



# EMPLOYEE HANDBOOK

## **MESSAGE FROM THE DIRECTOR**

The Institute was established in the year 1994. This has been possible due to the exceptional leadership of Hon'ble Dr. Patangrao Kadam, Founder Bharati Vidyapeeth and Hon'ble Dr. Shivajirao Kadam Vice-Chancellor, Bharati Vidyapeeth Deemed University, Pune. The long list of achievements of this Institute in a short span of only a decade and a half is too well known to need any elaboration. It is a much sought after destination for students aspiring to pursue an academic programme in management and Information Technology. Our students have been placed in excellent companies every year. The alumni members are occupying senior corporate positions in India and in abroad and many of them are successful entrepreneurs. The faculty members are dedicated professionals who are committed to provide the best academic inputs to students. In BVIMSR, we are committed for holistic development of our students so that they excel in all walks of life and become successful managers or entrepreneurs as well as good citizens of this Country.

To sustain this momentum of growth and an environment of academic excellence, there is a need to have a well-defined Human Resource Policy in the Institute which can meet the aspirations of all members of BVIMSR family within the approved policies and guidelines of the University and of Bharati Vidyapeeth, the parent body. This Policy will seek to provide all faculty members and staff will full opportunity for a rewarding and satisfying career. It is with this aim that this manual has been framed incorporating the administrative rules and procedure, incentives for promotion of research and training activities, the duties and responsibilities of faculty members at different levels, the code of conduct and so on. It is hoped that the Human Resource Policy will find widest acceptance among the faculty members and staff and it will motivate them to serve this great Institution with renewed dedication and enthusiasm.

With Best Wishes

Dr. D.Y.Patil

Director

## **INTRODUCTION**

The HR Policy of BVIMSR, Navi Mumbai has been drafted as an easy to comprehend and practice basic norms of managing the diverse activities of the Institute. It is prepared with the premise that employees are the most important stake holder in any organization and that they are irreversibly linked to the fate of the Institute that they serve. Therefore, all must enthusiastically contribute their best towards the growth and glory of this Institute. The Institute believes in internal democracy and empowerment of all employees. This manual has kept these principles in view and included policies relating structure and division of responsibilities of teaching and non-teaching staff, Human resource policies relating to their recruitment, appraisal system, grievances handling mechanism, code of conduct etc. The Institute expects that with the best facilities and systems in place, all employees will be motivated to seek lasting and satisfying career in this Organization and contribute their best.

The pre-requisite for the development and maintenance of healthy relationship between the employer and employees (teaching and non-teaching staff) is the existence of satisfactory and healthy, harmonious working conditions. In their absence, misunderstanding, bickering and bitterness crop up. These can be held in check if policies, rules and regulations of employment etc. are properly defined. In this, the HR Policy may play a significant role with regard to rules, regulations, duties and responsibilities of every individual in the organization. They make both conscious of their own limitations to follow the specified rules and procedures laid down regarding working hours / workload, pay days, grant of leave, discipline etc. and create conditions which are favorable to the attainment of institutional harmony.

## **ABOUT THE ORGANISATION**

### **BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY (PARENT BODY)**

In the last decade Bharati Vidyapeeth Deemed to be University (BVDU) has emerged as a global university with a wide offering of programs and courses spanning varied educational faculties. BVDU today boasts of a state-of-the-art infrastructure, sprawling campuses, extensive teaching and learning facilities, library and research facilities.

Today Bharati Vidyapeeth Deemed to be University has 32 constituent units and is one of India's largest multi-disciplinary multi-campus universities. Over the years BVDU has contributed thousands of well-trained graduates, post graduates and research doctorates to the pool of professionals in India and abroad. In line with its Motto of "Social transformation through Dynamic Education" BVDU nurtures a holistic education approach that not only academically enriches the students, but also contributes to the students' personality by nurturing innovation, creativity and practical work experience. The University Grants Commission which is the apex body concerned with higher education in India made an assessment of the academic excellence achieved by the institutions of Bharati Vidyapeeth through a committee of experts and on the recommendation of the UGC, the Government of India accorded the status of "Deemed to be University" to twelve institutions of Bharati Vidyapeeth in Pune on 26<sup>th</sup> April, 1996 vide their notification No.F.9-15/95-U.3 Later in July 2000 the Government of India on the recommendation of University Grants Commission and the All India Council for Technical Education brought three more institutions within the ambit of Bharati Vidyapeeth Deemed to be University vide their Letter No. F.No. 3-2/90(CPP-1) dated 17<sup>th</sup> August 2002, have agreed to bring two more research institutions within the ambit of Bharati Vidyapeeth Deemed to be university. During the year 2004, a Medical College at Sangli and a Dental College at Navi Mumbai have also been brought No. F.9-7/2004-U.3 within the ambit of this University by Ministry of Human Resource Development, Govt. of India vide its notification dated 19<sup>th</sup> August, 2004. In February 2005 once again Govt. of India vide Notification No. F.9-16/2004-U.3 dated 25<sup>th</sup> February, 2005 brought seven Institutions under ambit of our University. In February, 2007 once again Govt. of India vide Notification No. F.20-28/2006.U.3 (A) brought two Institutes.

