

अंजुमन-इ-इस्लाम

कालसेकर टेकनिकल कॅम्पस

मान्यता : ऑल इंडिया कांसिल फॉर टेकनिकल एज्युकेशन, कांसिल ऑफ ऑर्किटेक्चर, फार्मसी कांसिल ऑफ इंडिया, नवी दिल्ली,  
डायरेक्टोरेट ऑफ टेकनिकल एज्युकेशन मुंबई, महाराष्ट्र. संलग्न : मुंबई विद्यापीठ व म.रा.त.शि.म. मुंबई.  
स्कूल ऑफ इंजिनियरींग अॅण्ड टेकनॉलॉजी | स्कूल ऑफ फार्मसी | स्कूल ऑफ आर्किटेक्चर



ANJUMAN-I-ISLAM'S

**KALSEKAR TECHNICAL CAMPUS**

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi.  
Recognised by : Directorate of Technical Education, Mumbai, Maharashtra. Affiliated to : University of Mumbai & MSBTE.  
SCHOOL OF ENGINEERING & TECHNOLOGY | SCHOOL OF PHARMACY | SCHOOL OF ARCHITECTURE

# ANJUMAN- I- ISLAM KALSEKAR TECHNICAL CAMPUS (AKTC), NEW PANVEL



## Human Resource {HR} Manual/Policies



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**“The way to get started is to quit talking and begin doing.”**





## PREFACE

Under the guidance and motivation of **Padma Shri Dr. Zahir I Kazi (Hon. President, Anjuman-I-Islam, Mumbai)**, All office bearer of Anjuman-I-Islam, Hon. Exec. Chairman, Board for Institutions in Navi Mumbai (BINM) Mr. Burhan Harris, the campus director, Dr. Ramjan A Khatik , Deans, HoDs and steering team members of AIKTC brainstormed and finalized Human Resource Manual/Policies handbook as an integral part of our commitment to fostering a healthy, productive, and inclusive work environment, these policies serve as a guide for all employees of AIKTC.

In today's dynamic and evolving workplace landscape, it's imperative to establish clear guidelines that promote fairness, respect, and accountability. These policies outline our expectations for conduct, performance, and professional development, while also ensuring compliance with legal requirements. These Human Resource Policies handbook made available on the institute website to read and to comply.

We recognize that our greatest asset is our human resource and stakeholders. By upholding these policies, we aim to create an environment where every individual feels valued, supported, and empowered to contribute their best. Whether you're a regular employee or a newcomer, these policies are designed to provide clarity, consistency, and a framework for success.

We encourage all employees to familiarize themselves with these policies and reach out to administrative department for any clarification or assistance. Together, let's uphold the values of integrity, collaboration, and excellence that define our institution.

**-Sd-**  
**(DR. RAMJAN A. KHATIK)**  
**DIRECTOR- AIKTC**

The Steering Team of AIKTC comprises Hon. Exec. Chiarman, Director, Deans, Heads, & Section Heads. In series of meetings the team discussed and finalised Human Resource Manual (HR Manual) in accordance with the Government of Maharashtra's GR, the MEPS rule book, AICTE notifications and GR, UGC norms, the Secondary School Code book (SSC book), Anjuman-I-Islam service rule book, and other statutory bodies.

The following table shows the steering team members.

Sr. No	Name	Designation
1	Mr. Burhan Harris	Hon. Exec. Chairman BINM-AI
2	Dr. Ramjan Khatik	Director-AIKTC
3	Dr. Rajendra Magar	Dean-School of Engineering & Technology
4	Dr. Shariq Syed	Dean- School of Pharmacy
5	Dr. Raj Mhatre	Dean- School of Architecture
6	Dr. Abu Sufyan Shaikh	Head, Diploma in Pharmacy
7	Prof. Arif Iqbal Shaikh	IQAC Coordinator
8	Prof. Aamir Siwani	Administrative Officer
9	Dr. Fauwaz Parkar	HoD-Civil Engineering
10	Prof. Tabrez Khan	HoD-Computer Engineering
11	Prof. Bandanawaz Kotiyal	HoD-Electronics & Comp Science Engineering
12	Dr. Afzal Shaikh	HoD-Electrical Engineering
13	Prof. Javed Kazi	HoD-Mechanical Engineering
14	Dr. Shahbaz Haque	FE Controller-Humainities & Applied Sciences
15	Dr. Girish Mahajan	Controller of Examination AIKTC
16	Ms. Shahin Momin	Librarian AIKTC

*With you... Till you do not need us in any way...*

## Chapter 1: Introduction

### 1.1. Management:

Anjuman-I- Islam is a leading educational conglomerate and social organisation of India established in the year 1874 by a group of visionaries is led by Justice Badruddin Tyabji its first heritage structure came on the piece of land donated by Mr Mohammed Ali Roghay. The founder of Anjuman-I- Islam proactively participated in India's freedom struggle and established Anjuman-I-Islam as a symbol of Secularism and National Integration.

The Anjuman-I- Islam has an illustrious record of dedicated service to society through education and social service today after 150 years the Anjuman-I- Islam trust has blazed a trail and set an unparalleled example in the state. Anjuman-I- Islam trust run over 97 institutions in the area of Education, Social Service and Healthcare. More than one lakh ten thousand (1,10,000) students are receiving quality education in 83 different faculties ranging from Kindergarten to Graduations & Post Graduation Programs in Arts, Science, Commerce, Catering technology, Home Science, Engineering Architecture, Pharmacy, Management, Unani Medicines, Law and so on. It also has PhD programmes in Engineering and Urdu. The trust also has a public school in Panchgani, Hostels, Printing Press, Orphanages and Hospital. The renowned Karimi Library located in CST campus has an archaic and classical collection of multi-lingual books and manuscripts.



### Board for Institutions in Navi Mumbai:

Anjuman-I-Islam, Kalsekar Technical Campus is Headed by the board of Anjuman-I-Islam i.e. Board for institution in Navi Mumbai Further this board is categorised as

- Anjuman-I-Islam's Office Bearers
- Board for Institution in Navi Mumbai (BINM)
- Board of Governors for AIKTC (GB)
- College Development Committee (CDC)

The details of which is listed below:

### Anjuman-I-Islam's Office Bearers:

Sr. No	Members	Designation
1	Dr. Zahir I. Kazi	Hon. President
2	Mr. Mushtaq Antulay	Hon. Sr. Vice President
3	Dr. Abdullah Shaikh	Hon. Vice President
4	Mrs. Razia Sultana Ahmed	Hon. Vice President
5	Mr. Moiz Miyajiwala	Hon. Treasurer
6	Mr. Aqeel Yusuf Hafiz	Hon. Genreal Secretary
7	Mr. Shoaib Jamkhanawala	Hon. Joint Secretary
8	Mr. Shohab Asmat Rais	Hon. Joint Secretary



**Board of Governors for AIKTC:**

Sr.No	Members	Designation
1	Dr. Zahir I. Kazi	Hon. Chairman
2	Mr. Mushtaq Antulay	Member
3	Mr. Burhan Harris	Member
4	Dr. Yasin Kazi	Member
5	Mr. Asif Dadarkar	Member
6	Mr. V. R. Shariff	Industrialist Member
7	Dr. Ajeet Singh	Member
8	An Industrialist/Technologist/Educationist to be nominated by the AICTE-WRO out of the panel approved by the Chairman, AICTE	Member
9	To be nominated by University of Mumbai	Member
10	Dr. Vinod Mohitkar	Member
11	To be nominated by Government of Maharashtra	Member
12	Dr. Ramjan Khatik	Member Secretary
13	Dr. Rajendra Magar	Faculty Member
14	Dr. Shariq Syed	Faculty Member
15	Prof. Raj Mhatre	Faculty Member
16	Prof. Geeta Desai	Faculty Member
17	Dr. Abusufiyan Shaikh	Faculty Member
18	Prof. Sandeepkumar Prajapati	Faculty Member

**COLLEGE DEVELOPMENT COMMITTEE for AIKTC (CDC):**

Sr.No.	Members	Designation
1	Dr.Zahir I. Kazi	Hon. Chairman
2	Mr. Mushtaq Antulay	Member
	Mr.Burhan Harris	Member
3	Prof. Abusufiyan Shaikh	Member
4	Dr. Geeta Desai (SoET)	Member
5	Dr. Anwar Baig (SoP)	Member
6	Prof. Sandeep Prajapati (SoA)	Member
7	Mr. Sohail Shaikh (Admin Office)	Member
8	Dr. V. Jothiprakash	Member
9	Mr. Maruti Pawar	Member
10	Dr. Faruk Kazi	Member
11	Mr. V.C. Mhatre	Member
12	Prof. Arif Iqbal	Member





Sr.No.	Members	Designation
13	COST (AIKTC) (Council of Students)	Member
14	COST-GS (SoA)   COST-GS (SoP)	Any one Member
15	Dr. Rajendra B. Magar (SoET)	Dy. Member Secretary
16	Dr. Shariq Syed (SoP)	Dy. Member Secretary
17	Prof. Raj Mhatre (SoA)	Dy. Member Secretary
18	Dr. Ramjan Ahamad Khatik	Member Secretary

1.2. Institute :

Anjuman-I-Islam Mumbai (estd. 1874) is educational social and charitable trust is in the service of nation and known for inclusiveness. This trust established Kalsekar Technical Campus (AIKTC), located in New Panvel. AIKTC is recognized by the Directorate of Technical Education (DTE) Maharashtra, approved by All India Council of Technical Education (AICTE), New Delhi, accredited by NAAC & is affiliated to the University of Mumbai. AIKTC has state-of-the-art infrastructure & Instructional facilities for undergraduate students in various functional areas of specialization, viz, School of Engineering & Technology (Civil, Computer, Electrical, Electronics & Computer Science, & Mechanical), School of Pharmacy, and School of Architecture. The Civil Engg Dept has Ph.D Research centre and PG course in Construction Engg & Management.



