

Bunts Sangha's
Higher Education Institutions

The Operations Manual

BUNTS SANGHA'S		
HIGHER EDUCATION INSTITUTIONS		
OPERATIONS MANUAL		
PART – 1 GENERAL ADMINISTRATION		
Chapter	Table of Contents	Page
One :	Preface	13-15
	1.1: About Bunts Sangha Mumbai (Trust)	
	1.2: Higher Education Institutions	
	1.3: Student Strength At A Glance (Inception Till 2019-20)	
Two:	Preliminary:	16-17
	2.1: Short Title and Commencement	
	2.2: Objectives and Scope.	
Three:	Definitions: Important Nomenclatures	18-19
Four:	Vision, Mission and Values:	20
Five:	Management of Higher Education Institutions:	21-23
	5.1: Organisation Chart – Management (Bunts Sangha's Higher Education Committee)	
	5.2: Duties and Responsibilities of Office Bearers & Members:	
	5.2.1: Chairman	
	5.2.2: Vice Chairman	
	5.2.3: Secretary	
	5.2.4: Treasurer	
	5.2.5: Member	
	5.2.6: Sub-committee	
Six:	Academic and Non-Academic Management Positions:	24-28
	6.1: Organization Chart – Institution-wise: (Refer: Part -2 – Chapter – 2 of Human Resources Management)	
	6.2: Duties and Responsibilities of Head of Institutions & Departments	
	6.2.a: Head of Institutions(Director/ Principal/ Vice Principal	
	6.2.b: Chief Administration Officer	
Seven:	Academic Library Management Positions:	29-33
	7.1 Librarian:	
	7.2 Assistant Librarian:	
	7.3 Library Assistant:	
	7.4 Library Attendant:	
	7.5 Library Working Hours and Circulation Time:	
	7.6 Library Facilities:	
	7.7 Book Bank Facility:	

	7.8 Library Usage guidelines for the students:	
	7.9 Circulation guidelines for Faculties:	
Eight:	Scholarship and Financial Assistance Rules:	34-39
	8.1: Admission Fees Concession Policy	
	8.2: Admission Fees Concession Policy For Sports Quota Students	
	8.3: Admission Fees Concession Policy For Sports Quota Students- Jr. College	
	8.4: Admission Fee Concession Policy For Sports Quota Students (other than Cricket)	
Nine:	Vehicle Parking Policy:	40-41
	9.1 Purpose:	
	9.2 Criteria and Procedure for allocating parking spaces:	
	9.3 Preserving parking Area:	
	9.4 Disciplinary consequences:	
Ten :	Ownership of Intellectual Property or Copyright Ownership Policy :	42-43
	10.1 Policy Overview and Definitions:	
	10.2 Intellectual Property:	
	10.3 Copyrighted Materials:	
	10.4 Approval; Revision and Amendment:	
Eleven :	Office Records Management Policy:	44-48
	11.1 Purpose:	
	11.2 Application:	
	11.3 Administration:	
	11.4 Ownership of Records	
	11.5 Disposition of Records	
	11.6 Permanent Records	
	11.7 Duplicate Copies	
	11.8 Destruction Methods	
	11.9 Suspension of Record Destruction	
	11.10 Document Destruction Record	
	11.11 Digitalization of all important Documents	
	11.12 Electronic Records	
	11.13 Protection of Vital Records	
	11.14 Retention Periods	
Twelve :	Usage of Technology Services:	49-52
	12.1 Scope:	
	12.2 Policy:	
	12.2.1 College's Right to Monitor	
	12.2.2 Personal Use	
	12.2.3 Acceptable Use Standards	
	12.2.4 Users of the institutions technology resources must:	
	12.2.5 Users of the institutions technology resources must not:	
	12.2.6 Virus Protection/Protection of Technology Resources	
	12.2.7 Internet/Intranet	
	12.3 Enforcement	

Thirteen:	Unauthorized Persons In The Workplace and Class site:	53-54
	13.1 Scope:	
	13.2 Definitions:	
	13.3 Policy	
	13.4 Procedures	
	13.5 Unauthorized persons at the workplace	
	13.6 In case of a suspected break-in	
Fourteen :	Workplace or Study Place Violence Prevention Policy:	55-56
	14.1 Scope:	
	14.2 Policy	
	14.3 Definitions	
Fifteen :	Smoking and Tobacco-free Policy:	57-58
	15.1 Scope:	
	15.2 Purpose	
	15.3 Policy	
	15.3.1 Definitions	
	15.4 Procedure	
Sixteen:	Surveillance Camera / CCTV Policy	59-60
	16.1 Scope	
	16.2 Surveillance Camera Use Guidelines	
	16.3 Installation Procedures and Locations	
	16.4 Viewing	
	16.5 Retention and Release of Information	
Seventeen:	Possession of Weapons	61
	17.1 Scope:	
	17.2 Exceptions	
Eighteen:	Cafeteria	62-63
	18.1 Aims of the Canteen	
	18.2 Cafeteria/Canteen Committee	
	18.3 Appointment of Cafeteria/Canteen Contractor	
	18.4 Statutory Compliances and License	
Nineteen:	Institute Management software System(IMS), EnterprisenResource Pnanning(ERP)	64
	19.1 Purpose	
	19.2 IMS:	
	19.2 HRMS	

Twenty:	Infrastructure Maintenance & Management System	65-70
	20.1 Introduction	
	20.2 Purpose of this policy	
	20.3 Maintenance of Physical Facilities	
	20.4 Maintenance of Classrooms, Furniture and Laboratories	
	20.5 Maintenance and Utilization of Library and Library Resources	
	20.6 Maintenance and Utilization of Seminar Halls and Auditorium	
	20.7 Maintenance of ICT Facilities	
	20.8 Maintenance of Lab Equipment	
	20.9 Maintenance of Sports and Games Facility	
	20.10 Maintenance of Campus Cleanliness	
	20.11 Maintenance of other amenities	
	20.12 Annual Stock Checking	
	20.13 Replacement of Equipment/ Electronics /Computers	
	20.14 Day to Day Emergency Maintenance	
Twenty One:	Procedures for uses & sharing of facilities	71
Twenty Two:	Front Office & Communication Management System	72
	22.1 Front Office – Staff Qualities and Competencies	
	22.2 Interdepartmental Communication	
	22.3 SOP for Receiving of Guest	
Twenty Three	Authority levels Employment Empowerment	73
Twenty Four	Information Technology Management System	74-75
	24.1 IT Asset Management	
	24.2 System Maintenance	
	24.3 Rules and regulations for computer laboratory for student	
Twenty Five	Sports & Physical Education System	76-78
	25.1 Purpose	
	25.2 Objectives	
	25.3 The Skills required for the position of Sport Director	
Twenty Six	Safety & Security Management	79-81
	26.1 Workplace Visitors policy	
	26.2 The following rules apply for all kinds of visitors	
	26.3 Employee’s personal visitors	
	26.4 Contractors and service vendors	
	26.5 Other kinds of visitors	
	26.6 Solicitation	
	26.7 Deliveries	
	26.8 Dangerous or restricted areas	
	26.9 Unauthorized visitors	
	26.10 Disciplinary Action	
	26.11 Security policy	
	26.12 Physical access control and a workplace security policy	

Twenty Seven	Bunts Sangha's Higher Education Institutions Drug Policy	82-88
	27.1 Context	
	27.2 Rationale	
	27.3 Definition Of Drugs	
	27.4 Legal Context	
	27.5 Referral To The School/College Counsellor	
	27.6 Procedures And Disciplinary Action In Drug Related Incidents	
	27.7 Drug Education Programme	
	27.8 Roles And Responsibilities	
	27.9 Confidentiality	
	27.10 Monitoring And Evaluation	
Twenty Eight	Housekeeping & Hygiene Policy	89-90
	28.1 Purpose	
	28.2 Application of Policy	
	28.3 Policy	
	28.4 Breach of this Policy	
	28.5 Variations	
	28.6 Safety Procedures Policy	
	28.7 Procedures	
Twenty Nine	Emergency Procedure	91-94
	29.1 Guidelines for Fire Drill and Evacuation Procedures Buildings	
	29.1.1 Introduction	
	29.1.2 Alarms	
	29.1.3 Drills	
	29.2 Signs And Plans	
	29.2.1 Sign at Lift Landings	
	29.2.2 Floor Numbering Signs	
	29.2.3 Stair and Elevator Identification Sign	
	29.2.4 Stair Re-entry Signs	
	29.3 To Prevent Fire	
	29.4 Do's and Don'ts	
	29.5 In case of Fire	
Thirty	COUNSELING POLICIES AND PROCEDURES	95-97
	30.1 Purpose	
	30.2 Scope	
	30.3 Counselor	
	30.4 Support to Staff	
	30.5 Counseling Procedures	
	30.6 The Referral Process	

PART – 2 HUMAN RESOURCES MANAGEMENT

Chapter	Table of Contents	
	Preface	98
One	Preliminary :	99-104
	1.1: Short Title and Commencement	
	1.2: Scope and Applicability	
	1.3: Power of Relaxation	
	1.4: Power to Implement	
	1.5: Management's Power to Delegate	
Two	Organizational Chart:	105
	2.1 Centralized Administration:	
	2.2 ALSJ	
	2.3 RPH	
	2.4 UKS	
	2.5 ASJC	
Three	Classification of Employees :	106
	3.1 Permanent Employees / Whole Time Employee	
	3.2 Temporary Teachers / Staff	
	3.3 Visiting Faculty	
	3.4 Part Time Faculty	
	3.5 Adjunct Faculty	
	3.6 Guest Lectures	
Four	Appointment & Employment:	107-108
Five	Nature of Appointment:	
	5.1: Appointment on Contractual Basis (Fixed Term Contract)	
	5.2: Temporary Basis	
	5.2.a. Teaching Staff	
	5.2.b. Administrative Staff	
	5.2.c. Non-Teaching Staff / Attendant	
	5.3: Probationary Basis	
	5.3.a. Teaching Staff	
	5.3.b. Administrative Staff	
	5.4: Confirmation	
	5.5: Termination	
Six	Policy For Appointment of Teaching and Non-Teaching Staff:	109
Seven	Policy For Appraisal, Promotion, & Increment	110
Eight	Visiting Faculty Procedures:	112-113
	8.1 Policy For Appointment of Visiting Faculty	
	8.2 Visiting Faculty -Bill Payment & Attendance	
Nine	Transfer:	114

Ten	General Guidelines:	115-128
	10.1: General Guidelines:	
	10.1(A) Attendance	
	10.1(B) Dress Code	
	10.1(C) Language	
	10.1(D) Pay & Allowances	
	Record of Service, Seniority, Promotion & Reversion:	
	Record of Service	
	Seniority	
	Promotion	
	10.E Travel Guidelines:	
	1.Objectives and Scope:	
	10. E 1. Definition - Official Travel	
	10.E 2. Detailed Guidelines	
	10.E 2.1: Travel Authorization	
	10.E 2.2: Travel Allowance	
	10.E 2.3: Food and accommodation:	
	10.E 2.4: Travel Advance:	
	10.E 2.5: Leave During Travel:	
	10.E 3. Eligibility:	
	Travelling and Halting Allowances:	
	10.E 3.a. Local Travel:	
	10.E 3.b. Outstation Travel	
	10.E 4. General:	
	10.E 5. Workflow for submission of travel claims:	
	10 F - Leave Policy Guidelines:	
	Purpose of Leave:	
	10.F I. Applicability:	
	10. F.I a. Casual Leave (CL):	
	10. F.I b. Earned Leave (EL)	
	i. Teaching/ Vacation Employees	
	ii. Non-Teaching / Non-vacation Employee	
	iii. Criteria for granting Earned Leave	
	10. F.I c. Sick Leave (SL)	
	10. F.I d. Maternity Leave (ML)	
	10.F. II. Probationary, Temporary and Part-Time Employees:	

	10.F. III. Encashment of Leave:	
	10.F. III (a) Retiring on superannuation:	
	10.F.III (b) Death while in Service	
	10.F.III (c) Resignation:	
	10. F.III (d) Leave without Pay	
	10. F.III (d) i. Leave without Pay (LWP)	
	10. F.III (d) ii. Absence Without Approval:	
	10. F.IV. (e)	
	10. G:Policy For Compensatory off Leave	
	Procedure:	
	Availing Comp-Off:	
	10. H : Vacation Leave	
	Earned Leave Credit for vacation not availed:	
	10. I Health & Safety Guidelines:	
	10. J Physical entry, exit and search:	
	10.K Regulation of hours of work and duty chart:	
	10. L: Health Insurance:	
Eleven	Performance Management System:	129
	11.1 Objective:	
	11.2 Performance Appraisal Team.	
	11.2.1: Appraisee:	
	11.2.2: Appraiser:	
	11.2.3: Reviewer:	
Twelve	Code of Conduct:	130-131
	12.1 Introduction:	
	12.2 Preamble:	
	12.3 Obligation Towards Students:	
	12.4 Obligation Towards Parents, Community and Society:	
	12.5 Obligation Towards the Profession & Colleagues:	
	12.6 Obligation Towards the Institutions:	
Thirteen	Employees' Obligations:	132-133
Fourteen	Employees' Cell Phone Usage	134-135
Fifteen	Misconduct & Grievance Handling:	136-140
	15.1 Misconduct & Grievance Handling-	
	15.1.A. Acts consisting misconduct:	
	15.2.B. Conduct , Discipline and Appeals	
	15.2 Penalties:	
	2.A. 1: Minor Penalties:	
	2.A. 2: Major Penalties:	
	15.3 Procedure for imposing minor penalties:	
	15.4 Procedure to be adopted for imposing major penalties;	
	Action On The Inquiry Report:	
	Communication Of Order:	
	Appeal:	

Sixteen	Notice / Memo Procedure:	141
Seventeen	Termination Of Employment:	142
Eighteen	Sexual Harassment Policy :	143-150
	18.1 Forward:	
	18.2 Scope of Reference:	
	18.3 Definition of Sexual Harassment:	
	18.4 Objectives of the Policy:	
	18.5 Mandate:	
	18.6 Compensation Mechanism and Scope of Functions of the Committee:	
	18.6.A. Sexual Harassment Committee:	
	18.6.A. 1: Procedure and Guidelines:	
	18.6.A.2: Procedure of Enquiry:	
	18.6.A.3: Protection against victimization:	
	18.6.A.4: Obligation of the management:	
	18.6.A.5: Third Part Harassment:	
	18. 6.A.6: Redressal:	
	18.6.A.7: Post Enquiry:	
	18.6.A.8: Action against Members:	
	18.6.A.9: Funds and Staff:	
	18.6.A.10: Documentation:	
	18.6.A.11: Other Steps by Employees for Sexual Harassment:	
	18.6.A.12: Reference:	
Nineteen	Amendment Or Modification and Review:	151
	19.1: Amendment of Modification:	
	19.2: Review:	
Twenty	Provident Fund and Gratuity & Statutory Deduction:	152
	EPF, Gratuity & Statutory Deduction:	
Twenty One	Mediclaime Policy	153
Twenty Two	General Clause:	153
Twenty Three	Exit Procedure:	154
	23.1: - Exit:	
	23.1 (A) Resignation:	
	23.1: B- Notice Period:	
	23.1: C- No Dues Certificate:	
	23.1: D- Final Settlement:	

BUNTS SANGHA'S		
HIGHER EDUCATION INSTITUTIONS		
OPERATIONS MANUAL		
PART – III BUDGETING FINANCE ACCOUNTING		
AND PROCUREMENT		
Chapter	Table of Contents	Page
One :	Introduction	156-157
	1.1: Institutions Financial System:	
	1.2: Scope of the Accounting Policies:	
	1.3 Purpose of Accounting Policies:	
	1.4 Authority of these Policies:	
	1.5 Updates and Revision	
Two	General Guiding Principles	158-160
	2.1 Accounting Method	
	2.2 Foreign Currency Transactions	
	2.3 Revenue Recognition	
	2.4 Matching Principle	
	2.5 Prudence	
	2.6 Accrual Principle	
	2.7 Historical Cost Principle	
	2.8 Going Concern	
	2.9 Consistency	
	2.10 Fair Value Principle	
	2.11 Disclosure Principle	
	2.12 Accounting policies	
Three	Cash and Treasury Management	161-171
	3.1 Selecting Institutions Banks:	
	3.2 Managing Bank Accounts:	
	3.3 Bank Reconciliation Statements	
	3.4 Guidelines for Preparing Bank Reconciliations	
	3.5 Petty Cash Management	
	3.6 Cash in Safe:	
	3.7 Receipts & Payments:	
	A. Receipts:	
	B. Payments:	
	C. Submission of bills:	
	3.8 Investment Management	
	3.9 Prepayments	
	3.10 Write-Off of Fees:	
	3.11 Cancellation of Admission:	
	3.12 Cash Flow Statement:	
	3.13 MIS (Management Information System):	
	3.14 Accounting Entries	

Four:	Expenditure Control Management	172-174
	4.1 General Expenditure Control Policies and Procedures	
	4.2 Payment by Cheque	
	4.3 Payment by Letter of Transfer	
	4.4 Payment by Credit Card	
	4.5 Payment by Cash	
	4.6 Expenditure Approval Matrix	
	4.7 Accounting Entries	
Five:	Property and Equipment	175-180
	5.1 General Policy Guidelines	
	5.2 Acquisition	
	5.3 Recording	
	5.4 Custody	
	5.5 Depreciation of Fixed Assets	
	5.6 Disposal	
	5.7 Reporting	
	5.8 Accounting Entries	
Six:	Procurement And Inventory Management Policy	181-186
Seven:	Payroll Management	187-189
	7.1 Preparation of Payroll	
	7.2 Payment of Salaries	
	7.3 Categories of Staff	
	7.4 Salary Advance	
	7.5 Staff Loans (To be reviewed to its applicability to HEI Staff)	
	7.6 Provident Fund/ Gratuity Fund:	
	7.7 Leave Commuted to Cash	
	7.8 Accounting Entries	
Eight:	Grants and Sub-Grantee Management	190-193
	8.1 Administration of Donations From Donor and Grants /Transfer of Funds from Trust (BSM)	
	8.2 Mode of Receiving Donations / Grants	
	8.3 Contributions Acknowledgment	
	8.4 Revenue Recognition	
	8.5 Transfers	
	8.6 Disclosures	
	8.7 Grant/ Donation Agreements	
	8.9 Accounting Entries	
Nine:	Chart of Accounts and Operating Software	194
	9.1 Chart of Accounts	
	9.2 Implementation of the Chart of Accounts	
	9.3 Computerized Accounting System	
	9.4 Data security and Backups	
	9.5 Objectives of the accounting system	
	9.6 Basic recording and books of accounts	

Ten:	Budgeting and Budgetary Control	197-198
Eleven:	Financial Reporting	199-205
	11.1 Fair Presentation and Compliance with Generally Accepted Accounting Principles (GAAP)	
	11.2 Qualitative Characteristics of GAPP Financial Statements	
	11.3 Notes and Supplementary Schedules	
	11.4 True and Fair View	
	11.5 Communication of Standard Accounting Guidelines	
	11.6 Common Information in Financial Statements	
	11.7 Monthly and Annual Reporting Procedures	
	a) Monthly Procedures and Time Table	
	b) End of Year Reporting	
	c) Year End Accounting Routines	
	11.8 Financial Control	
	a) Internal control questionnaire	
	b) Balance Sheet Review	
	11.9 Specific Donor/Funder Financial Reporting	
Twelve:	Audit Framework	206
	Disclaimer	207

PART – 1 GENERAL ADMINISTRATION

CHAPTER -1 PREFACE

1.1 About Bunts Sangha Mumbai (Trust):

Bunts Sangha Mumbai came in to existence in the year 1927. The objective of Bunts Sangha Mumbai is to promote education and cultural needs of the Society in general and bunts community in particular. A Community dedicated to the welfare not only of its own people but also the society at large. The Bunts Sangha established two night schools for needy children as early as 1950. These night schools have produced thousands of excellent students and some of them have gone on to become distinguished industrialist, banker, lawyers, doctors and chartered accountants. The SM Shetty High School established in 1998 and subsequently started Junior College, International School and Degree College imparts education to over 8000 students every year.

The Bunts Sangha aptly realized the need and importance of Higher Education. Hence, in its Platinum Jubilee Celebrations in 2003 the Sangha decided to establish Higher Education Institutions for the needy students of Mumbai and more particularly from bunts community.

2.2 Bunts Sangha's Higher Education Institutions:

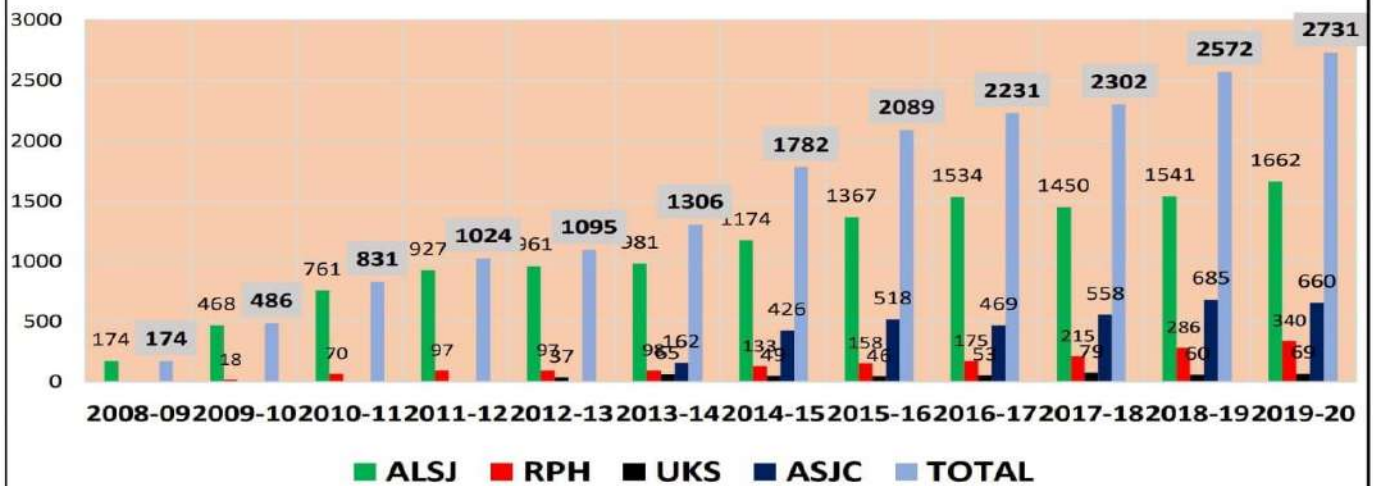
Under aforesaid project and an umbrella name 'Bunts Sangha's Higher Education Institutions the following Educational Institutions were established in the Shashi Manmohan Shetty Higher Education Complex, Buntara Bhavana Marg, Kurla (East), Mumbai: 400070:

- ALSJ: Anna Leela College of Commerce & Economics & Shobha Jayaram Shetty College for BMS. (Barkur Dharmaraj Shetty College for Mass Media. Sudhakar Mallappa Shetty College for Post-Graduation Studies in Commerce.) Est.: 2008
- RPH- Ramanath Payyade College of Hospitality Management Studies. Est.: 2009
- UKS- Uma Krishna Shetty Institute of Management Studies & Research. Est.: 2012
- ASJC: Arathi Shashikiran Shetty Junior College. Est.: 2013

1.3 Students Strength at A Glance (Inception Till 2019-20):-

Students Strength: Continuous efforts were made by the Management as well as Head of Institutions with external support from the Trust (Bunt Sangha Mumbai) from inception to till date, to increase students' strength in all our Institutions. These institutions are witnessing steady growth from inception and evidently reveal the student strength as follows:

Bunts Sangha's Higher Educational Institutions Historical Growth Chart From Inception



YEAR	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
ALSJ	174	468	761	927	961	981	1174	1367	1534	1450	1541	1662
RPH	0	18	70	97	97	162	133	158	175	215	286	340
UKS	0	0	0	0	37	98	49	46	53	79	60	69
ASJC	0	0	0	0	0	65	426	518	469	558	685	660
TOTAL	174	486	831	1024	1095	1306	1782	2089	2231	2302	2572	2731

Bunts Sangha's Higher Education Committee (2017-20) place on record the valuable contributions made by all its predecessors including Bunts Sangha's Past Presidents, Office Bearers and Donors towards the birth and progress of Higher Educational Institutions.

Since 2017, when the new committee formed by Bunts Sangha Mumbai took office its Chairman (Shri. N. Vivek Shetty) together with Office Bearers (Shri. Kishor Kumar Kuthyar- Vice Chairman, Smt. Mamata M. Shetty – Vice Chairperson, Shri. Bhaskar Shetty Karnad- Secretary, CA Ramesh B. Shetty-Treasurer) spelt out their vision of a taking these institutions further to the next level.

While our Institutions are ready with excellent and state-of-the art infrastructure facilities, the present Higher Education Committee (2017-20) realized the need for further upgrading the operations of the four colleges housed in this complex.

Consequently, present committee along with Chief Administrative Office- Shri. Prakash More took the initiative of coming up with comprehensive Operations Manual as well as separate Academic Manuals for all its four colleges comprising of minute policies, procedures and guidelines to serve as guide to assist Institutions' staff (teaching as well as non-teaching) and Management inclusive of Head of Institutions and CAO in their day-to-day performance of administrative, managerial and academic functions.

Further, to achieve ease of management and operations meticulously planned Management Reporting System guidelines and procedures has been framed to ensure periodical flow of information from each levels of operation to support the management and create an atmosphere which is conducive to the teaching learning process especially when our institutions are confronted with several situations which we have never seen.

