination of Service:**
    Staffs will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, their services can be terminated; herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

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Purchase Policy

Sr. No.	Policy Title:	Sanpada College of Commerce & Technology (SCCT) Purchasing Policy and Procedure(PPP)
	Policy Owner:	Office of the General Secretary of Oriental Education Society (OES)
1.	Purpose of the Policy:	➤ To provide and maintain SOP for systematic procurement of goods and services for the College in a timely and cost-effective manner. ➤ To provide transparency in the purchase system ➤ To comply with applicable regulations and safety protocols.
2.	Scope of the Policy:	All Purchases (Lab Equipment's, Stationary. Repair and Maintenance, Hygiene and House Keeping, etc.)
3.	Policy applies to	Library and Stores departments, administrative, departments , Repair and Maintenance, Hygiene and House Keeping purchases and other units of the College who make purchases on behalf of the College.
4.	Effective from the date:	01st January 2023
5.	Approved by:	Managing Trustees

Policy Statement:

The Sanpada College of Commerce & Technology Purchasing Policy supports the need to procure goods and services for the various departments of the college in a timely and cost-effective manner, while ensuring compliance with regulatory bodies and University of Mumbai syllabus. Adherence to this Policy will mitigate risk, ensure compliance to requirements, drive effective procurement processes, and deliver benefits to Sanpada College of Commerce & Technology. Failure to comply with the directives in this Policy are a direct violation of the Sanpada College of Commerce & Technology purchasing policy and may result in disciplinary action against the concerned person.

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Roles and Responsibilities:

Employees involved at every step of the process take full responsibility for understanding College policies and procedures regarding purchasing, payment and vendor relations. Purchasing decisions are made after approval from the management.

1. **Buyer Responsibilities**
   a. Ensure departmental heads are aware of budgeted funds prior to making a purchase, and purchases fall in line with allotted funds.
   b. Ensure personal purchases are prohibited and reported promptly to Purchase committee incharge if found.
   c. Abide by this Policy and any related College policies, procedures, guidelines as applicable.
   d. Ensure goods or services are necessary and avoid acquisitions of unnecessary items.
   e. Use the appropriate College purchasing method for procuring goods and/or services.
   f. Obtain appropriate approvals from management and documentation prior to purchase.

2. **Store Department Responsibilities**
   a. Set and maintain College Purchasing Policy, including any clarifications and approval of exceptions to the Policy.
   b. Provide a Procurement Manual detailing procedures.
   c. Provide purchasing and documentation, tools and forms.
   d. Establish and maintain preferred supplier list.
   e. Regularly re-evaluate preferred suppliers for performance, price adherence and satisfaction.
   f. Mediate supplier-customer disputes.
   g. Approve purchase orders as required after approval from the management.

3. **Supplier Preferences**

There are numerous considerations when selecting a supplier when the College needs to purchase a good or services, including but not limited to, cost, time frame, quality, relationship with the College etc. The College has identified the following supplier categories that take these considerations into account. From these approved suppliers or vendors the college can purchase equipment. This can help ensure the quality and reliability of the items.

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4. Purchasing Methods:

The following are the purchasing methods employed by the college. Any method listed below requires approval or remarks of HOD of concerned department, purchase committee in-charge, principal and final approval by the management.

A. Purchase Order (PO): A purchase order (PO) is placed after approval by the management and then issued to a supplier indicating types, quantities, and agreed prices for the products or services the supplier will provide to the college. Purchases or services of hazardous materials, live animals, lasers and other radioactive devices, require a PO. POs may be used for any procurement, but must be accompanied by a contract if for a service or AMC (Annual Maintenance Contract).

POs should be issued in advance before the receipt of goods or services from a vendor. It is imperative to complete a PO prior to the receipt of the invoice to create a legal contract between the supplier and the college and to ensure goods/services are delivered in accordance to Sanpada College of Commerce & Technology terms and conditions or an applicable contract. The payment should not be remitted to any invoice that does not reference a PO number. Purchase of goods and services below the amount of Rs. 3000/ (Rs. Three thousand only) do not require a purchase order in general.

B. Purchase with buy back offer:

When it is decided with the approval of the competent authority (HOD of concerned department) principal & management to replace some existing old goods with their newer and better versions / substitutes, the department may replace the existing old goods while purchasing the new ones.

C. Online Procurement Platforms:

Online procurement platforms or e-commerce websites can be used to order API etc. which is not available with the approved vendors of the college and or to get it comparatively at economic rate within stipulated period of time.

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5. Working Procedure/SOP (Standard Operating Procedure) for Purchase:

1) Sanpada College of Commerce & Technology has framed a policy of purchase which is to be followed strictly by all the departments.

2) A purchase committee is formed at institute level to implement the policy and maintain the purchase system transparent & fair.

3) The Principal /Head of the institute/purchase in-charge has the rights to give permission for purchase of any items below Rs. 1,000/ (Rs. One thousand only) at institute level.

4) A permission is to be obtained from the management for the purchase of items for more than Rs. 1,000 / (Rs. One thousand only) by sending a request in a prescribed requisition format.

5) Requisition format has to be filled by the respective Department head after receiving three comparative quotations from vendors and forwarded to Purchase In-charge. As per the recommendation of the purchase In-charge, the form has to be forwarded by the Head of the institution and accountant to the management for approval.