Seat Distribution Chart

Name of Schools	DTE Choice Code	Type of Institution	Sanctioned Intake	First Year					Direct Second Year
				No. of Seats as % of Sanctioned Intake					
				CAP Seats (80%)					
				General Seats for Non-Minority Students (29%)		Minority Quota (51%)	Institutional Quota (20%)	CAP Seats (100%) Minority Quota	
Maharashtra State (M.S) Candidate (85% of General Seats for Non-Minority Students)	All India Seats 15% of General Seats for Non-Minority Students.								
		Unaided Minority Educational Institutions		70% of M.S for HU	30% of M.S for OHU				
School of Engineering & Technology	343919110	Civil Engg.	60	10	4	3	31	12	06
	343924510	Computer Engg.	60	10	4	3	31	12	06
	343991110	Computer Science & Engg. (AI & ML)	60	10	4	3	31	12	06
	343991210	Computer Science & Engg. (Data Science)	60	10	4	3	31	12	06
	343929310	Electrical Engineering	60	10	4	3	31	12	06
	343990010	Electronics & Computer Science	60	10	4	3	31	12	06
	343961210	Mechanical Engg.	60	10	4	3	31	12	06
		B.Sc. IT	60	Institute level offline admission					N.A
		PG in Construction Engineering & Management	18	3	1	1	9	4	N.A
	Ph.D. in Civil Engg.	10	Institute level offline admission					N.A	
School of Pharmacy	343982310	Pharmacy	100	17	8	4	51	20	10
	343982310	Diploma in Pharmacy	60	10	4	3	31	12	N.A
School of Architecture	343903210	Architecture	80	14	6	3	41	16	N.A
		Diploma in Interior Design & Decoration	40	Institute level offline admission					N.A

Proposed : 1) Computer Engineering (Intake 60 to 120) 2) P.G. in Structural Engineering (Intake 24) 3) Electrical Engineering to Electrical & Computer Engineering

### 1.3. Vision & Mission of the Institute:

#### Institute Vision

*"To be the most sought after technical campus that others would wish to emulate"*

#### Institute Mission

*"Creating exuberant technical professionals"*

#### Institute Mission Elements:

##### **Mission Element 1:-**

To implement the Outcome Based Education (OBE) model for ensuring "students learn what we teach".

##### **Mission Element 2:-**

To encourage up-gradation of teachers for innovative teaching skills, research and practice.

##### **Mission Element 3:-**

To develop each student into a skilled and complete human resource as needed by the industry and society at large.

##### **Mission Element 4:-**

To provide relevant facility, machinery, equipment, faculty, atmosphere and ambience that lead to quality education.

##### **Mission Element 5:-**

To prepare and encourage students for innovations, risk taking, employment, entrepreneurship and higher studies.

##### **Mission Element 6:-**

To create an environment and reward mechanism for competition and lifelong learning.

## **Best Practices of AIKTC:**

### **❖ QUALITY INITIATIVES & ACCREDITATION**

1. Implementation of outcome base education (OBE) philosophy for NBA.
2. Achieved Accreditation from the Prestigious National Assessment and Accreditation Council (NAAC)
3. ISO 9001:2015 Certified with a Robust Quality Management System (QMS) in Place
4. ISO 14001:2015 Environmental Management System
5. Enforcing Academic Audit and Appraisal System to Foster Excellence
6. Forging International Alliances with MIT-Boston, USA, and University of Westminster, U.K., along with Numerous National-Level Collaborations
7. Offering an Integrated Technical Campus Housing Engineering, Pharmacy, and Architecture.
8. PG and Ph.D. Research Centre
9. Empowering Students and Faculty through a Dynamic Career Advancement Scheme
10. Project-Based Learning (PBL) and Enriching the Learning Experience with Value-Added Courses

### **❖ STUDENT-STAFF WELFARE**

1. Boasting 37 Centers and Committees for Holistic Development
2. Providing Generous Financial Support for Research, Publications, and Patents
3. Facilitating Access to Government and Non-Government Scholarships for Eligible Students
4. Empowering Needy and Deserving Students with Financial Aid for Their Education
5. Offering Free Campus Recruitment Training (CRT) to Sharpen Student Skills.
6. Implementing a 20:1 Mentoring System for Student-Faculty Interaction
7. Unlocking National and International Placement Opportunities

### **❖ EVENTS**

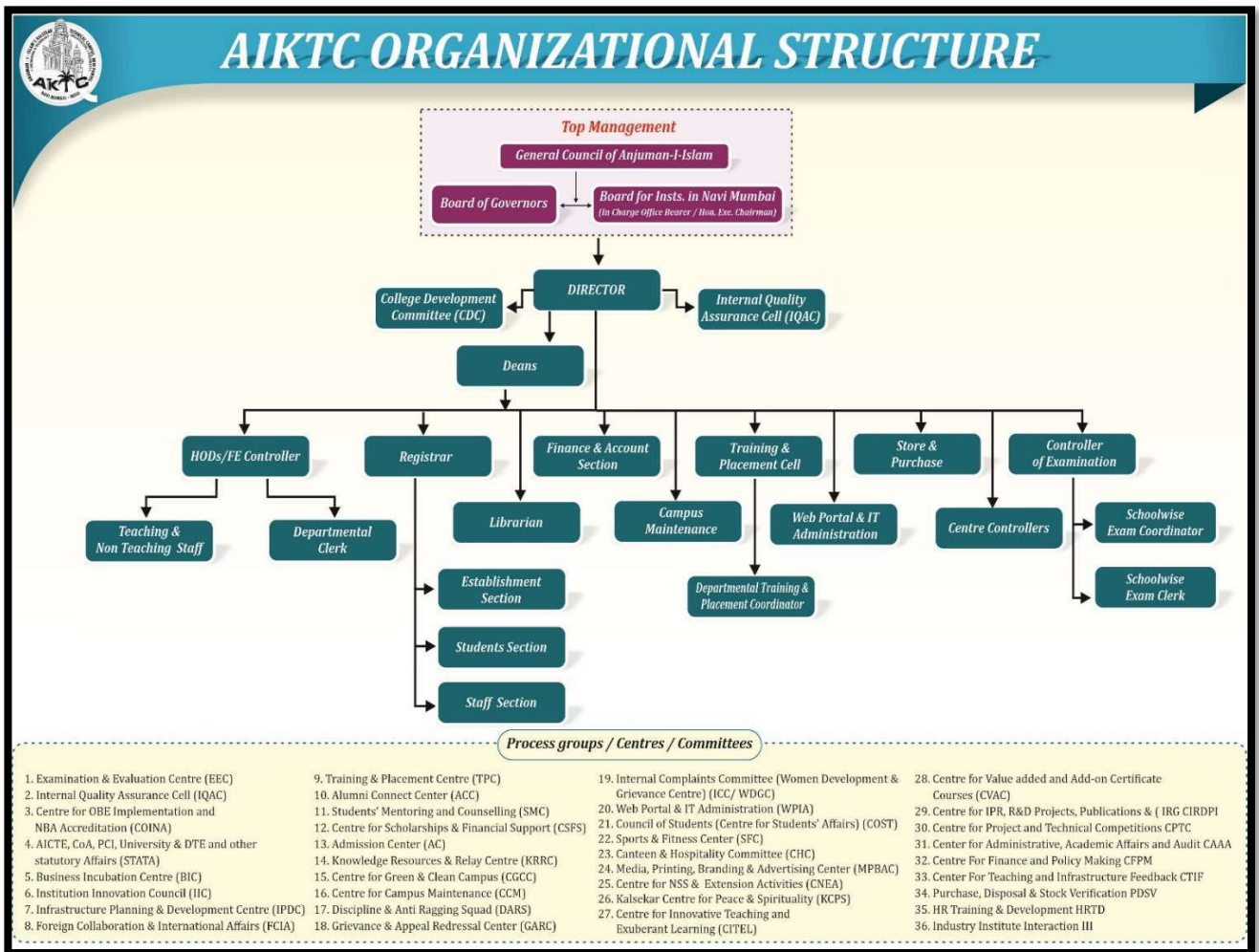
1. Grand Degree Convocation Ceremony
2. Inspiring Students and Staff Induction Programs
3. Strengthening Bonds through Regular Parents and Alumni Meets
4. Honoring Stars with Felicitations Programs for Exceptional Faculty and Students
5. Fostering Industry Connections with Student Industrial Visits and Faculty-Staff Team Building Activities
6. Guiding Paths with Career, FDP, and Personality Development Programs
7. Showcasing Talents in Annual Sports, Cultural, Social, and Technical Events
8. Celebrating National and International Days with Pride
9. Promoting Green Initiatives with Tree Plantation and Medicinal Gardens
10. Extending a Helping Hand to the Community through Health Care Camps and Swachh Bharat Abhiyan Activities



❖ **INFRASTRUCTURE & GOVT.RECOGNISED CENTRES**

1. Home to NSS and Unnat Bharat Abhiyan Centres
2. State-of-the-Art Sports Facilities and Auditorium
3. Equipped with ICT-Based Library Facilities, Extending Study Hours for Students
4. Ensuring a 1:1 Student and PC Ratio in Laboratories with State-of-the-Art Facilities
5. Fostering Innovation with Incubation and Entrepreneurship Centres
6. Providing Guidance and Counselling Through a Dedicated Cell
7. Ensuring Healthcare Access with Appointed Medical Consultants at the Health Care Centre
8. Proud Host of ISRO I&RS Outreach Centre and NPTEL Local Centre
9. Empowering Students with the 'Career Katta Centre' for Higher Education
10. Maintaining Campus Security with a CCTV Surveillance System
11. Surpassing Statutory Norms of AICTE/PCI/CoA with Outstanding Infrastructure

**1.4. Organogram of AIKTC:**





## 1.5. Quality Management System and its Objective

### Quality Management System:

AIKTC has defined the procedures and system which are necessary for the Quality Management System (QMS) and it is certified by ISO 9001:2015. The methodology required to ensure effective operation of these procedures and system are well designed. The resources which are mandatory to implement and execute these procedures and system are made available to all the departments and section of AIKTC. These procedures and system are observed and analysed periodically by conducting its internal and external audits. On the basis of this audit their preventive and corrective actions are implemented to achieve the outcome & also there is a provision of continual improvement in the procedures and system.