HEC hereby appreciate contribution and support of CAO, Mr. Prakash More and Head of Institutions – viz. Dr. Padma Deshmukh- ALSJ, Mrs. Sanyogita Morarji- RPH, Dr. Krishna Shetty- UKS, Mrs. Shaila Shetty- ASJC in the preparation of respective Academic Manuals and Operations Manual.

We also acknowledge the incidental assistance extended by our staff from various Departments/sections.

These Manuals and MIS Reporting Procedures are intended to bring about a policy driven operation to the extent possible so that the team of the management including Head of Institutions, CAO and staff of institutions can learn to operate in healthy and disciplined state resulting in increased performance to reach better decisions more easily, effectively and quickly.

**With Positive Attitude, Hard Work, Dedication and Commitment, we can convert
a Stumbling Stone Block into a Stepping Stone.**

This being the 11th Anniversary of Higher Education Institutions, while appreciating the valuable contributions made by all our predecessors, we as a management along with our dedicated team of staff, faculties, Heads of Institutions and CAO would like to take these institutions further to greater height with excellent infrastructure facilities and comprehensive & meticulously designed “Operations Manual” applicable to all institutions as well as “Academic Manuals” by each institutions to make these institutions almost run by itself professionally along with co-curricular and extracurricular activities.

Together we can achieve the desired goal.

CHAPTER -2 PRELIMINARY

2.1 Short Title and Commencement

- a. This manual shall be called Bunts Sangha's Higher Education Institutions' '**Operations Manual.**'
- b. This Operations Manual consists of Policies in three parts viz.
 - Part -1: General Administration ,
 - Part -2: Human Resources Management
 - Part-3 : Budgeting, Finance, Accounting and Purchase Management
- c. They shall come into force with effect from **April 01, 2019** after due approval by the Trust (Bunts Sangha Mumbai) and the Management (Higher Education Committee).

2.2 Objective and Scope:

Objectives:

- a. To let the Officials involved in the day to day operation of this institution clearly understands their respective roles and responsibilities in carrying out functions which have been assigned to them.
- b. To optimize the operations and consistent delivery of services of the Institutions.
- c. To speed up decision making process.
- d. To serve as a training tool and to reduce training time of new employees.
- e. To transform Institutions philosophy, objectives and goals into result oriented actions.
- f. To make all individuals aware about the policies and procedures of the Organization and increase their efficiency.
- g. To streamline the functions of all the elements within this system to ensure that all the activities of the Bunts Sangha's Higher Educational Institutions are carried out in a systematic manner so as to safeguard and add value to assets as well as facilitate and enhance financial reporting.
- h. The implementation of sound financial and accounting systems is therefore designed in such a way as to ensure that:
 - i) All transactions are executed only upon proper approval and authorization;
 - ii) Only valid transactions are recorded accurately to permit preparation of financial tatements that conform to generally accepted accounting principles (GAAP), and

iii) All assets are safeguarded in a healthy controlled environment.

Scope:

- a. This manual covering the aspects of General Administration, Human Resources Management, Finance & Budgeting policies, Purchase procedures and Reporting Systems etc. is applicable to all colleges / institutions of Bunts Sangha's Higher Educational Institutions along with *Institution-wise Academic Manuals developed by each institutions* consisting of policies & procedures in accordance with the regulations of University, AICTE, DTE, Education Department, Maharashtra Board, and other relevant regulatory authorities (whichever is applicable) for day to day operations.
- a. It shall be applicable to all institutions and presently include:
 - Bunts Sangha's Anna Leela College of Commerce & Economics and Shobha Jayaram Shetty College for BMS. Barkur Dharmaraj Shetty College of Mass Media and Sudhakar Mallappa Shetty College of Post graduation Studies in Commerce.
 - Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies.
 - Bunts Sanga's Uma Krishna Institute of Management Studies & Research.
 - Bunts Sangha's Arathi Shashikiran Shetty Junior College.

CHAPTER -3 DEFINITIONS (IMPORTANT NOMENCLATURES)

In this Operations Manual, unless there is anything contrary in the subject or context –

- **The Management:** means and include the members of Bunts Sangha Mumbai Higher Education Committee.
- **The ‘OBs’:** The ‘OBs’ means Office Bearers of Higher Education Committee.
- **The ‘Trust’:** means Bunts Sangha Mumbai, the parent body duly registered under the Societies Registration Act, 1860 / Bombay Public Trust Act, 1950 and is responsible for overall management, operations and running of the Higher Education Institutions.
- **Institutions:** means all the Educational Institutions that are situated at Shashi Manmohan Shetty Higher Education Complex, Kurla (East) or some other locations that comes under the purview of Bunts Sangha’s Higher Education Committee.
- **‘Head of the Institution/ Department’:** means like the Director, Principal, Principal (I/c) and Vice Principal, Chief Administrative Officer, Head Master and Head Mistress or any other individual formally authorized from time to time by the management, with the overall responsibility for day-to-day operations of the Institution/Department.
- **‘Employee’** means any individual employed on the rolls of the Institutions. Anyone employed on contract through a contractor or vendor or consultant or retainer shall be governed by the rules and regulation of their work contract.
- **Circular/Notice:** means document used as a mode for Internal Communication.
- **"Notice Board"** means a board especially meant for the purpose of displaying matter / information or notice required to be posted under the provisions of these service conditions or any other enactment for the information of all the employees.
- **"Attendance"** means the presence of the employee concerned, in the Institution Premises or in such quarters where he is required to report for duty after getting his / her attendance marked in the attendance register / biometrics device / any other attendance device/ procedure prescribed.
- **“The appointing/ competent authority”** shall be either the Management or the Office Bearers of the Management or any other employee of the Institutions authorized by the Management who shall be deemed responsible for the administration and running of the Institutions.

- Administrative Officer nominated by the trustee or the management trustee or the Office Bearers of the Committee or The Principal of the Institutions or any other officer duly authorized for the purpose of initiating disciplinary actions as per the defined procedure and implementation / enforcement of rules and regulations.
- ‘**AICTE**’ means All India Council for Technical Education, New Delhi.
- ‘**UGC**’ means University Grant Commission.
- ‘**DTE**’ mean Directorate of Technical Education.
- ‘**Maharashtra Board**’ means Maharashtra Board of Secondary and Higher Secondary Education

Note: For the purpose of this Manual, references to the masculine gender include the feminine and singular includes the plural and vice-versa.

i. **Members of the Teaching Staff** mean the members of faculty, i.e. Directors, Principal, Vice Principal, Librarians, Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Teachers etc. as notified from time to time;

ii. Any other person appointed specifically to be a member of the Teaching Staff by the HEC.

iii. **Non-teaching staff/Administrative Staff** will mean and include all other employees not covered under (i) & (ii) above.

CHAPTER – 4: MISSION, VISION AND VALUES:

Bunts Sangha's Higher Education Institutions

Vision

‘To bridge the educational divide by empowering youth and nurturing quality’

Mission

- Providing state of the art physical and human infrastructure.
- Developing contemporary pedagogy for imparting value based education
- Reaching out to weaker sections of the society
- Fostering individual and overall growth through research and development

Core Values:

- A commitment to Value based Teaching-Learning.
- A commitment to innovation and excellence in Teaching-Learning Methodology through innovative practices.
- A commitment to continuous development of Students and staff members.
- A Commitment of mutual respect and team work.
- A commitment to self-sustainability.

CHAPTER - 5: MANAGEMENT FOR HIGHER EDUCATION INSTITUTIONS:

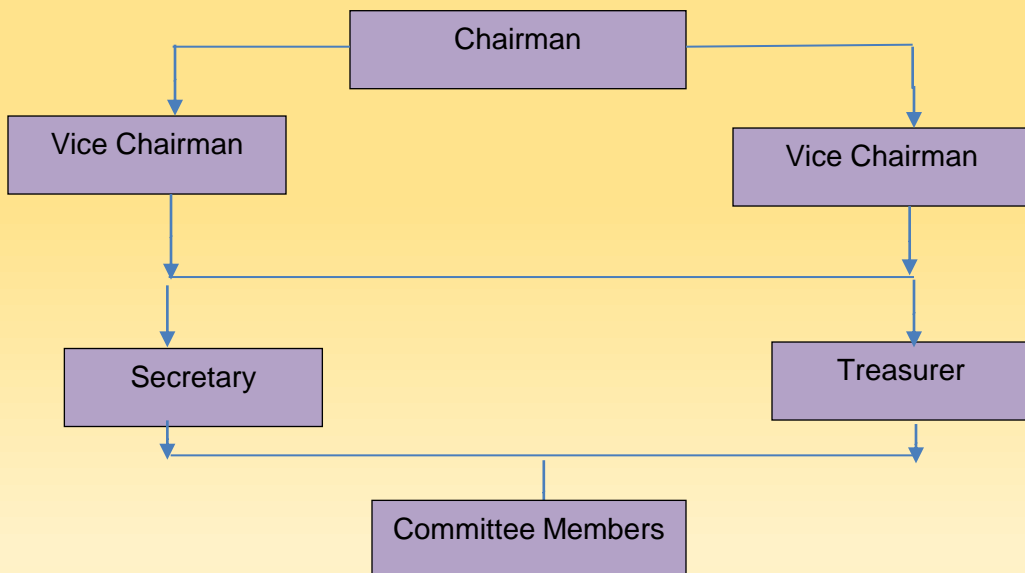
The Higher Education Committee is decided & appointed by the Trust (Bunts Sangha Mumbai) in accordance with the Bunts Sangha's Memorandum of Associations and Plans & Policies, the period of office of which is co-terminus with the Managing Council.

It is necessary for the Management (Higher Education Committee) to take prior permission from the Trust (Bunts Sangha Mumbai) for major operative expenses amounting to Rs. 10,00,000/- or more as clarified in the Constitutional obligations. The committee is made responsible & accountable for the receipts & payments of the said institution. However, the said account will be consolidated to the main account of Trust (Bunts Sangha Mumbai) in their final audited Balance Sheet.

The Chairmen and the OBs along with the respective Head of Institutions / Department (Director / Principals / Vice Principal/ and Chief Administrative Officer) will be responsible for the day to day management of the Institutions.

The Management consists of Chairman, Vice Chairman, Secretary, Treasurer and Members/Sub-committee.

5.1 Organization Chart - Management (Bunts Sangha's Higher Education Committee)



5.2 Duties and Responsibilities of Chairman, OBs, Members and Sub-committees:

5.2.1. Chairman: The Chairman is the Chief of Shashi Manmohan Shetty Higher education Campus and shall generally direct, guide and supervise the day to day affairs of Higher Educational Institutions. Chairman shall convene/preside the Weekly, Monthly or special meetings of the Committee. He chairs all the decision making meetings of the Committee. He executes all his decisions through the Secretary.

The President of Bunts Sangha (Trust) will occupy office of the chair of Honour as Chairman, whenever he is present at any function of the Institution.

Responsibilities:

- a. To complete the formalities of appointing office bearers, sub-committee and members for the Higher Education Committee.
- b. To ensure meeting the general objectives of the Trust (Bunts Sangha Mumbai) by carrying out activities related to promotion & development of Higher Education Institutions in consultation with the Managing Council of the Trust.
- c. To prepare Institutions budget for respective year in coordination with OBs and the respective Head of Institutions/Department.
- d. To prepare his/her own report related to the activities & submit in writing the brief report at every Monthly meeting of the Trust's Managing Council Meeting and Trustee meeting.
- e. To prepare his Higher Education Committee's Report for the year & submit to the Hon. General Secretary of the Trust (Bunts Sangha Mumbai) for publishing the same in the Annual Report to be reported to the AGM .
- f. To submit Institutions statement of accounts indicating Receipt & Payments to the Managing Council.
- g. To attend meetings of the Managing Council of the Trust to brief, appraise, and suggest his/her opinion & report.

5.2.2 Vice Chairman: In the absence of Chairman, the Vice Chairman will coordinate all activities of the HEI from time to time and he will discharge all the responsibilities of the Chairman. He shall assist the Chairman in discharging his duties.

5.2.3 Secretary: The Secretary shall convene and organize all the meetings of the HEC in consultation with the Chairman. He shall maintain the Minutes of the Meetings and execute all the decisions of the HEC.

5.2.4 Treasurer: The Treasurer shall be in charge of all the money / revenue transactions of the Institutions in coordination with the Trust. He with the assistance of CAO and Accounts Department shall receive & distribute money on behalf of the Institutions under the direction of the Management & Trust and issue receipts & obtain vouchers appropriately. Treasurer shall maintain proper accounts of the receipts & payments, Assets & Liabilities in such books & forms, exercising proper control and supervision of all financial transactions of the Institutions. Treasurer of the Management is responsible to prepare Annual Statement of Accounts and get the accounts audited and submit to the Trust for their approval. He shall prepare the detailed monthly accounts and submit to the monthly Managing Council meetings of the Trust. He shall operate the bank accounts of the Institutions through Chairman and authorized signatories to the bank accounts. He shall submit the budget of the institution in the meeting of Bunts Sangha.

5.2.5 Ex-Officio Members:

President, Vice President, Hon. General Secretary and Hon. Treasurer of Trust (Bunts Sangha Mumbai) would be the Ex-Officio members of Committee and would attend all monthly meetings of the Management.

5.2.6 Title Donors Members:

Title Donors whose names are allotted to Higher Education Complex and Institutions shall be the Donor Members of the Committee by virtue of their generous contribution for the establishment of Higher Education Institutions. Title Donor Members may nominate their representative to attend monthly meeting on their behalf.

5.2.7 Committee Members:

The Chairman in consultation with Office Bearers of Trust can nominate members (maximum up to ten) who shall actively participate in administration of Higher Education Institutions along with OBs and shall attend monthly meetings of Committee.

5.2.8 Trustee Advisors:

The former President of Trust may be appointed as an Advisor to the Committee. They shall provide guidance to the Committee as and when it is required.

5.2.9 Professional Advisors:

The Chairman in consultation with OBs of Trust may appoint professional Advisors for Institutions/Department.

5.2.10 Sub-Committee:

To take advantage of knowledge and expertise of its members, the Committee may constitute Sub-Committee viz; Infrastructure, Cafeteria, Housekeeping & Security, IT, Sports and Cultural Committee and any other sub-committee as and when found necessary. The subcommittee shall meet separately with respective team from the Institutions and shall submit their report to the Committee in its monthly meeting and may be invited for OBs' meeting, if required.

CHAPTER -6: ACADEMIC AND NON-ACADEMIC MANAGEMENT POSITIONS:

6.1 Organization Chart – Institution -wise: (Refer: Part -2 – Chapter – 2 of Human Resources Management)

6.2 Duties and Responsibilities of: Head of Institution/ Department:

The Heads of Institutions (Director / Principal / Vice Principal as the case may be) are administrative and academic heads of the relevant educational institutions of the Trust (Bunts Sangha Mumbai). They all will be reporting to the Higher Education Committee. They are responsible for creating suitable, result oriented and workable Academic Manual to manage the academic functions of their relevant institutions. They will be supported and guided by the Chief Administrative Officer in handling their functions in general and administrative functions of centralized administrative department in particular.

The Heads of Institutions are intended to report office before commencement of classes.

6.2. a Head of Institution/ Department: - (Director /Principal/Vice Principal)

Duties: (Director /Principal/ Vice Principal / Head of Institution):

- Assign duties, authorities and responsibilities to their relevant Head of the Departments/Coordinator, Teaching Staff, Administrative Staff and Supporting Staff.
- Decide funds allocation for departmental academic activities, Research & Development, Infrastructural development, various Recurring & Non-recurring expenditure by way of budget duly approved by the Management (HEC).
- Take measures to enhance the academic standards of the institute.
- To supervise, guide, monitor, co-ordinate and control various functions of the college.
- To supervise and control accounting procedures, preparation of budgets etc. of their respective institution in coordination with the Accounts Department of Institutions.

Responsibilities: (Director /Principal/ Vice Principal / Head of Institution):

1. To decide Vision and Mission of their respective Institution.
2. To prepare a development plan of the institute in accordance with the Vision, Mission, goals & objectives.
3. To decide long-term, short-term goals, objectives, plans of the institute in consultation and guidance with the Management / Trust.
4. Identify and plan for the source of finance, financial provisions, and preparation of budgets in consultation with the Management.
5. To execute recruitment process of teaching and non-teaching staff in coordination with CAO and in consultation with the Management.
6. Comply with the requirements of the University, DTE, State Government, AICTE / Maharashtra Education Board rules, regulations & norms as applicable.
7. Interact with University/ DTE/ State Government/ AICTE / Maharashtra Board and participate in all related matters, requirements, procedures, correspondence & records.
8. Interact with other institutes, research organizations, industries etc., for developmental work/activities as applicable.
9. Prepare and submit proposals to AICTE/UGC/University for financial Assistance Schemes, additional courses and variation in intake.
10. Interact with society, social organizations for developmental collaborative projects, activities.
11. Plan, Direct, Monitor & Control the overall activities, duties of the HODs, Section In-charges and other Staff.
12. Supervise, monitor & control routine administration of the college.
13. Supervise Guide, Train, Motivate and Control the teaching, administrative staff and supporting staff in accordance with their relevant Academic Manuals and Operations Manual applicable to all Institutions approved by the Management and Trust.
14. Plan, monitor and control the overall staff welfare in coordination with the Chief Administrative Officer.
15. Guide, Monitor & control the student's academic, curricular, co-curricular, extracurricular activities enabling their overall professional development.
16. To act and support activities so as to have excellent academic results & students' performance.
17. To act and support activities so as to have maximum placement of students in reputed industries, organizations.

18. To encourage students for Higher studies.
19. Interact with parents as and when required.
20. To set mechanism for students' welfare.
21. To constitute and oversee functions of Alumni Association.
22. Liaison with the Management related to college administrative work.
23. Submission and follow up of the various reports to the competent authorities.
24. To execute the, examination and assessment process as per norms, rules & regulations.
25. To monitor the process of admission, enrollment, eligibility, Scholarship of social welfare and minority & affiliation.
26. Liaison with various academic departments, sections such as Library, Computer Lab, and Hostels etc.
27. To maintain Official records/documents of their respective institutions with the help of Office Superintendent/Head Clerk/Support staff.
- 28 To start short term programs for optimum utilization of resources and generation of additional revenue.

6.2. b Chief Administration Officer:

Duties: The Chief Administrative Officer will be reporting to the Management (Higher Education Committee) and is responsible for leading all centralized administrative and support functions of all Higher Education Institutions of the Trust (Bunts Sangha Mumbai) at the Shashi Manmohan Shetty Complex, Kurla.

Responsibilities:

1. He shall execute all the directives of the Office Bearers so as to enable handling their respective functions in coordination with the Secretary.
2. Making arrangement for various meetings of the Management including issue of notices, circulars duly signed by competent authority.
3. He shall coordinate with the Secretary to prepare the agenda and maintain the minutes of the meeting and maintain records of the same. He shall also prepare the reports for Monthly meeting of HEC and Managing Council/Trustee meeting of the Trust.
4. He shall be responsible for overall management of functions of Higher Education Committee.
5. He shall act as a coordinator for all the Institutions in campus.
6. He shall be responsible to oversee functions of Human Resource Management viz; recruitment, selection, induction, leave records, training and development etc.

7. He shall be responsible to oversee functions and operations of financial management viz; financial planning, budgeting, receivables, payables, financial reporting etc.
8. He shall be responsible to oversee functions and operations of Purchase Management viz; procurement, negotiations, vendor relationships etc.
9. He shall be responsible for Planning, organizing and monitoring functions and operations of Housekeeping and Security.
10. He shall be responsible to oversee functions and operations of Sports & Gymkhana Management and Library Management.
11. He shall be responsible for Infrastructure Development and oversee the Maintenance of the infrastructure.
12. He would oversee the College's IT infrastructure and database management.
13. To oversee College's marketing function in coordination with the respective institutions and Management.
14. He will provide effective leadership to team members of the centralized administrative team and will foster an environment of continuous professional development and learning. He will be a member of the Institutions 'Senior Management Team and will work closely with the Head Of Institutions and other Senior members in delivering the Institutions strategic and master plans and on researching and developing the Institution's educational offering, including Add on/ Bridge Courses programs.
15. He would provide inputs to the Heads of Institutions with regards to administrative functions.
16. He shall report lapses with regards to academic and non-academic activities/ grievances in the organization which have not been dealt with satisfactorily at the institutional level, to the Office Bearers of HEC in order to assist in carrying out appropriate corrective measures for the same in time.
17. He would establish and maintain stipulated standards of work amongst staff and establish conducive working atmosphere and maintain discipline among the staff Members in the Higher Education Complex.
18. He would implement policies in totality and in time.
19. He would be part of Strategic Planning team comprising of Management, Heads of the Institution and shall work on Brand building, Promotion, Advertising, Counseling and monitoring of admission process.
20. He would be custodian of official records and documents pertaining to property and various approvals letters of all the institutions.
21. Maintenance and audit of financial flows and records;
22. Safety and security of people and property on the campus (often organized as an office of public safety or campus police);

23. Public affairs (including relations with the media, the community, and local, state, and federal governments)
24. Renewal of licenses and service contracts etc., on periodical basis.
25. Ensure that press release to newspaper or advertisement has to have a proper approval and reference as against the matter and the budget in advance in consultation with the Chairman of the Management.
26. Ensuring that the firefighting provisions are made and the Institutions' property has to be protected in case of emergencies.
27. Follow the required directions given to the Contractors, Administrative Staff.
28. Ensuring that each credit voucher, debit voucher, traveling voucher is signed as part of his consent and approval with the Management.
29. Plan, monitor and control the overall staff welfare in coordination with the Heads.
30. To coordinate with Counselor for counseling activities to provide guidance in arranging workshops/seminars common for all colleges.
31. To coordinate with external agency/Heads for conducting Faculty Appraisal Program in consultation with Management and strictly maintaining the confidentiality of the entire process.
32. To plan and supervise the functions of front office department and to attend and interact the visitors/Guests.
33. Correspondence and follow up for Traffic Police, BMC, Police station for issues such as Parking, indiscipline in College.
34. To coordinate and supervise provident fund work with the help of admin staff and the PF consultant.
35. To Co-ordinate with insurance service provider for Building insurance/ claims / LIC gratuity payment.
36. He would be in-charge of common facilities and resources and will ensure effective utilization of the same.

CHAPTER 7: ACADEMIC LIBRARY MANAGEMENT:

Institutions have a well-organized library. The Library is intended to serve two complementary purposes to support the Institution's curriculum, and to support the research of the Institutions' faculty and students.

Library staff of the Institutions campus is expected to help students, faculty and staff of all institutions with finding and recommending source materials as well as determining what type of materials they need. The Library is managed by the Librarian.

7.1 Librarian:

Responsibilities:

1. To develop library policies and procedures.
2. Selecting, developing, cataloguing and classifying library resources through library staff.
3. To manage budgets and resources.
4. Keep records of circulation and materials.
5. Liaising with academic staff, external organizations and suppliers.
6. Assisting readers to use computer equipment, conduct literature searches etc.
7. Promoting the library's resources to users.
8. To Search standard reference materials, including on-line sources, in order to answer students' and faculties' reference questions.
9. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and use of library software.
10. Respond to students' complaints, taking action as necessary.
11. Evaluate books/periodicals/journals to determine outdated or unused items to be discarded.
12. Assemble and arrange display materials.
13. Arrange for interlibrary loans of books not available in library.
14. Compile lists of overdue issued books, and notify borrowers that their books are overdue.
15. To use and manage Library Management Software.
16. Planning and developing the library.
17. Plan and carry out book purchasing, periodical subscriptions.
18. To coordinate meeting of Library Advisory Committee
19. To get and analyze students feedback regarding library activities and suggest improvement plan
20. Monitor and control overall functioning of the library.
21. Carry out stock verification.
22. Define and communicate rules and notices regarding library activities.

7.2 Assistant Librarian:

Role:

1. To classify book and other reading materials.
2. To support and provide all necessary help to execute library related activities in consultation with the Head of Institutions and Librarian.
3. To confirm appropriate utilization of computer center, reprography facility and library software.
4. Any other responsibility assigned by Librarian.

Responsibilities:

1. Assisting the librarian in his/her work.
2. Data entries of book and periodicals in software.
3. Cataloguing and classification of books and periodicals.
4. Monitoring of book circulation.
5. To maintain silence and discipline in library premises

7.3 Library Assistant:

Role:

1. To issue books and maintain the records appropriately.
2. To assist Librarian and Assistant Librarian in various libraries related activities.

Responsibilities:

1. Bar code labeling and pasting
2. Data entries of books and periodicals in software.
3. Issue and return books for all users.
4. Maintain the record of daily issue return reports.
5. Monitoring of reading room facility.

7.4 Library Attendant:

Duties:

1. Opening and closing of Library as per scheduled time
2. To ensure daily sweeping and cleaning of library premises
3. To assist for books/periodicals shelving.
4. To assist for circulation of books
5. To provide support to library staff and students for photocopy of documents
6. To monitor activities of library users at Main Entrance of library

7.5 Library Working Hours and Circulation Time:

- Library Working Hours : 7.45 AM to 6.00 PM (From Monday to Saturday)
- Circulation Timing : 9 AM to 6 PM (Monday to Saturday)
7.45 AM to 6.00 PM
 - a. Except on public holidays and Sundays, library is open on all other working days.
- Circulation process closes for a month every once a year on 30th April till 30th May for stock taking purpose.

7.6 Library Facilities:

1. Inter library loan facility is available with some selected libraries.
2. We have institutional membership of American Library and also are registered with N-list for e-resources.

7.7 Book Bank Facility:

Book-bank facility is provided for economically backward students.