6) For purchase of chemicals and glassware similar procedure as mentioned in Point NO, 5 is followed by inviting Vendors. Rate contract is fixed with suitable vendors who deal with quality chemicals and glass wares and provides good discounts.

7) Once in a year every individual laboratory will be visited by our expert faculty to find the working status of instruments. Non-working instruments will be compiled department wise. Accordingly suitable repairers will be identified and quotations will be sought. Minimum three quotations are mandatory for comparison.

8) Purchase committee meetings are organized at least 2 times in a year other than specific purchase meetings to review and discuss the purchase of items required by institute. This includes every year before commencement of academic, before every semester exam. The requirements are invited from each department Head, reviewed and recommended for purchase. Purchase department will initiate purchase action against purchase requisitions received in prescribed format.

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6. Payment Procedure:

a) Request for payment should be submitted to the accounts section using either a payment requisition or the original invoice from the vendors.

b) Cash payment is allowed up to Rs. 5000/- after permission of management only. For the payment of more than Rs. 5000/- the vendors are required to collect cheques from the accounts office. Exceptions to this policy may be allowed with the approval of the Finance committee Principal and management.

c) Purchase bills or vendors' invoices without GST are not recommended by the Purchase committee.

7. Research Expenditure:

a) The expenditure for research activities (books, equipment and software) are done by individual researchers following the rules of the granting agency.

b) Researchers who move to other institutions cannot take or move equipment purchased with grant funds. Those items remain the property of the College.

8. Conferences and Workshops: No approval of Purchase Committee is required for the refreshment and other expenditure of any conference and workshop organized by IQAC or any other department. The respective departments are asked to submit the utilization of the grants received from the college or any external agencies.

9. Conflict of Interest:

College employees, consultants and suppliers must disclose their involvement with a supply chain activity if it constitutes an actual or potential conflict of interest.

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10. Maintenance and Repairs:

College provides a standard level of base services and performs preventive maintenance and repair of all academic and administrative buildings and equipment on campus through Purchase committee in consultation with the concerned committees. Almost all the electronic and electrical equipment (viz. Green Generators, Water purifiers, software) are executed under AMC (Annual Maintenance Contract) through some popular agencies. For the routine works (viz. cleaning, use of green generators) there is no need for recommendation of the Purchase Committee. The Purchase committee provides the following maintenance services according to the demands of different academic and administrative departments through some external agencies:

- Carpentry services
- Electrician Service
- Plumbing services
- Ground services for landscaping and gardening
- Pest control

In case of an emergency, departments are to report the problem to the Purchase Committee during regular office hours. After the office hour it is the duty of the college guard to inform the Principal or Purchase Committee members about the problem to take necessary action or to seek for necessary assistance.

Definitions:

1. **Vendor:** A vendor is an individual, company, or entity that supplies goods or services to customers. It is commonly refer to "supplier" or "seller.

2. **Quotation:** a written statement that provides the specific price or terms for goods, services, or work to be performed.

3. **Purchase order:** is a legally binding document issued by a buyer to a seller or supplier to formalize the intent to purchase goods or services.

Abbreviation:

1. **SOP: Standard Operating Procedure**

2. **PO: Purchase order**

3. **PPP: Purchasing Policy and Procedure**

4.**AMC: (Annual Maintenance Contract)**

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DATE: 08/05/2024

RESEARCH POLICY

ESTABLISHMENT OF RESEARCH POLICY AND NECESSARY ENVIRONMENT

Aims of the Research Policy

The research policy of the college aims to create and support a research culture among the teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members, for developing and promoting scientific temper and research aptitudes of all learners, for realizing the vision and missions of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims to ensure that the research activities of the college conform to all applicable rules and regulations as well as to the established standards and norms relating to the safe and ethical conduct of research.

Scope of the Research Policy

This policy shall apply to all the researchers of the college and for this policy 'researchers' are defined to include

1. All staff (regular, part-time, contractual, and guest), who are active in teaching, research, administration and provision of any form of support to the core functions of the college.
2. All students registered with the college.
3. All academic and administrative departments of the college.

This policy shall apply to all the research and related activities of the college and for this policy research and related activities will inter alia include

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances, or artifacts, including design in any field of knowledge that leads to the development of new knowledge, understanding, or expertise.

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5. Developing regional fine arts creative videos, music and other documentation of local talents, regional agricultural methods not practiced in contemporary ages, literature studies on the dialects, and evidence-based historical studies of the regions.

6. The scientific validation and documentation of specific dishes of the region with ingredients (not reported earlier), documentation of rational medicine/technologies used in the rural-urban people for various ailments in the scientific formats, natural colorants, designs of traditional fabrics, local highly nutritious crops and their development as new varieties, etc., are also be given high priority.

7. Research projects of students undertaken as part of the curriculum or to enrich it

8. Publication, presentation and communication of the research outcomes and related activities.

Objectives of the Research Policy

- To strengthen the institutional capacity for strategic, technical, and operational planning, budgeting and control of all research activities of the college

- To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students

- To develop rules, standard operational procedures and guidelines for grantingresearch support, instituting awards and supporting all other related activities

- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities with the prior approval of Governing body and under the limitation of Chairman of the Institute.