AIKTC maintain documented information to the extent necessary to have confidence that the processes are being carried out as planned.

### Quality Objective:

***“We intend to implement both Outcome Based Education (OBE) and Quality management System (QMS) with a commitment to comply the statutory requirements and delight our stake holders by demonstrating continual improvement.”***

## 1.6. AI-AIKTC Human Resource Management Policy:

Anjuman-I-Islam's, Kalsekar Technical Campus human resource management policy has been developed to facilitate, implement and define Anjuman-I-Islam's, Kalsekar Technical Campus policies on Employee Management. The Manual provides guidelines that have to be followed in the administration of these policies, and assists all Teaching and Non- Teaching Faculties in defining who is responsible for each human resource management decision and the correct procedure which has to be followed.

The policies specified within are consistent with those of best practice management principles and have the full support and commitment of the management of Anjuman-I-Islam's, Kalsekar Technical Campus.

HR policies shall be kept current and relevant. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by emailing to [registrar@aiktc.ac.in](mailto:registrar@aiktc.ac.in) These policies and procedures apply to all areas of operations within the Institution.



## 1.7. Definition of terms used in this policy Manual:

In this policy manual, unless the context otherwise requires:

- a. "AI" means Anjuman-I-Islam
- b. "HO" means Head Office at Anjuman-I-Islam
- c. "BINM" means Board for Institution of Navi Mumbai
- d. "AIKTC" means "Anjuman-I-Islam's Kalsekar Technical Campus"
- e. "GB" means the Governing Body of AIKTC
- f. "HOD" means Head of the Department
- g. "HRO" means Human Resource Officer
- h. "Employee" means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of AIKTC and who gets his salary directly from management of Anjuman-I-Islam
- i. "QMS" means Quality Management System.
- j. "OBE" means Outcome Based Education
- k. "Basic pay" means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her
- l. DA: Dearness Allowance declared by the Management periodically
- m. AGP: Annual Grade Pay declared by the AICTE for the Faculty members.
- n. HRA: House Rent Allowance declared periodically by the Management of AIKTC.
- o. "Calendar Year" means a period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- p. "Academic year" means the normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.
- q. "Financial Year" means a period commencing from the 1st day of April of the current year ending with the 31st day of March of the succeeding year.
- r. "Competent authority" means the authorized committee/team/members appointed by the Anjuman-I-Islam/AIKTC for the purposes of these rules.

## Chapter No. 2 Recruitment Policy, Process, Service rules and Job responsibilities

### 2.1. Objective:

To identify and recruit appropriately qualified and efficient teaching and non-teaching faculty and staff members.

### 2.2. Competent Authority:

1. Management – Board of Governance (BoG)
2. Director/Deans/Principal
3. Registrar/Administrative Officer/ HRO
4. Concern Head of the Department (HOD)

### 2.3. Eligibility Criterion:

As per the notification of AICTE regulations on minimum Qualifications for appointment of teachers and other academic staff Such as library and physical education personnel in technical Institutions and measures for the maintenance of standards in technical Education – (Degree) regulation, 2019.

**Faculty Members are recruited based on the basis of qualifications prescribed by AICTE.**

#### ELIGIBILITY FOR FACULTY IN ENGINEERING

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class orequivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that are for the post of Associate Professor, applicable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or



		Post PhD publications and guiding PhD students is highly desirable.	Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.
			If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

**B. ELIGIBILITY FOR ARCHITECTURE FACULTY**

Programme	Cadre	Qualification	Experience
B. Architecture	Assistant Professor	Bachelors and Masters Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.





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

**C. ELIGIBILITY FOR PHARMACY FACULTY (U.G)**

Programme	Cadre	Qualification	Experience
Pharmacy	Assistant Professor	Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.



	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry.
			In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.
			If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR / patents, etc., as deemed fit by the expert members of the Selection committee.

## Principal / Director

Programme	Cadre	Qualification	Experience
	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years' experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years' experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning,



			<p>executing, analyzing, quality control, innovating, training, technical books /research paper publications / IPR /patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
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### For Science and Humanities Department:

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

**Non-teaching staff Members are recruited based on the basis of qualifications prescribed by UGC**

Sr. No.	Cadre	Qualification	Experience
01	Registrar	1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration	15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. OR Comparable experience in research establishment and/ or other institutions of higher education.
02	Finance Officer	1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration	15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. OR Comparable experience in research establishment and/ or other institutions of higher education.



Sr. No.	Cadre	Qualification	Experience
03	Administrative Officer	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. OR Must possess at least Bachelor's degree from a recognized University/Institute.	
04	Office Superintendent	A Bachelor's Degree or equivalent	3 years administration
05	Sr. Clerk	A Bachelor's Degree or equivalent	3 years clerical experience.
06	Jr Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office	No minimum experience is needed
07	Laboratory Assistant	Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.	
09	Laboratory Instructor	First Class B.Sc in branch of Science concerned	
10	Workshop Instructor	A certificate from I.T.I. in relevant Trade	
11	Librarian	Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed	At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science





Sr. No.	Cadre	Qualification	Experience
		OR A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.	or ten years' experience as a College Librarian.
10	Asst. Librarian	A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) . Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted;	No minimum experience is needed



Sr. No.	Cadre	Qualification	Experience
		<p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p>	
11	Library Assist.	<p>1. Bachelor's degree in Library &amp; Information Science or equivalent from a recognized University.</p> <p>2. Typing speed of 30 words per minute in English. 3. Knowledge of Computer Applications.</p>	No minimum experience is needed.
12	Library Attendant	<p>1.10+2 or its equivalent examination from a recognized Board.</p> <p>2. Certificate course in Library Science from a recognized Institution.</p> <p>3. One year experience in a University/ College/ Educational Institution Library.</p> <p>4. Basic knowledge of computer applications.</p>	No minimum experience is needed
13	System Analyst/ Programmer/Computer Programmer/System Programmer	<p>B.E./B.Tech. in Computer Science &amp; Engineering/Electronics Engineering.</p> <p>OR</p> <p>M.E./M.Tech. in Computer Science &amp; Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.</p>	<p>05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</p> <p>OR</p> <p>03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP</p>



Sr. No.	Cadre	Qualification	Experience
			etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
14	Account Officer	Bachelor Degree in Commerce	5 years
15	Account Clerk	Bachelor Degree in commerce	
16	Purchase officer	Bachelor Degree	Experience in relevant field
17	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade	
18	Driver	1.10th Pass from any recognised Board 2.Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement 3. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).	Experience of driving motor vehicles for at least 05 years in an organization.
19	Lab. attendant /PEON	10+2 with Science stream from any recognised Central/ State Board OR 10th Pass from any recognised Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.	No experience needed
20	Housekeeping Assist.	No formal education is required	

**\*Note: - If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.**

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%



## 2.4. General Recruitment Procedure for Teaching and Non-Teaching Staff members:

1. The Head of the Departments should estimate the Human Resource Requirement both Teaching and Non-Teaching before the start of each semester and send the report to the Administrative Officer /HRO
2. The HRO forwards the Human Resource Requirements to the Director/Principal/Deans and sort the vacancies which have to be filled.
3. Formal announcement is made in any of the means of advertisement (e.g. Newspaper, Institute Website, CV available in the department and admin office) that would communicate to the prospective candidates about the vacancies.
4. The OS/A.O screens the profiles and Shortlist the appropriate candidates based on their educational qualification as per AICTE norms, relevant industry or academic experience, age, location of residence and various other job specifications.
5. The shortlisted candidates are called for technical interview.
6. The candidates are to fill in the Application form of the institution and then subjected to a Technical Demo and Technical Interview followed by personal interview with the Interview Panel.
7. Based on the feedback (i.e.75-25 format) final list of the candidate will be prepared for the final round of interview with the Management Panel.
8. The Management reviews the performance of the candidate in the previous rounds of interview and checks for the mapping of candidate skill set with the job/ post requirement, attitude and cultural adequacy of the individual with the organizational culture.
9. The other terms of employment including monitory and non-monitory benefits are discussed with the candidate and Date of Joining is scheduled.
10. If the employee satisfies the expectation of the Management an Appointment Letter is issued.
11. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment and receipt of joining letter.
12. After joining the institute induction program of newly join faculties and staff is conducted in which the working culture of AIKTC, Academics related guidelines as per Univesity of Mumbai and MSBTE norms are explained in depth.