Following are the rules to avail book bank facility

- I) Book bank application should come through the respective faculty coordinators.
- II) Family income should not be more than one lakh eighty thousand per annum.
- III) Income certificate/ proofs: Form No 16 B, Tehsildar certificate or a letter from the employer. Certificate given by Corporator /higher authorities.
- IV) Mark sheets of last two semesters.
- V) 1 Passport size photo.
- VI) ATKT students are NOT eligible for book bank facility
- VII) Following number of students from each course can avail the book bank facility:-

Course	FY (SEM I & II)	SY (SEM III & IV)	TY (SEM V & VI)
B.Com	10	8	8
BAF	5	5	5
BMS	10	8	8
BMM	5	5	5
BSc.IT	8	5	5

A list of the students who have availed the book bank facility based on the above table will be displayed at the library notice board.

- VIII) Security money of Rs. 300/- will be required to be deposited each semester, which will be refundable on the withdrawal of membership.
- IX) Security money of Rs. 800/- will be required to be deposited each semester by the BScIT students, which will be refundable on the withdrawal of membership.

7.8 Library Usage guidelines for the students:

- 1) Students have to maintain discipline and stand in a single row at the Issue return counter.
- 2) At a time only one book per student will be issued on producing his/her own library card. Any other Library Card will be forfeited
- 3) Books will be issued only for 7 days. From 8th day onwards fine will be charged as per the fine chart displayed in Library.

- 4) On entering the library every student has to sign the entry register kept at entrance.
- 5) Identity card is mandatory in the library premises and the students must produce the same on demand by the library Staff.
- 6) Reference books, magazines and journals are for reference only in the library premises.
- 7) Reference materials will be issued for reading purpose in the library premises only, to students against their Identity Cards. No student will be allowed to avail library facility without valid ID card.
- 8) Use of mobile phones is strictly prohibited in the library. All users are requested to keep their mobiles in silent mode. Readers are prohibited to attend calls in the library premises. A fine of Rs. 500 will be levied.
- 9) Once inside, and till you leave the library premises students should maintain total silence. They should not disturb other readers in the library otherwise library facility will be withdrawn.
- 10) Group discussions and standing inside the library is not allowed.
- 11) Food items and water bottles are totally banned inside the library premises.
- 12) Keep library and reading room clean.
- 13) All the students and faculty of this college can make use of the library services.
- 14) Unauthorized removal of books or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict action and or fine.
- 15) Reference books and Periodicals are not issued out.
- 16) Dissertations/Theses are to be consulted within the library premises only.
- 17) Borrowers must satisfy themselves with the physical condition of books before borrowing.
- 18) Students should take care of cleanliness of the library.
- 19) Students should not disturb the arrangements of the library furniture.
- 20) No photograph of the Library shall be taken without the prior permission of the Librarian.
- 21) Outsiders are not allowed in the library without the permission of the authority concerned.

7.9 Circulation guidelines for Faculties:

- i) Can issue 5 books at a time per faculty, for a period of 30 days.
- ii) Books can be renewed thrice before the due date. If they want same book fourth time then they have to return book physically and get it freshly issued.
- iii) The books may be kept reserved for the same faculty if needed and will be issued to them as soon as stock taking process is complete.

- iv) Every Faculty those who come in Library have to sign in the faculty entry register kept at the entrance of the library.

7.10 Circulation guidelines for Students:

1. ALSJ, ASJC and RPH students can issue 1 book at a time per student, for a period of 7 days.
2. UKS students can issue 2 books at a time per student, for a period of 14 days.
3. Students are responsible for books issued against their ID.
4. Books must be return on or before the due date otherwise the fine of Rs. 5 will be charged per day/book.
5. Absence & illness are not acceptable excuses for exemption from paying overdue charges.
6. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
7. If the due date falls on holidays, return can be done on the following working day without fine.
8. Lost books must be reported to the librarian immediately and replaced or paid for within a week.
9. Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library
10. Library can recall any issued book even before the due date.

CHAPTER 8: SCHOLARSHIP AND FINANCIAL ASSISTANCE RULES:

8.1: Admission Fee Concession Policy:

Without a comprehensive policy to suit the present conditions prevailing in the society, it is extremely difficult to take decision to approve the applications received by the Management on timely basis. Accordingly the following guidelines are to be followed:

1. The eligibility for Fee Concession is restricted only to the Students from Bunts Community.
2. The concession of maximum up to 10% on total fees may be granted to the students from Tulu-Kanadiga community pursuing education in RPH & UKS Institute. The Management reserves the right to amend said percentage value and the amount from time to time.
3. The Fee Concession will be restricted to the extent of Tuition Fees, Term Fees, Development Fees and Sports Fee only. Any fees that are in the nature of re-imbursement to the University / Education Board / Insurance Premium/Admission Form etc., will not qualify for concessions.
4. If the student is availing fee concession facility then eligibility would be decided on the basis of performance of the student in the previous/ qualifying examination and economical condition of the parents. During subsequent years, the fee concession facility would be continued subject to the improvement in academic performance of the student in the class for which fee concession was offered.
5. The student before approaching the College for Fee Concession should approach his / her Regional committee, Bunts Sangha and should exhaust all the possibilities of availing Fee Concessions to him / her and the student should produce the proof of such approaches made.
6. The Quantum of concession in the fees would be based on annual income of the family from all sources as under;

Eligibility for the fee concession will be based on the following income level:

Family Income level	Concession in %
Rs.180000 p.a	100%
Rs.180000 to Rs.240000 p.a	75%
Rs.240000 to Rs. 300000 p.a	50%
Rs. 300000 to Rs.360000 p.a	25%
Above Rs.360000 p.a	Nil

Note: The Fee Concession under any circumstances shall not exceed Rs.20,000/- per academic year, per student and also it will be subject to the parameters laid down in point no 3 above.

7. The application for fee concession in the prescribed format shall be submitted to administrative office on or before 30th September of every year. Applications received after the said date will not be entertained, under any circumstances.

HEC office bearers will dispose of the applications reasonably within 30 days from the date of its submission to the Management (HEC).

Those who have been granted concessions shall not be interviewed again and concession would continue until completion of the course in the Institution subject to conduct & performance of the student.

In the event of finding any reasonable evidence that the applicant student's family's financial condition is improved, such student shall be called for interview to decide on further continuation of fees concession.

8. Application for fee concession should be submitted to Administrative Office along with the following documents:

- a. Membership Card of Bunts Sangha Mumbai.
- b. Income Proof. (Salary slip / Certificate / Form No.16)
- c. Electricity Bills for last three months
- d. Telephone Bill / Mobile Bill for last three months.
- e. Aadhaar Card / Leave and License Agreement (In case of stay in rented place)
- f. School Mark Sheet / Progress Report (If applicable)

9. The Fee concession application shall be recommended by any of the following:

Trustees / Donors / Office Bearers / Members of Managing Council of Bunts Sangha Mumbai, Office Bearers/ Members of the Management (HEC).

10. The CAD shall review all applications with regards to compliance of Fee Concession Policy before submitting it to Management for their approval and shall present the summery sheet.

11. The students applying for Fee Concession will be interviewed by the HEC /BS Members appointed for the same, together with their Parents / Guardians. The decision of this Panel will be final.

12. Every Student eligible for concession should pay minimum of Rs.5, 000/- (in case of RPH and UKS the student may be asked to pay first installment amount) at the time of admission. However, the decision to waive off the initial amount payable shall be taken on case-to-case basis by the Chairman / Office bearers of Trust (Bunts Sangha Mumbai) /Management (HEC).

13. In case of well deserving students from economically backward bunts each stream, free seats may be allotted in courses in PGDM (MBA) and Hospitality Management or concession of 50% will be given to 1 or 2 students.

If there are any recommendations from political parties / title donors / President of Trust (Bunts Sangha Mumbai) / Chairman of Management (HEC) for the candidates other than Bunts, in special cases maximum five students (other than Bunts Community) can be given with fee concessions. This is suggestion is line with the recommendation from Trustees (Dr. P.V. Shetty) in the Trustee Meeting held on 13th May 2016.

14. Bunts Students who apply for fee concessions shall be encouraged to avail the benefit of interest free loan from Bunts Sangha's Professional and Higher Education Scholarship Fund, an Interest Free Refundable Financial Aid as per the terms and conditions prescribed for such loans. (Currently Rs.50,000/- maximum interest free education loan is given to Engineering, Architecture, Chartered Accountants, Hospitality Management, Business Management, PGDM and Ph.D. students or any other professional courses.)

15. The Chairman of the BSM- HEC shall have the discretion to sanction fee concession on merit in few deserving cases every year.

16. The management reserves the right to discontinue the Fee concession granted to student on periodical review.

Further such students (Bunts & Other Students) may be guided to approach Matrubhumi Cooperative Credit Society Ltd. or any other nationalized banks for Education Loan.

8.2 Admission Fee Concession Policy For Sports Quota (Cricket only) Students:

1. The eligibility for Fee Concession is restricted only to the Students securing admission under sports quota (Cricket) in Bunts Sangha's Anna Leela College of Commerce & Economics and Shobha Jayaram Shetty College of BMS.
2. The Fee Concession will be restricted to the extent of Tuition Fees, Term Fees, Admission fees, Development Fees only. Any fees that are in the nature of re-imbursement to the University of Mumbai, Uniform, and Students' Group insurance, Industrial Visit, admission form fees etc. will not qualify for concessions.
3. The eligibility for concession in fees would be decided on the basis of participation of student in cricket tournaments played at School, College, District, State and National level.

4. Based on participation of students in various cricket tournament the students would be placed in any one of the three categories mentioned under;

Category A:

- Students who have represented India at international level in Under 19 cricket tournament and also those who have represented state in Under 14, Under 16 level cricket tournament at national level.
- Students who have been a member of Winner and Runner up school Team at District level cricket tournament, Harris Shield and Giles Shield Cricket Tournament, Coca Cola Cup, Kanga League, MCA tournaments or equivalent federal matches.

Category B: Students who have been a member of school/college Team and reached Semi-Final matches at District level cricket tournament, Harris Shield and Giles Shield Cricket Tournament.

Category C: Students who have been a member of school/college Team at District level cricket tournament, Harris Shield and Giles Shield Cricket Tournament.

5. The Quantum of concession in the fees would be based on the category under which student has been admitted. This concession would apply for fees excluding restricted amount. (refer Point No.2)

<u>Category</u>	<u>Fee Concession in Percentage</u>
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Category A:	100%
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Category B:	80%
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Category C:	60%
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Note:

1. *The Fee Concession would be applicable for First year to Third Year class subject to student continuing his studies in our College and students remaining member of College Cricket Team.*
2. *The Fee Concession under any circumstances shall not exceed Rs.20,000/- per academic year, per student and also it will be subject to the parameters laid down in point no 2 above.*

6. The Management (Bunts Sangha Mumbai Higher Education Committee) reserves all rights to change/ modify/amend said fees concession policy without prior notice.

7. The application for fee concession in the prescribed format shall be submitted to administrative office at the time of admission every year.

8. Following documents shall be submitted along with application form;

- Certificates of participation /Certificate of Achievements in the field of cricket.
- Recommendation letter of College Cricket Team Advisor/Coach/Asst. Sports Director.

9. The students applying for Fee Concession will be interviewed by the HEC/ Principal and Cricket Team Advisor/Coach/Asst. Sports Director together with their Parents / Guardians. The decision of this Panel will be final.

8.3: Admission Fee Concession Policy For Sports Quota Students (Cricket only) – Junior College:

1. The eligibility for Fee Concession is restricted only to the Students securing admission under sports quota (Cricket) in Bunts Sangha's Arathi Shashikiran Shetty Junior College.
2. The Fee Concession will be restricted to the extent of Tuition Fees, Term Fees, Admission fees, Development Fees only. Any fees that are in the nature of re-imbursement to the Education Board, purchase of Project book/Journal/Laboratory handbook, uniform, exam fees etc., will not qualify for concessions.
2. The eligibility for concession in fees would be decided on the basis of participation of student in cricket tournaments played at School, District, State and National level.

4. Based on participation of students in various cricket tournament the students would be placed in any one of the three categories mentioned under;

Category A:

- Students who have represented India at international level in Under 19 cricket tournament and also those who represented state in Under 14, Under 16 level cricket tournament at national level.
- Students who have been a member of Winner and Runner up school Team at District level cricket tournament, Harris Shield and Giles Shield Cricket Tournament.

Category B: Students who have been a member of school Team and reached Semi-Final matches at District level cricket tournament, Harris Shield and Giles Shield Cricket Tournament.

Category C: Students who have been a member of school Team at District level cricket tournament, Harris Shield and Giles Shield Cricket Tournament.

5. The Quantum of concession in the fees would be based on the category under which student has been admitted. This concession would apply for fees excluding restricted amount. (refer Point No.2)

<u>Category</u>	<u>Fee Concession in Percentage</u>
Category A:	100%
Category B:	80%
Category C:	60%

Note:

1. *The Fee Concession would be applicable for both FYJC and SYJC class subject to student continuing his studies in our College and students remaining member of College Cricket Team.*
2. *The Fee Concession under any circumstances shall not exceed Rs.20,000/- per academic year, per student and also it will be subject to the parameters laid down in point no 2 above.*

6. The Bunts Sangha Mumbai Higher Education Committee reserves all rights to change/ modify/amend said fees concession policy without prior notice.

7. The application for fee concession in the prescribed format shall be submitted to administrative office at the time of admission every year.

8. Following documents shall be submitted along with application form;

- Certificates of participation /Certificate of Achievements in the field of cricket.
- Recommendation letter of College Cricket Team Advisor/Coach.

9. The students applying for Fee Concession will be interviewed by the HEC/Vice Principal and Cricket Team Advisor/Coach together with their Parents / Guardians. The decision of this Panel will be final.

8.4: Admission Fee Concession Policy For Sports Quota Students (other than Cricket):

1. The eligibility for Fee Concession is restricted only to the Students securing admission under sports quota (other than Cricket) in Bunts Sangha's Anna Leela College of Commerce & Economics and Shobha Jayaram Shetty College of BMS and Arathi Shashikiran Shetty Junior College.
2. The Fee Concession will be restricted to the extent of Tuition Fees, Term Fees, Admission fees, Development Fees only. Any fees that are in the nature of re-imbursement to the University of Mumbai or any other statutory body, Uniform, and Students' Group insurance, Industrial Visit etc. will not qualify for concessions.
3. The eligibility for concession in fees would be decided on the basis of achievements of student in DSO/University tournaments played at School, College, District, State and National level.
4. Mere participation in such tournaments shall not be treated as an eligibility for the concession in fees.
5. A fee concession up to 50% of total fees or Rs. 20,000/- whichever is lesser may be granted to the student.
6. The Bunts Sangha Mumbai Higher Education Committee reserves all rights to change/modify/amend/discontinue /withdraw said fees concession policy without prior notice.
7. The application for fee concession in the prescribed format shall be submitted to administrative office at the time of admission every year
8. Following documents shall be submitted along with application form;
 - Certificates of Achievements (Original copy shall be provided for verification purpose).
 - Recommendation letter of Sports Faculty of the Institutions and Head of the Institution.
9. The students applying for Fee Concession will be interviewed by the HEC/Principal/Vice Principal and CAO with their Parents / Guardians. The decision of this Panel will be final.

CHAPTER 9: VEHICLE PARKING POLICY:

9.1 Purpose:

The “Management” (Bunts Sangha’s Higher Education Committee) recognizes the use of motor vehicles as a convenience, but not obligated to provide parking for all vehicles entering the campus.

The main purpose of this policy is to clarify the regulations and restrictions relating to the parking of all motor vehicles within the campus.

The Management will make an attempt to provide a reasonable number of parking spaces for properly registered vehicles within the scope of resources and available sites.

In order to ensure an orderly flow of motor vehicle traffic and to maximize utilization of the limited parking facilities on campus, all members of the College community must accept the obligation to observe these policies.

The regulations are designed to maximize our limited parking space and to avoid detracting from the natural beauty of the campus.

The management may levy parking charges (if needed) for parking vehicle in parking area of the college premises and same will be intimated to all concerned on time to time basis.

Furthermore, it is understood that the operation of a motor vehicle on campus and utilization of any parking facility constitutes an acceptance of these rules and regulations.

9.2 Criteria and Procedure for allocating parking spaces:

Few parking spaces will be reserved for Members of Management/ Trust particularly on meeting days and Heads of the Institutions/CAO. Remaining parking spaces will be allocated as under:

1. Separate space will be allocated to Staff and Students.
2. Permanent employees, [disabled](#) employees and pregnant women will be given preference.
3. Parking facility will be provided only to the vehicle registered with Institution.
4. Parking for the Visitors will be provided as per the availability of space and at designated area only.

9.3 Preserving parking Area:

We expect to maintain a clean and safe parking area. The following rules apply at all times:

1. Persons are expected to park only in their designated parking areas, unless authorized to do otherwise.
2. No littering is allowed.
3. Everyone must ensure safety of other vehicle.
4. No speeding of vehicle, carelessly turning or irresponsible driving is allowed
5. No one shall block entrance or movement of other vehicle.

9.4 Disciplinary consequences:

Any employee/student who is found parking in unauthorized or prohibited areas or in other ways disregard this policy will receive a warning and a written reprimand. Repeat offence will result in retraction of parking benefit.

Parking outside of one's parking area is a violation of the Parking Policy and can be ticketed or immobilized for doing same. All those who are parking in stilt parking areas must deposit a copy of their driving license and vehicle registration certificate copy with the Centralized Department of Institutions.

CHAPTER- 10: Ownership of Intellectual Property or Copyright Ownership Policy:

10.1 Policy Overview and Definitions:

This policy is intended to address the ownership of Intellectual Property for works developed or created by members of the Institutions (BSM Higher Education Institutions), including faculty, research staff, College staff, and students, and the circumstances and processes under which agreements and determinations of ownership are reached.

The policy applies to Intellectual Property (IP) developed or created by members of the Institutions using substantial resources of the Institutions such as the library, institution-owned computers, whiteboards, photocopiers, pencils, desks and communication systems etc.

IP created by Institutions staff within the scope or course of their employment shall be considered as owned by the Institution.

10.2 Intellectual Property:

Intellectual Property shall be deemed to refer to patentable materials as per Indian Patent Act, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought as per Copyright law of India.

10.3 Copyrighted Materials:

Copyrighted Materials shall include the following:

- i. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals;
- ii. Lectures, musical or dramatic compositions, and unpublished scripts;
- iii. Films, filmstrips, charts, transparencies, and other visual aids;
- iv. Video and audio files/clips/CDs.
- v. Live video and audio broadcasts;
- vi. Programmed instructional materials;
- vii. Mask works; and, or other materials or works other than software that qualify for protection under the copyright laws of India or other protective statutes whether or not registered thereunder.

Software shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright.

The term “computer program” shall mean a set of instructions, statements, or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

Trademarks shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by institutions.

10.4 Approval; Revision and Amendment

This policy is subject to revision by the Management at any time by written recommendation from the Head of Institutions / Department with consultation and reviews by faculty. On receipt of the recommendation, an ad hoc committee of students, faculty or staff members shall be formed by the Management in order to get the said recommendations reviewed and then approved by the Trust.

CHAPTER: 11- Office Records Management Policy:

11.1 Purpose:

The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records. The policy also provides guidance to individual departments regarding their legal obligations with respect to record retention and disposal.

11.2 Application:

This policy applies to all official records generated in the course of Institutions operations.

“Official record” means any tangible thing containing recorded information that is created, received, used, recorded, or filed in the course of Institutions educational and/or business operations, regardless of format, except for the following categories of documents:-

- Records of immediate or transitory value only, such as routine slips, routine letters or memoranda of transmittal, telephone messages, notices, or memoranda that give only logistical information such as a change of location for a meeting and “for your information” notes.
- Faculty research records and notes.
- Duplicate materials and blank forms.
- Personal or private documents (including e-mail) neither created nor received in connection with Institutions operation.
- Magazines and newspapers not published by Higher Education Institutions.
- Published reports and other documents produced by entities other than Higher Education Institutions.
- Notes, drafts, or working papers once a project is completed, unless they provide more complete information than the final report. Some materials that do not constitute official college records could nevertheless have historical value to the college and provide important information to retain for the college’s institutional memory. For example, personal faculty papers are not official records, but are actively collected in the archives.

11.3 Administration:

Responsibilities: **Head of Institutions/ Department/CAO** shall be responsible for reviewing and updating this policy on a regular basis to conform to legal standards, and for responding to questions about application of this policy in particular circumstances.

Each Head of Institutions / CAO holds the following responsibilities under this policy:

- Heads and CAO shall be responsible for record pertaining to their respective departments /activities under their control.

- Develop and implement the department’s record management practices to conform to this policy;
- Educate staff within the department to understand and implement this policy;
- Establish the appropriate level of confidentiality and security for specific types of records and ensure that the department maintains that level;
- Ensure the transfer to the archives/record room of any records of historic value and/or documents that are to be maintained permanently;
- Ensure the destruction of inactive records that have no archival value upon passage of the applicable retention period.

11.4 Ownership of Records:

With the exception of records owned by faculty members, employees, or students, *official college records are*, pursuant to the college’s Intellectual Property Policy, the property of the college and not of the officers, faculty members, or employees who create them or to whom they are entrusted.

All members of the community are responsible for maintaining the integrity and security of such records.

11.5 Disposition of Records:

Certain official records must be retained for a specified time period as dictated in this policy. Once official records have met their retention schedule, they should be disposed of, unless they are of value to the archives.

If official records are retained beyond their retention schedule, college resources may be unnecessarily used in managing and storing them.

Authorization to dispose of official records is granted through the record retention schedule in this policy, which describes the most common types of records at Higher Education Institutions and how long they must be maintained.

Retention schedule for less common types of records or those that are unique to particular departments will be established in consultation with individual departments.

University, Other relevant Regulatory Authorities, Institution may determine the period that certain records must be kept.

11.6 Permanent Records:

Permanent records are records that have historical, administrative, or research value to the college and will be kept indefinitely. The college archivist/record keeper assists in the identification and classification of permanent records, and ensures that they are transferred to the archives once they become inactive.

Examples of permanent records include meeting minutes, architectural drawings, organization charts, real estate records, Approval of Institutions from various statutory bodies, endowment agreements, student theses, property documents, selected faculty papers, college policies and photographs of events and buildings.

11.7 Duplicate Copies.

Most records will eventually have multiple copies in several offices and departments at the college. There is only one “official copy” of any record, and the individual in the office designated by the Heads to hold the “official copy” is the official custodian and is responsible for the record’s retention and possible classification as an archival record. Copies may be kept as long as they are useful.

For example, the Centralized Administration Department (CAD) is the “official custodian” of Management meeting minutes, Institutions approval letters etc. All other copies of materials related to a search may be destroyed when no longer needed.

The respective Office is responsible for retaining the record for the period required by law, or longer if appropriate, and for transferring the record to the Archives/record room, if appropriate. Whenever an office or person is designated as the official custodian of a document all other offices should consult with the official custodian before destroying copies of records that the official custodian is maintaining.

11.8 Destruction Methods:

Destruction includes:

- Recycling is generally appropriate for all non-confidential paper documents, including public documents of other organizations, magazines, annual reports, newsletters, announcements, and drafts of policies or other memos which are not confidential.
- Shredding, using a cross-cut or strip shredder should be used for all documents that should not be read by others after they are no longer needed. This is essential for any document containing personal information, information that is protected student information under any relevant law of the land, health-related information, or financial information.
- The Institution shall consider guidelines given by statutory body before initiating destruction process.
- The Institution shall appoint one authorized vendor for disposal of documents.

11.9 Suspension of Record Destruction:

In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the authority / committee formed for this purpose.

For this purpose, the said authority/ Committee should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.

11.10 Document Destruction Record:

A Document Destruction Record (DDR) must be completed whenever official records are destroyed pursuant to this policy. The DDR may include categories of documents, rather than individual documents. DDRs shall be maintained in the office where the destroyed records were generated.

11.11 Digitalization of all important Documents:

The Institutions shall prepare soft copies of all records which need to be stored permanently or for a very long period. Heads and CAO would be responsible for devising policy for digitalization of records pertaining to the departments/ activities controlled by them. All digitalized records shall be kept under the control of Heads/CAO whereas copy of the same shall be stored on College Server/Cloud for safety and security of the document.

All digitalized confidential documents shall be protected with password and concerned Head/CAO/owner of document shall ensure preservation and confidentiality of password.

11.12 Electronic Records:

Many official records are created and maintained in an electronic format. These include documents on a computer hard drive, email and its attachments, and documents that have been scanned and reside on CDs or on other removable storage media.

File maintenance of these records requires coordination among the places where they are stored – hard drives on desk tops, laptops, on shared drives (network systems), and on removable storage media.

An electronic file that has permanent value to the college should be retained in the appropriate safe folder on the college's server, rather than on a personal desktop computer, which is not designed for the permanent retention of records.

All data on the college's server is backed-up regularly in order to ensure business continuation in the event of a disaster or crisis. Therefore, individual offices only need to retain their copies of electronic records if they are useful for day-to-day business. One notable exception involves special compilations of data that offices or departments may create using data from any software system developed to provide students, faculty, CAOs, and other members of the institutions' learning community with “anytime , anywhere” access to information service lie ‘Power Campus’. Because of the way data is preserved or changed over time, it may not always be possible to re-create a compilation of data in the future.

If it is determined that the records created by that database should be maintained for a specific period or should be permanently retained, the maintenance of the software license and the availability of it can be very important.

Before purchasing or using specialized software for these purposes, the official custodian should discuss with Information Technology Department the purchase and any agreement needed in order to back up the data system.

All Institutions faculty and staff entrusted with electronic data must adhere to these practices:

- Appropriately secure data and keep it inaccessible to non-approved users when not in use;
- Use, retain, and dispose of data consistent with this policy for paper copies of records;
- Develop policies for the appropriate and frequent back-up of data systems and their storage in locations that will keep them available in the event of a disaster affecting the original data system;

- Dispose of electronic documents containing private or confidential data properly, which means erasing hard drives and disks so that the data are not retrievable.
- Consultation with Information Technology Services staff on how to properly erase hard drives is vital before computers are transferred to other users or discarded;
- Treat electronic mail like any other electronic record. Mail that has information that should be retained according to a retention schedule should either be printed or filed as would any other paper record or saved to an archived e-mail file (a Safe departmental file).