The University is a member of Association of Indian Universities and the Association of Commonwealth Universities. It is really credible for this nascent University to have received 'A' Grade from the National Assessment and Accreditation Council (NAAC). Some of the constituent units of the University have also been accredited with 'A' Grade by the National Board of Accreditation. All the technical / professional colleges have been recognized by the concerned apex bodies in India, like Medical Council of India, Dental Council of India, Central Council of Indian Medicine, All India Council for Technical Education (AICTE), Pharmacy Council of India and Bar Council of India etc.

Hence the degrees given in these colleges of Bharati Vidyapeeth Deemed University are recognized in India and abroad. The degrees, diplomas and certificates awarded have the same legal status as that of other statutory Universities in India. The M.B.B.S. degree of the Medical College of this University is listed in the World Health Organization Directory and candidates passing from this college are eligible to appear for U.S.M.L.E. BVDU meticulously follows its annual time table of admission and examinations. All its constituents units have created and maintained the tradition of commencing their academic sessions latest by 15<sup>th</sup> June every year.

### **BVIMSR, Navi Mumbai**

Bharati Vidyapeeth's Institute of Management Studies & Research, Navi Mumbai

One of the first Management Institute in Navi Mumbai and fifth in Mumbai started in 1984 on a moderate scale, and has gradually grown into a major management education provider. BVIMSR is a premier B-School of India, recognized for its excellence in academics, high quality management education and its valuable contribution to industry, society and students. At BVIMSR, learning becomes a wonderful experience, using a mix of Exploration, Exchange, Interaction, Sharing and Caring. The team of dedicated faculty members plays an important role in providing the right stimulus, provoking thought and encouraging exploration. The institute offers well-designed management courses affiliated to Mumbai University with the intake of MMS 120 students and Part time courses like MMM, MFM, MHRDM with the intake capacity of 60 each. PGDBM 60 students. The institute also offers PGDBM autonomous programme to cater industry and their specific needs which is well updated and widely accepted by industry. The institute always has considered the growing need of the faculty members in the area of their studies. To fulfill the gap the Institute conducts FDP's for faculty development. The institute has highly qualified faculty members which conduct MDP Programmes for corporate, as per the requirements of the corporate houses. The essential strong pillars of the institute are its illustrious alumni, exemplary students, outstanding full time faculty and numerous visiting faculty members from the corporate and industry.

## **VISION**

**“Social transformation through dynamic education”.**

## **MISSION**

❖ To foster excellence in teaching and research for enabling students to apply knowledge of Management for transforming business and society at large.

❖ To equip students in analytical entrepreneurial and professional skills to perform in global team environment.

❖ To develop faculty by encouraging participation in research, consultancy and faculty development programme and multi-disciplinary project so as to develop professional competencies to lead in a global environment.

❖ To develop the competency to understand, analyze and connect commercial, legal, social and ethical aspects of business.

Bharati Vidyapeeth follows the family concept in Governance where everybody, big or some are considered equal and treated at par. Every constituent unit of Bharati Vidyapeeth deemed to be University has been empowered to take all decisions relating to the affairs of the unit within the frame work of polices of Bharati Vidyapeeth and Bharati Vidyapeeth deemed to be university, Pune.

BVIMSR has adopted decentralized set up for managing the day to day affairs of the institute, to this end, it has Governing body

The present Composition of the Governing Body Members are as given below:

S. No.	Names	Designation
1.	<b>Hon. Dr. Vishwajeet Kadam</b>	Chairman
2.	<b>Dr. K.D. Jadhav</b> <b>Joint Secretary Bharati</b> <b>Vidyapeeth, Pune</b>	Member
3.	<b>Dr. Vilasrao Kadam, Director,</b> <b>Bharati Vidyapeeth regional</b> <b>office Navi Mumbai</b>	Member
4.	<b>Dr. P.N. Tandon, Principal BV</b> <b>Technology, Navi Mumbai</b>	Member
5.	<b>Mr. Wilson Lukose, Principal BV</b> <b>College of Hotel Management and</b> <b>Tourism Studies, Navi Mumbai</b>	Member
6.	<b>Mr. V. S. Loke, Regional Office,</b> <b>AICTE</b>	Member
7.	<b>Mr. Abhay Wagh, DTE Nominee</b>	Member
8.	<b>Mr. Sameer K. Desai, Mumbai</b> <b>University, VC Nominee</b>	Member-Secretary
9.	<b>Dr. C. R. Chavan, Educationist</b>	Member
10.	<b>Dr. B. R. Singh, Industrialist</b>	Member
11.	<b>Prof. Makarand Pole</b>	Member
12.	<b>Dr. Anjali Kalse, Director,</b> <b>BVIMSR</b>	Member-Secretary

The Governing Body meet annually to discuss policy issues for the governance of the Institute.