## 3.5. Mode of Selection:

### a. Faculty Member:

**The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed**

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Selection committee is constituted with consultation of University of Mumbai.
4. Fixing of schedule for conduct of interview.
5. Intimation to candidates about the date and time of interview.





6. Reporting of candidate and verification of certificates.
7. Process of interview.
8. Submission of recommendation report to University of Mumbai for consideration and approval.
9. Issue offers of Appointment to the selected candidate.
10. Inclusion of the candidate in regular muster roll.

### b. Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) President/General secretary of Anjuman-I-Islam
- (b) Executive Chairman of BINM, A.I
- (c) Director/Principal/Deans
- (d) Head of Department
- (e) Registrar/ Administrative Officer

#### The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offers of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.

### c. Appointment of Teaching and Non-teaching staff on Adhoc basis:

#### The following procedure adopted for selection of Teaching and supporting staff on Ad-Hoc basis

1. Advertisement in leading Newspapers or identified the potential candidates through resources.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.



7. Issue offers of Ad-hoc appointment letter of one academic year to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of appointment.

## 2.6. Probation:

As per the performance Appraisal of faculty members and non-teaching staff along with the confidential report of head/section head of the department the director/dean/principal will forward the list of faculty member and non-teaching staff to management for the approval of their appointment on Probation basis. The Probation period will be of maximum 2 years and in the event of unsatisfactory work or behaviour during the probationary period the employee service may be terminated after one calendar month notice before the completion of the probation period.

## 2.7. Regularisation and Approval from University/Board

After successfully completion of probation period and as per the Performance appraisal with head of the department confidential report the principal/Dean/Director will forward the list of faculty and staff members to management for the approval of regularisation of service. Faculty approval process should be done from university and board at the earliest once faculty got regularisation. Institute initiate the process for approval of faculty from university/board

## 2.8. Promotion:

1.If any employee acquires higher qualification, experience, domain knowledge and eligible for higher post then based on his/her performance appraisal of that Faculty/staff may be promoted to suitable post with statutory norms and guidelines.

2.Promotion to higher level of service shall be made as per the following clauses mention in **AICTE Career Advancement Scheme (CAS) regulation 2012 F.No.377-3/Legal/AICTE/2012** or whichever G.R is available at that time

## 2.9. Faculty-Staff Transfer Process:

As per the approval from the management of Anjuman-I-Islam the non-teaching staff members can be transfer to any of the institute under Anjuman-I-Islam whereas, the teaching staff and technical non-teaching staff can be transfer to the same stream of other institute of Anjuman-I-Islam as and when required.

## 2.10. Pay Fixation:

As per AICTE Payscale, the selected candidates pay is fixed by the management/the Governing Body for the respective post based upon the qualification and experience of the candidate. Higher Pay Packages for exceptional and experienced candidates are fixed by the management.



For adhoc faculty/staff the consolidated salary will be fixed by the Management for eleven months.  
For visiting and consulting faculty/professional the charges per hours are fixed by the management.

### 2.11. Performance Appraisal:

At the end of every academic year, performance appraisal form for teaching and non-teaching staff will be carried out. Based on the performance appraisal and confidential report from the heads/section heads of the institute, the recommendation for the increment/promotion/otherwise is to be forwarded to Management through Deans and Director for necessary action and approval.

### 2.12. Employees Service rules and Job responsibilities for the staff:

The rules and responsibilities for all the faculties and staff members are designed in the line with AICTE, DTE PCI, UGC, UM COA and MSBTE and Anjuman-I-Islam guidelines and in line with the Vision and Mission of the institution

#### Service Rules:

1. Every staff member shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the Institute/Management.
2. Every staff member shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Director/Deans/Principal/HOD or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the organisation and perform in such a manner which may be required of him / her or which are required to be done in his / her capacity.
3. Every staff member shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Management.
4. Not with standing anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such staff members as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
5. All the teaching and non-teaching staff shall be paid as per AICTE/State Government/DTE/MSBTE pay scale and other allowances as per Management norms.
6. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
7. Staff should be available in the college premises during the entire period of office hours, on all working days. During office hours if He/she leave the premises he/she should enter in the movement muster at the department and can leave the premises with the permission of concerned head of the department or do the biometric punch.



8. If a staff member on any kind of leave has to be out of station, he / she should intimate the Director/Deans/Principal/ respective H.O.D. his / her exact out station address and phone numbers in his / her leave application. And alternate arrangement should be properly arranged before availing the leave.
9. No staff member of the institute shall apply, for an appointment outside or send an application for higher studies/FDP/STTP/Trainings etc., except with the prior permission of the management and such application should be routed through the Director/Deans/Principal/HOD. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.
10. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Management/Principal/HOD has got discretion to award punishment such as warning, suspension, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Management/Institute.
11. For the development and progress of the Institute/department, all staff members should work as a team and they should also maintain a cordial relationship with other departments.
12. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
13. Staff members should get prior permission from Management / Director/Deans/Principal/HOD to contact any outside agency or government departments for any matter related to the institute.
14. If a staff member draws advance from the institute to meet financial expenses for official tour or for arrangement of a institute event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
15. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
16. All members of the staff shall be governed by general rules / norms also practiced by institute from time to time.

### 2.13. Job Responsibilities:

#### Academics:

1. Class room teaching with modern digital aid
2. Lab instruction and demonstration with master readings.
3. Development of laboratory, curriculum and resource material by using modern techniques.
4. Students' evaluation and assessments.
5. Participation in curricular and co-curricular activities.
6. Students' guidance, mentoring, counselling, personality and overall character development.
7. To prepare, provide and disseminate knowledge in the interest of students.
8. Prepare MOOC Courses/video lectures using advanced ICT Tools.

#### Research & Consultancy:

1. Research & Development Activities and Research Guidance.





2. Industry sponsored Projects
3. Provide Consultancy and Testing Service Promotion of industry institution interaction and R & D.
4. Minimum one research paper publication in UGC care /SCOPUS/SCI or one patent and two paper presentation in international conferences is Mandatory.

### **Administration:**

1. Academic and Administrative management of the Department/Institution.
2. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
3. Design and development of new programs.
4. Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
5. Monitoring and Evaluation of Academic and research activities.
6. Participation in policy planning at the Regional/National level for development of technical education.
7. Helping mobilization of resources for the institution.
8. Develop, update and maintain MIS.
9. Plan and implement Staff Development activities.
10. Conduct Performance Appraisal.
11. Maintain accountability
12. Any other work assigned by higher authority

### **Extension Services:**

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other User agencies,
4. Providing non-formal modes of education for the benefit of the Community.
5. Promotion of entrepreneurship and job creation.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.
8. Memorandum of understanding (MoU) with Industries, academic institutions, Universities, Social organization or anyother organization who supports for Quality education.
9. Any other relevant work assigned by the Head of the Institution.



## 2.14. Teaching and learning process:

### Work Load:

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given

In the below table:

Cadre	Teaching Load per week
Lecturer	18-20
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester/year as per NAAC/NBA and University of Mumbai/MSBTE guidelines. The following are some contents of learning modules irrespective of the subjects.

1. Course file
2. Program Outcome
3. Program Educational Objectives(PEO)
4. Program Specific Outcomes(PSO)
5. Course Outcome
6. Mapping of CO-PO
7. CO attainment matrix
8. PO attainment level
9. Syllabus Copy
10. Sample question paper of UT1 & UT2 and university question paper
11. Students list with their address and contact numbers
12. Action Plan Sheet (API)
13. Attendance record duly signed by students and or ERP sheet (if any) monthly wise
14. Teaching Plan
15. Laboratory Plan
16. Continuous/Progressive assessment
17. Progressive assessment for theory
18. Evaluation sheet for micro project
19. Individual timetable
20. Feed back report
21. Course exit feedback report
22. Any Others.

## **Chapter 3: Leave Liaising and Attendance Policy**

**Scope:** Attendance, Leave Liaising Policy for faculty and staff of AIKTC.

### **3.1. Objective:**

To implement the Attendance, Leave Liaising Policy for faculty and staff of AIKTC.

### **3.2. Operating Authorities:**

- The Management
- The Director/Principal/Deans/HOD/Section Heads
- Administrative Officer

### **3.3. Working Hours and Working Days**

- AIKTC operates six days a week, from Monday to Saturday, with a standard eight-hour workday for teaching and additional fifteen minutes for support staff. However, every **second and fourth Saturday is** observed as holidays. However, Architecture faculties observed holidays on all Saturdays due to professional practice.
- Provision is made to address emergencies or urgent institutional and related tasks outside their regular hours, including Sundays and holidays if required. However, no extra monetary compensation will be provided, except for compensatory off.
- Section Heads/HODs/Deans/Principals/Director shall have flexible working hours.

### **3.4. Attendance**

- All employees must "PUNCH IN" upon arrival and "PUNCH OUT" when leaving the institution premises using the Biometric Machine. Additionally, they are required to manually record their attendance in the register available at the Admin Office.
- A fifteen-minute grace period is allowed for employees who may unavoidably be delayed.
- If an employee is late for every four occasions in a month, one Casual Leave (CL) will be deducted. In the absence of CL, one EL or Leave without Pay (LWP) will be considered. If late by more than two hours, then half day leave shall be applied/deducted
- Employees engaged in departmental or institute-level work beyond regular working hours, as approved by concerned authority, will have their overtime hours calculated at the end of the month. For every four hours of overtime worked, one compensatory off (CO) will be granted.