11.13 Protection of Vital Records:

One part of the college's records management program is the identification and protection of vital records.

A record is vital when:

1. The re-establishment of an authentic replacement of a lost or unavailable record would be impossible or prohibitively difficult; and
2. Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

11.14 Retention Periods:

Almost every department or office in the college will have records that are not on the schedule of records for retention but should be retained.

Questions about such documents should be addressed to CAD and Head of Institutions and types of documents will be added to the schedule as appropriate.

The stated retention periods are a minimum time for which records should be retained. Generally, records should be destroyed at the end of these periods or longer, if required by Income Tax Act, University Rules and or rules of any relevant regulatory authorities, state or local law. In some cases, records may be transferred to the archives/record room at the end of the retention period as per the schedule.

CHAPTER- 12: USAGE OF TECHNOLOGY RESOURCES:

12.1 Scope:

This policy applies to all students, Institutions employees, Departments and divisions that hire independent contractors who use the college's technology resources should bind those persons to this policy by contractual agreement.

This policy applies with respect to all of the Institutions technology resources, whether hardware, software, or mobile communication devices, including computers (Desktop/Laptop), servers, electronic mail services, databases, cell phones, cell/data handheld devices and the institutions internet and intranet sites. It includes the use of the college's technology resources regardless of how or from where they are accessed.

For example, the policy applies to the access of the college's technology resources from remote locations, such as employees' homes, from wireless communication devices and from personal digital assistants.

12.2 Policy:

12.2.1 College's Right to Monitor

The college reserves the right to monitor, without notice, the activity and accounts of individual users of the institutions technology resources. Such monitoring can include reviewing, copying, accessing or archiving any information, data, files, or materials stored on, transmitted through or created on or through the use of the institutions technology resources

The normal Operations and maintenance of the institutions technology resources require the backup and caching of data, files and communications, the logging of activity, the monitoring of general or specific usage patterns and other such activities that are necessary for providing, allocating, budgeting for and planning service. The college undertakes those actions without notice to users.

Users should be aware that their uses of the institutions technology resources are not private and are not confidential. The issuance or availability of a password or other means of access is intended only to assure appropriate confidentiality of institutions files and information from persons not authorized to access those files or information. They do not suggest privacy with respect to the college's right to monitor described in this section.

12.2.2 Personal Use

The institutions technology resources are intended to be used for the business and educational purposes of the college. Occasional appropriate personal use of technology resources is permitted when that personal use does not interfere with expected performance or violate any applicable policy, rule or law. When using the college's technology resources for personal use, it is the sole responsibility of the user to ensure that others do not misinterpret the personal use as official college use. The use of suitable disclaimers is encouraged.

The use of technology resources for the sale or barter of goods or services for personal businesses (whether incorporated or not), such as consulting businesses, stores, or other sales of goods (for example, Amway, Amazon, Swiggy, flipkart etc.) or services is strictly prohibited and will attract disciplinary action.

Performance appraisals and evaluations may take into account personal use of technology resources. Supervisors may require a change in personal use, up to and including the cessation of personal use, where appropriate.

The college reserves the right to require repayment of costs for what it deems to be excessive personal use of technology resources and for all personal business uses of technology. Such requests are to be reviewed by the General Counsel for legal sufficiency before being made to an employee.

12.2.3 Acceptable Use Standards

Users of the institutions technology resources may:

1. Make minor modifications or add minor software (e.g., plug-ins, “wallpaper”) to computers, except as may be specifically prohibited below. Such modifications or additions must not interfere with the integrity or functionality of the hardware or software configurations set by the institutions.

Modifications or additions are made at the sole risk of the user; should it become necessary or advisable for the college to remove, delete or alter such modifications or additions, the college may do so without advance notice and without any compensation to the user.

Users who wish to add more substantial software or who are uncertain whether software is “minor,” should consult the System Administrator.

2. Connect their own personal digital assistants to their assigned institutions computer: Connection of a personal digital assistant to an institutions computer is prohibited and will be at the sole risk of the user; the college is not responsible for damage to the personal digital assistant or for the corruption or loss of data stored on or through the personal digital assistant. The college may remove/confiscate the personal digital assistant from the computer without advance notice and without compensation to the user. Users who wish to add other personal hardware or other peripheral devices to the college’s computers must receive advance approval from the Institutions Information Technology Department/System Administrator.

12.2.4 Users of the institutions technology resources must:

1) Comply with all Central/Sate Government rules, rules of relevant regulatory bodies and local laws, all applicable contracts and licenses and all generally applicable college policies.

These laws, rules, policies, contracts and licenses include those related to discrimination, harassment and retaliation, copyright, trademark, obscenity, child pornography, the Information Technology Act (which prohibits “hacking,” cracking” and similar actions) and software licenses

- 2) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized. The ability to access technology resources does not, by itself, imply authorization to do so.
- 3) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected
- 4) Respect the finite capacity of the institutions technology resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The reasonableness of any particular use will be evaluated in the context of the relevant circumstances.

12.2.5 Users of the institutions technology resources must not:

- 1) “Broadcast” e-mail messages to the entire college e-mail community. Requests for broadcast e-mail should be sent to Mail, Distribution and Fulfillment.
- 2) Use the institutions technology resources to intentionally or knowingly create or disseminate denial of service attacks, viruses, worms, or any computer code that will self-replicate, damage, hinder or alter the performance of any technology device or network activity.
- 3) Use the college’s technology resources to defeat, interfere with or circumvent any security measures, controls, accounts, record keeping systems or other “standard technical measures” used by copyright holders to identify and protect their rights.
- 4) Use any computer connected to any of the institutions networks as a server, hub, router or other network sharing device without the written permission of the System Administrator.

12.2.6 Virus Protection/Protection of Technology Resources

The institutions employ various measures to protect the security of its technology resources. Users should be aware, however, that such security cannot be guaranteed. Users should be vigilant in protecting their desktop computer and the institutions technology resources from viruses, worms etc.

Password protection may be required or made available for access to certain resources, programs or files. To maintain the security and integrity of those passwords:

1. Select passwords that are unique and that are unlikely to be guessed by others.

For example, the most secure passwords are random combinations of numbers, letters and characters (e.g., g7@kh1). Among the least secure passwords are your names and numbers or letters in sequence (e.g., 123456).

2. Do not share your password with others or record them and leave them in nonsecure or readily accessible locations. Never tape a list of your passwords on or near your computer.
3. Do not recycle passwords.

Despite the efforts of the Institutions, technology resources are subject to corruption of data and crashing. The college backs up its files on a regular basis to provide a measure of protection in the event of such occurrences.

When the institution backs up its files, that action does not include computers' hard drives ("C"). You are encouraged to save files on the shared drive (to be named by System Administrator) or on your individual drive (to be named by System Administrator) on the college's servers. Avoid saving files on a computer's hard drive. If you do save files on a computer's hard drive, you should back it up to a disk(s) periodically. If you do not back up your hard drive, it may not be possible to recover files lost due to crashes or corrupted hard drives.

12.1.7 Internet/Intranet

The Institution may permit faculty or other employees to post information on the institutions internet or intranet sites. The institution reserves the right to delete, disable access to or "take down" such information if the college believes that it has been posted in violation of applicable federal, state and local laws, applicable contracts and licenses or generally applicable institutions policies. The information posted on Institutions website must be approved by Heads/CAO.

12.3 Enforcement

Users who violate this policy may have their access to technology resources limited, altered, or denied and may be subject to other penalties or disciplinary actions. Violations will normally be handled through the disciplinary process applicable to the relevant user.

In other words, users who, through the use of the college's technology resources, have repeatedly infringed the copyrights of others will in appropriate circumstances have their access to those technology resources terminated.

The Institutions (through the Management or the Management designee) may temporarily suspend, restrict, limit or block access to one or more technology resources prior to the initiation or completion of disciplinary proceedings when it appears necessary to do so to protect the integrity, security, or functionality of the college's technology resources or to protect the college from potential liability.

CHAPTER -13: UNAUTHORIZED PERSONS IN THE WORKPLACE AND CLASS SITES:

13.1 Scope:

This policy applies to all persons.

13.2 Definitions:

Unauthorized persons: mean persons other than college employees, students acting within the scope of their educational relationship with the college, independent contractors and vendors conducting business within the scope of their engagement with the college and representatives of college partners conducting business within the scope of the entity's partnership with the college.

Workplace: means the non-public work areas at all college facilities. "Workplace" includes, but is not limited to, offices, office suites, classrooms, Laboratories, computer labs, testing centers, Library, Gymkhana and tutor rooms.

Class sites: means all locations at facilities used by the Institutions which learning activities for students take place. "Class sites" includes, but is not limited to, classrooms, distance learning locations, computer labs, other labs, tutor rooms, Gymkhana, Library and testing centers.

13.3 Policy:

The college strongly discourages students from bringing unauthorized persons into any class sites, such as classrooms, computer labs, other labs, tutor rooms and testing centers. Unauthorized persons are permitted in class sites only for brief time periods in rare circumstances caused by unanticipated emergencies and only with the approval of the faculty member or other college employee responsible for that location at that time period.

Trespassers are liable to be prosecuted. Guests if any are permitted in the institutions premises, with hosts responsible for their guests' actions. Children who are ill are not to be brought to class sites.

Notwithstanding the above, unauthorized persons are not permitted in

- a) any work area in which potentially hazardous materials are used or which may be a hazardous work site (These work areas include, but are not limited to, laboratories, facilities maintenance areas, attics, chemical storage areas, and loading docks.), or
- b) The Student's Learning Center. (Institutions employees are only permitted in the Student's Learning Center if necessary to perform work in the scope of their employment.)

13.4 Procedures:

Employees who observe an unauthorized person at a workplace are to contact the CAD / (or higher level supervisor) and or Security responsible for that work location in non-emergency situations or Public Safety Services / Police if the matter cannot be resolved with the supervisor.

13.5 Unauthorized persons at the workplace:

Since many of the Institutions premises are open during the day it is very likely that employees and or any authorized persons likely to encounter people who are not there to study or visit the relevant authorized person's colleagues.

Here is some advice on what to do. Under such circumstances it is expected from the authorized

Persons to notify the institutions security guard immediately and or ask the persons if they are looking for someone so as to make it enough to make them leave the premises.

In a situation unauthorized persons occasionally become threatening to authorized person and it is important to stay calm, remain at a distance and to take all threats seriously by attracting the attention of other colleagues and immediately summon the institutions security guard. The general rule is that all threats are to be reported to the police. The Institutions CAD and Security office can help with this.

13.6 In case of a suspected break-in:

If and when authorized persons discover a possible break-in, notify the Institutions security guard immediately. It is advisable not to enter the area where you suspect a break-in has occurred, but rather seal off the area, if possible, to prevent others from entering as well. The institutions security and or CAD shall report the incident to local police.

CHAPTER- 14: Workplace and or Study Place Violence Prevention Policy

14.1 Scope:

The guidelines established by this policy apply to all employees, including faculty, staff, student, and temporary employees.

The Management reserves the right to modify or update these policies at any time.

14.2 Policy:

The Institutions is committed to preventing workplace violence and maintaining a workplace environment free from violence, threats of violence, harassment, intimidation, damage to the property and other disruptive behavior. The College has a zero tolerance policy for actions, statements, or other behavior by anyone that is, or is intended to be violent, threatening, intimidating, disruptive, aggressive, or harassing as determined by the Institutions in its sole discretion.

The Institutions asks for the cooperation of its employees to maintain a safe working environment. Successful resolution and prevention of workplace violence is predicated on the following:

- Education and awareness
- Accurate and timely reporting
- Investigation
- Mitigation

14.3 Definitions:

- **Workplace Violence:** Behavior in which an employee, student, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
- **Workplace:** Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.
- **Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- **Intimidation:** Making others afraid or fearful through threatening behavior.

Employees are expected to promote and maintain and help to maintain a safe work and educational environment and are required to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report to the concerned authority.

Violations of this policy shall result in disciplinary action, up to and including termination of employees, suspension or termination of any business relationship, or an order barring an individual from all or part of college premises. In addition, the college may contact the appropriate criminal authorities for possible arrest and prosecution.

Violent acts of employees occurring outside the workplace also may be grounds for disciplinary action, up to and including termination if the college determines, in its sole discretion, that the acts adversely impact the employee's ability or the ability of others to perform assigned duties and responsibilities or disrupt or have the potential for disrupting the effectiveness of the college's activities.

CHAPTER 15: Smoking and Tobacco-Free Campus Policy

15.1 Scope:

This policy applies to all students, employees, and visitors.

The policy is in compliance with The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 or COTPA, 2003.

15.2 Purpose:

The Institutions seeks to provide a safe and healthful learning and working environment for its students, employees, and visitors. The college recognizes that smoke is offensive to many non-smokers and there is evidence suggesting that passive smoke inhalation is harmful.

This policy provides definitions and procedures related to a smoke-and tobacco-free college, including enforcement. Every member of the institutions community shares responsibility for adhering to and respectfully communicating the smoke-free and tobacco-free policy.

15.3 Policy:

Smoking and the use of all tobacco products within the boundaries of all institutions premises including all building, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the institutions is prohibited. This prohibition extends to parking lots, walkways, sidewalks, sport venues, institutions vehicles and private vehicles parked or operated on Institutions and Trust's property.

15.3.1 Definitions:

- A. **“Smoking”** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.
- B. **“Tobacco”** includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco.

15.4 Procedure:

Compliance: It is the responsibility of all members of the campus to comply with this policy. This policy relies on the thoughtfulness, consideration, and co-operation of smokers and non-smokers for its success.

- **Student Violation:**

Students who fail to comply with this policy will be verbally warned, advised of the policy and options for assistance, and requested to comply with the policy.

If the student violates this policy a second time, Institutions authorities /Head of institutions / Department will discuss the violation with the student and the student will be issued a written warning. Subsequent violations will result in more severe disciplinary action in accordance with the Student Code of Conduct.

- **Employee Violation:**

Employees who fail to comply with this policy will be verbally warned, advised of the policy and options for assistance, and requested to comply with the policy. If an employee violates this policy a second time, Institutions authorities this violation to the Human Resources department. Human Resources and the Head of institutions / Department /supervisors will meet with the employee and the employee will be issued a written warning. Subsequent violations will be result in more severe disciplinary actions, up to and including termination.

- **Visitor Violation:**

Visitors to the college who fail to comply with this policy will be verbally warned by the Institutions authority. If the visitor refuses to comply or violates the policy in the future, the Institutions authority may contact local law enforcement and follow protocols for removal of the visitor from college property.

CHAPTER 16: Surveillance Camera Use / CCTV Policy

16.1 Scope:

This policy applies to all students, employees, and visitors.

16.2 Surveillance Camera Use Guidelines:

Purpose

The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the College. The employment of surveillance cameras is part of an integrated security approach that includes a number of strategies including access controls and alarms. Security cameras are employed where it has been demonstrated that camera presence will support crime prevention and the apprehension of offenders.

Cameras will not be installed in areas where students and staff could reasonably expect privacy, such as restrooms and changing areas, except in accordance with the procedures for temporary installation of cameras included in this policy.

These guidelines address the College's safety and security needs while respecting individual privacy of those attending, working or visiting Higher Education Institutions campus to ensure the protection of individual privacy rights and related state and federal laws, this statement formalizes the process of installing surveillance equipment on College property. Additionally, these guidelines pertain to the viewing, retention, dissemination, and destruction of recordings.

16.3 Installation Procedures and Locations

The Management in consultation with the Head of Institutions / Department and Security Advisors shall decide where cameras will be installed. Cameras may be employed in parking lots and building areas.

The use of surveillance cameras is limited to uses that do not violate a person's "reasonable expectation of privacy", as that term is defined by law.

The institutions use of surveillance cameras for monitoring or recording shall be used in a professional, ethical, and legal manner consistent with all existing institutions policies.

The College will limit camera positions and views of certain areas.

Surveillance cameras will be installed and configured to prevent tampering with or duplicating recorded information. All new installation of surveillance cameras must connect to the institutions main system.

16.4 Viewing

Only authorized personnel, as determined by the Management / Head of Institutions /CAO shall be involved in, or have access to, surveillance monitoring.

The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week, however the institutions reserves the right to do so.

16.5 Retention and Release of Information

Images obtained through surveillance monitoring or recording will be retained for a length of time deemed appropriate for the purpose of monitoring, but not to exceed 90 days, unless such images have historical value, or are being used for a criminal and/or judicial investigation in accordance with this policy.

Surveillance recordings will be stored in a secure location with access by authorized personnel only. College personnel are prohibited from using or disseminating information acquired from surveillance cameras except for official purposes.

All information and/or observations made in the use of surveillance cameras are considered confidential and can only be used for official institution and law enforcement purposes.

Information and results obtained through surveillance monitoring or recording will only be released when authorized by the Management and Head of Institutions / Department.

All requests from sources external to the institution for the release of information and results obtained through surveillance monitoring or recording must be submitted in writing to the Institutions authorities.

CHAPTER 17: Possession of Weapons:

17.1 Scope:

The possession of deadly weapons on property owned, leased or rented by the institutions and to all persons attending any institution sponsored activity at any such locations is prohibited.

For purposes of this policy “deadly weapons” include:

- Any firearm, Explosives (including fireworks), dangerous chemicals, substances or compounds.
- Knives, swords, machetes, projectile devices
- Bludgeon (thick stick with a heavy end used as weapon) or other device which in the manner used or intended is capable of producing death or serious bodily injury.

17.2 Exceptions:

1. Employees who are specifically authorized to carry concealed weapons as a part of their job responsibility.
2. This policy does not apply to the lawful possession and storage of disabling chemical sprays or to the lawful display or use of such sprays, when the display or use is objectively for a self-defense purpose. It is not within the scope of employment for any college employee to possess, use, store or display such sprays.
3. This policy does not apply to currently licensed and commissioned law enforcement officers acting within the scope of their law enforcement responsibilities but only to the extent that they are legally permitted to possess such weapons and ammunition in this jurisdiction.
4. This policy does not apply to persons in the military acting in the performance of their official duties but only to the extent that they are legally permitted to possess such weapons and ammunition in this jurisdiction.
5. This policy does not apply to persons authorized by their employer, and licensed and legally permitted to possess weapons in this jurisdiction, but only if the employer is providing services to our Institution under a written contract approved in advance by the Management particularly as commercial during ceremonial or performance elements of special events (e.g., festivals, open air markets, etc.) granted access to institutions ground or premises by the Management.

The possession of weapons on institutions property may only be authorized by the Management / Head of Institutions / Department. Individual written authorization will be maintained in the office of CAD/ Security Department.

Employees, students and or any other persons who violate this policy are subject to either disciplinary sanctions under any applicable policy and or local laws.

CHAPTER 18: Cafeteria (Canteen) Policy:

The Institutions Cafeteria/ Canteen is a service provided by the institution for the benefit of its students and staff. The Institutions Cafeteria/ Canteen sell food and drink that are healthy, nutritional and tasty. It is operated according to a good, ethical business practices.

Higher Education Institutions are committed to holistic education; therefore the whole life of every student is of concern to the institution: students' physical wellbeing as much as their spiritual growth and intellectual development. All operations of the College reflect its values and vision. The Cafeteria/Canteen is an integral part and important part of the institution as such its management and operations need to also reflect the Institution's aims and mission.

18.1 Aims of the Canteen:

The aim of the Cafeteria/canteen is to offer a service to the College community by:

- Providing a range of nutritious, hygienically prepared food for the school community at a reasonable price.
- Provide friendly and prompt service and encourage courtesy and consideration.
- Operate as an effective and efficient center, which can make a small financial contribution towards the operation and development of the College.
- Demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food.

18.2 Cafeteria/Canteen Committee:

The Cafeteria/Canteen Committee will be constituted by the Management and will consist of Heads, CAO, Faculty from each institution and Canteen Manager/Contractor. One Faculty will be appointed as a convener of the committee who would be responsible for arranging for the meeting and implementation of decisions taken by the committee. The committee is to act as an avenue for school feedback regarding the canteen. The Committee would finalize the menu and submit it to the Canteen Contractor. The rates will be finalized by the Management and the Cafeteria/Canteen Committee with mutual consent of Canteen Contractor.

Administration

- The Management will manage the Cafeteria/Canteen through a canteen committee.
- The canteen committee will be responsible for ensuring operation of canteen in accordance with this policy and its supporting documents.
- The canteen committee will present a report to Management on quarterly basis.
- The committee convener shall arrange for meetings of Cafeteria/Canteen Committee and present a written report.
- The Governing Council will have the right to appoint, reappoint or terminate the canteen contractor.

18.3 Appointment of Cafeteria/Canteen Contractor:

The Management will follow the procedure to select best contractor for operation of Cafeteria/Canteen. The contract agreement will be for the period of one year and may be extended for the period of five years. The Management authorized to decide on continuation of contractor by issuing of fresh work order as per the prevailing conditions or Management can repeat the procedure for selection of canteen operator. The format of contract agreement to be executed as per the prescribed format from time to time.

The Contractor shall safe guard all equipment provided by the institute and cafeteria space and other part of premises. He shall adhere to the norms of the contract agreement.

18.4 Statutory Compliances and License:

As per the prevailing norms of the MCGM our Cafeteria/Canteen does not require Shops and Establishment license. The Institution's CAD would be responsible for obtaining Health Department license and NOC from Fire Department. The Health Department license shall be renewed annually by CAD.

CHAPTER 19: Institute Management Software System (IMS)/ Enterprise Resource Planning (ERP):

Bunts Sangha's Higher education Institutions would use Institute Management Software (IMS)/Enterprise Resource Planning (ERP) for effective management of its resources.

19.1 Purpose:

IMS would be used to streamline and integrate the operation processes and information flow in the Institute to synchronize the resources namely Students, employee, material, money and books through information.

This IMS shall be covering all functional areas like Student Enquiry, Student Admission, Search Student, Re-Admission of the Student, Fee Collection, Generation of Student Id card, Student Attendance & Leave. Maintain the Inventory of Book, Suppliers and Publishers, Question Paper Creation, Employee Salary Creation, Daily Expenses, EOD, Maintain the Library Record for Student & Employee like Book Issue, Book Return, Search Book and Its generate the Defaulter List, Time Table Creation for Teachers, Security like Create User with Password, Change Password and Menu Permission.

IMS eliminates the most of the problems like Human Errors, Material shortages, Student Feedback enhancements, Employee service, Cash Management, Inventory problems, Quality problems, Books delivery etc.

19.2 IMS:

The Higher Education Institutions shall use Institute Management Software. Presently Higher Education Institutions are using Masters Software as an IMS software. IMS would have separate user manual for all its modules.

19.2 HRMS:

The HRMS would be as independent software for Employee Attendance & Leave management and salary processing. At present 'SARAL' has been used as HRMS software. HRMS would have separate user manual.

CHAPTER 20: Infrastructure Maintenance and Management System:

20.1 Introduction:

Bunts Sangha's Higher education Institutions owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. The Institution has an established system for maintenance and utilization of administrative blocks, classrooms, Library, Gymkhana, computers, equipment and laboratories in its complex. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

An **'infrastructure'** is the network of assets "where the system as a whole is intended to be maintained indefinitely at a specified standard of service by the continuing replacement and refurbishment of its components." **'Maintenance'** in the context of this policy is defined as the work necessary to realize the originally anticipated life of an asset. **'Repairs'** are work completed to restore damaged or worn out facilities and assets to their normal operating condition. Repairs are curative, while maintenance is preventative.

20.2 Purpose of this policy

This policy is intended to help Management, staff, and students to understand importance of Infrastructure maintenance and procedures followed for the same.

Effective Maintenance of infrastructure can;

- Contribute to an organization's instructional effectiveness and financial well-being.
- improve the cleanliness, orderliness, and safety of an education organization's facilities
- reduce the operational costs and life cycle cost of a building
- help staff deal with limited resources by identifying facilities priorities proactively rather than reactively
- extend the useful life of buildings
- increase energy efficiency and help the environment

20.3 Maintenance of Physical Facilities:

The physical facilities are maintained by the Institution's Centralized Administrative Department, which comprises Maintenance Supervisor and Electrician. The services of electricians and computer analysts are available during working hours in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by maintenance supervisor with the help of plumbing contractor. The complaints can be registered through maintenance department by letter/mail/ orally.

The Maintenance Supervisor with a team of Housekeeping supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, Gymkhana (sports facilities), cabins, conference rooms, staff rooms, students amenity areas, cafeteria and Library. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days.

Transport facilities are monitored by the maintenance supervisor and his support staff. Annual contract shall be given to Bus service provider every year in the beginning of the academic year.