In addition to the above forums, BVIMSR has constituted a number of committees to oversee and monitor the various activities of the Institute. The functions and performance of these Committees are reviewed every year and the committees are reconstituted with such changes as are deemed necessary. The committees are important forums where the faculty members can give valuable suggestions for the betterment of various systems in the Institute.

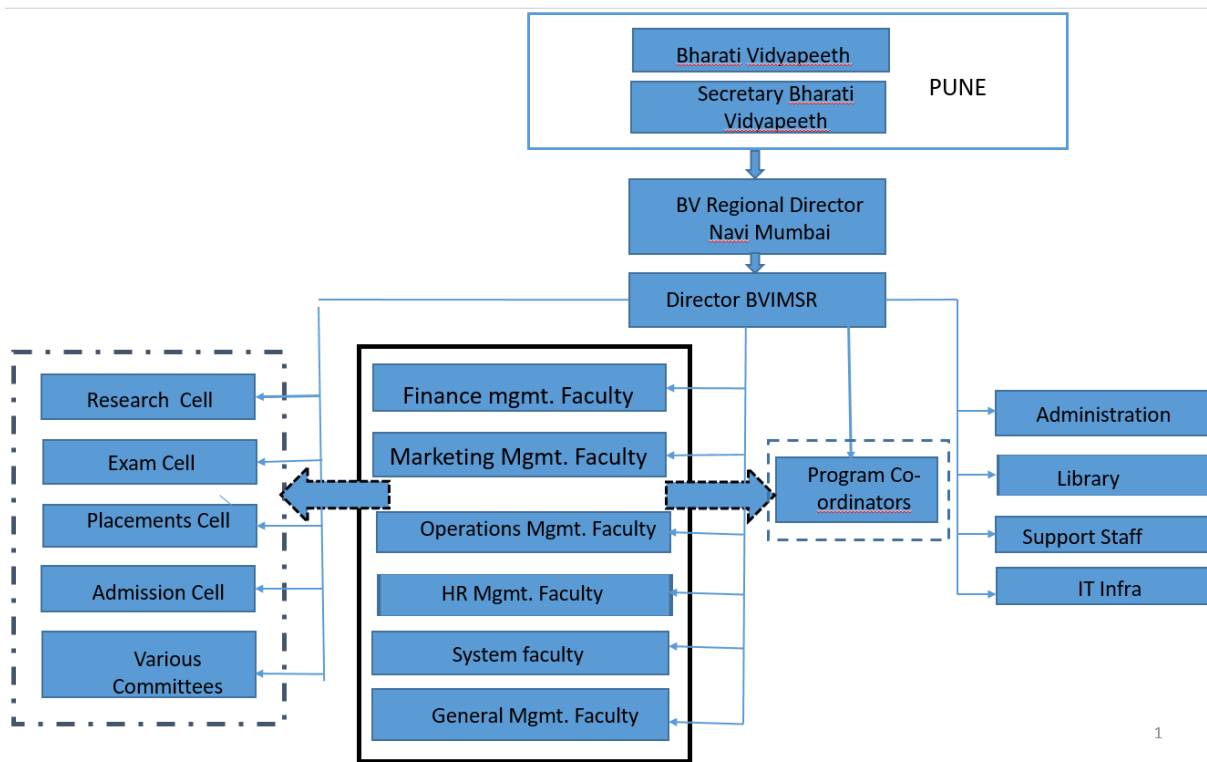
The achievements of this Institute and many of the innovative practices adopted in the Institute is partly due to the creative ideas generated through the forum of these committees and the dedicated efforts of all the faculty members and staff of the Institute. The important committees of the Institute are listed as below.