### 3.5. NATIONAL & FESTIVAL HOLIDAYS

- Anjuman-I-Islam's Kalsekar Technical Campus will align its holiday schedule with both State Government and Central Government holidays, as well as those designated by its affiliated Universities/Councils/Boards, as communicated by the Head of the Institution. Additionally, holidays recognized by Anjuman-I-Islam will be observed. However, it is mandatory for employees to be present for the flag hoisting ceremony on **15th August and 26th January every year.**

### 3.6. General:

- Leave of absence from duty is not an absolute entitlement. The authorities responsible for granting leave hold full discretion to refuse or retract leave of any kind when work demands necessitate such action.
- While on leave, employees are strictly prohibited from engaging in any additional employment or service.
- All types of leave can only be taken after obtaining approval from the competent authority. In cases where prior approval is not feasible, such as with Casual Leaves (CLs), employees must notify the head of the department or institution through telephone, message or via email, providing valid reasons.
- Leave records for all staff members shall be meticulously maintained in the institute's administrative office.
- The authority to grant all types of leaves to employees' rests with the Director, Deans, Principal of respective Schools. They may delegate this authority to department heads or other officials for administrative convenience. The Chairman of the institute holds the authority to approve leave for the Director. The leaves of Deans/Principal shall be approved by Director.
- It is expected that all faculty and staff utilize their leaves based on genuine needs rather than with the intention of depleting all allocated leaves. The total number of leaves taken within an academic year will be factored into the performance appraisal conducted at the end of each semester.



### 3.7. Casual Leave (CL):

- All regular, probationary, and ad-hoc teaching and non-teaching staff members at AIKTC are entitled for fifteen Casual Leaves (CLs) per calendar year or as applicable, which should be evenly distributed across both semesters.
- Unused CLs at the end of a calendar year will not be carried forward to the next year.
- Casual Leave cannot be combined with any other type of leave.
- A half-day Casual Leave may be granted for either the forenoon or the afternoon.
- A maximum of three CLs can be taken in a continuation.
- Holidays or weekend days that fall within the CL duration are counted as CLs.
- Casual Leave cannot be claimed as an absolute right, and its approval is always contingent upon the exigencies of service.
- Casual Leave may be granted as needed at the discretion of the authorizing authority.

### 3.8. Medical Leave (ML)

- At AIKTC, all regular and probationary faculty and staff with over 1 year of service are eligible for 10 Medical Leaves (MLs) annually.
- Unused MLs from the previous year can be carried forward to the next calendar year.
- To avail MLs, a medical certificate from a registered medical practitioner must be submitted.
- MLs cannot be combined with other types of leave.
- MLs cannot be used for Half day leave.
- MLs cannot be encashed upon retirement or resignation.

### 3.9. Special Leave: (will be decided as per the number year of service)

- Ad-hoc faculty and staff members can request approval for a one-week Special Leave twice a year, which must be approved by the institute's chairman.
- Special Leave can be granted to an employee with prior management approval, during which no deductions will be made from their salary or allowances. This provision is applicable when no other forms of leave are available.



### 3.10. Compensatory Off (CO):

- Staff members working for a minimum of 4 hours on public holidays are entitled to one day of compensatory leave per day worked. This leave must be used within 6 months from the date of work or eligibility.
- Fractional compensatory leave will not be given.
- Compensatory leave will not be provided for external duties that offer extra remuneration.

### 3.11. Study / Sabbatical Leave (SL):

- Faculty members with a minimum of three years of continuous service at AIKTC are eligible for study leave of upto 1 year.
- Study leave, with or without pay, may be granted to deserving employees seeking higher studies, subject to management discretion. Terms of the leave will be decided case by case.
- Study leave will be included in the calculation of continuous service.
- Each department may have a 1 or 2 faculty members on study leave at any time. If there are more applicants, leave may be granted based on seniority.

### 3.12. Maternity Leave (ML):

- Female employees of the institution who have completed a minimum of two years of regular service, following the probation period, are eligible for Maternity Leave (ML) lasting up to 90 days with full pay, subject to prior approval by the Management.
- Female employees of the institution with at least one year but less than two years of regular service are eligible for Maternity Leave (ML) lasting up to 90 days with half pay, subject to prior approval by the Management.
- In cases of miscarriage or related medical conditions, eligible female employees are entitled to six weeks of leave as per the Medical Termination of Pregnancy Act, 1971 (34 of 1971). This leave begins immediately following the miscarriage and requires a Medical Certificate from a registered medical practitioner, preferably a Gynaecologist.
- Maternity Leave must be taken continuously and cannot be divided into multiple periods.
- A female employee can utilize Maternity Leave a maximum of three times during her entire service period.
- Applications for Maternity Leave should include a certificate from a Registered Gynaecologist.
- The Management's decision regarding the approval of Maternity Leave will be final.

### 3.13. On duty Leave (OD):

- Official Duty (OD) will be provided to staff members for official assignments assigned by the University, Director, Deans, Principal, Head of the Department, or any other competent authority.
- This may involve participation in seminars, national or international conferences, and industrial training, as approved by the competent authorities.

### 3.14. Leave without Pay (LWP):

- If staff members fail to submit duly signed documents within the specified timeframe of three working days after reporting to the institute, to the Registrar/Administrative Officer of the Admin Department, their leave may be treated as Leave Without Pay (LWP). Leave without pay is granted in circumstances where the department requirements permit and when the leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, or for exceptional personal reasons.
- Approval for leave without pay is solely at the discretion of the management.
- In cases where an employee has no available leave credits, they may request leave without pay under exceptional circumstances. It's important to note that during leave without pay, each calendar day will be recorded as a day without pay. Leave without pay is applicable to all employees and is considered a privilege, not an entitlement.
- Absence from duty without prior or subsequent permission will be considered as LWP, and such periods of absence will also constitute a Break in Service.
- Any absence, regardless of permission, without making alternative arrangements for classes or other essential duties, will also be treated as LWP, resulting in a Break in Service.
- The Director/Principal may grant leave without pay upto one month.
- Leave without pay can be granted for a maximum of one month at a time, and the total duration of LWP granted in a calendar year is limited to three months.
- LWP exceeding three months in a calendar year may be sanctioned by management as a special case, and it will not count towards increments.

### 3. 15. Vacation:

- Vacation applies to all regular teaching staff, lab assistants, and lab instructors who have completed at least one year of service at AIKTC and intend to continue their service in the next academic year.
- The total vacation days for teaching staff, lab assistants, and lab instructors are limited to 70 days for 12 months of continuous service at the institution, comprising 40 days of summer vacation and 30 days of winter vacation. However, staff on vacation may be required to attend the institute for official work, where unused vacation leave converts to earned leave (EL) at a 2:1 ratio.
- Vacation timing aligns with University of Mumbai circulars/academic calendars, specifying slots for winter or summer vacation to ensure smooth institution functioning.
- Vacation day calculation includes all intervening declared holidays and Sundays.
- Before vacation, faculty must complete all assigned academic and administrative tasks.
- Faculty and staff on vacation may be called back if necessary.
- During vacation, other faculty and staff should be present in the department for smooth departmental and institutional functioning.

### 3.16. Earned Leave (EL):

- Regular and Probationary Administrative and Non-Teaching staff members with one years of service are eligible for Earned Leave (EL).
- All faculty and staff are entitled for up to 300 days or as per the existing rule of Government; accumulated earned leave can be encashed upon retirement, resignation or superannuation.
- Earned Leave (EL) can be taken throughout the year from the competent authority.
- If unable to take vacation due to institutional requirements, staff receive equivalent EL (2 days for each day of vacation not taken).
- Except casual and medical leave, any leave type can be combined with or follow earned leave.
- Earned Leave is divided into two phases: January to June and July to December of the calendar year for Administrative and Non-Teaching staff.
- Non-vacation staff receive EL credits in January and July. Vacation staff receive EL credits upon vacation use.

#### Note:

1. The signing authority for CO, CL, and OD rests with the HOD.
2. Leave requests for up to 3 days require approval from the HOD and Deans/Principal.
3. Leave requests exceeding 3 days require approval from the HOD, Deans, and Director.
4. Deans, Heads, Section Heads, and committee controllers should seek approval from the Director





## **Chapter 4: Code of Conduct and Discipline for Faculty, Staff and Students at AIKTC**

### **4.1 Objective:**

To provide clear and transparent code of conduct and discipline of the organisation which are tandem with all legal requirements and to cover wide range of behaviours and action to ensure a positive, ethical and productive work environment.

### **4.2 Operating Authorities:**

1. The Management of Anjuman I Islam – The Chairman of BoG
2. Director, Deans, Principal, HoD
3. Administrative Officer
4. Discipline committee coordinator

### **4.3 Code of Conduct:**

The successful functioning and reputation of Anjuman-I-Islam's Kalsekar Technical Campus are built upon the principles of fair dealing and ethical conduct by our employees and students. Upholding our reputation for integrity and excellence requires strict adherence to all applicable laws and regulations, as well as a steadfast commitment to the highest standards of conduct and personal integrity.

#### **• Dress Code: General Principles**

1. In our organization, it is an expectation that everyone adheres to a dress code that Respects and acknowledges ethnic and cultural differences.
2. Maintains a smart, clean, and neat appearance, which includes well-ironed clothes, tucked-in shirts, trousers not tucked into socks, and overall well-ordered attire.
3. Upholds effective personal hygiene.
4. Prevents individuals from becoming vulnerable to criticism, allegations, or ridicule.
5. Ensures that attire is not offensive, revealing, or sexually provocative. Averts distractions, embarrassment, or misunderstandings.
6. Prohibits the use of political or contentious symbolism or slogans.
7. Avoids any perception of discrimination.