- To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.

- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities.

- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations

- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.

- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project.

- To develop and promote linkages with the Research Council of the affiliated University and enable all the researchers of the college to benefit from the activities and programmes of the council.

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- To identify and establish linkages including MOU s for long term relationships with national and international research organisations for widening the scope of research opportunities and funding options available to the teachers and students of the college.

- To identify and establish linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships or internships.

- To encourage and facilitate the publication of the research work/projects in reputed academic journals.

- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest/expert lectures or the media.

- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year.

- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission.

- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research.

- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications.

- To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code andall the applicable rules and regulations.

Research Policy Implementation Mechanism

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows

1. Facilitating the faculty in undertaking research and will work with the college management to setup a research fund for providing seed money.

2. Providing research facilities in terms of laboratory equipment, research journals and researchincentives etc. required by the faculty.

3. Encourage and promote a research culture (eg. teaching workload remission, opportunities forattending conferences etc.)

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4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.

5. Creating suitable procedures for giving due recognition for guiding research.

6. Facilitating the establishment of specific research units/ centres by funding agencies / affiliating University.

7. Organising workshops / training programmes/ sensitisation / capacity building / IPR relatedEntrepreneurship development / skill enhancement programmes are conducted by the institution to promote a research culture on campus.

8. Providing necessary training to the faculty to the feeder junior colleges to encourage scientific temper.

9. Prepare budgets for supporting students' research projects.

10. Invite industry to use the research facilities of the college and sponsor research projects.

11. Approach National and international organisations to fund major and minor research projects undertaken by the faculty / students.

12. Improve the availability of research infrastructure requirements to facilitate research as well as regular lab practicals.

13. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research as per the UGC.

14. Facilitating Interdepartmental/interdisciplinary research projects.

15. Institute research awards.

16. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.

17. Encourage and promote the publication of research articles by the faculty in reputed/refereed / peer-reviewed journals.

18. Publicize the research expertise and consultancy capabilities available in the college.

19. Facilitate the provision of consultancy services to industries / Government / Non-Government organizations/community/public.

20. Preparing Rules & Guidelines for Grant of Research-related leave and other remissions.

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21. Prepare Guidelines for the design and evaluation of curriculum-oriented research projects

22. Prepare a college research agenda with relative priorities.

23. Monitoring and Preparation of annual progress reports and submission to necessary statutorybodies to present in NAAC or any inspecting authorities.

24. Encouraging the faculty to pursue Doctoral studies.

25. Facilitating skill development programs to the faculty to expertise, and updating.

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Oriental Education Society's

HR Policies

Handbook

2017-18

Approved by the Management

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Dear Colleague,

We are pleased to present you the HR policies handbook related to the faculty detailing all the updated policies of OES.

We urge you to read the policies and get familiar with the letter and spirit of these policies.
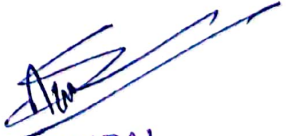
In case you find a need for any clarifications, you may please get in touch with your Business HR representative.

We take this opportunity to wish you a very fulfilling association with OES.

With Warm Regards,

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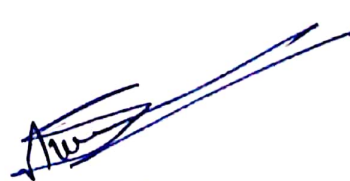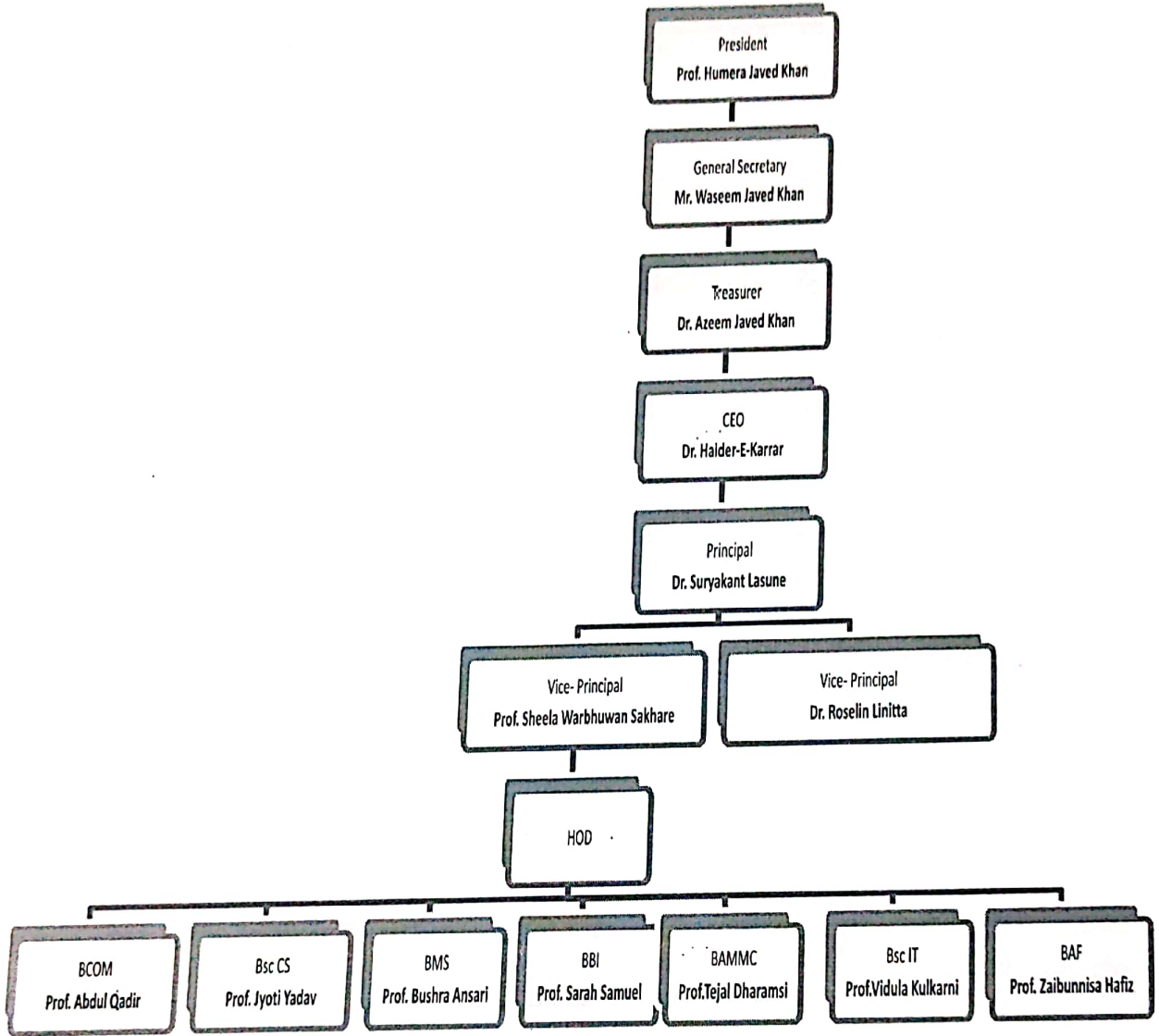Sanpada, Navi Mumbai - 400 705.