- Governing body Committee
- Finance committee
- Building(Infrastructure) committee
- Equipment's committee
- Staff Selection Committee
- Academic planning and monitoring Committee
- Library Committee
- Disciplinary Committee
- Faculty, Staff Grievance and Redressal Committee
- Grievance and Redressal Committee/ Development
- Library Committee
- Hostel Committee
- Admission Committee
- Exam Committee
- Internal Quality Assurance Cell
- Placement Committee
- Alumni Association Committee
- Sports and Cultural Committee
- Entrepreneurship Development Cell
- Women Development Cell (Vishakha Committee)
- Anti-Ragging Committee
- Research Development Committee, IPR and PhD Cell
- Media Cell



## ORGANOGRAM

The Organization structure of BVIMSR describes the formal inter relationship among the important functionaries of the Institute and the division of Authority. The present Organization structure has been reviewed and the amended structure is proposed as below:



## RECRUITMENT AND SELECTION

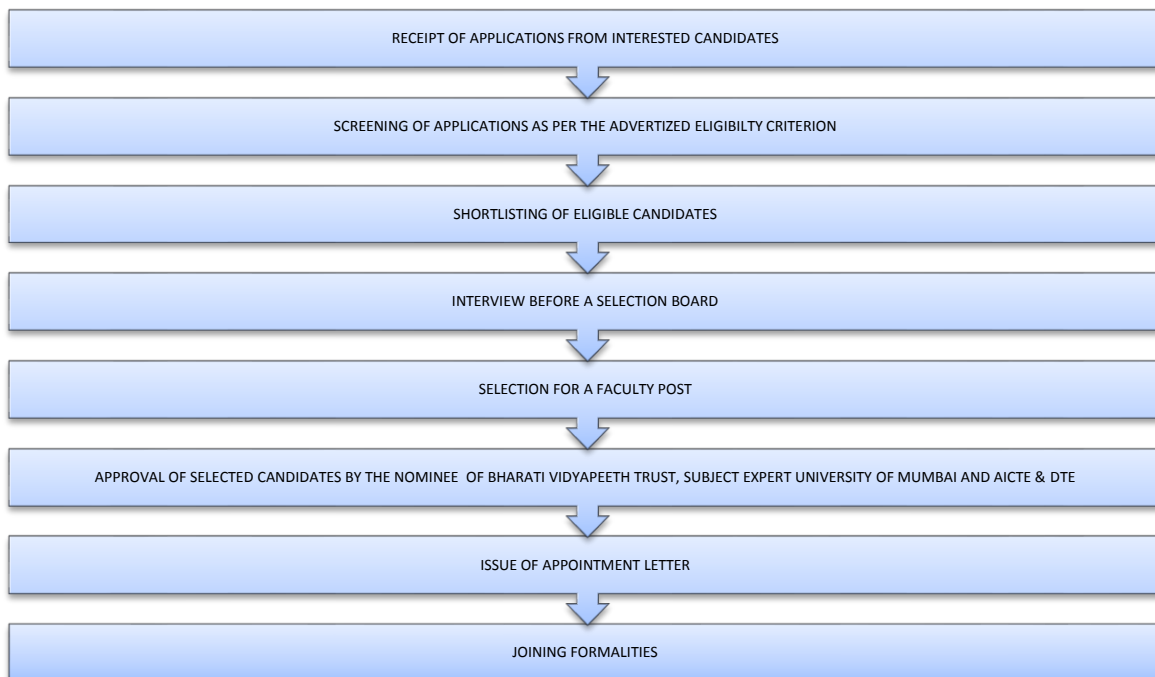
### Manpower Planning:

The Institute follows the prescribed norms of AICTE and Mumbai University in deciding the number of sanctioned posts for all levels of faculty members in accordance with the policies of Bharati Vidyapeeth in this regard. The number of faculty members to be inducted in the

Institute is decided accordingly. The number of non-teaching staff to be recruited is decided by the Director with due regard to the requirements of the Institute from time to time. Security and Maintenance personnel are deployed through Contractors on the basis of Annual Maintenance Contracts.

## **FACULTY SLECTION PROCESS**

Posts for faculty members are advertised, on all India basis, in leading Newspapers incorporating the number of vacant posts and the eligibility requirements for appointment as a faculty member. The selection of faculty members is done through a duly constituted Panel comprising of Nominee from Bharati Vidyapeeth's Trust, Subject Experts from Mumbai University, AICTE and DTE Nominee. The process is outlined briefly as follows:



## **Recruitment and Promotion policy**

The Institute follows the prescribed norms of AICTE in deciding the number of sanctioned posts for all levels of faculty members in accordance with the policies of Bharati Vidyapeeth

in this regard. The number of faculty members to be inducted in the Institute is decided accordingly. Posts for faculty members are advertised, on all India bases, in leading Newspapers incorporating the number of **or any discussion and change**.

The number of non-teaching staff to be recruited is decided by the Director with due regard to the requirements of the Institute from time to time.

Security and Maintenance personnel are deployed through Contractors on the basis of annual maintenance contracts.

### **Joining Formalities:**

All teaching / Non-teaching staff who is appointed on the basis of a due selection process need to complete the following joining formalities:

Submission and Verification of all academic / extra-curricular activities / teaching / Industry experience/Fitness Certificate as recorded in the Job resume.