8. All staff members and students are expected to dress in a smart and professional manner, and any outfit worn must be considered smart in its entirety.
9. On Saturdays, business casual attire is permitted for all employees and students of Kalsekar Technical Campus. In exceptional cases, formal attire is mandatory.

- **Making and Receiving Personal Phone Calls**

The making and receiving of personal phone calls should be restricted to a maximum duration of five minutes, in the case of emergencies, unless approved otherwise by the Head of the Department (HOD). Faculty members are not permitted to receive personal calls during lectures, and they should refrain from using their phones while teaching. Support staff should not use mobile phones during working Hours in labs, exam cell or offices...etc

- **Email Usage Policy:**

Official Email-Id is created for official communication and not for personal usage. Institute having right to block employees email in case of any dispute with employee. Email holds a legal status as a document and is admissible as evidence in a court of law. Even when used for private purposes, employees are accountable for the content of email messages, including any attachments.

No material may be sent via email that is defamatory, infringes on copyright or business confidentiality, or harms the institution's reputation within the community or its relationships with staff, customers, suppliers, and any other individuals or businesses with which it has a connection.

Emails must not contain content that constitutes gossip about colleagues, or is offensive, demeaning, persistently irritating, threatening, and discriminatory, involves harassment of others, or pertains to personal relationships.

Anything breaks cyberlaws then concerned employee of particular email id is solely responsible for penal action if any.

Failure to adhere to these guidelines will be considered a disciplinary offense and subject to appropriate investigation and penalization.

- **Internet Usage Policy**

The internet is provided for official and academics purposes at Kalsekar Technical Campus. The following activities using Kalsekar Technical Campus internet access are strictly prohibited

- a. Engaging in personal business-related activities.



- b. Deliberately accessing sites in incoming emails that contain obscene, violent, defamatory, or unlawful content.
- c. Downloading or printing materials as described above.
- d. Repeated or prolonged use that is unrelated to the employee's job responsibilities.

Non-compliance with these guidelines constitutes a disciplinary offense and will be subject to appropriate investigation.

### • Outside Employment

Employees are prohibited from engaging in any form of outside employment. (This will have to be elaborated for external consultancy) They are not allowed to receive income or material gain from individuals external to Kalsekar Technical Campus for work produced or services rendered while carrying out their job responsibilities.

## 4.4 General Instructions for Code of Conduct

1. An employee of the College must dedicate their full time to the service of the College and shall not engage directly or indirectly in any trade, business, or other work that may interfere with the proper discharge of their duties.

This provision does not apply to academic activities such as giving guest lectures, talks, or any other work undertaken with prior permission from the Dean/HOD.

2. Every employee must consistently uphold integrity and devotion to duty, refraining from actions that may harm the dignity and prestige of the institute.

3. Every employee is responsible for taking all necessary steps to prevent ragging within the institute's premises and maintain the discipline of institute.

4. While on duty, no employee may participate in political activities, which includes holding office in any political party or running for elections to the State Legislature, Parliament, or other elections as an independent candidate or with any party affiliation.

5. No employee should engage in acts or movements such as strikes, incitement, or similar activities related to their service or any other matter that could tarnish the Institutes reputation.



6. An employee shall not seek recourse to any organization, authority, court, or the press to address their grievances without the knowledge college authority and Management.
7. The Management, will provide opportunity to the employee to explain their case before concerned committee before taking any action.
8. Employees are not permitted to be absent from duty without prior permission. In the event of an emergency that necessitates leave without prior permission, they must explain the circumstances that were beyond their control before returning to duty.
9. Each employee must arrive at work punctually according to the designated schedule, unless otherwise permitted by their superior.
10. Once an employee has reported for work, they should not be absent during their assigned work period at designated place.
11. Anjuman-I-Islam's Kalsekar Technical Campus will not support an overtime policy unless it is required to complete assignments mandated by higher authorities like AICTE, DTE, University of Mumbai, COA, PCI MSBTE, NAAC, NBA, etc. Employees are expected to complete their assignments within the allotted time. Compensation time off may be availed if an employee works on a Government and Anjuman I Islam declared Holidays.

#### 4.5 Grievance Policy

Anjuman-I-Islam's Kalsekar Technical Campus upholds the right of every employee to file a grievance with their colleagues within the institution if they believe that a decision, behavior, or action affecting their employment is unfair. A grievance may pertain to any act, omission, situation, or decision that an individual perceives as unfair, discriminatory, or unjustified.

Our goal is to resolve the issues and grievances in a timely manner, starting as close to the source as possible, with the option for further discussion and resolution at higher levels of authority as needed.

Grievances will be handled discreetly and promptly, with an objective approach.

If an employee wishes to file a grievance, they must follow the grievance procedure established by the institute.





## Grievance Procedure

1. Any employee having the grievance they should approach to Grievance controller/head/Section heads of their sections in writing.
2. Grievance controller will call the meeting of all members to resolve the grievance and report to higher authority
3. If it is not solved at the level of Grievance cell then, case will be forwarded to deans/Principal/Director for further process and action.

## 4.6 Misconduct Policy

Compliance with this code of ethics and conduct is the responsibility of every employee and associated member.

- a. For minor misconduct, the first step is a verbal warning, which will be documented by the Head/Section head of the Department (HOD) and signed by the employee. The employee will have the opportunity to respond.
- b. If the unacceptable behavior persists, a written warning letter will be issued/emailed, also to be signed by the employee as proof of receipt and understanding. The employee will still have the opportunity to respond.
- c. In the event of a recurring issues or a related matter, a second written warning letter will be issued, with the same process of acknowledgment by the employee.
- d. Employees who face disciplinary issues on three times are subject to dismissal/Suspension with pending enquiry.
- e. Records of disciplinary actions should be maintained in the employee's personnel file.
- f. For any misconduct with female staff and students then as per IPC law the action will be initiated.

### • Interaction with Students

- a. Faculty members are expected to maintain a professional boundary with students and vice-versa should not extend the relationship into personal spheres under any circumstances.
- b. Unnecessary contact through phone, email, or any other means should be strictly avoided.
- c. Any grievances related to these matters should be promptly reported to the section heads/deans/Director. Failure to adhere to this procedure will result in strict disciplinary action.



#### 4.7 Safety and Security of Female Staff and Female Students at the Institute

In a significant judgment on August 13, 1997, the Hon'ble Supreme Court addressed guidelines to prevent sexual harassment of women in the workplace. The Court directed that these guidelines be strictly adhered to in all workplaces to protect and uphold the right to gender equality for working women. These guidelines are legally binding and enforceable until suitable legislation is enacted. The Supreme Court of India declared sexual harassment of women a violation of their fundamental right to work in a safe environment. The Court defined 'sexual harassment' to encompass the following:

- Physical contact and advances
- Demands or requests for sexual favors
- Sexually colored remarks
- Display of pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

In compliance with the Supreme Court's directive, this institute has established a **"Women Redressal Committee/Internal complaint committee.**

Women employees may report complaints related to sexual harassment through the Committee Coordinator

#### **Actions against offenders:**

Once it has been established that an individual has engaged in sexual harassment in the workplace, appropriate disciplinary action will be taken against them, regardless of their status in the Institute (staff, faculty, or student). If such conduct constitutes a specific offense under the Indian Penal Code or any other law, a complaint will be filed with the appropriate authority for legal action.



#### 4.8 Other Violations

The following are examples of rule violations that may result in disciplinary action, to the extent of termination of employment.

- a. Theft or inappropriate removal or possession of property.
- b. Falsification of timekeeping records.
- c. Working under the influence of alcohol or illegal drugs.
- d. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- e. Engaging in fights or threatening violence in the workplace.
- f. Disruptive or boisterous activity in the workplace.
- g. Negligence or improper conduct leading to damage to employer-owned or customer-owned property.
- h. Insubordination or other disrespectful conduct.
- i. Violation of safety or health rules.
- j. Engaging in sexual or other unlawful or unwelcome harassment.
- k. Possession of dangerous or unauthorized materials.
- l. Excessive absenteeism or absence without notice.
- m. Unauthorized disclosure of business "secrets" or other confidential information.
- n. Unsatisfactory performance or conduct.

#### 4.9 Procedure for Action Against NON- Compliance (NC's):- As per the departmental procedure (DP/AIKTC/ADMIN/23 dated: 05/01/2021)

- Non-compliance towards any assigned task shall be communicated using verbal/written counselling forms to the concerned faculty or staff by the respective head of School/Department/Section.
- For non-compliance to written counselling, a Show Cause notice shall be issued to the concerned faculty or staff by the respective head. The copy shall be sent to concerned sections.
- In case of a non-satisfactory reply to Show Cause notice(s), the matter shall be placed before the IQAC Core for further decision.
- A Memo shall be issued, if resolved in a IQAC Core meeting, to the concerned faculty or staff by the Director/Dean. The copy shall be sent to concerned sections
- The Memo and its reply by the concerned faculty/staff shall be placed before the CDC for further disciplinary action(s) as per the rules of employment.



- As per the resolution of the CDC, further process of inquiry or otherwise shall be initiated for imposing appropriate disciplinary action(s) (A standard procedure of constituting and conducting inquiry by the inquiry committee shall be followed).
- The outcome of the inquiry committee shall be implemented as deemed necessary.