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                    ┌─────────────────────────┐
                    │         President        │
                    │  Prof. Humera Javed Khan  │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │    General Secretary     │
                    │   Mr. Waseem Javed Khan   │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │        Treasurer         │
                    │    Dr. Azeem Javed Khan   │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │           CEO            │
                    │    Dr. Haider-E-Karrar    │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │        Principal         │
                    │    Dr. Suryakant Lasune   │
                    └─────────────────────────┘
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Vice-Principal	Vice-Principal
Prof. Sheela Warbhuwan Sakhare	Dr. Roselin Linitta

HOD

BCOM	Bsc CS	BMS	BBI	BAMMC	Bsc IT	BAF
Prof. Abdul Qadir	Prof. Jyoti Yadav	Prof. Bushra Ansari	Prof. Sarah Samuel	Prof. Tejal Dharamsi	Prof. Vidula Kulkarni	Prof. Zaibunnisa Hafiz

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Employee Structure

Teaching Faculty

Sr. No.	Grades	Designation
1	TF 1	Principal
2	TF 2	Professor
3	TF 3	Associate Professor
4	TF 4	Assistant Professor
5	TF 5	Lecturer

Non-teaching Staff

Sr. No.	Grades	Designation
1	NT 1	Superintendent
2	NT 2	Head Clerk
3	NT 3	IT / Junior Clerk / Accounts
4	NT 4	Lab Assistant / Lab Attend.
5	NT 5	(Peon/Office Boy/ Sweeper)

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Recruitment Policy

Objective

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability

All new recruits in all grades.

Policy & Procedure (Non-teaching Staff)

- The concerned HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of Director-Education or CEO, and only then proceed with the process of recruitment.

- HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department and send to the management.

- HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), internal reference etc.

- Management / HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD, Principal and Director Education.

- Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HOD, Principal, Director-Education, external members and HR representative.

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Teaching Staff

- Appointment of the teaching faculty for a various grade as per AICTE/PCI for each department.

- Prescribed forms send to the management & informing them about the vacant positions in each department.

- Prepare the advertisement draft for the required vacant positions & submit to the University.

- After receiving an approval from the university, advertisement draft sends to the local publisher (Loksatta / Times of India / Indian Express).

- Letter sends to the University for V.C nominee

- Within the 45 days from the advertisement accept the applications / shortlist the candidate selects the subject expert & fix the date of interview.

- After 45 days from the advertisement candidate interview/selection process can start.

- Send letter to the subject expert as per AICTE norms (from outside college) for a selection of the candidate & call letter to the candidate for the interview.

- Letters should send at least one week prior to the date of interview to the panel & candidates.

- Interview panel consist of Management/Principal/V.C. Nominee/Subject Expert

- Original documents should be scrutinized through the interview panel.

- Selection committee will prepare a report of a selection / no-selection of the candidate.

- Prepare a 7-page selection report for each selected candidate as per published in the advertisement & submit to the University within 15 days of the interview.

- Once approval received from the University for Selection of the candidate, management will issue an appointment letter as per university guidelines.

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- Final letter is sent to the University that vacant positions are closed & no further interview & selection but subject to resignation, termination & retirement.