## **DUTIES & RESPONSIBILITIES**

### **ROLES AND RESPONSIBILITIES OF DIFFERENT HEADS**

#### **Class Coordinators**

There will be a class coordinator for each section in a course. This arrangement ensures that all students have a direct access to a particular faculty member who can be approached for resolving any problem related to academic, professional or personal issues. The class coordinator will report to the Director and will be responsible for the following functions.

- To ensure that all classes are held as per schedule and readjustment is made for a class where a faculty member is absent or on leave.
- To appoint a class representative from among the students and obtain daily reports on classes engaged quality of teaching, faculty performance and class room activities.

- To ensure timely completion of syllabus and internal assessment as per continuous evaluation parameters.
- To redress the problems of students at their level and /or to take them at the level of Director for their redressal.
- To prepare and submit the attendance status of all students and submit the same to the Director.
- To provide all help and guidance to the students for completion of their Project / Assignments / Business Plan
- To ensure that all class room facilities: Benches, LCD Projection Facilities / Air Conditioning System / Fans and electrical systems are properly maintained.
- To prepare the Internal Marks reports for submission to Examination for each semester.
- To accompany students of his / her class during Industrial visits and to submit report in this regard to the Director.

### **Committee Chairs and Members**

#### **Responsibilities of Committee Chairperson:**

- 1.To conduct meeting regularly and record minutes for the same.
- 2.To allot specific duties and responsibilities to each committee member and monitor the same with target dates.
- 3.To enlist support and cooperation, where required of non-members to achieve objectives.
- 4.To circulate minutes and decisions for information of all concerned.
- 5.To ensure smooth and proper functioning of the committees.

#### **Duties of Committee Members:**

- 1.To participate in the meetings regularly and punctually.
- 2.To come to the meetings with suggestions and recommendations
- 3.To take necessary action / implementation and prepare action-taken report.

The chairperson for each committee should ensure that their respective committee conducts the meeting regularly and submit the minutes to the Director. Should there be any change in the committee members, this is incorporated and communicated to the member concerned.

### **Event Coordinators**

BVIMSR organizes a plethora of academic, extra-curricular and co-curricular events throughout the academic year. Faculty members are assigned duties to coordinate various events from time to time. They are required to plan coordinate various aspects of the event.

**Event Coordinators should submit the details of program along with budget and personally meet director at least one month before the program and get sanctioned all activities along with budget.**

**No DHOL or any musical instrument will be played in the campus without pre-sanction of the director.**

Guidelines for event coordinator are attached in the form of a checklist which needs to be followed.

### **Faculty**

#### **Job Responsibility for faculty members**

The job responsibilities of faculty members (as per AICTE norms) are as follows:

#### **ACADEMIC**

- 1)All faculty members will devoted time to update his/her knowledge of the subjects taught by spending time in the Library, making full use of the book / periodicals available.
- 2) They will endeavor to write articles / papers for publication in periodicals of repute. They will also present their papers in various academic forums where possible.

- 3) Each faculty members will take lecture sessions as per a lecture plan to ensure a comprehensive coverage of the subjects covered.
- 4) All faculty members are expected to regularly update lecture notes / handouts to incorporate the latest knowledge on the field.
- 5) They will make proper and economic use of the Institutes teaching aids and facilities and prevent their misuse.
- 6) Lectures should be taken with proper academic preparation to ensure full utilization of time allotted as per lecture plan.
- 7) To maintain integrity and devotion to duty and shall do nothing which is unbecoming of dignified conducted.
- 8) Faculty members will provide guidance and counseling to students for their personal, moral and overall character development.
- 9) Faculty members will take active part in design and development of new curriculum.
- 10) Any misconduct by student is to be dealt with by the Discipline Committee.
- 11) All faculty members are to initiate guest lectures, maintain the record of attendance to be passed on to the class coordinators.

#### **ADMINISTRATIVE**

- 1) They will strictly adhere to institute's and class timings to set an example for all to follow. They will remain in the premises to guide students in their academic matters.
- 2) Faculty members will not use any students or personal work for any reason whatsoever.

3) Faculty members will participate actively in the meetings of various committees of which they are a part.

4) Faculty members will observe formal dress code on all days, and ensure same for the students.

5) Faculty members will avail leave only after proper planning so that academic activity is not disrupted on any account.

6) Faculty members will maintain record of lectures taken, books / periodicals read in a register for reference on weekly basis.

### **NON TEACHING STAFF**

#### **CODE FOR CONDUCT FOR NON-TEACHING STAFF**

Non-teaching staff have a vital role to play in the function of this Institute. Without their dedication, hard work and commitment, this Institute would not have been able to achieve a place of eminence among business schools in the country.

Their sustained hard work and devotion will be vital in sustaining the efforts in bringing about qualitative improvement in the functioning of the Institute.