***"In an organization, the code of conduct is the compass that guides our actions, ensuring we stay on the path of integrity, respect, and excellence."***



## Chapter 5: Leaving the Organisation

### 5.1. Objective:

To provide unbiased and equitable treatment to all employees who are leaving the organization and providing them with necessary requirement for a smooth separation.

### 5.2. Operating Authorities:

1. The Management of Anjuman-I-Islam
2. Director, Deans/Principal
3. Head of the Department
4. Administrative Officer

### 5.3. Resignation: (As Per MEPS Rule Book, 1981)

- A regular employee may resign from his service after giving three calendar months' notice and a Ad-hoc employee may resign from his service after giving one calendar months' notice. The Management may, however, allow an employee to leave service earlier on payment of pay (excluding allowances) for three months, or as the case may be, one month in lieu of notice by the employee. The amount in lieu of notice shall be restricted to the pay for the period by which the notice period falls short.
- If Management allows an employee to leave service earlier either without due notice or without making payment of pay in lieu of notice a proportionate amount of pay in lieu of notice shall be deducted.
- An employee entitled to vacation shall not give notice of resignation during the vacation or so as to cover any part of the vacation. The notice of resignation shall not be given within a month after the beginning of the semester or year.
- If the employee tenders resignation while under suspension and during the pendency of the inquiry such resignation shall not be accepted. **(MEPS Rule Book, 1981 pg. 29)**
- Further that in the case of teaching staff, the organization may ask the Faculty to complete all the academic activities in the respective term or Semester, and she/he may be relieved after completion of all the academic activities.
- The decision to waive the notice period or accept payment in lieu thereof rests with the management.



## 5.4 Termination of service:

5 Power to terminate services.—The Management shall not delegate to any subordinate authority other than the Chief Executive Officer, power to execute the decision of the Inquiry Committee in respect of reduction in rank or termination of service. (MEPS rule Book, 1981 pg.36)

- The services of a temporary employee other than on probation may be terminated by the Management at any time without assigning any reason after giving one calendar months' notice or by paying one month 's salary (pay and allowances, if any) in lieu of notice.
- The services of a permanent employee may be terminated by the Management on giving compensation equal to six months' emolument (pay and allowances) in case he/she has put in less than 10 years' service, and 12 months' emoluments (pay and allowances) if he has put in service of 10 years or more.
- Immodest or immoral behavior with a female or male student or employee or such other action involving moral turpitude into which, if an open enquiry is held undesirable social consequences may follow.
- No order of termination of service shall be issued to an employee under above mention rule unless a notice stating the grounds on which his/her services are proposed to be terminated is given to him by the Management allowing him to show cause, if any, within a reasonable time and the cause shown, if any, is considered. after considering the cause shown, if any, an order of termination of services of an employee is passed, the Management may not assign any reason in the order to be issued to the employee.
- An employee's services may be terminated due to
  - ✓ Poor Performance
  - ✓ End of contract
  - ✓ Layoff
  - ✓ Violation of institute policies
  - ✓ Position Elimination
  - ✓ Insubordiantions
  - ✓ Abandonment of Employment
  - ✓ Poor Attendance
  - ✓ Breach of Contract
- Any other reason, which the organization believes renders the employee unsuitable for continued employment with the Organization.
- The appointment of an employee is made on the basis of the information supplied by them in their application / résumé at the time of interview. Their appointment shall become null and void in case any material error is



established at any point of time. In such a case, the employee's services will be terminated with immediate effect.

- The clearance formalities will be similar to those applicable for resignations.

## 5.5 Retirement:

- The retirement age will be 58 years for Non-teaching staff ,60 years for teaching members and 65 years for Principal/Deans/Director. **As per the GR of Government of Maharashtra dated on 5<sup>th</sup> March 2011.**
- The age-proof certificate that is submitted by the employee at the time of appointment shall be final for determining the retirement date.
- The last date of the month in which the employee was born is considered as the date of retirement. The payroll section will be advised regarding payment of dues to the employee after ensuring clearance from all concerned departments.
- As per the govt. order the retirement date must be the last date of the month, but whose date of birth is 1<sup>st</sup> day of the month her/his date of retirement must be last date of previous month.
- The retirement age period will be considered as per rules/regulation/G.R available at the time of retirement.

## 5.6.End of Adhoc Period:

Employees engaged on contractual basis shall automatically cease to be employees of the Organization at the close of the last working day as stipulated in the contract. Such contractual employees will also be required to furnish a No-dues / clearance certificate from all concerned for settlement of dues, if any.

In case Management feels to extend his/her service period same can be extended for the period of one academic year.

## 5.7.Long Absenteeism from service

An employee who is absent from work without information or without obtaining prior approval of the Head of the department/Section heads or from head of the institution for more than ten (10) consecutive working days will lose his/her lien on service as this would amount to the employee voluntarily abandoning his employment in the Organization. The management would strike off the name of the employee from the roles of the Organization without any notice to the employee.

## 5.8. Cessation of Employment:

Separation from the Organization can occur in the following events:

- ✓ On resignation from the services
- ✓ On retirement
- ✓ On being removed from the services or on being dismissed
- ✓ On the expiry of any fixed contract period
- ✓ On being found medically unfit to continue working in her/his present responsibility
- ✓ On death of the employee.

Breach of any of the condition above will render employees liable to termination of their employment without notice.

## 5.9. Handover the institute properties:

On cessation of employment with the Organization, the employee must surrender all property (Id-card, laptop etc.), all documents, confidential data or the like which may have been entrusted to the employee.

## 5.10. No dues Certificate:

Employee should complete all his/her handing over and Submit his/her No-Dues certificate to Administrative officer with proper clearance by their HOD, Library, Accounts, Administration, IT Cell and other departments as required. Else the Admin Dept will withhold their relieving and experience certificate until it gets completed.

## 5.11. Exit Interview:

Prior to leaving, exit interview will be conducted by the Human Resource /admin Department. Exit interview will be conducted for all employees exiting through formal separation, (resignation and retirement) except dismissal/ termination. The exit interview will be applicable to all employees. On specific cases, the AO/Registrar will conduct the exit interview.

## 5.12. Settlement:

Employees separating through formal exits will be eligible for the full and final settlements as per the below guidelines:

Full and Final settlement will be done after clearing all dues or recovery amount or asset from the employee and further approval from the management.





## Chapter 6: Benefits, Facilities and Welfare Measures for employees and Students of AIKTC

### 6.1. Scope/Objective:

1. To encompass a wide range of initiatives and provisions aimed at ensuring the well-being, health, and professional growth of employees.
2. To improve the employee's knowledge, skills, attitude and to facilitate their overall individual development

### 6.2. Operating Authorities

1. The Management of Anjuman-I-Islam
2. Director/Deans/Principal
3. Head of the Department/Section Heads
4. Administrative Officer

### 6.3. Employee Provident Fund (EPF)

The eligible Faculty/staff members of the Institute are enrolled in the Employer provident fund (EPF) scheme, and the contribution as mandated by the Government of India (GOI) is deducted from their salaries. This amount, along with the management's contribution, is promptly deposited in the EPF account of the relevant government department as per the stipulated timeline.

### 6.4. Insurance

#### Accidental insurance:

All the staff members and students are covered under accidental insurance policy through "The Oriental Insurance Company Ltd." every year, as per the circular for University of Mumbai Ref. No.DSD/06/of 2020 This Policy Can be Covered 24 hours the coverage/benefits are as follows:

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

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

#### Mediclaim

All the Faculty-Staff members of AIKTC are provided with mediclaim coverage. The premium value for both accidental Insurance and mediclaim policies follows a 50-50 arrangement, which has been approved by the Anjuman-I-Islam management. This means that 50% of the total premium will be covered

by the management of A.I, while the remaining 50% will be deducted from the staff's salaries in equal installments over a period of 10 Months.

**Please note that this arrangement is subject to Management approval, and the percentage distribution may be subject to change from time to time.**

### 6.5. Incentives schemes for upgradation, promoting research culture, faculty development programme (FDP) and other services:

The AIKTC is gearing towards improvement of its research-Innovation culture for technology development, Sustainability, solving societal problems, addressing National and international issues and fulfil the requirement of, ISO9001:2015, NBA & NAAC. The NAAC Peer team has critically pointed out the need of developing research culture among the faculties and students. The NBA strongly emphasises and require strong research base in the institute for its accreditation. In order to encourage/ appreciate faculties and students for research activities. It its proposed that the institute should have effective policies as suggested below:

#### 6.5.1. Policy for Ph. D Course Work

Case No.	Pursuing Institute	Leave (Paid)
Case-1	IIT Bombay and NITTTR, Powai	Entire course work with reporting on working Saturdays to the institute
Case-2	Any other IIT, IISC, NITs, BITS or any other comparable premier institutions in the country	Duration of entire course work to be compensated with the vacation as applicable
Case-3	University of Mumbai, Pune University and any Aided/Private/Deemed University in Mumbai Region	One day per Week
Case-4	Ph.D under Quality Improvement Programme (QIP)	Sponsored for a period of three years with 50% of salary from the institution subject to recommendation of steering committee and approval from management OR As per the approval QIP policy of the institute.