(Please refer Annexure – Recruitment Process Flow)

Probation Policy

Objective

To provide a policy framework for confirmation of regular employees after completion of the probation period.

**Eligibility & coverage**

All new recruits of the institute in all grades.

Policy & procedural formalities to complete probation period

- Teaching staff probation period is 2 years.

- Non-teaching staff probation period is 1 year.

Induction policy /Employee Orientation

Induction

To facilitate smooth assimilation of new employees into the institute & help them to understand the institution as a whole, make them familiar with all aspects of their job, their responsibility, applicable policies, traditions of the institute.
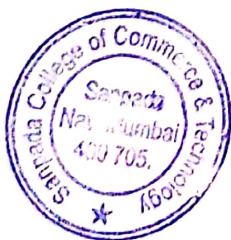
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Applicability

All new employees of the institutes.

Policy

- HR Department shall ensure that every employee, irrespective of grade, goes through a **Comprehensive Orientation Program (COP)**, which will be mandatory for all employees to attend & give feedback.

- Duration of the COP may vary with the grade of the employee.

Employee Orientation Form

All new employees need to complete the COP.

Employee Name		Date	
Designation		Department	
College Name		Location	

Sr. No	Particulars	Employee Feedback	
		Yes	No
1	Job history		
2	The work environment		
3	Company culture		
4	Understood department structure & functions		
5	Understood new job description		
6	Employee benefits & benefits eligibility		
7	Understood HR Policies		

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Incentive policy for research & publication

Objective

To give special thrust to research culture in the institute, and thus improve the profile of the institute in the country.

Applicability

To all teaching staff

Policy

- Incentive/Certificate/Token of appreciation for completing PhD Degree when in service of OES.
- Incentive/Certificate/Token of appreciation for externally funded research.
- Award for publishing a professional article
- Incentive for presenting a paper at National/ International seminars/conferences.
- Faculty Development Program (FDP)/ Staff Development Program (SDP).

Domestic travel policy / Local conveyance reimbursement policy

Regular employees of OES, working in Administration, Accounts, Training & Development, Marketing, other shared services, etc. depending upon the work exigencies and special approval from the Management and Principal or Director – Education.

Employees using public transport or autos will be allowed reimbursement at actual.
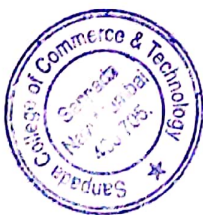
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Conveyance reimbursement – claim Form.

Name of the Institute   :   _____

Employee Name   :   _____

Designation   :   _____

Department   :   _____

Date of travel   :   _____

Period (To & Fro)   :   _____

Location   :   _____

Reason for travel   :   _____

Total Expenses (in INR)   :   _____

Signature of employee   Approved by HOD/Supervisor/Principal

_____   _____

Interest free personal loan policy

Objective

Personal Loans / Salary Advances will only be granted where there is a serious need or where emergency relief is required due to circumstances that could not have been foreseen by the employee or where emergency relief is required. The management reserves the right to refuse any loan application either in full or part thereof if it is deemed that the loan amount falls outside of the employee's reasonable affordability.

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Applicability

To all employees who successfully completed probation period

Policy

- Personal loans may never exceed the employee's net salary for Three month. A loan agreement will be drawn up and repayment terms will be stipulated therein.

- Repayments are to be deducted in accordance with the loan agreement from the employees' monthly salary and must be repayable within a maximum of 12 months from the start of the loan agreement.

- Repayments should never exceed 20% of the employee's monthly net remuneration.

- All approved Personal loans will be paid out to the employee within 7 days.

- All applications must reach the Finance Department timely to ensure that this process is not delayed unnecessarily.

- No loans will be available to any employee within their initial probation period; any exception to this constraint would be solely at the discretion of the Management.

- All loan documents and supporting details will be filed on the employee's personal file.

- At least 2 guarantors' details are required to submit along with loan application form (Photo, Identity proof & address proof).

  (Please refer Annexure – Loan Application Form)

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Leave policy

Extent of Application

These rules shall apply to all employees of the Institute.

Leave cannot be claimed as a matter of right. The OES may, due to exigencies, refuse, postpone, curtail or revoke leave of any type (except sick leave) or recall to duty any employee already on leave.

Normally an application for leave should be submitted in the prescribed form to the reporting officer sufficiently in advance from the date of commencement of leave.

(A) Casual Leave:

- The leave may be granted up to a maximum of 11 days in a calendar year. In case of employees appointed during the course of a year, casual leave may be allowed on a pro-rata basis.

- Casual leave not availed during a calendar year shall lapse at the end of the year.

- Clubbing with any other type of leave shall not be permitted.

- Intervening Sundays/ holidays shall not be counted as casual leave. However, absence from duty on account of casual leave including such Sunday/holidays shall not exceed 5 days at a stretch.

- Casual leave should be applied for sanction at least one day in advance. Only in emergencies the need for leave can be informed through phone/Fax/ E-mail/ Telegram to the reporting officer.

- Full salary and allowances shall be paid for the period of casual leave.

(B) Medical Leave

- Medical leave up to 8 days in a calendar year which needs a management approval (paid / unpaid) along with the necessary medical documents / certificates.