The following guidelines for their conduct will help in achieving the above objectives:

1) They must be punctual and regular in attending to their duties.

2) They must strictly observe Institutes timings and record same in the attendance register.

3) They should use all consumables (stationary, paper, file cover, computer accessories) judiciously to effect economy.

4) They must take active interest in the housekeeping and maintenance of institute's property, furniture, equipment.

5) They must render all required assistance to faculty members for their effective functioning.

6) They must maintain all records in their charge up-to-date and in a systematic manner.

7) They must take prior and proper approval before taking leave.

8) They must take full advantage of the Institute academic resources: faculty members, library, reading material to enhance their knowledge and awareness in management.

9) They will make every effort to ensure success of institute's activities in seminars, workshops, meetings etc.

10) They will imbibe values of integrity and courtesy in all dealing with students, faculty and institute's guests.

11) Student Support should be given top priority. All staff members must understand that we are here only for students and if their problems are not solved timely, our being here is questionable.

\* Students should be given first priority.

\* Their problems and requirements should be taken care of immediately.

\* Any document required by students should be provided within 24 hours.

## **RESEARCH POLICY**

Bharati Vidyapeeth's Institute of Management Studies & Research, Navi Mumbai follows the following research policy:

**1. Publications in National and International Journals (For Academic Year):** Every faculty member will have to publish research papers in National and International Journals per Academic Year and Faculty Members are encouraged to apply and submit proposals for Research Grants in various Government Departments.

**2. Conference / Seminar / Workshop (For Academic Year):**

Faculty member interested for attending Conference / Seminar / Workshop will be reimbursed the registration fees amount on production of receipt concerned.



### **3. Consultancy:**

Every faculty members should engage in consultancy work. 30% of total consultancy fee should be paid to the Institute and 70% will be retained with the faculty member.

### **4. FDP conducted Outside College:**

If faculty member conduct FDP within college, apart from expenditure incurred, 30% of revenue generated will have to be paid to the college and retaining 70% have to be retained with the concerned faculty.

### **5. Code of Ethics:**

Code of ethics is followed in research by using the plagiarism software for the research reports such as project report, dissertation, and thesis at University of Mumbai.

## **Faculty Development Policy**

### **Objective:**

- 1.To add value to the faculty by enriching them with latest updated knowledge for teaching and research.
- 2.To enhance the professional skills of the faculty members.
- 3.To train them appropriately for enhancing contribution in Research and Consultancy.

### **Eligibility and Applicability**

All regular and contractual employees of BVIMSR. This policy governs the development of the faculty members to encourage quality work. The Institute is committed to high quality, ongoing, and sustainable development and ensures this by facilitating learning opportunities for its faculty, staff, and administrators. This is achieved by providing a wide array of educational opportunities for employees at all levels who want to learn new skills or enhance their job performance and by promoting a culture of life-long learning for professional development.

To continuously build awareness, knowledge, skills, and on-going growth, the institute has adopted the following policies for enhancing professional skills of faculty and for encouraging research and consultancy.

### **I Enhancement of professional skills of faculty:**

- Encouraging faculty for higher studies for Ph.D. / post-doctoral research to centers of higher learning and excellence.
- Encourage faculty to have membership of professional societies.
- In-house faculty development programs are conducted to enhance professional, research, teaching and communication skills.
- Encourage faculty to present their research work at conferences (National and International) and share their technical expertise as resource persons at workshops/conferences.
- Providing access to faculty for Internet, e-learning resources, library facilities, National and International journals.

### **II Enhancing contribution in Research and Consultancy**

The policies adopted for enhancing faculty contribution in research and consultancies are as follows:

- Financial assistance is provided for attending conferences/seminar/ workshop and research journal.
- Collaborative research partnerships with academic institutes and industry are encouraged and fostered.
- Generating awareness amongst the researchers and providing support related to various proposal formats of different funding agencies, budget, purchases of equipment and material under research schemes, account and audit of project expenditure, any additional infrastructure requirements of the researcher etc.

### **GENERAL RULES**

## **TIMING, WORKING DAYS**

The Institute will observe full working days from Monday till Saturday.

Sr. No.	Nature of Employee	Timings on Mon. – Sat.	Lunch Break
1.	Teaching	9.00 am to 5.00 pm.	1.00 pm. to 2.00 pm.
2.	Non-Teaching	9.00 am to 5.00 pm.	1.00 pm. to 2.00 pm.
3.	Peons	8.30 am to 5.00 pm.	1.00 pm. to 2.00 pm.

- Director may alter these timings any time as per the requirement of the Institute.**
- Working hours may be altered in some cases depending upon the terms of appointment as may be agreed upon at the time of joining or due to some special circumstances at a later date.
- Office will remain closed on all Sundays unless some persons are required to attend to some special assignment such as CET exams or in connection with some event.