20.4 Maintenance of Classrooms, Furniture and Laboratories:

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department/Institutions. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the CAD periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

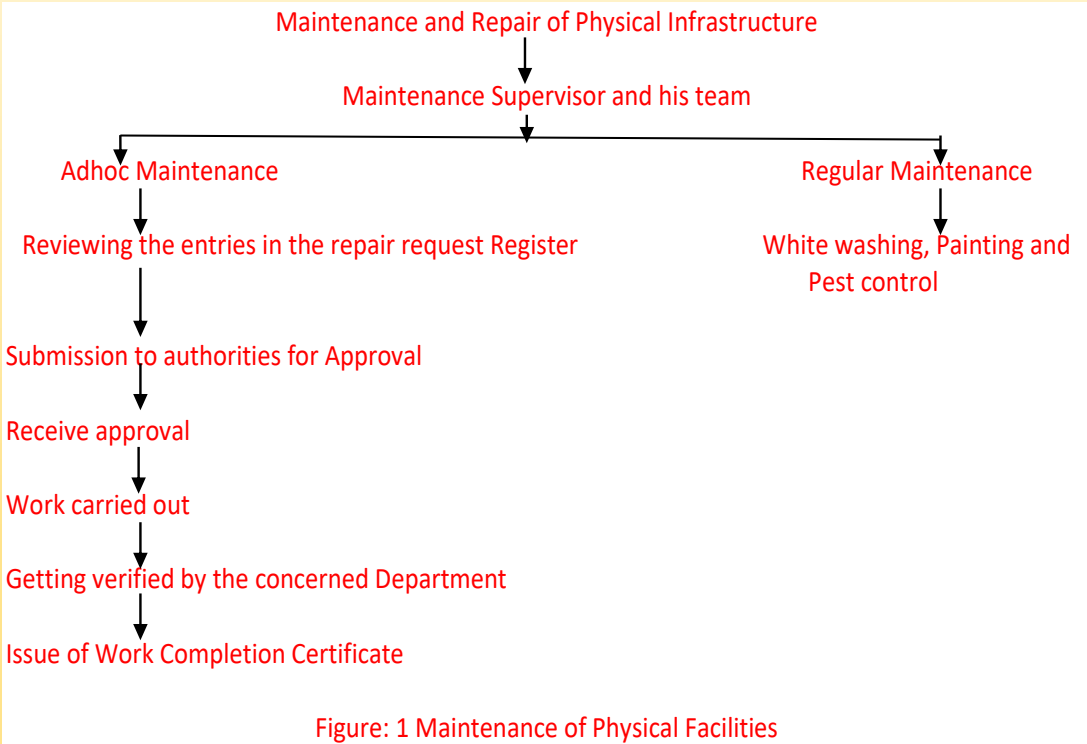
20.5 Maintenance and Utilization of Library and Library Resources:

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- CDs or any other documents containing device should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats. For said process help of maintain ace supervisor can be taken.

20.6 Maintenance and Utilization of Seminar Halls and Auditorium:

Conference rooms/Board Room and auditorium are under the purview of the CAD and the cleanliness is taken care of by the housekeeping team. Effective utilization of Conference rooms/Board Room and auditorium for organizing academic meetings, seminars, and conferences is made. For accessing the facilities, the organizing faculty/staff member submits a form available with Front Office, through Heads and the date of event is registered and the halls are accessed on priority basis.



20.7 Maintenance of ICT Facilities

The Computer Centre headed by System Administrator and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by computer center.

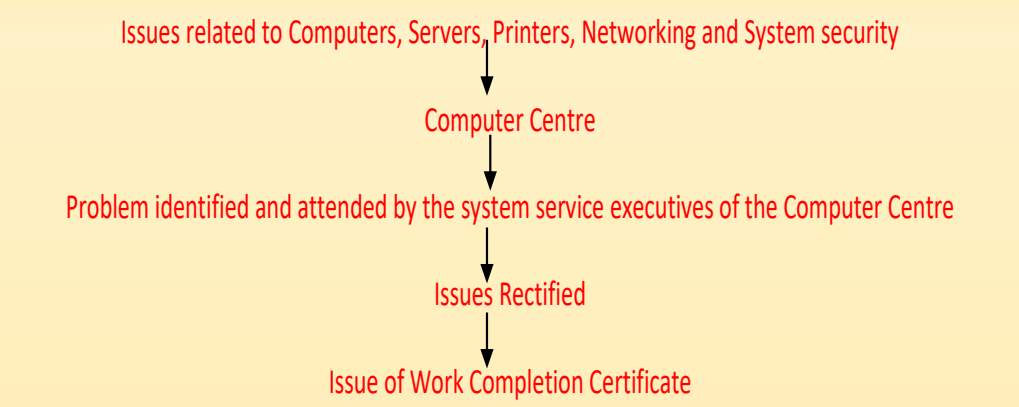


Figure: Maintenance of Computer and Accessories Issue of Work Completion Certificate

20.8 Maintenance of Lab Equipment:

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the CAO. Standard operating procedures for all high end equipment are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipment. Breakage and repair if any are reported to the Head of Department or the faculty-in charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme. The condemned/obsolete items are discarded by procedure after getting the report of the IMF and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipment and high end servers and computers.

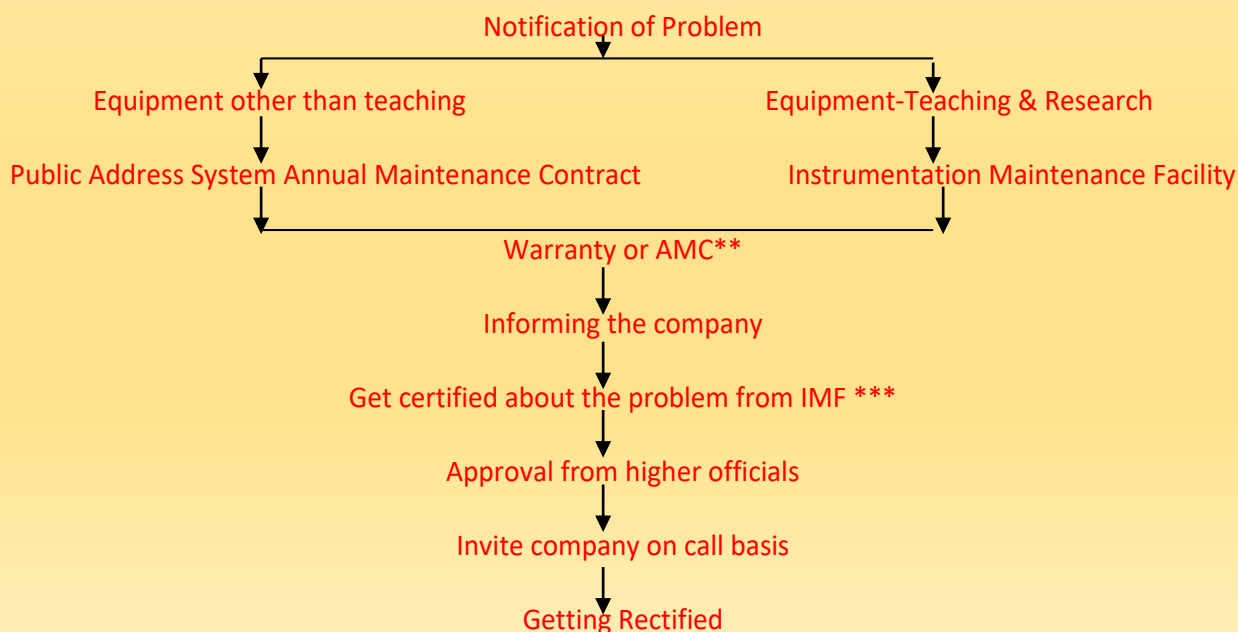


Figure: Maintenance of equipment

20.9 Maintenance of Sports and Games Facility:

The sports equipment, fitness equipment, ground are supervised and maintained by the Physical Director, Faculty members and staff of Physical Education Department. Expensive equipment in the fitness lab are maintained through Annual Maintenance Contract. Vendors of Sports goods and students of Physical Education jointly maintain the sports equipment. Seasonal maintenance of all equipment are carried out regularly by the Physical Education department. Gymnasium/Gymkhana is maintained by the staff of the Department of Physical Education.

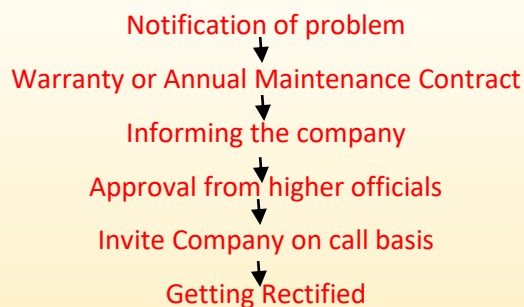


Figure: 5 Maintenance of Sports and Games Facility

20.10 Maintenance of Campus Cleanliness:

Cleaning of the campus areas including the academic and administrative area is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the CAO.

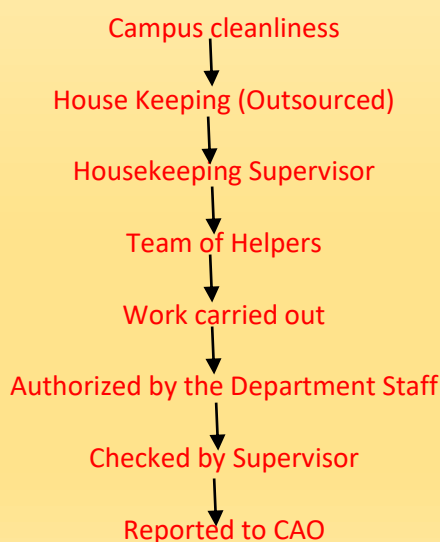


Figure : Maintenance of Campus Cleanliness

20.11 Maintenance of other amenities:

The Septic tank is maintained by the maintenance supervisor and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments. Amenities like canteen and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –Garden, solar panels, rainwater harvesting systems, are maintained by CAD the everyday and frequently by the National Service Scheme volunteers as a service activity.

The campus is under surveillance and the facility is taken care of by the Computer Center through annual contract with the service providers.

20.12 Annual Stock Checking:

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

20.13 Replacement of Equipment/ Electronics /Computers:

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

20.14 Day to Day Emergency Maintenance:

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Maintenance Supervisor and his team members

CHAPTER 21: Procedures for uses and sharing of Facilities:

The Higher Education Committee of Bunts Sangha Mumbai will control the use of the Higher Education premises both during and outside college working hours.

The Higher Education Complex may be used for the following:

1. Events of any Higher Education Institute: Presently four institutes are operational in the premises and every institute has been allocated certain floors or areas inside the premises. Institute is authorized to use their allotted area for any of the college activities.

If any Institute wishes to use any facility which is allocated to other Institute, they shall take permission from the concerned Institute Head and CAO to use the facility.

2. Events of Bunts Sangha Mumbai or any Organization of Bunts Sangha Mumbai:

Bunts Sangha or its subcommittee on requirement of facility of Higher Education Institutions shall sent request letter through Honorary General Secretary of Bunts Sangha to the Chairman/ Secretary of Higher Education Committee.

The availability of the facility shall be ascertained with CAO before submitting the request letter to Higher Education Committee.

One attendant of Higher Education Institution will be deputed for providing assistance and he shall be paid charges as under;

On working days after college hours: - Rs.250/- per day.

On off days: Rs.400/-per day.

3. Events of any other individual or group or organization:

The facility of our Institution will not be provided for any event/function of any individual/organization.

CHAPTER 22: Front Office and Communication

Management system:

Front Office is the department of the Higher Education Institution which directly interacts with the Students/parents/visitors when they first arrive at the Institution. Staff of this department is very visible to the guests. Front office staff handles the responsibility of receiving the guest, calls and direct them to concerned Institution/Department/Staff. It strikes the first impression about the Institution.

22.1 Front Office – Staff Qualities and Competencies:

Being a part of the service industry, the front office staff needs to have the following qualities and competencies. The front office staff members are required to:

- Understand their respective roles and responsibilities in the Institution and front office as an operation.
- Equip themselves with basic etiquettes and mannerism.
- Possess pleasant, polite, and cordial personality.
- Wear clean and neat uniform with same accessories and footwear.
- Conduct themselves with professionalism, positive attitude, and cooperative nature.
- Possess extraordinary communication skills.
- Be a team player.
- Possess the ability to tackle tricky situations

22.2 Interdepartmental Communication:

Front office interacts with various departments and Heads. Here is how front office needs to communicate with the other departments:

- Communication with Heads: Front Office department staff shall communicate with Heads regarding visit of Guests, parents, prospective students and other visitors.
- Communication with Human Resource: Front Office department is engaged with the HR department to in the process of interview and shall assist in HR related correspondence.
- Communication with Accounts: Front office department shall interact with the back-office accounting colleagues regarding issues raised by students about their payment of fees, submission of bills, and handover of cheques to vendors.
- Communication with Purchase Department: Front office department shall communicate with centralized purchase department with regards to visit of Vendors, Suppliers. Supporting purchase Department in communicating and organizing negotiation meetings with vendors.

22.3 SOP for Receiving of Guest:

- Upon the guest's arrival, greet the guest.
- Ask the guest for his/her name politely.
- Request the guest to show the visiting/ID card from an authorized institute, if required.
- Request Guest to be seated in waiting area and shall offer drinking water.

CHAPTER 23: Authority Levels- Employee Empowerments:

Since authority is the right to carry out assignments and responsibility is the obligation to accomplish it, there should be a balance between the both. The Management believes in delegation of Authority at Higher education Institutions to empower its staff.

The responsibility of a subordinate, once he has accepted the work, is absolute to his superior. The responsibility of the superior does not decrease once he has delegated authority. A person can delegate authority and not responsibility. He will remain accountable for the work even if it is delegated to the subordinate. So the responsibility of superior and subordinate remains absolute.

The Management would be the uppermost authority for all the Decisions/Policy making and operations of Higher Education Institutions and will be responsible for delegation of appropriate authority to The Heads of the Institutions and CAO.

The Heads of the Institution/Department will delegate authority to next level which deems fit to perform duties at every level in the Institution.

CHAPTER 24: Information Technology Management System:

24.1 IT Asset Management:

According to the International Association of IT Asset Managers (IAITAM), IT Asset Management (ITAM) is “a set of business practices that incorporates IT assets across the business units within the organization. It joins the financial, inventory, contractual and risk management responsibilities to manage the overall life cycle of these assets including tactical and strategic decision making”. Assets include all elements of software and hardware that are found in the business environment.

It may be referred to as IT inventory management. It typically involves gathering detailed hardware and software inventory information which is then used to make decisions about purchases and how assets are used. The Inventory of IT assets shall be maintained in a prescribed format.

24.2 System Maintenance:

Maintaining hardware helps to extend the computer's lifespan. It helps to prevent wear and tear, and keeps the system functioning smoothly.

The System Administrator is responsible for regular upkeep of Systems. He shall ensure that all Hardware and Software are in working conditions. The regular service of systems shall be done with the help of Laboratory Assistants and record of the same shall be maintained in a prescribed format.

24.3 Rules and regulations for computer laboratory for student:

- Students should enter the log-in and log-out time in the log note without fail.
- Students must produce Identity Card when demanded, to utilize the lab resources.
- Log-on with your username and password for your use only. Never share your username and password.
- Access to the Internet is a privilege, not a right.
- Computer games are prohibited.
- Do not wear foot wears inside the lab.
- Students are not allowed to download pictures, music, videos or files without the permission of a staff.
- Food or drinks are not allowed to bring inside the computer lab.
- Do not install software's without permission.
- Do not remove or disconnect parts, cables, or labels.
- Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.
- Site includes chat rooms, instant messaging (IM); social and adult sites are strictly prohibited.
- No Internet/Intranet gaming activities allowed.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
- Ask permission to print.
- Maintain silence inside the lab.

- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.
- Don't leave rubbish lying around the rooms – use the bins provided. If for some reason, the bin is removed, please bring any discarded papers, bottles, etc., with you. It's much nicer to work in a clean room than a dirty one!
- No user shall, take or omit to take any actions which damages, restricts, jeopardizes, impairs or undermines the performance, usability or accessibility of the computing facilities, the communications network, systems programs or other stored information/data.
- Any behavior that interferes with the work of other students and staff is prohibited.
- Students may only access files which they are authorized to access. Users are warned that gaining unauthorized access to data (including programs) and interfering with data belonging to others are criminal offences and persons convicted under the appropriate Act may be subject to fines or terms of imprisonment and they, and their parents or guardians, may be required to pay compensation to those affected.
- It is an offence to use/ access or store any unlicensed software on any system.
- Students who are timetabled into a computer facility have priority over those who are not.
- You must inform the supervising lecturer and/or computer services staff of any problems that arise whilst using computer equipment.

A breach of any of the above regulations will constitute a breach of discipline and will be subject to the appropriate disciplinary procedures.

CHAPTER 25: Sports and Physical Education System:

25.1 Purpose:

The general purpose of “The Physical Education and Sports Policy” is to provide for the promotion, management and encouragement of Physical Education & Sports.

It is proved that physical education & Sports plays an important role for all-round development of the youth. Physical education & Sports enables overall coordination of physical abilities, mental consciousness and various qualities related to development of character. Physical education generates energy in the individual and gives boost to self-power. It also enhances knowledge of various academic subjects, along with ability to learn, to think and to do. In brief such exposure enables building leaders.

Sports and recreational activities form an essential component of the growth and development of a young individual. Sports activities promote physical, mental and emotional growth. They help support a healthy lifestyle and ensure the youth are engaged and productive. Participation in sports can inculcate the spirit of competitiveness and teamwork which helps in the holistic development of the youth.

Physical education & Sports Department involves management of Physical education and Sports activities, Organization and Administration, Team formation, Coaching, Guiding, Conducting sports events, Conducting Seminars, Workshops, & various competition on behalf of University and with other association/ federation.

Promoting excellence in sports: Investment in sports infrastructure and coaching facilities has improved the representation of Institution in sports at District/ State/ National/ International/ Intercollegiate/ Inter Zonal/ Inter University/ World University level.

25.2 Objectives:

- a) To develop infrastructure & Facilities to indulge students in various Physical Activities, Sports & Fitness Training.
- b) To Promote Physical Literacy and Sports Culture among youth, students and staff.
- c) To encourage, motivate and increase participation of students, staff in physical activities for personal and professional growth and development.
- d) To increase participation of students and staff in competition and events organized by Physical Education and Sports department.
- e) To identify sports talent and organized students and monitor, evaluate their sports performance and fitness as well as appoint coaches / trainers and experts as per requirements.
- f) To promote Physical Fitness, Health and Wellness among students, Staff and community.
- g) To create opportunities for students and staff to learn basic concepts related to Physical Education and Sports.
- h) To provide facilities, equipments, coaching, training and expertise to enhance sports performance and promote Sports Excellence.
- i) To create awareness about academic and career opportunities related to Physical Education and sports sciences.
- j) To provide opportunity to represent college at District/ State/ National/ International/ Intercollegiate/ Inter Zonal/ Inter University/ World University.

25.3 The Skills required for the position of Sport Director:

1. Leadership
2. Administration
3. Teaching/ Training/ Coaching, Guidance and
4. Counseling
5. Manager /H R skills
6. Communication
7. Human and Physical Resource Management
8. Professional Support and Training
9. Networking, Public Relations
10. Community Involvement
11. Marketing and Promotion

The Position:

- requires the appointee to lead, manage and enhance the school's sport programmes and the people who participate in them
- requires a high level of skills of a variety of sets, detailed knowledge of sports education and young people and proven experience in sports administration and marketing
- will require close relationships and strategic alliances with a variety of community personnel and groups including sponsors

4. The Duties & Responsibility of Physical Education & Sports Director.

1. To educate the pupils on the fundamental rules of the game and to promote Physical Fitness, Health and Wellness among students, Staff and community.
2. To train the team on fitness and improve their skills to make sure the team is victorious.
3. To interact with the team on various strategies and game plan they could enforce during a game.
4. To devise plan & strategies for the team keeping in the mind the rules of the game.
5. To team manager/ trainer/ coach the college sports team.
6. To conduct and attend the Seminar/ Workshops/ Conference on Physical Education & Sports and related aspects.
7. To conduct Sports & Games Competition Intramural/ Inter-department/ Intercollegiate Sports events/ Sports Day etc.
8. To design, organize, and implement the Physical Education & Sports programme, activities calendar and introduce new activities as appropriate.
9. To develop, promote and facilitate training and coaching opportunities with sports and games coaches of various Associations & federations.
10. To conduct/ Host days like- National Sports Day, International Yoga Day, World Health Day, Republic Day, Independence Day.
11. To Prepare and present the weekly, monthly sports activities reports and budget plan report to the HOI, CAO and Management.
12. To send Sports & Games entry on time to the university and other sports associations/federations.
13. To conduct staff development programme for teaching and non-teaching staff of the Higher Education Institutions
14. To maintain records and registers such as Stock register, Attendance register, Sports and equipments landing register.
15. To prepare and maintain documentation and report writing.
16. To prepare budget and allocate spending on sports items.
17. To be responsible for safe custody of sports & goods items.
18. To interact with sporting goods companies and other sports related utility provider.

CHAPTER 26: Safety and Security Management:

26.1 Workplace Visitors policy:

Our Workplace Visitors policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Distract employees from their work
- Be exposed to danger

Scope

This policy applies to all employees. “Workplace visitors” may refer to employees’ friends and family (referred to as personal visitors), Parents, contractors, external vendors, stakeholders and the public.

This policy does not refer to remote employees or employees from other company locations. To ensure safety at work, employees who are on parental leave may enter our premises with visitor pass.

26.2 The following rules apply for all kinds of visitors:

- Visitors should sign in at the [*reception/ gate/ front-office*] and show some form of identification, if asked.
- Visitors will receive passes and return them to [*reception/ gate/ front-office*] once the visit is over.
- Employees must always tend to their visitors while they are inside our premises.
- Our internal policies such as use of cell phone, [internet usage](#), data protection and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse our internet connection, disclose confidential information or take photographs of restricted areas. If they don’t conform, they may be escorted out or face prosecution if appropriate.

Visitors are allowed during working hours. After-hours visitors must have written authorization from [*HR/management.*]

26.3 Employee’s personal visitors:

As a general rule, employees may not allow access to college premises to unauthorized personal visitors. We can make exceptions on a case-by-case basis. Employees may bring visitors to college events or after obtaining authorization from [*HR/ Security Officer/ CAD.*] To avoid confusion or misunderstanding, authorization should be in writing. [*HR/ Security Officer/ CAD*] may also give verbal authorization, when appropriate, but must also inform reception and security guards.

Common areas, like lobbies, may be open to visitors. We advise our employees to only permit visitors in those areas for a short time and for specific reasons. Employees are responsible for accompanying any of their underage visitors at all times.

26.4 Contractors and service vendors

Contractors, suppliers and service vendors, like IT technicians, electrician and plumbers, can enter our premises only to complete their job duties. Security, Maintenance Supervisor/Front-desk employees are responsible for providing contractors and vendors with badges and for instructing them to wear those badges at all times on our premises.

26.5 Other kinds of visitors

Our Institution may occasionally accept the following types of visitors:

- Students from other Institutions
- Staff from other Institutions
- Job candidates
- Business partners
- Person for Admission inquiry

Those visitors should receive written authorization/verbal permission from HR or CAD before entering our premises. They should always be accompanied by an employee while on company property.

26.6 Solicitation

In accordance with our [non-solicitation policy](#), visitors must not try to proselytize employees, gather donations or request participation in activities while on our premises. Any visitors who violate this policy may be escorted out.

26.7 Deliveries

Anyone who delivers orders, mail or packages for employees should remain at the building's reception or gate. [*Front office employees/ security guards*] are responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front office employees may accept the order on the employee's behalf upon request.

Front-office personnel must sign for and disseminate all business orders and mail.

Large deliveries (e.g. supplies) should be delivered to designated spaces (e.g. warehouses.) Security guards should check appropriate documents, like bills of lading, before allowing access to delivery vehicles.

26.8 Dangerous or restricted areas

Employees may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records or sensitive equipment.

Representatives of regulatory bodies and stakeholders (e.g. Power Supply company personnel, Government Official) may be exempted, if they have received official authorization from [*HR/ Security Officer/ CAD.*] In these cases, employees should provide visitors with the necessary badges and protective equipment to enter premises when needed.

26.9 Unauthorized visitors

Security staff who spots unauthorized visitors may ask them to leave. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and also be liable to be prosecuted if found necessary.

Employees who spot unauthorized visitors may refer them to [*security/CAD.*]

26.10 Disciplinary Action

Employees who violate this policy may face disciplinary consequences in proportion to their violation. HR/CAD will determine how serious an employee's offense is and take the appropriate action:

- For minor violations (e.g. bringing in personal visitors without authorization), employees may only receive verbal reprimands.
- For more serious violations (e.g. bringing in unauthorized visitors who rob or damage company property), employees may face severe disciplinary actions including termination of service.

26.11 Security policy

Having a workplace security policy is fundamental to creating a secure organization. The policy outlines the Institution's goal for security. The Objective of security policy is to avoid many security threats. A policy outlines basic rules, guidelines and definitions that are standardized across the whole organization.

It includes wearing ID cards at all times, inform employees about security camera policy workplace regulations, notify of mandatory security awareness training, lay out the measures that insure physical and digital security, etc.

26.12 Access control System:

The College will be provided with access control system for the following benefits;

- a. We can keep tab on movement of Students, Staff and Visitors entering and leaving the premises.
- b. Unauthorised access can be prevented.
- c. RFID cards used for access control system cannot be counterfeited.
- d. It will help in maintaining discipline in the premises.
- e. It helps to ensure safety and security of staff, students and property.

CHAPTER 27: BUNTS SANGHA'S HIGHER EDUCATIONAL INSTITUTIONS

DRUGS POLICY

27.1 CONTEXT:

At Bunts Sangha's Higher Educational Institutions, our policies are in accordance with our Mission of "Personality Development for Nation Building" and we make a commitment to the health and well-being of our students. We recognize that alcohol, tobacco and drug use among adolescents is one of the most detrimental risk behaviors affecting academic achievement, school bonding and student health and safety. With this in mind, a Drugs Policy has been formulated for the educational institution, with emphasis on prevention through safe and supportive education environment, intervention and support for students who may be involved in substance misuse.

27.2 RATIONALE:

The Drugs Policy covers the possession and use of drugs, alcohol and tobacco on school premises by:

- Students
- Parents
- Teachers
- Shadow teachers
- Employed staff
- Outsourced staff
- Visitors

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus school/college event. In so doing, we are committed to provide a drug free environment, and will maintain a NO TOLERANCE policy toward drug and alcohol use.