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(C) <u>Maternity leave</u>

- **Policy Objective:** The Maternity Leave Policy aims to support employees during their transition to parenthood by providing them with adequate time off to care for their newborn or newly adopted child. This policy also intends to promote a healthy work-life balance and ensure the well-being of our employees and their families.

- **Eligibility:** All full-time employees who have been with the company for at least one year are eligible for maternity leave. This policy also extends to part-time employees who have been with the college for an equivalent duration.

- **Duration of Leave:** Employee is entitled for 4 months that may extend up to 12 months of maternity leave. This duration includes any prenatal or postnatal medical appointments. In cases of complications related to childbirth or adoption, additional leave may be granted upon approval from the higher authorities.

- **Leave Application Process:** Employees must notify her immediate supervisor and the higher authorities of their intention to take maternity leave at least four weeks prior to their expected leave start date. The notification should include the expected date of childbirth or adoption and the anticipated duration of leave.

(D) <u>Vacation Leave</u>

- 10 days in Diwali vacation.

- Ganapati Holiday 03 days

- Public Holiday (Govt. of Mah. & University of Mumbai & Local Administration): 27 days

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(E) Resumption of duty

- An employee must resume duty immediately on expiry of the leave sanctioned, unless extension has been applied in advance and sanctioned in writing. If this written permission is not received, the extra days taken are unauthorized leave and will be considered as misconduct and may invite disciplinary action.

(Please refer Annexure – Employee Leave Application Form)

Performance management review policy

Alignment of employee performance objectives to institute/society goals.

While job descriptions establish the activities that need to get done in order to deliver the services of the institute, performance objectives define the qualitative and quantitative standards for each of the key activities. Employees at all levels in the institute should be able to clearly understand how their job activities and the level of their performance directly contribute to the success of the institute/society.

Supervisor - employee collaboration

Employee performance management provides an opportunity to build trust and foster constructive and productive working relationships, particularly between employees and their supervisors. A performance management process that encourages collaboration in setting performance objectives and evaluation results is more effective in motivating employees than a top-down process.

Performance management cycle

Most organizations establish an annual performance management cycle; however, it may be more appropriate for the institute.

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Following steps:

Performance planning - Typically a collaborative process between supervisors and employees, reviewing the job activities and establishing performance standards and expected results; the performance plan should be documented, including any training or development plans required by the employee to meet job performance objectives.

Performance feedback - Informal feedback should be on-going; there should be periodic formal feedback prior to the final performance appraisal (particularly in long performance cycles, such as annual).

Performance management - In addition to providing feedback, supervisors should be providing coaching and other resources to assist employees who are not achieving performance standards. Employees who are unable to meet performance standards over the long term (after training and coaching) may be placed on probation, offered a more appropriate role for their competencies, or terminated(refer to <u>Discipline</u> and <u>Termination</u>). Any change of position must be fairly negotiated with the employee to avoid any claim of constructive dismissal.

Performance appraisal - A formal performance appraisal should be conducted at the end of the performance management cycle. The performance appraisal should be conducted in a one-on-one meeting with opportunity for discussion regarding performance achievement. The performance appraisal should be documented and kept in the employee file.

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Performance appraisal ratings and forms

- Institutes usually established appraisal ratings to indicate the level of performance achieved by employees. The current trend is to simplify rating scales and move away from numeric scales to words descriptive of performance.

- The value of a rating system is that it provides a clear indicator to the employee of the level of his or her performance achievement. However, over-focus on the performance rating minimizes the value of the on-going performance development of the employee.

- The conversation on all aspects of the performances should be emphasized over and above communicating a rating, and should focus primarily on future performance versus employee mistakes and past performance.

- An appraisal form contributes to consistency in performance feedback and management in the institute, and ensures performance management activities are properly documented. Forms should be kept as simple and clear as possible - the more complex the form the more opportunity for misunderstanding and miscommunication.

- Performance results are often the key criteria for making compensation decisions, best practice organizations separate the two conversations to maintain a focus on performance excellence.

(Please refer Annexure – Performance Appraisal Review – Teaching /Non-teaching)

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Increments and Promotions

Subject to the contract of service, if any, the promotion, increment etc. of an employee will entirely depend upon the performance of work and ability and satisfaction he gives to the Management in discharge of his duties and the extent of his usefulness to OES.

The recommendation of the head of the departments to this effect will be considered by President/Managing Director/Chairman who will be the final authority to judge the ability of an employee or the satisfaction given by him to the Management in discharge of his duties or his being otherwise useful to the Management.

It is made clear that the increment/promotion is not a matter of right of an employee and it will be a complete discretion of the management to consider an employee for promotion and/or increment in wages.

Time and Attendance Management Policy

Time and Attendance Management

Lay down general guidelines to record the attendance by everyone in the institute as per the applicable timings.

Applicability

All employees on regular rolls & on a contract are covered under this policy.

Policy & Procedure

- The timings of the institute are from 9.00 AM to 17.00 PM on all days of the week, except Sunday. Teaching 7.30 AM to 1.30 PM.

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- Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register & in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

- Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the HR after approval of HOD/Principal.

- If an employee is late for more than 10 minutes for 03 days in a month half day salary will be deducted.

(Please refer Annexure – Order on Attendance)

Code of conduct

- Obey the laws and regulations of the institute

- Maintain honesty, integrity, fairness and Total Quality Management (TQM) in all actives.