## **ATTENDANCE AND PUNCTUALITY**

Attendance of all faculty member and non-teaching staff (Other than muster roll employees) are maintained through Bio-metric attendance recording machines. Attendance is also maintained in Attendance Register.

All faculty members and staff are expected to report for duty at 9.00am sharp.

Punctuality of faculty members and staff will be insisted upon as it promotes a climate of efficiency and excellence in the Campus.

## **LEAVE RULES**

### **General Conditions:**

- 1.Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority. The said authority shall not, however, alter the nature of leave applied for.

2.The concerned employee shall have to apply for grant of leave, in the prescribed form and shall proceed on leave only after due sanction is obtained for the same. Availing leave without proper sanction is liable to be treated as leave without pay.

3.Leave shall not be granted ordinarily to the extent by which it would deplete the strength of the staff below essential minimum. In case of a number of employees asking for leave at the same time, the Sanctioning leave for one or some of the applicants:

a)Special circumstances for which leave is requested.

b)Amount of leave due to the applicant.

c)Whether the applicant was recalled from his earlier leave or has been refused leave in the interest of the Institute.

d)Period and quality of service rendered by the applicant since return from his last leave.

4.Application for leave, on medical ground must be accompanied by a Medical Certificate by a competent Medical Authority as prescribed by the Institute indicating the nature & probable duration of illness. Persons reporting for duty after sick leave must produce a fitness certificate from the Competent Medical Authority.

5.No employee will extend his leave or overstay the sanctioned period of leave without prior information and permission of the competent authority. Such absence will be treated as misconduct, unless the competent authority for reason, to be recorded in writing, approves such actions.

6.Employees requiring frequent leave on medical grounds may be referred for Examination by a medical board with a view to inform the Institute about the State of Health, treatment undergone and required in respect of the concerned employee.

7.Where due to exigency or special circumstances, leave is availed without prior approval, ex-post facto approval will be obtained by the applicant immediately after return to duty.

8.Every faculty member is required to fill the casual leave application.

## **TYPES OF LEAVES:**

### **1. Teaching Staff:**

a. **Casual Leave** -12/ year. These leave are not carried over to next academic year in case they are not availed by faculty.

b. **Vacation Leave** -Vacation for faculty is for 30 days as per academic calendar of the Institute. These leave are not carried over to next academic year in case they are not availed by faculty.

c. **Medical Leave** - 20 half days or ten full days. These are equally divided into two semesters.

d. **Maternity Leave** - Female employees with at least six months of continuous service are entitled to maternity leave. Maternity leave a paid leave which is available for a period of three months. Any employee taking maternity leave is required to take this as continuous leave after the date of the birth of her child.

e. **Special leave:** Permission from the Director.

### **2. Non-teaching staff**

a. **Casual Leave** -12 / year. These leave are not carried over to next academic year in case they are not availed by non-teaching staff.

b. **Earned leave** - 30 days. These leaves can be carried over to next academic year in case they are not availed by staff member.

f. **Medical Leave** - 20 half days or ten full days. These are equally divided into two semesters.

c. **Duty Leave** –As per the directives of the Director.

**All leaves will be granted after submission of leave application in advance.**

## **EMPLOYEE BENEFITS – PAY SCALES**

1. The faculty members and staff are placed in scales of pay corresponding to the recommendations of SIXTH PAY COMMISSION. They are entitled to pay and allowances as per the Sixth Pay Commission recommendations.

2.The faculty members are also entitled to Gratuity as per the provisions of The Payment of Gratuity Act, 1972. All the employees of BVIMSR, are entitled for gratuity after completion of five years of service as per govt. norms.

3.Re-imburement of medical expenses is considered at the Head Office out of the available funds in Employee Welfare fund with due regard to the nature and duration of illness and the expenses involved, on a case by case basis.

4.Efforts are on to extend benefits under the Employees' Provident Fund and Misc. Provisions Act, 1985 to the employees of BVIMSR.

5.All rules are applicable as per University norms.

## **DEVELOPMENT ACTIVITIES**

### **TA/DA**

#### **1. Faculty members can avail the benefit to TA/DA in case of:**

- \*Official visit to Head office for official purpose.
- \* Paper presentations (as per research policy)
- \*Attending FDP, SDP, MDP in other Universities or Colleges

**2. TA/DA are provided on Reimbursement basis on actual expenditure incurred, on provision of bills.**

**3. First AC railway fare is reimbursed on provision of tickets to faculty members and 3-tier railway fare is reimbursed for non-teaching staff.**

**All rules are applicable as per University Norms.**

## **PERFORMANCE APPRAISAL AND ACCOUNTIBILITY**

Faculty performance is judged on various parameters which include robust Student Feedback System, Result Analysis, Faculty Development Programme, books written, Research Papers published and presented, grants received, consultancy work and contribution to the college and community. Student feedback is duly communicated at personal level by the Director to the concerned faculty.