The Policy aims:

- To support all stakeholders of the educational institution by providing clear guidance and procedure on drug related issues
- To respond supportively to those whose use of drugs interferes with their academic performance
- To promote a climate in which students can seek help if they are in distress from their own or others' use of drugs and alcohol.
- To develop a referral system which includes response to self-referrals and suspected users
- To develop and implement guidelines and sanctions, which are clear and articulated to staff, parents and students.
- To develop an institution-wide programme on drug education as an integral part of the students' health and personal and social development.
- To train all school and college personnel in the guidelines related to drugs and alcohol.

The Policy draws on:

- 1) Drug Laws in India – Narcotic Drugs & Psychotropic Substances (Amendment) Act, 2014
- 2) Extensive documented research relating to drugs and alcohol in schools
- 3) Guidance from Psychiatrists and medical professionals

27.3 DEFINITION OF DRUGS:

In this Policy, the term ‘Drug’ includes tobacco and alcohol and illegal drugs such as cannabis, opiates, ecstasy, and methamphetamines, volatile substances such as petrol, solvents and inhalants, and other substances used for psychoactive effects, recreation or enhancement, as well as prescription drugs used outside medical or pharmaceutical advice.

27.4 LEGAL CONTEXT

Under The Narcotic Drugs and Psychotropic Substances Act, 1985 and subsequent NDPS (Amendment) Act, 2014, it is illegal for a person to produce/manufacture/cultivate, possess, sell, purchase, transport, store and/or consume any narcotic drug or psychotropic substance. In the NDPS Act, the term ‘narcotics’ is used to mean ‘opioids’, Opioids are derivatives of opium like morphine, which are used to relieve pain. Psychotropic substances are amphetamines, which are stimulant drugs.

1 Alcohol

1. Alcohol must not be consumed or brought to the school/college premises during school/college hours by students, employees or visitors.
2. Possession of alcohol in the school transport, by students or employees is strictly prohibited
3. The consumption of alcohol is not permitted at any school/college function, whether conducted within or outside the school premises. This applies to all types of functions, sporting events, picnics, study tours and industrial visits.
4. In cases where the student is in possession of or under the influence of alcohol, the Principal will manage the incident as students’ health and welfare issue.
5. The student could receive a warning, be referred for counseling and other supportive measures in the first instance and if necessary, could be referred for rehabilitation services. Parents and students’ participation in the counseling/rehabilitation process will determine whether the student continues in the school/college or faces suspension.
6. Parents and visitors under the influence of alcohol will be asked to leave the premises and return at a later date when sober, in the interest of safety of the whole institution.
7. Staff and employees of the school/college, under the effects of alcohol, will receive a warning and counseling in the first instance and could face disciplinary action and suspension if necessary.

1. Tobacco (*Applicable to both students and staff*)

1. The Institution is a No-Smoking site. Smoking anywhere on school premises, including school building and sports ground, or school vehicles, at school functions or picnics is strictly prohibited.
2. Students are not permitted to bring smoking materials, including matches and lighters to school/college.
3. Students are not allowed to chew tobacco or paan anywhere in the school/college premises and not possess any of the above materials on school premises.
4. In the event that a student is found possessing any smoking materials on school premises, they will be confiscated in the interests of health and safety of all.
5. Principal will manage the incident in the interest of the student’s health and welfare and refer for counseling services.

1. Solvents

1. The school will ensure that potentially hazardous substances and solvent based products are stored safely, away from easy access by young children.
2. Students will be supervised if it is necessary that they come in contact with solvents for the course of their work.
3. Where there are concerns that a student may be misusing inhalants/solvents at school/college, the Principal must manage the matter as a student welfare and health issue.

2. Drugs

1. Any prescription drug for purposes of medication, brought to the school, must be accompanied by a registered doctor's prescription. Parents must provide written notification of the same to the school in advance and the prescription be verified by the school medical practitioner (*school nurse*)
2. No illegal drugs are permitted to be brought on to, or used on school premises, school vehicles or school related functions or events, by students, parents, employees or visitors.

1. Drug Related Incidents

1. Drug related incidents will be dealt with by the Principal and Management in a manner appropriate and corresponding to the incident.
2. Drug related incident may include any of the following:
 - A student who is suspected of being under the influence of a drug
 - Finding drugs or related paraphernalia (i.e. foil, needles) on school premises
 - Possession of drugs by an individual on school premises
 - Use of drugs by an individual on school premises
 - Supply of drugs on school/college premises
 - Individuals (students, parents, teachers, employees) disclosing information about their drug use
 - Reports of drug possession, supply or drug use
 1. Incidents will be dealt with after making an assessment of the situation and reported to the Principal.
 2. Appropriate support, in the form of counseling and/or referral to psychiatric support, or rehabilitation services, will be offered to those with substance misuse problems.
 3. Evidence of drug use or possession, despite warning and support services, may result in suspension.

27.5 REFERRAL TO THE SCHOOL/COLLEGE COUNSELLOR:

Consideration must be given to referring students involved in a drug related incident to the school/college counselor. Referral is indicated when:

- There are concerns that the drug use may be a symptom of underlying institution or family problems or mental health problems
- There are significant problems at school such as serious behavior problems
- The drug use behavior is associated with high levels of risk to the student
- The student's drug use is causing significant disruption to his or her institution and social functioning
- The student appears to be using drugs in an attempt to cope with his or her problems
- The student appears to be drug dependent
- The student is returning to the educational institution following a period of suspension for possession, use or supply of illegal drugs.

The Counselor will assess the student's drug or alcohol use, including motivation to change and will assess the need to refer the student to external health professionals. The Counselor may recommend the student and their family to a specialized service such as a drug and alcohol service, or psychiatric treatment to address any mental health issues.

27.6 PROCEDURES and DISCIPLINARY ACTION IN DRUG RELATED INCIDENTS:

Where disciplinary action is appropriate, this might include:

- Warning
 - Loss of privilege
 - Discussing with parents their role in promoting acceptable student behavior
 - Suspension, where the circumstances warrant it.
1. As in 4.1, if a student is using a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept by the nurse during school/college hours. If a teacher/Principal/designated school personnel discovers the student is in possession of a medicinal product and the nurse has no prior knowledge of the medicinal need of the product, the product shall be considered a controlled substance or alcohol for the purposes of this policy. The incident will be reported to the Principal and the student's parents will be called to the school/college and a referral will be made to the Counseling Centre.
 2. Any member of the educational institution concerned about a student's involvement with alcohol, tobacco or drugs should speak to the Principal and the Mental Health professional at the Counseling Centre as soon as possible. All referrals are confidential.
 3. Self-referral: If a student recognizes that he/she has a problem with alcohol, tobacco, drugs and other impairing substances and chooses to do something about this problem, the educational institution will co-operate as fully as possible with the student.
 4. If any student or adult (parent, visitor or employee) is found possessing an illegal drug, or alcohol, or related paraphernalia, it will be confiscated. If the substance cannot be legally destroyed or disposed of, it will be handed to the police as soon as possible and not stored for any longer than is necessary. Parents of the student will be informed; the Principal will be notified and the school's mental health professional/counselor will be consulted.
 5. The immediate priority in any drug related incident is to ensure the safety and welfare of the students and the staff. Immediate action might include establishing the basic facts: what type of drug was taken; how much was taken; when and how it was taken; whether more than one type of drug was taken; whether anyone else was involved.
 6. If a student is found to be disoriented, having trouble breathing, or is unconscious as a result of harmful toxic substance, or is at immediate risk of harm, medical help will be sought and first aid given if required. The priority will be the student's safety.
 7. Following actions to ensure immediate safety, if a student is showing signs which indicate particular risk of, or from, involvement with drugs, the emotional needs and mental health of the student will be considered and referral be made to the institution's Counselor. Intervention from the Counselor may progress to referral to psychiatric evaluation and rehabilitation services in partnership with student and parents.
 8. In general, parents or guardians should be informed about and involved in the management of drug related incidents. Their support may be vital in helping their children overcome drug related problems.
 9. Parents will be expected to co-operate with the support services offered by the school/college.

10. Disciplinary action will be taken against student if he/she is found to be repeatedly offending. The student shall be suspended from school for a duration seen suitable by the Principal. The Principal should take into account the student's welfare when considering the appropriate length of the suspension.

11. Where a student is suspended for a drug related incident, the purpose of the suspension is to allow time for: a) the student to reflect on his or her behavior; b) the family and the school/college to plan appropriate support to assist the student to change the behavior and to successfully return to school.

12. Immediate verbal notification must be made to parents or guardian when a student is suspended and this is to be followed by written advice within 24 hours.

13. As a condition for continued enrollment, the student and the parents/guardian are required to meet with the school/college Counselor/Psychologist/Psychiatrist for as long as may be necessary.

14. The student shall also be subject to random drug/alcohol testing, at the family's expense for the duration of his/her enrollment in Bunts Sangha's Higher Education Institutions.

15. Should the family refuse the recommended professional treatment, including random drug testing, the school/college may permanently dismiss the student from Bunts Sangha's Higher Education Institutions.

16. Any repeated violation of the school's drug/alcohol policy will result in automatic dismissal from the institution.

17. Inspection of personal property, including and not limited to clothing pockets, backpacks, personal vehicles, may be conducted by the Principal or a designated person at any time, without notice and without student or parent consent.

18. All incidents will be recorded within 24 hours; the records will be stored securely in the student's/staff's file, held by the educational institution.

27.7 DRUG EDUCATION PROGRAMME

The Drug Education Programme is a vital component of the Drugs Policy. Drug education in our institution will be aimed at enabling students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. Drug education needs to take place as part of student learning about mental health, body and physical safety.

The institution-wide approach to health and wellbeing is aimed at helping students make positive choices, and developing their social and decision making skills. A pilot workshop for X standard students "ZINDAGI NA MILEGI DOBARA" was very successful and well received by the students, with the message 'Say No to Drugs and Alcohol' and 'Be Smart, Don't start'. Teachers have had an Information Session on drugs and its effects along with personal experiences shared by a rehabilitated youth. Interactive sessions of this nature will need to be held regularly for continued effectiveness.

The Drug Education Programme will consist of:

- 1) Regular age-appropriate awareness drives at the school and college level, to include interactive sessions that engage students in problem solving and critical thinking and to focus on mental health issues such as stress and coping mechanisms.
- 2) Sensitization and training of teachers to identify signs of drugs use among students
- 3) Engaging parents where possible
- 4) Visit to a rehabilitation center (*proposed*)
- 5) Evaluation and reflection of current education programmes and practices and include goals and strategies for the future.

Effective drug education will place students at the centre of the teaching and learning process. It will assist students to:

- Acquire knowledge and understanding of the complex issues involved in drug use, including up-to-date information about drugs and their effects
- Critically examine the stresses and pressure points on drug use
- Develop skills to communicate assertively, including how to say no, and the skills to make informed decisions, solve problems and seek relevant support and information services
- Develop attitudes and values that promote a healthy lifestyle.

Young people who have begun to use drugs need safety messages about risks and how to reduce or stop use. The Drug Education programme will be student-sensitive, responding to and inclusive of student voice in the process. The values of self-worth, sense of personal identity, integrity and respect for oneself and others will be at the core of the Drug Education Programme.

27.8 ROLES AND RESPONSIBILITIES

1. Management and Principal are responsible for implementing the policy and procedures for managing drug related incidents in the school/college.
2. Principal is responsible for ensuring that the school rules and consequences about possession and use of tobacco, alcohol and illegal drugs at school/college by students, are made known to students, staff and parents.
3. Principal must monitor and review the implementation and effectiveness of responses to drug related incidents.
4. Principal must ensure that all drug-related incidents are managed in conjunction and consistent with the procedures of the Discipline Committee at the school/college level.
5. Teachers are expected to support the implementation of the Drugs Policy in school/college.
6. When a teacher reasonably suspects, based on personal observation or knowledge, that a student is involved in drug related behaviors, the teacher must inform the Principal.
7. The purpose of informing the Principal is to ensure that appropriate actions are taken, which might include: a) speaking with the student about concerns; b) discussing concerns with parents/guardians; c) monitoring the situation; d) referring the student to the School/college Counselor for assessment of drug use problems; e) self-referral by the student to the school/college counselor.

8. The Principal must ensure that appropriate follow-up actions are implemented once the immediate safety and welfare needs of students have been attended to. The goals of the follow-up actions are to: i) support the student to continue his or her education; ii) assist the student to overcome problems relating to drug use; iii) ensure ongoing safety and welfare of students, teachers and staff.

9. Parents are required to co-operate with the procedures and support the Drugs Policy. Parents have a critical role to play in building the resilience of their children and helping them become healthy, active members of society.

10. Mental Health professional/Counselor, in consultation with parent/guardian, will assess the student's involvement with drugs and implement appropriate strategies to help the student to change their behavior.

11. The Counseling Centre is responsible for formulating and implementing the Drug Education Programme with support from Principal and Management.

12. The Counseling Centre will provide a confidential service to the student and parents and inform teachers and Principal of the student's progress, on a need to know basis.

13. Management, Principal, Teachers, Employees, students and parents are required to participate in regular Drug Awareness education programmes organized in-house and any arranged externally.

27.9 CONFIDENTIALITY

1. If a student discloses that he/she is using a drug without medical authorization, action will be taken to first ensure that the student comes to no serious harm.
2. If this disclosure is to a member of staff, it is the responsibility of the staff to inform the student of disclosure of this information to significant others (Counselor or teacher or co-coordinator) and wherever possible, encourage the student to be involved in the process.
3. Staffs are committed to protect the student's anonymity where his/her disclosure may implicate others.
4. Confidentiality and privacy will be respected of a student who returns to the school/college after suspension with a re-entry plan that ensures strict monitoring of behavior and progress.

27.10 MONITORING AND EVALUATION:

The Policy is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs. This is the first Drugs policy to be introduced in Bunts Sangha's Higher Education Institutions. The Drugs Policy will be monitored and evaluated on a yearly basis to include feedback from the stakeholders on its implementation and suggestions to strengthen the effectiveness of the policy.

CHAPTER 28: Housekeeping and Hygiene Policy:

28.1 PURPOSE

1. Higher Education Institutions aims to ensure that good housekeeping practices are adopted by all workplace participants to reduce the likelihood of incidents and injuries at the workplace.

28.2 APPLICATION OF POLICY

1. This Policy applies to employees, agents, and contractors (including temporary contractors) of Higher Education Institutions, collectively referred to in this policy as 'workplace participants'. This policy does not form part of an employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

28.3 POLICY

1. All workplace participants are responsible for enforcing good housekeeping practices as it is recognized that poor housekeeping creates hazards which can lead to injuries in the workplace.
2. Good housekeeping practices include the following, but are not limited to:
 - (a) Workspaces, storage, and amenities will be kept and maintained in a clean and hygienic manner at all times.
 - (b) Appropriate waste disposal facilities will be provided and used.
 - (c) Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly.
 - (d) Portable equipment is to be returned to appropriate storage facilities after use.
 - (e) Adequate working space for the work activity being performed is to be maintained at all times.
 - (f) Work areas including doors, stairwells, aisles and other means of egress are to be kept clear and unobstructed at all times.
 - (g) Electrical cords, hoses, and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
 - (h) Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner.
 - (i) All rubbish will be cleared away as soon as possible and placed in correct bins.
 - (j) Material stored in open areas shall be stored in a tidy manner and in appropriate containers.
 - (k) Vehicles shall be parked only in authorised parking places.
 - (l) Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers, and exits shall be unobstructed, free from tripping (hoses, cables etc) and slipping hazards and the accumulation of combustible materials.
 - (m) Safety signs, fire extinguishers/hoses, and emergency exits must not be obstructed.
 - (n) Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.

1.5 Housekeeping should be performed daily by all workplace participants as part of normal work practices or at the end of each work shift, where applicable.

28.4 Breach of this Policy

1.6 Any breaches of this Policy may result in disciplinary action (up to and including termination of employment or services) being taken against a workplace participant.

28.5 Variations

1.7 Higher Education Institutions reserves the right to vary, replace or terminate this Policy from time to time.

28.6 Safety Procedures Policy:

Staff should follow general safety procedures when performing housekeeping and/or laundry duties.

28.7 Procedures:

1. Staff performing housekeeping or laundry tasks should be familiar with Material Safety Data Sheets (MSDS) for all chemicals or cleansing products used. These sheets provide important information regarding these products (e.g., proper use of the product, possible risks associated with the product, etc.).
2. A book containing all Material Safety Data Sheets (MSDS) should be kept in the housekeeping closet so as to be easily referenced by staff if necessary.
3. Never leave chemicals or cleaning products unattended in a location accessible by students.
4. Never leave equipment (e.g., cords, ladders, or chemicals) unattended in areas that are accessible to the students. When not in use, store equipment in a locking cupboard, cabinet, or storage area.
5. Follow manufacturers' instructions for the use of all chemicals and cleaning products.
6. Adhere to common sense and basic safety practices during all housekeeping and laundry tasks.

CHAPTER 29 : EMERGENCY PROCEDURES:

Any emergency procedure that would be the standard response to a reasonably foreseeable emergency in the normal course of business would be detailed in the operations manual as a reference. There might also be specifications on how frequently exercises should be held. Some frequently encountered emergency procedures include:

- Evacuation plans
- Fire drills
- Disaster recovery plan.

29.1 Guidelines for Fire Drill and Evacuation Procedures Buildings:

29.1.1 INTRODUCTION

In case of fire in a high rise building, safe evacuation of its occupants may present serious problems unless a plan for orderly and systematic evacuation is prepared in advance and all occupants are well drilled in the operation of such plan. These guidelines are intended to assist them in this task.

29.1.2 ALARMS

Any person discovering fire, heat or smoke shall immediately report such condition to the fire brigade, unless he has personal knowledge that such a report has been made. No person shall make, issue, post or maintain any regulation or order, written or verbal, that would require any person to take any unnecessary delaying action prior to reporting such condition to the fire brigade.

29.1.3 DRILLS

- E-3.1 – Fire drills shall be conducted, in accordance with the Fire Safety Plan, at least once every three months for existing buildings during the first two years. Thereafter, fire drills shall be conducted at least once every six months.
- E-3.2 – All occupants of the building shall participate in the fire drill. However, occupants of the building, other than building service employees, are not required to leave the floor or use the exits during the drill.
- E-3.3 – A written record of such drills shall be kept on the premises for a three years period and shall be readily available for fire brigade inspection.

29.2 SIGNS AND PLANS

29.2.1 Sign at Lift Landings

Signs shall be posted and maintained in a conspicuous place on every floor at or near the lift landing in accordance with the requirements, indicating that in case of fire, occupants shall use the stairs unless instructed otherwise. The sign shall contain a diagram showing the location of the stairways except that such diagram may be omitted, provided signs containing such diagram are posted in conspicuous places on the respective floor.

29.2.2 Floor Numbering Signs

A sign shall be posted and maintained within each stair enclosure on every floor, indicating the number of the floor, in accordance with the requirements given below.

The numerals shall be of bold type and at least 75 mm high. The numerals and background shall be in contrasting colours. The sign shall be securely attached to the stair side of the door.

29.2.3 Stair and Elevator Identification Sign

Each stairway and each elevator back shall be identified by an alphabetical letter. Sign identification shall be posted and maintained at each elevator landing and on the side of the stairway door from which egress is to be made, in accordance with the requirements given below: The lettering on the sign shall be at least 75 mm high, of bold type and of contrasting colour from the background. Such signs shall be securely attached.

29.2.4 Stair Re-entry Signs

A sign shall be posted and maintained on each floor within each stairway and on the occupancy side of the stairway where required, indicating whether re-entry is provided into the building and the floor where such re-entry provided, in accordance with the requirements given below: The lettering and numerals of the signs shall be at least 12.5 mm high of bold type. The lettering and background shall be of contrasting colours and the signs shall be securely attached approximately 1.5 m above the floor level.

Fire station and Local Police shall be provided with floor plan of the building and other pertinent information relative to the service equipment of the building.

29.3 To Prevent Fire:

- Do not overload electrical circuit; it may cause short circuit and a fire.
- Use one socket for electrical appliances
- Do not leave electrical appliances unattended.
- Switch off electric appliances after use and remove the socket. It is fire safe practice.
- Do not keep electric wiring hanging, batten properly.
- Do not use candle in the case of power failure. Use battery operated torches.
- Turn off both the L.P.G. gas cylinder valve and burner knob of the gas segree/cooking range etc. when not in use after cooking.
- Ventilate the entire room if L.P.G. cylinder/pipe is leaking and do not switch on/off any of the electric switches the room in. Replace L.P.G. supply tube periodically or as and when advised by Mechanic.
- If L.P.G. cylinder is leaking- Close the main cylinder valve.
- Ventilate the entire room.
- Do not operate electric switch.
- Do not light fireworks very close to the buildings.
- Close the windows and openings properly to prevent ingress of lighted flying crackers.
- Do not leave lighted oil lamps, agarbattis or candles on the floor or near combustible material.
- Do not store scrap/combustible material in and around the building; dispose it regularly.

29.4 Do's and Don'ts:

Do's

- Acquaint yourself with the layout of the escape routes, staircases, refuge areas and the location of fire alarms.
- Train yourself and the security personnel in the proper operation and use of first-aid hose reel provided at each floor level and fire extinguishers. Also train them in switching on the fire pump, at ground/basement level and also the booster pump at terrace level, and the method of summoning the Fire Brigade Department in the event of a fire.
- Keep always closed the fire doors of staircases, main entrance to the factory building/ company
- All the fire protection installations such as fire pumps, wet riser-cum-downcomer, sprinkler installation, fire extinguishers etc. should be kept in a good state. Timely use of these will help in controlling/extinguishing the fires in the early stages, thereby minimizing life losses and property losses.
- Always maintain good housekeeping.
- Ground all the lifts, including FIRE LIFT, in case of a fire.
- Practice evacuation drills periodically.
- Irrespective of the magnitude of fire, summon the Fire Brigade at the earliest.
- Seek the advice and guidance of Fire Brigade Department in the matter of fire safety.
- In case of fire, guide the Fire Brigade Department personnel about the location and extent of fire, information about trapped persons, if any, and provide any other information they may request. Help them to help you.
- Remember, FIREMAN IS YOUR FRIEND.

Dont's

- Do not allow encroachments or storages in the courtyards of the building. Open courtyards are required for placing and operating the fire and rescue appliances in case of emergency.
- Do not allow storages or obstructions in the common corridors and staircases. These exit routes, if maintained clear, will help easy escape in case of fire.
- Do not allow the Fire doors of the staircases to be kept open. In case of fire, heat and smoke enters the staircases and prevent the escape of people.
- In case of fire, do not use LIFTS for escape. They may fail midway trapping people inside. Use only staircases.
- Do not allow Electric Meter Rooms to be used as storages, dumping places or as living quarters for servants. They are potential fire hazards.
- During Diwali Season, do not keep any combustibles in the balconies. Do not dry clothes in the balconies or outside the building line. Flying crackers have caused serious fires.

- Do not use the basement for any purpose other than permitted purpose. Because of ill-ventilation, habitation or working in the basement will make a death trap for people.
- Continuous electrical ducts through the height of the building enable the fire to spread from one floor to another. Seal them at each floor slab level.
- Do not allow Air-Condition ducting to pass through one floor to another, because fire, heat and smoke travel through these ducts and spread to the other part of the building. Sectionalize them, as far as practical even on a particular floor, so as to limit the spread of fire, heat and smoke, and minimize the damages.
- Never paint or coat fire detectors or sprinkler heads. If done, they will become ineffective.
- Do not re-enter the fire affected building to collect the valuables or for any other purpose. It may cost your life.
- Do not decorate walls and ceilings of common corridors with combustible material such as wooden paneling etc. They create unwarranted fire risk in the escape route in case of fire.
- Do not allow firefighting tanks to be misused or remain empty. Do not block access to the tank. You/Fire Service may need them for use at any moment.
- Avoid damage to wet riser system. It has been provided for your use to extinguish/check spread of fire before arrival of Fire Brigade. It's good maintenance ensures your safety.
- Do not 'switch off' Fire/Smoke Detection System. This may lead to fire remaining unnoticed till it assumed large magnitude
- Do not 'switch off' electricity of the entire building in the event of a fire. This will cause stoppage of all the fire protection and firefighting system installed in the building.
- Do not carry out additions and alteration in the building. Consult Fire Brigade before undertaking such works.

29.5 In case of Fire:

- Do not panic; keep calm.
- Actuate the manual fire alarm system provided on the floor to raise alarm.
- Think and act quickly.
- Report to security.
- Summon the Fire Brigade on known telephone No. 101
- Alert the people in the vicinity of fire.
- Do not take shelter in the toilet.
- Fight the fire only if you can. Do not take undue risk.
- Crawl, in case you encounter smoke.
- If you know the details of fire/fire extinguishing system provided, inform the fire brigade personnel on their arrival.

29.6 DISASTER RECOVERY PLAN

- The Institution shall prepare a Disaster recovery plan in the event of Disasters such as natural calamities (Earthquake, cyclone, floods, pandemic etc.) as per the guidelines issued thus by the Government or any other Statutory Bodies.

CHAPTER 30: COUNSELING POLICIES AND PROCEDURES

30.1 Purpose:

This policy is aimed at students of Higher Education Institutions in line with the Institution's stated aim to create a safe and secure environment in which equality of opportunity, diversity of backgrounds and experiences are valued. Higher Education Institutions are committed to achieving outcomes for students which include the necessity for them to be healthy, stay safe and enjoy and achieve at the College. If students are in control of their personal lives they are more likely to achieve educationally and contribute to the overall success of the College.

30.2 Scope:

This policy applies to students of the College who study at Higher Education Complex. The policy also covers those students who are on placement/industrial training as part of their course. In addition it covers staff Members of the College.