- Respect the statutory rights of staff and students.

- Must not engage in or be a member of any secret cult.

- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.

- Must not intercept or misappropriate institute money or approve expenditure for goods/services not delivered or over-coming of same.

- Must not aid/assist examination malpractice engage in dubious transactions, including demanding or receiving gratification for official duties.

- Must respect and maintain the hierarchy in the Administration.

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- Adhere strictly to the official resumption/ closing time and must dress decently and appropriately.

- Must not use official time for private business or engage in practices such as trading and enrolment in full-time studies.

- Must not use unauthorized persons to perform official duties.

- Must exercise self-discipline and restrain at all times and deal politely with staff, students, and the general public.

- Must not be absent from duty without official approval or approved sick leave

- Should not do anything that will tarnish the image of the institute.

- Being supportive of other staff members.

- Maintaining professional boundaries

- meeting the required standards for every task

- Being committed to the wellbeing of individuals, the wider community and the common good of all people.

- acting within the law

- Collaborating and cooperating with colleagues and administrators.

- Use of college resources for a personal use is strictly restricted. This included usages of computer resources information, internet service & working time of the college for any personal use.

(Please refer Annexure – Code of Conduct – Mumbai University)

Policy against sexual harassment

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It recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually colored remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

Implied or overt promise of preferential treatment in that employee's employment
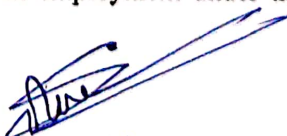
An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.

The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Such conduct that is humiliating and may constitute a health and safety problem

Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.

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This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; doctors and patients; and peer relationships, OES employees, customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

Grievance Management Policy

Grievance Management Policy

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.

Objectives:

The objectives of the grievances process will be to settle:

- Grievances of the employees in the shortest possible time
- At the lowest possible management level
- With appellate stages so that it is fair, transparent and reasonable.

Scope and Coverage

Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

Grievances for the purpose of this policy will cover individual grievances such as:

- Payment of salary
- Recoveries of dues etc.
- Increment

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- Working conditions/health & safety
- Leave
- Medical Insurance / facilities
- Non-extension of benefits under rules
- Promotion*
- Administration or academic issues
- HR policy administration
- Compensation & benefits*
- Related to appraisals
- Reimbursements
- Separation / retention

General Safety Rules & Policy

Creating a safe and healthful work environment is not only a requirement for employers; it is also a "best practice" among top performing businesses. "Safety excellence is all about proactively designing, aligning, and improving operational processes."

At OES, we care about the safety, health and wellbeing of our employees. We value the contributions of our employees make toward our success. We support local community interests, and value honesty, integrity, and teamwork.

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We value our employees

Our business operates with a goal of zero damage to people, property and product. It is our policy to provide safe working conditions. At OES, everyone shares equally in the responsibility of identifying hazards, following safety rules and operating practices. All jobs and tasks must be performed in a safe manner, as safety is crucial to the quality of our products/service.

Safety Policy

At OES, no phase of the operation is considered more important than accident prevention. It is our policy to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees. No job will be considered properly completed unless it is performed in a safe manner.

OES is concerned about the health and good work habits of its employees. In the event you are injured or unable to perform your job, we want to help you obtain the best treatment, so you can return to your regular job as soon as possible.

Zero Tolerance or Substance-Free workplace

The institute has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of its employees, clients and the public. The use of performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses. In our efforts to provide a safe workplace, we have a substance abuse policy.

Reporting for work or working under the influence of alcohol or illegal substances is prohibited. The use, possession, transfer or sale of illegal substances, alcohol, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited and may result in immediate disciplinary action as outlined in our institute's policies and procedures.

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Return to Work

If an employee is injured on the job, our goal is to assist in obtaining medical treatment and return the employee to work as soon as possible. Our employees also have responsibilities for notifying us of their condition and providing appropriate information to assist in the Return to Work process. Through this joint effort, recoveries are faster and employees return to productive work environments sooner.

I have read OES culture statement and understand the commitment to the safety and health of employees and customers/clients.

_____

(Applicant's/Employee's Name)

_____

(Applicant's/Employee's Signature) Date

Safety Rules

- Report to work alert, rested and in good physical condition.

- Personal protective equipment (such as safety glasses, hearing protection, protective clothing, and footwear) must be worn when required for specific job tasks or work areas.

- All accidents, incidents and injuries, regardless of how minor, shall be reported immediately to the supervisor in charge.

- All work is to be performed in a safe manner according to our written policies and procedures. If you have a concern about the safety of a task, bring this to the attention of your immediate supervisor.

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- Understand your work assignments and perform only the job functions in which you are fully trained. Discuss any unfamiliar work assignments with your supervisor prior to beginning the task.

- Possession of firearms or other weapons is prohibited on Company property, or while you are on institutes business.

- Horseplay or practical jokes are prohibited.

- Use or being under the influence of, intoxicants or drugs while on the job is prohibited and shall be considered cause for dismissal.

- A worker shall not operate a machine unless the guarding mechanisms are in place and functioning properly.

- Always use the proper tool, equipment, or process for the job.

- Ignoring safe work practices, policies, procedures, rules or other safety instruction could be cause for disciplinary action up to and including termination of employment.