Case-5	Other than above mentioned four cases	To be discussed in IQAC on case-to-case basis and approved by the management.
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It may be noted that maximum of two candidates per School/Department may avail this facility every academic year based on the seniority and/or recommendation of the respective Dean/HOD. (eg. while two candidates per school/department are already relieved for the said coursework, other candidate will get a chance only after relieved candidate(s) resume the duties). Only regular faculty members with a minimum three years of service in the Institute shall be eligible to avail the facility. The faculty members who is availing this facility will have to sign on a stamp paper that they will work atleast for a duration of 3-5 years as decided by the Management after completion of Ph.D degree. The Management has the right to initiate legal action including recovery of equivalent amount paid during leave period and/or any such amount decided by the Management whichever is higher, against the candidates failing to comply to the terms of agreement signed by them.

#### 6.5.2. Policy for attending Conference, Technical Events and Competitions:

Case No.	Activity Type	Facility
<b>For Faculty</b>		
Case-1	National Conference (Within Maharashtra State)	<ul style="list-style-type: none"> <li>• Full registration charges not exceeding ₹3000</li> <li>• 50% charges for claimed food, traveling &amp; accommodation not exceeding ₹ 3000</li> </ul>
Case-2	National Conference (Outside Maharashtra State)	<ul style="list-style-type: none"> <li>• Full registration charges not exceeding ₹ 5000</li> <li>• 50% charges for claimed food, traveling &amp; accommodation not exceeding ₹ 5000</li> <li>• Maximum of three faculty members per year per School/Department</li> </ul>
Case-3	International Conference (India)	<ul style="list-style-type: none"> <li>• Full registration charges not exceeding ₹ 7500</li> </ul>



		<ul style="list-style-type: none"> <li>50% charges for claimed food, traveling &amp; accommodation not exceeding ₹ 5000</li> <li>Maximum of one faculty members per year per School/Department.</li> </ul>
Caase-5	National & International Confernce (Only Attending and not presenting) in India.	<ul style="list-style-type: none"> <li>50% of Registration charges not exceeding ₹ 7500</li> <li>Maximum of four faculty members per year per School/ Department</li> </ul>
<b>For Students</b>		
Case-1	National & International Conference presentations (India)	<ul style="list-style-type: none"> <li>Full registration Charges</li> <li>50% of travelling, food and accommodation charges to a maximum of ₹ 2000</li> <li>Maximum of ten students per year per school/ Department</li> </ul>
Case-2	Participation in Technical competitions/Events	<ul style="list-style-type: none"> <li>Full registration charges</li> <li>75% of travelling, food and accommodation charges to maximum of ₹ 7500 (Only for outside Mumbai)</li> <li>Maximum of five group (outside Mumbai) and ten group (within Mumbai) per year per School/ Department.</li> <li>If students win 1<sup>st</sup> or 2<sup>nd</sup> prize full expense will be given</li> </ul>
<p>Note: 1. Papers for conferences checked through Turnitin software with a maximum of plagiarism (Similarity Index) mentioned as per UGC/AICTE guidelines are only eligible for above mentioned facilities. For conferences, faculty shall be considered on duty and students' attendance shall be considered.</p> <p>2. In case of conference or journal papers, it is obligatory for the authors to include institute's affiliation by citing its name in the papers.</p>		

### 6.5.3 Publications in Peer reviewed/approved UGC care List I and II Journals:

Case No.	Journal Type	Incentives
Case-1	SCOPUS Indexed	<ul style="list-style-type: none"> <li>An incentive amount of Rs. 2500/- per paper</li> </ul>



Case-2	SCI/WoS Indexed	<ul style="list-style-type: none"> <li>An incentives amount of Rs. 5000/- per paper with an appreciation Certificate</li> </ul>
<p><b>Note: 1. Peer reviewed journal list to be provided by Academics integrity panel.</b>  <b>2. In case of conference or Journal papers, It is obligatory for the authors to include parent institution affiliation. Author should refer Ugcare list (link: <a href="http://ugcare.unipune.ac.in">ugcare.unipune.ac.in</a>)</b></p>		

#### 6.5.4 Policy for FDP/STTP/MOOCs for faculty:

Case No.	Activity Type	Facility
Case-1	STTP/FDP/MDP	<ul style="list-style-type: none"> <li>Full registration charges to a maximum of Rs. 3000/-</li> <li>50 % of travelling, food &amp; accommodation charges to a maximum of Rs. 5000/- (only if outside Mumbai)</li> <li>Maximum of four faculty members per year per School/ Department.</li> <li>Duration of STTP/FDP/MDP shall be compensated from vacation.</li> </ul>
Case-2	MOOCs (NPTEL, Udemy, etc)	<ul style="list-style-type: none"> <li>Full registration charges to a maximum of Rs. 2000/-</li> <li>An incentive of Rs. 1000/- for elite certificates.</li> <li>Maximum of four faculty members per years per School/Department.</li> </ul>
<p><b>Note: For FDP/STTP/and NPTEL examination, faculty shall be considered on duty</b></p>		

#### 6.5.5 Policy for Patents/ Copyrights:

Case No.	Type	Facility
Case-1	Patents	<ul style="list-style-type: none"> <li>Publication charges to a maximum of Rs.7500/-</li> <li>An incentive of Rs. 10000/- for a patent grant.</li> </ul>
Case-2	Copyrights	<ul style="list-style-type: none"> <li>Full registration charges.</li> </ul>



**Note: 1. Maximum two faculties per year per School/ Department.**  
**2. In case of patent publications/grant and copyrights, it is obligatory for the author to include parent institute affiliation and also sign MOU in case of patent grant.**

### 6.5.6 Policy for Higher Studies:

Case No.	Type	Facility
Case-1	Higher Studies	Teaching load will be adjusted to half day with full Salary, Provided that his/her service should not be less than 02 years in the institute.

**Note:** 1. No other sponsorship will be given during this period of course. Faculty coming from the other institute and joining job in our institute and already registered somewhere for higher studies can continue with their course under this scheme.  
2. If any faculty requires any other benefits during this period of course it will be at the discretion of the management.  
3. Second sponsorship will be considered only after completing 5 years of continuous service in the institute after previous sponsorship or at the discretion of the management.  
4. Eligible faculty must submit a written request to the Director/Deans through HOD for sponsorship well in advance, at least 3 months in advance.  
5. At most 10 % (rounded to lower integer) of the total faculty in the department will be sponsored. And if members exceed 10% then the decision of the management will be final.

Institutional development is a natural outcome of nurturing and developing faculties and students. Therefore, the institution takes proactive steps in this direction and provides incentives to both faculties and students. Some of these incentives include the following:

### 6.5.7. Welfare Measure:

The following are the service benefits and welfare measures extended to the employees of the College:

- The college provides a canteen on the campus.
- In the unfortunate event of the death of an employee while in service, a financial support of 75% of his/her gross salary approved by the management is granted to the dependents of the deceased employee to look after his/her family.
- In the event of the death of a female employee's husband while in service, a financial support of 75% of her gross salary, or the minimum approved by the



management, is granted to the female employee for up to four months look after her family

OR

four-month leave can be granted by the management if any leaves balance.

- Team building activities are organized annually for all teaching and non-teaching staff members, and the institute covers all associated expenses.
- Non-teaching staff members are offered the option of receiving one month's advance salary during the holy month of Ramadan, with recovery spread over ten months. The approval for the one-month advance salary is at the discretion of the management.
- An initiative is in place to provide financial assistance to AIKTC staff members facing dire needs for their families, such as medical expenses or dependent's marriage expenses. This assistance is contributed by other staff members of the institute, and a minimum amount range of ₹30,000 to 50,000 from the institute's account is provided, subject to management approval.
- Incentives for lunch and travel expenses are provided to staff members who travel to the offices of statutory bodies like AICTE, DTE, MU, MSBTE, and the Head office or other statutory offices related to institute work.
- The institute mobilizes funds to assist needy students and staff members through Zakat and interest-free loans.
- Every Republic Day, nominated faculty members are honoured with the "**Best Teacher Award**" by Anjuman-I-Islam. The decision of the Anjuman-I-Islam Management in selecting the Best Teacher Award recipients is considered final and binding. They are appreciated with the cash prize and certificate of appreciation.
- Star Felicitation of faculties and staff for Excellent Academic Performance.

### 6.5.8 Facilities and Amenities for AIKTC Students:

The institute offers access to ISTE chapters and other professional association facilities for both staff and students.

- **Final year Project/Model development Sponsorship of Rs-2000/ per groups/project** or more, Maximum ten groups from every programme/department/Schools considered every year
- The institute provides extended hours library and digital library facilities that house a comprehensive collection of reference books and software, available to both students and staff.
- Award mechanism for best user of library





- Every year, the institute organizes sports activities for faculty, staff, and students.
- Sponsorship for participation in Sports Competition (50% Registration charges and 50% Traveling and stay charges)
- The institute has appointed a **registered medical doctor** to provide medical care for faculty, staff and students.
- An institute-appointed **professional counsellor** is available to offer counselling services to both faculty and students as needed.
- The institute offers a significant number of computing facilities for students and faculty, allowing them to download academic development materials with restricted access to certain sites in accordance with constitutional regulations.
- Additionally, the institute provides an **incubation centre** for faculty and students interested in launching their own start-ups.
- Any other financial help to our students/Alumni with the approval of Management of A.I.

*"Welfare is a hand up, not a handout. Let your growth and success be the best way to show appreciation"*

Submitted by		
(Prof. Raj Mhatre) Dean SoA, AIKTC	(Dr. Shariq Syed) Dean SoP, AIKTC	(Dr. Rajendra Magar) Dean SoET, AIKTC
Forwarded by		Approved by
(Dr. Ramjan A. Khatik) Director, AIKTC		(Mr. Burhan Harris) Hon. Exec. Chairman, BINM