30.3 Counselor:

The main purpose of this position is to provide a range of professional counseling services for student's, their families, and staff. Liaise with administrative and academic staff and the extended College community in the resolution of student's psychological and academic problems; establish and maintain appropriate relationships with outside agencies and services which augment the role of Student Services.

- Although the Counselor reports directly to the CAO on day to day issues, he/she is ultimately responsible for the majority of decisions made, or actions taken, that influence a student's or staff member's welfare.
- If the counselor determines a client's problem is outside his/her level of competency or responsibility he/she should convey it to the Management and refer the client to the appropriate internal or external service or agency.
- The counselor is expected to establish and maintain appropriate relationships that augment the support and welfare provided by Counseling Services, these include all Colleges in premises together with outside agencies and services.

30.3.1 Eligibility and Qualification:

- A postgraduate qualification in psychology from renowned Institutions/University.
- Proven experience in counseling, particularly in dealing with a range of problems pertinent to students, e.g. personal, social, cultural, academic, career and financial.
- Proven experience with a range of counseling styles, e.g. crisis counseling, individual and group counseling, large group presentations cross-cultural counseling and occupational counseling/mediation.
- A high level of interpersonal and communication skills.
- Experience dealing with students and staff from a broad range of social and cultural backgrounds.
- A flexible, creative and professional approach.
- The ability to work as part of a team while also being able to operate without close supervision.
- An ability to handle crises.

30.3.2 Key Responsibilities:

- Provide counseling in individual, couple or group settings, to students and staff from a diverse cultural and social background.
- Liaise with the College community i.e. Heads, CAO, Student, HR, Academics, student administration office and student council); outside agencies and services, and student's families to resolve difficulties and ensure welfare needs of students and staff are met.
- Initiate, plan and lead workshops and psychotherapeutic programs for students and staff in response to identified needs in the College community.
- Act as an advocate in student-student, student-academic and student- family disputes.
- Assist HR by providing counseling and mediation for staff members involved in work-related issues, formal counseling processes, work cover and return-to-work programs.
- Provide professional and confidential counseling to students and staff, for a range of personal, social, professional, academic, career and financial concerns.
- Monitor the student body and provide clinical assessment and instigate appropriate treatment or interventions for students with critical/life threatening psychological or psychiatric problems.
- Maintain a high level of professional expertise through ongoing professional development.
- Listen to students' concerns about academic, emotional or social problems.
- Help students process their problems and plan goals and action.
- Mediate conflict between students and teachers.
- Improve parent/teacher relationships.
- Facilitate drug and alcohol prevention programs.
- Organize peer counseling programs.
- Refer students to psychologists and other mental health resources.
- Work on academic boards to improve learning conditions.

30.4 Support to Staff:

Higher Education Institutions recognizes that staff may at times need support. Counseling services are available to all staff. These may be available and the employee will be afforded reasonable time off work to attend counseling and support sessions. All employees are encouraged to make use of these services if they are feeling stressed, for whatever reason. Advice and assistance will be given by trained independent counselors. Any employee can telephone and arrange an appointment in confidence concerning their condition, the causes of it and appropriate action which might be taken to assist them. Further information can be sought from the HR Department or Counseling Department.

30.5 Counseling Procedures:

30.5.1 Referral options

Students are able to access the service via a number of different avenues which have been made available to ensure the service is fully accessible to all students.

30.5.2 Contact options:

- The Counseling Service offers the following contact options:
 - Email
 - Mobile phone
 - Text to mobile
 - Home number
 - Face to face (in Student Guidance)
 - Via Teacher/Faculty
- Once a referral has been received the name of the student and the date of referral will be logged and added to the waiting list.
- Counselors will make 3 attempts to contact the student by the preferred form of contact. If no response within 10 days the student will be removed from the waiting list and logged as unable to make contact.

30.5.3 Making an Appointment

- All students will be offered an initial assessment which will enable the counselor and student to briefly discuss the issue and ensure the College Counseling service is appropriate. Once this has been agreed the counselor will offer sessions as per the requirement.
- It is anticipated that students will attend the sessions as advised by counselor outside of their teaching timetable.

30.5.4 Significant/Safeguarding concerns:

Students who disclose harm or self-harm including suicidal thoughts are deemed at risk and vulnerable. Counselors will refer students to the Head/CAO and OBs. Counselors will continue to work with the student, however a referral to Inclusion Matters/Talking Therapies maybe more appropriate. Counselors can support students to make this external referral.

30.5.5 Electronic client files/notes:

- Counselors will keep electronic records of all students' attendance to counseling. The database is password protected and only the counselors will have access to this. The counselor notes section is only open to the counselors.
- Counseling files will contain: - • Referral form • counseling contract
- In addition to the counseling files, the students' data will be updated with a start date of counseling and an end date.

30.6 The Referral Process:

The purpose of the referral process is to provide timely and effective support to initiate an appropriate plan of action for students at various levels of need.

PART II:

HUMAN RESOURCE

DEVELOPMENT

MANAGEMENT

Preface:

“Discipline is the bridge between goals & accomplishment.” - Jim Rohn (American entrepreneur, author and motivational speaker)

This HR Manual is a document which provides guidelines for all HR functions. It presents all the information about rules/policies/procedure covering employee’s life cycle in an organization.

Institutions policies and procedures act as a strategic link between the Institutions vision, and its day-to-day operations. These policies and procedures shall allow employee to clearly understand their roles and responsibilities within predefined limits.

CHAPTER 1- PRELIMINARY:

1.1 Short Title and Commencement:

1.1 a) This Document shall be called the Bunts Sangha's Higher Education Institutions' HR Manual.

1.1 b) They shall come into force with effect from December 01, 2017 after due approval by the Bunts Sangha Mumbai and Higher Education Committee.

1.2 Scope and Applicability:

1.2. a) This HR Manual shall apply to every permanent/whole-time and part-time employees appointed by the Management. They shall not apply, except as otherwise provided in this HR Manual or to such an extent as may be specifically or generally decided by the Management, to persons employed on tenure basis or on contract basis, honorary, visiting faculty members and the like.

1.2. b) On and from the date of commencement of this HR Manual -

1.2.b.1) the terms and conditions of the service of the existing permanent/full-time employees of the Higher Education Institutions shall stand modified in accordance with the provisions of this HR Manual.

1.2b.2) the terms and conditions of service in force at present stand repealed. Notwithstanding such repeal, anything done or any action taken under the said provisions, shall be deemed to have been done or taken under the repealed provisions as if such provisions had not been repealed.

1.3 Power of Relaxation

The Management at its discretion exempts any employee from application of provisions of this Manual or may direct that such provisions shall apply to such an employee with modifications not affecting the substance thereof.

1.4 Power to Implement

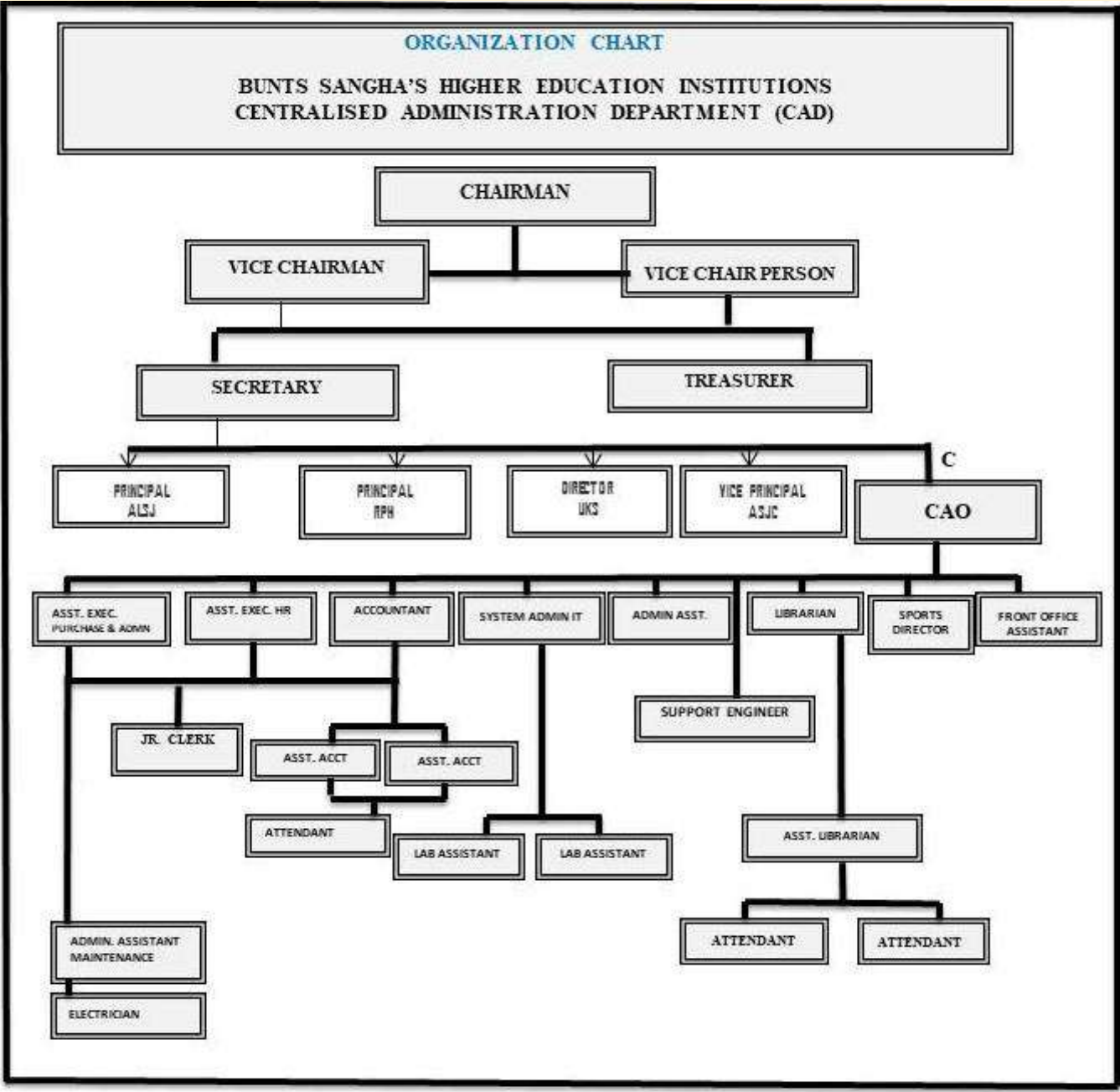
Right to interpret this HR Manual rests with the Management whose interpretation shall be final. The powers exercisable by an authority under this HR Manual shall also be exercisable by any authority superior to the authority first mentioned.

1.5 Management's power to Delegate

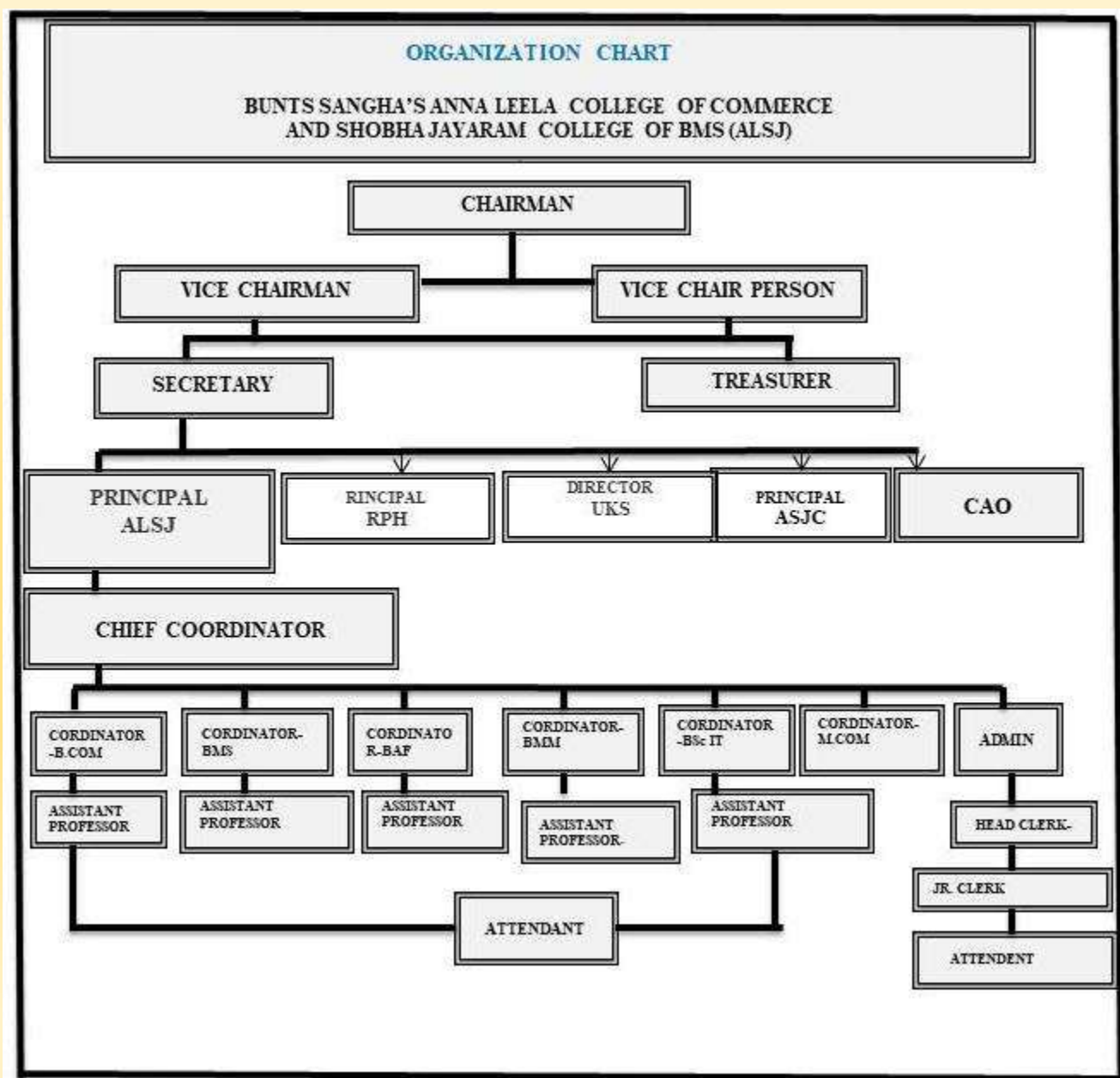
The management may delegate to the Director, Principal, Vice Principal or the Chief Administrative Officer, subject to such conditions as they may think fit, any of the powers conferred upon them in this HR Manual.

CHAPTER 2- ORGANIZATION CHARTS:

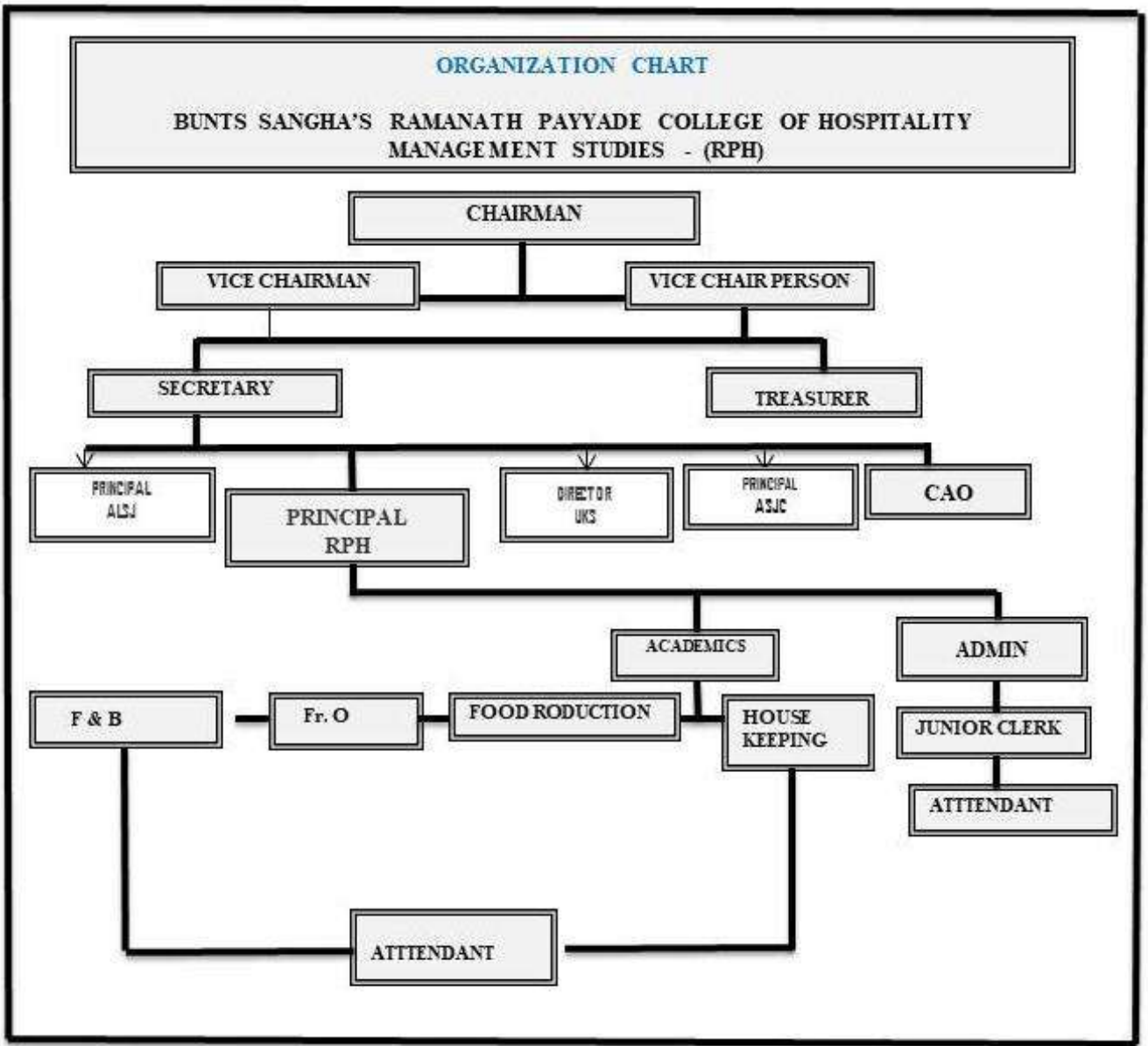
2.1 Centralized Administration



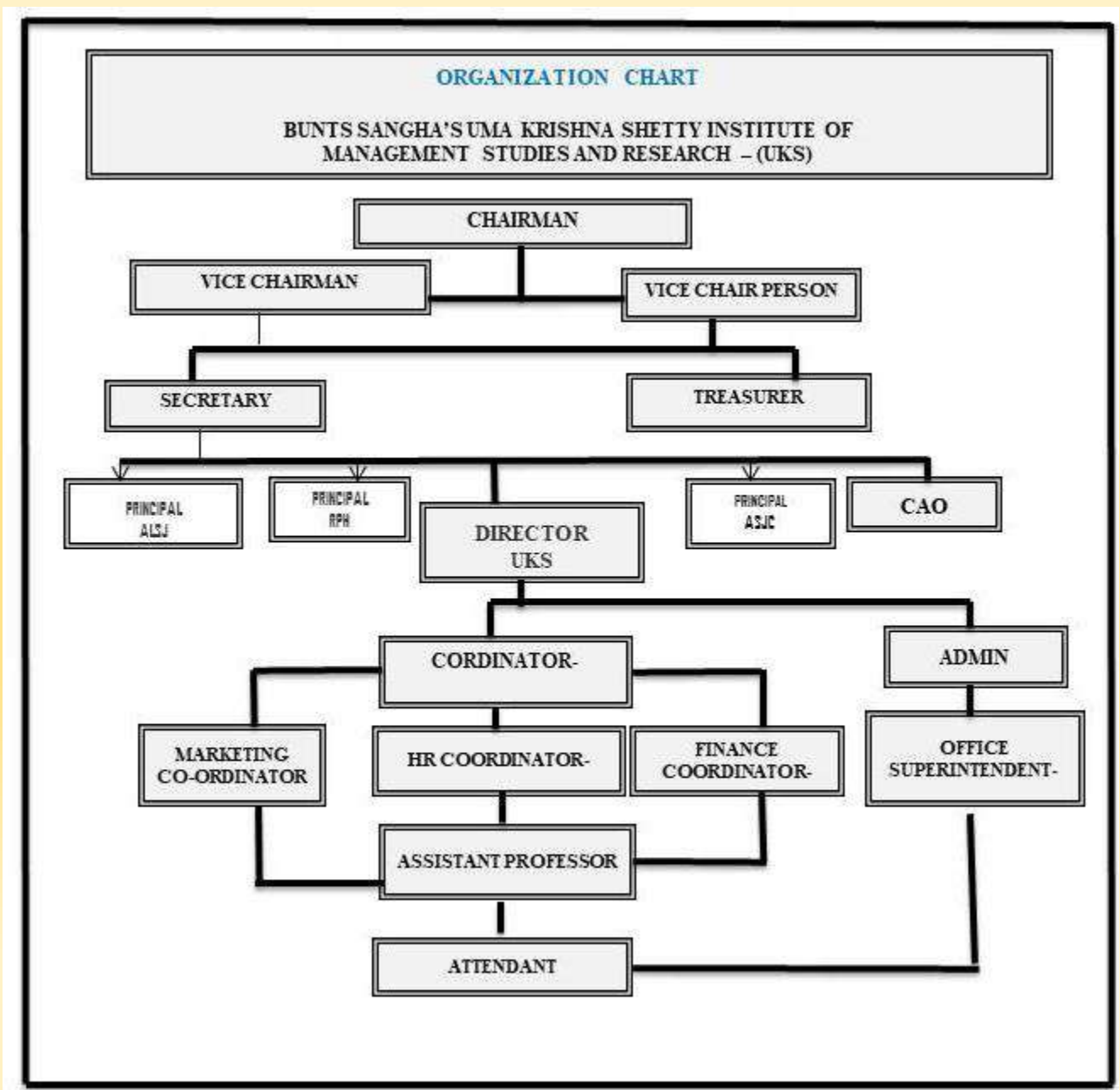
2.2 Organizational Chart – ALSJ



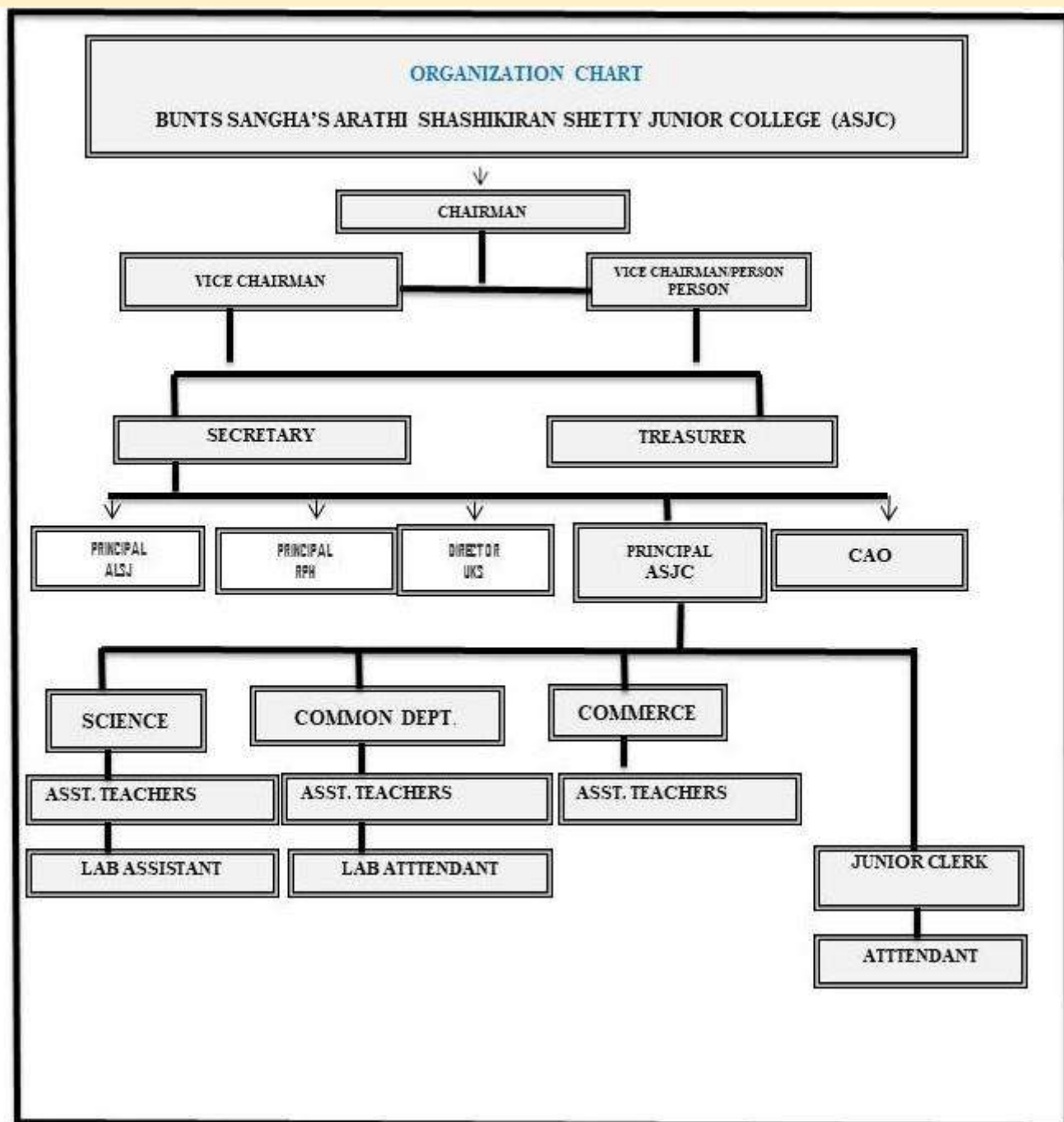
2.3 Organizational Chart – RPH



2.4 Organizational Chart – UKS



2.5 Organizational Chart – ASJC



CHAPTER 3- CLASSIFICATION OF EMPLOYEES:

All employees covered under these service conditions and for administrative purpose shall be defined as below-

1.1 Permanent Employee/Full time Employee: Permanent Employee/Full time Employee of the Higher Education Institutions shall mean a teacher/ employee who have been appointed on a regular basis. They shall be classified as follows for certain administrative purpose. a. Group A: The positions carrying scale of pay with minimum basic monthly pay of Rs.15,600/- and above. Examples: Heads of the Institutions, CAO, Professor, Associate Professor, Assistant Professor etc. b. Group B: The positions carrying scale of pay with minimum basic monthly pay of Rs.9,300/- but less than Rs.15,600/- . Examples: Assistant Teacher, Accountant, Office Superintendent, Assistant Executives, Head Clerk, etc. c. Group C: The positions carrying scale of pay with minimum basic monthly pay of Rs.5,200/- but less than Rs.9,300/- . Examples: Senior/Junior Clerk, Administrative Assistant, Lab Assistant etc. d. Group D The positions carrying scale of pay with minimum basic monthly pay of less than Rs.5,200/- . Examples: Office/Lab/Kitchen Attendants, Peon etc.