- All employees shall correct an unsafe condition or practice to the extent of their authority and/or report the hazard to their supervisor.

- Ignoring safe work practices, policies, procedures, rules, or other safety instruction is cause for disciplinary action up to and including termination of employment.

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OES wishes to create a work environment that promotes job satisfaction, respect, responsibility and value for all of our employees, client's customers and other stakeholders. Every employee at OES has shared responsibilities toward improving the quality of the work environment.

Following are the examples of conduct considered improper which may result in discipline, including Termination. (This is not a complete list and understands that other behaviors may also result in discipline)

- Possessing, using, selling, negotiating the sale of, or being under the influence of alcohol, drugs or other controlled substances during working hours.

- Theft or destruction of company property or that of visitors, clients of fellow employees.

- Possession of potentially hazardous or dangerous property, such as firearms, weapons, chemicals etc. without prior authorization.

- Fighting with or harassment of, any fellow employee or customer.

- Unauthorized or excessive use of company property of any visitors, customers, fellow employees, including but not limited to vehicles, supplies, telephones, mail & computers.

- Disclosures of company trade secrets or any other confidential or proprietary information of the institute, its customers or fellow employees.

- Failure to follow or general neglect of safety rules and procedures.

- Excessive tardiness or absence.

- Smoking in non-designated areas.

- Failure to keep your work place in a neat and sanitary condition.

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- Use of obscene or otherwise inappropriate language or conduct in the work- place.

- Criminal activity at, or outside of, the workplace.

- Gambling on institute premises.

- Sleeping or neglect of job duty

- Being away from the work area without prior authorization.

- Harassment of or discriminating against an employee, customer or visitor because of that person's race, religion, color, sex, age, disability or national origin.

- Spreading rumors.

Workplace Violence Prevention Policy

The objective of the program is to establish a regional institute with the ability to effectively and efficiently identify and resolve workplace violence incidents across the institute.

- Creating a work environment that promotes safety from violence, threats and harassment.

- Providing regular training in preventive measures for all new/current employees, supervisors and managers.

- Supporting, not punishing, victims of workplace or domestic/partner violence

- Adopting and practicing fair and consistent disciplinary procedures

- Fostering a climate of trust and respect among workers and between employees and management

- A comprehensive incident response architecture that includes the availability of outside resources such as threat assessment psychologists/psychiatrists, social service agencies, security specialists and other professionals.

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OES does not tolerate workplace violence and is committed to maintaining a safe workplace for all Teaching, Non-teaching, supervisors, vendors, contractors, and visitors. Institute sponsored event, or if the conduct has an impact on the workplace, regardless of where the conduct occurs. OES defines workplace violence as words, actions or behaviors that are disruptive, intimidating, aggressive, hostile or emotionally abusive, generate anxiety, or create a climate of distrust and fear. This includes any communicated threats (verbal or physical) or threatening behavior, bullying, stalking, domestic/partner violence, all forms of harassment, overt acts of violence causing physical injury and words or actions indicating that an employee might harm him or herself. Additionally, workplace violence includes the destruction of, attempted destruction of, or threats to destroy OES and/or personal property.

OES policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by the Workplace Violence Prevention Team. It is the responsibility of all employees to report all threatening behavior, or any disturbing circumstance that may raise a concern for safety, as soon as possible. Employees are responsible for reporting this information regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) threatened. Incidents or concerns can be reported to:

Workplace Violence Prevention Team.

All teaching and non-teaching staff is responsible for the prompt communication of any received workplace violence information. Reports will be kept confidential to the maximum extent possible and any retaliation for reporting is strictly prohibited.

Violations of this policy can lead to disciplinary action up to and including termination of employment and the involvement of law enforcement. OES response may include referral to the Employee Assistance
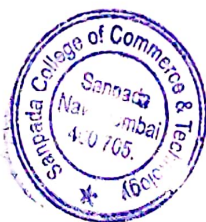
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Program and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution.

Annexure

| Sr. No	Particulars
1	Leave Application Form
2	On Duty Application Form
3	Performance Management Appraisal Form **(Teaching / Non-Teaching)**
4	Code of Conduct (Mumbai University)
5	Performance Appraisal (Flow Chart)
6	Loan Application Form
7	Order On Attendance (Mumbai University)
8	Committee Details (Sanpada College of Commerce & Technology – Sanpada)
9	Recruitment Process Flow Chart

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Employee Declaration

Employee Name   :   _____

Designation   :   _____

Department   :   _____

Location   :   _____

Name of the college   :   _____

Sr. No	Particulars	Check Box	
		Yes	No
1	Issuance of employee identity card		
2	Bio-metric attendance done		
3	Issuance of Laptop / Desktop		
4	Employee workplace arrangements (Workplace Station No _____)		
5	Employee Induction/ Orientation Done		
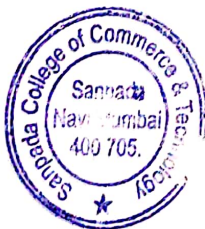
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PLEASE READ CAREFULLY AND ACKNOWLEDGE THAT YOU UNDERSTAND AND ACCEPT THIS ABOVE INFORMATION:

I _____ hereby acknowledge that I have gone through the service rules & policies, understood & accepted the same.

Signature of Employee :	Date :	Place :

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