The institute also encourages Faculty Self- Development through upgrading education by offering full support in terms of facilities provided. Faculty participation in continuing education programs, various national and international conferences, Online Certifications Programs sponsored registration and workshops are encouraged. This appraisal system has given way for further enhancement and up-gradation of their skills and knowledge

## **GRIEVANCE HANDLING PROCEDURE**

### **Grievance Redressal Policy**

1. Faculty member and non-teaching staff shall have the right to represent their grievance to their Director.
2. The Director shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level.
3. The aggrieved employee who is not satisfied with the decision of the Committee will have an option to appeal to BV Management with the detailed reasons for the appeal.
4. The BV management will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

## **STUDENTS**

The problems of the students are resolved using the following procedure:

1. Students will first take up the grievance with the respective Class Coordinator.
2. If the matter is not resolved, the matter will be taken to the Director, whose decision will be final and binding in the matter.

## **CODE OF CONDUCT**

The Code of conduct provides a set of general principles to guide Institute's staff in their conduct as employees. These guidelines are designed to give guidance to staff members when making decisions related to the Institute.

## **GUIDELINES**

BVIMSR expects employees to maintain high standards of behavior in all activities and environments associate with their employment. To assist employees to meet this expectation, the Institute has developed the following guidelines:

### **1. Personal Behaviour**

As employees of the BVIMSR we shall behave with integrity in all personal conduct and treat all others with due consideration. Employees are expected at all times to behave ethically and act with integrity.

#### **In practice, this means employees:**

- Treat other with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- Make decisions fairly impartially and promptly, having regard to all relevant information, legislation, policies and procedures;
- Contribute to a workplace that is free of harassment, bullying or discrimination against colleagues, students or members of the public;
- Encourage positive work habits, behavior and personal and professional workplace relationships and boundaries;
- Do not engage in behavior that may bring your own reputation or that of the Institute into disrepute;
- Do not engage in conduct which is dishonest and that causes actual or potential benefit or detriment to any person or entity; and
- Do not use public resources, including work time, for private or commercial gain for themselves and / or others.



- Employees are expected to work as a productive member in a team.

## **Dress Code**

All staff members are required to be formally dressed and carry themselves professionally as they are brand ambassadors of BVIMSR. When we have to check students for dress code, we ourselves first need to be professionally and decently dressed.

## **Consequences of Misconduct**

Any staff (teaching and non-teaching) found indulging in any kind of indecent behavior towards others shall be liable to strict action.

IN CASE OF MISCONDUCT, A COMMITTEE SHALL BE FORMULATED BY DIRECTOR TO LOOK INTO THE MATTER AND PROPOSE ACTION TO BE TAKEN. FINAL DECISION RESTS IN THE HANDS OF THE DIRECTOR.

## **2) Types of misconduct**

### **A. ACADEMIC MISCONDUCT**

Academic misconduct means the violation of University policies involving academic integrity. Examples include, but are not limited to:

- Intentional tempering with grades
- Plagiarism, as defined
- Knowing furnishing false information to University
- Giving or receiving unauthorized help in an academic exercise

### **B. SOCIAL MISCONDUCT:**

- **Social Misconduct** examples include, but are not limited to:
- **Alcohol:** Going to Institute under the influence of alcohol or other drugs.
- **Improper usage** of institutional property (including computers)

- **Harassment:** Unreasonable insults, gestures, or abusive words directed to another person that may reasonably cause emotional distress.
- **Hazing:** Initiation rites involving any intentional action that a reasonable person would foresee as causing mental or physical discomfort or embarrassment.
- Forgery, alteration or unauthorized use of University documents, records, keys, student identification, keycards, or services.
- Gossiping about any person/ Institute.
- Provoking and engaging students against the faculty and the institute (inclusive of discussion on social media).

### **C. SEXUAL MISCONDUCT:**

“Sexual Misconduct” means Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with work or academic performance because it has created an intimidating, hostile, or degrading environment and would have such an effect on a reasonable person of the alleged complainant’s status when the conduct is unwelcome and sufficiently severe or pervasive that it deprives that person of benefits of the Institute’s educational environment.

Lewd or Indecent Conduct: Exposing one’s self to others or trying to see and/or record others in private acts.

### **Sexual Harassment and other harassment policy:**

BVIMSR Group along with Women Development-Cell (Vishakha Committee) recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Group’s policy against Sexual Harassment.

### **Other Harassment:**

The Group prohibits harassment of one employee by another employee on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

Harassment includes but is not limited to slurs, epithets, derogatory comments, unwelcome jokes and teasing.