1.2 Temporary Teacher/Staff: "Employee on Temporary basis shall mean a teacher/ employee who have been engaged for a fixed term /tenure which will be specified in the letter of offer of engagement. The working hours and benefits shall be in parity with permanent teacher / employee as per the contract. He will also be eligible for all statutory benefits available to a permanent employee proportionately according to the tenure of service rendered. The services of such a teacher / employee can be ceased automatically on expiry of the fixed term or in accordance with the stipulation contained in the letter of offer. Temporary teacher/staff are not entitled for Gratuity.

1.3 Visiting Faculty: The Visiting faculty shall mean a Teacher who has been engaged to teach one or two subjects due to exigencies of workload for a period not exceeding one academic semester on suitable terms and conditions.

1.4 Part Time Faculty: "Part time teachers" shall mean any person who is employed for a fixed period in the Institutions and shall serve the specified number of hours / days per week as per the contract of service. At the end of the specified period of contract of service, the same shall automatically cease and such a teacher cannot claim regularization of his / her job. Part time faculty are not entitled for any statutory benefits.

1.5 Adjunct Faculty:

Adjunct Faculty has to be Ph.D; may be a research Supervisor. Adjunct Faculty is attached to an Institution in the context of an advisor/Research Supervisor/Expert.

Function:

- Advising in designing courses (skill based/otherwise)
- Research supervision of students
- Helping Institution to apply for proposals for funding
- Helping in designing bridge courses for placement/capacity building of students.

1.6 Guest Lectures: A Guest Lecture shall mean a subject expert or expert from Industry who has been invited to deliver guest Lecture on any particular topic/subjects.

CHAPTER 4- APPOINTMENT & EMPLOYMENT:

All appointments will be made by the appointing authority in accordance with the rules of the Institutions.

- (i) An appointment shall be valid only after an appointment letter has been issued to an employee. The appointment will be subject to the information furnished by the employee at the time of the interview. However, in the event of any material information being suppressed or any information given therein being found incorrect or false or misleading at any time subsequently, the appointment will be held void on this count itself.
- (ii) The appointing authority is free to conduct background verification checks for all its employees at any point of time during the tenure of their employment with the Institutions.
- (iii) The management reserves the right to call for the original copies of the certificates of credentials of any employee at any time and non-production thereof shall be deemed to be a willful and deliberate act liable for disciplinary action. Onus of proving authenticity of documents lies with the employee.
- (iv) The appointment letter issued to the employee shall state the nature of appointment and the appointment letter shall be in duplicate duly signed by the appointing authority and one copy of the said appointment letter must be signed by the concerned employee and returned to the office as a token of acceptance within 48 (Forty Eight) hours of issue.
- (v) The employment and its continuance will also be subject to the appointee being found and continuing / remaining to be found medically fit by a medical officer of the Institution's choice, if the Institution considers a medical examination / re-examination a requirement. The opinion of the medical officer shall be final and binding and the employee shall be liable to be discharged from employment if certified as medically unfit for further service.
- (vi) A permanent employee shall hold office until he attains the superannuation age of 60 (sixty) years.

Note- For Head of the Institutions, the age of superannuation/ retirement may be extended till 65 years.

- (i) Employees names will be recorded as declared in the PAN Card / Passport / Voter ID Card / Driving License, & shall not be changed under any circumstances, unless it is done so in compliance with the law.

CHAPTER 5- NATURE OF APPOINTMENT:

5.1 Appointment on Contractual Basis (Fixed Term Contract):

The Higher Education Institutions would appoint candidate on contractual basis only if his requirement is for Fixed /short period of time. Candidate appointed on contractual basis will not be placed on pay roll of any of the Institution. The said candidate would be paid remuneration through cheque.

5. 2. Temporary Basis:

5.2 a) Teaching staff: - The Candidates who are qualified but not Eligible according to the University/UGC/AICTE/Education Department would be appointed on a Temporary basis for a period of maximum of 11 (eleven) months. The candidates with satisfactory performance may be re-appointed on Temporary basis for further period of 11(eleven) months. The said staff will remain as a temporary staff till the time he fulfills required Eligibility criteria which includes approval by the concerned approving authority.

The Qualified and eligible candidates with experience of less than 1(one) year will be appointed on a temporary basis for the period of 1(one) year such personal will not entitled for the salary of May month unless they are rejoining in the month of June.

5.2 b) Administrative Staff: - The eligible & qualified staff having experience of less than 2 (two) years in relevant field would be appointed on temporary basis for the period of 1 (one) year.

5.2 c) Non-Teaching Staff/Attendant:-The staff with minimum qualification HSC/SSC would be appointed on temporary basis for the period of 1 (one) year. After the completion of temporary period the staff would be appointed on probationary basis for a period of 2 (two) years.

Note: Temporary period may be exempted for experienced candidate.

5. 3. Probationary Basis:

5.3 a) Teaching staff: - The qualified and eligible candidates having experience of more than 2 (two) year, the Candidates those who have completed 1 (one) year of service on temporary basis and the non-eligible candidates working with Bunts Sangha's Higher Education Institutions for more than 2 (two) years and have acquired eligibility during said period would be appointed on Probation basis for a period of 2 (two) years.

The Qualified and eligible candidates who have worked with Higher Education Institutions for 1 (one) year on temporary basis and have successful completed 1 (one) year of probation period may be confirmed in his service by waiving off remaining probation period of 1 (one) year. The Heads shall submit the Half Yearly and yearly performance report to the management.

5.3.b) Administrative Staff: - The Qualified candidates having experience of more than 2 (two) years in relevant field and the candidates in service with Bunts Sangha's Higher Education Institutions for more than 1 (one) year on temporary basis would be appointed on probationary basis for a period of 2 (two) years if the vacancy exists.

The candidates who have worked with Higher Education Institutions for 1 (one) year on temporary basis and have successfully completed 1 (one) year of probation period may be confirmed in his service by condoning remaining probation period of 1 (one) year only in exceptional cases.

5.4 Confirmation: - After the successful completion of Probation period the employees will be confirmed in his/her position and will be placed on pay Scale.

5.5 Termination: - The services of the Teaching staff who are appointed on temporary basis would be terminated at the end of Academic year i.e. April 30 of each year.

If the performance of the employee working on probation basis is found to be unsatisfactory then the services of such employees would be terminated without assigning any reason during any stages of Probation Period.

Services of an employee may also be terminated if he/she found guilty after investigating the allegations tantamount to constitute gross misconduct.

Examples of gross misconduct □ Academic misconduct – such as falsification of examination or any other significant college data □ Assault on another employee, student or member of the public □ Breach of Confidence – serious and/or persistent breaches of confidence □ Dishonesty – Theft, fraud or falsification of records □ Unlawful Discrimination – intentional unlawful discrimination or serious bullying and harassment of employee or student.

CHAPTER- 06: POLICY FOR APPOINTMENT OF TEACHING AND NON-TEACHING STAFF

In order to bring clarity in appointment of Teaching and non-teaching staff the following policy is formed:

- a. Preliminary interview including the demo lecture will be conducted by the Interview Panel consisting of concerned Institution Head, CAO, subject expert and HR In-charge. This is for short listing the candidates for Teaching Staff.
- a. In case of selection of non-teaching staff, preliminary interview will be conducted by the Interview panel consisting of Institution Head, CAO and HR In-charge.
- a. The shortlisted candidates will be finally interviewed by the Management, Institution Head and CAO after receiving the preliminary interview details as per the format.
- a. In case of vacancy arising out of resignation no justification is required for filling the vacancy. While filling the additional vacancy the Institution Head/CAO should give justification for filling such vacancies to the Office Bearers well in advance for obtaining their approval.
- a. On selection of the candidate job offer letter (as per specimen) should be issued to the selected candidates on the basis of application filled by the candidate and the remarks put therein.
- a. A detailed appointment letter will be issued on joining date when all documents mentioned in the offer letter should have been received by HR.
- a. The visiting faculty should be appointed only after the approval from Office Bearers on basis of recommendation received from Institution Heads. On selection, a suitable appointment letter will be issued mentioning terms and conditions therein. The copy of same should go to accounts for processing salary on receipt of lecture sheet duly signed by Heads/coordinators.
- a. The advertisement for the post of teaching and non-teaching staff should be released in Buntaravani and preference shall be given to candidates of Bunts community (Tulu-kannadiga), especially for non-teaching positions. All candidates from Bunts Community shall be called for the final round of interview.

CHAPTER -07: POLICY FOR APPRAISAL, PROMOTION & INCREMENT

In order to bring clarity in appraisal, promotion & increment of Teaching and non-teaching staff the following policy is formed:

APPRAISAL:

The appraisal process is an integral part of the Institutions performance management system. The purpose of this policy is to ensure that the Institutions have a clear, consistent and fair approach to appraisal. The overall aim of the appraisal process is to maximize the effectiveness and potential of each member of staff so that the Higher Education Institutions successfully achieve their objectives.

The objectives of the appraisal process are as under: -

1. Maximize performance.
2. Reinforce the values and behaviors of the Institutions.
3. Identify the non-performer and guide them for improvement.
4. Set objectives for the year ahead.
5. Encourage staff development.
6. To improve the effectiveness of the organization.

Process:-

1. The Performance of all the Staff Members would be appraised annually.
2. The Self - Appraisal and Students Feedback would be used as means for performance appraisal of Teaching Staff and Self-Appraisal would be used as a tool for performance appraisal of Non-Teaching Staff.
3. Student Feedback would be conducted twice in an academic year i.e. once in a Semester.
4. Self-Appraisal :-
 - a. The process of Self-Appraisal would be carried once in a year.
 - b. The Self-Appraisal forms would be issued to Individual staff annually in the Month of March (i.e. by 05th March) and duly filled form shall be submitted to the HR Dept. by 15th March.
 - c. Self-appraisal forms with remarks by Heads of the Institutions/CAO/Co-coordinator/HOD to be submitted to the Secretary for his remark by 30th March.
 - d. Self-Appraisal forms with remarks from the Secretary would be submitted back to the HR Dept. by 20th April.
 - e. HR Dept. will prepare summary report to be submitted to the Office Bearers by April 30.

PROMOTION:

Objectives:-

1. To ensure that all positions are manned by personnel having the requisite qualifications, exposure and competence.
2. To integrate the aspirations for growth and development of Employees with the present and future requirements of the Higher Education Institutions.
3. To ensure equity, fairness and objectivity in matters relating to promotion
4. To recognize and reward meritorious performance.

Process:-

1. The promotion policy is based on the Guiding Principles such as Performance, Experience and Vacancy.
2. The Eligible & deserving staff members would be promoted to higher level as per the norms of University of Mumbai/UGC/AICTE/Education Dept. /Govt. of Maharashtra/Management.
3. The Process of Promotion will be carried out annually and would be effective from 1st July.

INCREMENT:

The objective is to better overall performance through recognition of individuals Contribution, bringing in accountability for individuals, promote teamwork, team values and Co-operation and bring in focus on Institution's success as a whole. Excellent performance hence needs to be recognized and appropriately rewarded.

Simultaneously for non –performers, areas for improvement shall have to be identified and necessary corrective action initiated.

1. The Process of Increment/ Salary revision is annual and the increment would be effective from 1st July of every year.
2. The annual increment would be 3% of the total sum of Basic & DA.
3. The Office Bearers of the Management (HEC) would be the final authority to take final decision on increase in Dearness Allowance.
4. Extraordinary performance of an employee would be appreciated by way of giving additional increment. The decision of office bearers in this regard would be final.
5. Additional increments or lumpsum amount may be awarded for upgradation of Qualification in the relevant field which shall be at the discretion of the Management.
6. New staff will be entitled to an increment on 1st July, provided that they are in service before 1st January. If they commence on or after 1st January they will not receive an increment until 1st July the following year.
7. Staff appointed to a post graded higher than their current post will be offered a new salary of the minimum of the new grade/pay band.
8. Extraordinary performance of an employee would be appreciated by way of giving additional increment. The decision of Office Bearers in this regard would be final.
9. New faculty appointed directly on the basis of recommendation of selection committee and whose appointment is approved by University of Mumbai shall be placed on consolidated salary for the period of 2 years.
10. The Management has the right to reverse/withheld the increment as a part of disciplinary action.

CHAPTER -08 VISITING FACULTY PROCEDURES

8.1: Policy for Appointment of Visiting Faculty-

The Management will always encourage appointment of qualified and experienced whole time regular faculties so as to maintain higher standards of imparting quality Education to its students. The visiting faculties would be appointed only after conscientious study of requirement of additional faculty.

The appointment of Visiting Faculty in Bunts Sangha's Higher Education Institutions would be governed by following rules;

1. The total teaching workload (Program-wise and subject-wise) shall be calculated keeping in the view the guidelines given by the College affiliating body such as University of Mumbai/AICTE/Education Department/Maharashtra State Board.
2. The workload calculated shall be allocated to the in-house faculty as per the norms i.e. total workload should be equal or more than 18 hours (clock-hours) per week per faculty.
3. After allocation of workload to in-house faculty remaining workload shall be analyzed to identify need of visiting faculty.
4. The eligible and experienced visiting faculty can be searched through recommendation of internal or external sources. In case faculty is unavailable through these sources then advertisement shall be released in newspaper for the same.
5. The selection of the visiting faculty can be done by the Head of the Institution after verifying the credentials of the candidate.
6. The Heads of the Institution shall seek approval from OBs for the appointment of Visiting Faculty.
7. The OBs would grant approval based on the recommendations of the Heads of the Institutions and feedback of the students during their previous tenure as a visiting faculty with our Institutions, if faculty is to be reappointed.
8. After receiving approval from OBs, the CV and other details of the selected candidate shall be forwarded to the HR Department for further process by the Head of the Institution.
9. An appointment letter mentioning terms and conditions therein will be issued to the visiting Faculty by the OBs through HR Department. The copy of same should go to accounts department for processing remuneration on receipt of lecture sheet (in a given format) duly signed by Concerned Faculty, Coordinators and Head of the Institution.

8.2: Visiting Faculty – Bill Payment and Attendance:

The remuneration for visiting faculty would be as under;

- UG programs : Rs. 400/- per lecture (lecture duration should be 50 minutes or above)
- PG program (M Com) : Rs. 450/- per lecture (lecture duration should be 50 minutes or above)
- PG Program (PGDM) : Rs. 700 to Rs. 1000 per lecture (lecture duration should be 60 minutes or above) depending on qualification and experience of the Faculty.
- Junior College : appointment of visiting faculty would be strongly discouraged and depending on need, part time faculty would be appointed.

Attendance of Visiting Faculties shall be maintained by the co-coordinator an approved by the Head of Institutions / Department.

The in-house Full time Faculty would be strongly discouraged to take additional lectures during their regular working hours. Additional lecture may be given to these Faculties outside their regular working hours and remuneration paid would be as under;

- UG programs : Rs. 300/- per lecture (lecture duration should be 50 minutes or above)
- PG program (M Com) : Rs. 350/- per lecture (lecture duration should be 50 minutes or above)
- PG Program (PGDM) : Rs. 650 per lecture (lecture duration should be 60 minutes or above).
- Junior College : Rs.200/- per lecture (lecture duration should be 40 minutes or above).

The visiting faculty shall complete the syllabus of subject assigned to him within the stipulated time frame and maximum lectures allotted for the subject.

Note: However in exceptional cases, for faculties having more no of years of experience & higher qualifications, deviation on the above rates can be considered.

CHAPTER 09- TRANSFER:

The management, at its own discretion, shall have the right to transfer any employee from one branch / wing / place to another. The management may depute an employee for duty within Mumbai and /or extended parts of Mumbai, to another Institutions formed by the same society / trust, in connection with the work of the Institutions/s, which may include sending an employee to some other city / place within India for acquiring skills, attending workshops, etc. or for exigencies and requirements of work. Upon transfer, the transferred employee shall be bound and governed by the terms and conditions of service as applicable at the transferred place.

CHAPTER 10- GENERAL GUIDELINES:

10-1 General Guidelines:

10. 1 (A) Attendance:

(i) Institutions timing are from 7.45 am to 6:00 pm existing timing as per Institutions, with each Institutions having their own set of timings i.e. ALSJ College – from 7.40 am to 2.20 pm, RPH College – from 8.40 am to 4.30 pm, UKS College – from 9.30 pm to 5.00 pm and ASJC College - from 11.30 am till 6.00 pm.

(ii) Every employee shall observe punctuality and in the event of any employee being late by 15 (fifteen) minutes or more (but not more than 30 minutes), beyond three occasions in a month, she/he shall be considered to be on “Casual leave” for a day, but they have to complete stipulated working hours. If there is no credit of Casual leave, salary for one day will be deducted and shall be treated as Leave without pay (LWP).

(iii) If an employee continues to come late despite the deduction of Casual leaves / LWP - this act of the employee shall qualify as an act of habitual late-coming and the same shall invite a disciplinary action.

(iv) Every employee required to present on the last working day of the term (before the Institutions closes for vacation) or the day Institutions re-opens (after vacation). If any employee absents on the above mentioned day, disciplinary action will be taken as per University/ AICTE/ DTE/ Board norms.

(v) Every employee should record his / her attendance in the attendance log book / punch in where there are biometric devices or any other time keeping device.

(vi) If an employee is found to misrepresent the attendance data, such as – entering a wrong time of entry / fudging the attendance details / misrepresenting the attendance timings, a disciplinary action would be taken.

(vii) No employee should leave the Institutions premises during the Institutions hours. Should there be a dire need; a written permission from the Principal is a must. The movement register should be updated accordingly.

(viii) If an employee has to go outside the Institutions on official work (during the official hours), an employee should submit an “on duty leave” application form online duly approved by the Director/Principal/Vice Principal/CAO/Secretary.

Note - Please refer HRMS software ‘SARAL’ for online “On duty leave” application form

(x) An employee, who after presenting him / herself for duty, is found absent from duty or from his / her place of work, during the workings hours without permission, will be treated as an absentee without authorization for the whole day. Such a case shall be treated as “LWP” & will not earn any salary for said absence.

10.1 (B) Dress Code:

(i) Applicable to all the employees who are on the Institutions' payroll.

Do's for Male Staff / Female Staff

Full / Half Sleeved Shirt, Sarees, Formal Trousers, Salwar / Churidar Kameez, Business Suits, Formal Shoes, Pants, Suits / Knee Length formal skirts, etc. The Smart Casuals are allowed to be worn on Saturdays except during formal functions.

*Slippers / Sandals / Sports Shoes (exception for Sports Teacher) for Male employees is strictly prohibited

Note – 1) For all formal occasion/event, formal dress code for male and female employee is must which include full sleeve shirt & trouser for male employees and saree/ Business Suits for female employees.

2) Track suits, athletic shoes / sports shoes are allowed only for physical education & dance teachers.

Employees are requested to appreciate the spirit and the purpose behind the implementation of the dress code. Violation of the Institutions code, however simple, amounts to indiscipline and sets a negative example for our students. Please ensure that the code is not violated in letter or spirit. Disciplinary action will be taken against any employee who fails to abide by the dress code.

10.1. (C) Language:

(i) All employees should be always be polite to their fellow employees.

(ii) Use of abusive language and harsh tones is not allowed under any situation.

(iii) English is the official language. Every teacher except 2nd language teachers shall interact with the students & colleagues in English language thereby maintaining a common platform for communication in the Institution.

Don'ts for both -Male & Female staff

Faded / Torn Jeans / Round collared T-shirts / Tracksuits Sleeveless T shirts / Muscle Tees.

10.1 (D) Pay & Allowances:

(i) The management of the Institutions has the sole right to fix and revise the pay- scales and allowances for employees employed with the Institutions.

(ii) Increments are not automatic and shall be earned by the employee. The criteria for this is based on work, competence, conduct, performance, discipline, punctuality, attendance etc. The management reserves the right to give additional increment to any employee for exceptional merit, in a year. It is to be understood that no increment, whether normal or additional / exceptional, can be claimed as a matter of right.

(iii) If the salary remains unpaid due to the death of an employee, the same shall be paid by the management /Institutions when an appropriately substantiated claim is presented by his / her heir or legal representatives within two years from the date on which the salary became due.

(iv)Promotion is defined as higher level of responsibilities. It entails advancement of employee in terms of pay.

(v) An employee's performance (result oriented) & attitude towards work will play a crucial role in their promotion review.

(vi)Management reserves the right to promote an employee who shows higher level of performance & commitment. Promotion cannot be claimed as a matter of right.

RECORD OF SERVICE, SENIORITY, PROMOTION AND REVERSION

Record of Service

A record of service i.e. a Service Book shall be maintained as a regular legal document by the HR Dept. in respect of each employee at such place or places and shall be kept in a prescribed format and shall contain such information as may be specified from time to time by the Management.

Seniority

a) The seniority of the employee in a cadre in the Institution shall be determined on the basis of date of continuous service in that cadre. The date of joining the service on probation or as the case may be, the date of promotion shall be taken as the date of continuous service for this purpose.

b) The employee confirmed in a permanent post shall rank higher to that appointed in officiating capacity. The seniority of the employee confirmed in a cadre shall be determined on the basis of the date of confirmation in that cadre.

c) If more than one employee is appointed by open competition or on recommendation of the Selection Committee and if they complete their probation within normal uniform probationary period, the seniority of the candidates selected at the same interview shall be in the order in which they are ranked by the Selection Committee, irrespective of the dates of their joining the duties or the dates of their confirmation. Provided that, in case the probationary period of the employee appointed on probation is extended beyond the normal period of probation and his date of confirmation having been postponed to any subsequent date, his seniority shall be determined with reference to the date from which he completes his probationary period.

d) The employee promoted to a post in higher cadre shall rank below those employees in that cadre on the date of his promotion irrespective of their interest - seniority in the lower cadre. The employee promoted to a post in higher cadre earlier shall be considered senior to the employee promoted to that cadre at a later date, irrespective of their respective seniority in the lower cadre or the pay drawn.

e) The employee reduced to a lower cadre by reversion, shall be considered senior most in the lower cadre unless the authority ordering such reduction or reversion directs that he shall rank in such lower grade or cadre next below any specified member thereof.

Promotion a) Avenues of internal promotion will be made available to the non-teaching employees of the University. b) Internal promotion is not a right of any employee. No employee shall claim promotion to higher post on the basis of merit or seniority or any other such criterion. c) The Management shall have discretionary authority in the matters of identifying the posts for internal promotion. d) The promotions will be merit based and the employee's qualification, experience, seniority and record of performance will be taken into consideration while considering his case for promotion.

10. E Travel guidelines:

Objective and scope

The objective of this policy is to provide guidelines to Institutions' employees when travelling for official purposes.

10. E 1. Definition - Official Travel

Business travel is generally defined as travel to or from a temporary work place (for example, any Institutions visits or deputation as authorized by the Management/Head of the Institutions) the employees have to undertake while performing their duties, but not personal travel or regular commuting between home and office.

10. E 2. Detailed guidance

The Institutions wishes its employees to travel and conduct business in comfort and expects that in return, each employee will exercise good judgment and discretion while incurring business related expenses. Accordingly, entitlement rates have been set out and these must be strictly conformed to.

10. E 2.1 Travel authorization:

It would be the employee's responsibility to obtain approval from higher reporting Head of the Institution prior to booking travel. Any cost incurred on unapproved travel will not be reimbursed by the Institutions. A copy of the approval should be filed together with the expense claim.

10. E 2.2 Travel allowance: Please refer to section 3 of this manual

10. E 2.3 Food and accommodation: Please refer to section 3 of this manual

10. E 2.4 Travel advance:

Employees travelling regularly can avail a travel advance of up to INR 5,000, post approval of their reporting Principal. The travel advance has to be requested a minimum of seven working days before the date of travel. The amount would be credited into the employee's respective salary account. The travel advance needs to be settled within seven working days of the completion of travel. In the event that the travel advance remains unsettled beyond the specified period, the Institutions management holds the right to settle it in the following month's salary. Any advance would be made available only after settlement of the previous advance amount.

10. E 2.5 Leave during travel:

While travelling on authorized work assignments, if an employee takes leave, he will not be entitled to any expenses for the period of leave. Such leave must be approved prior to proceeding on a travel by the reporting Principal.

10. E 3. Eligibility:

Travelling and halting allowances

10. E.3 a) Local Travel Employees of the Higher Education Institutions traveling on official local duty will be reimbursed travel expenses on the following basis: Group 'A': Taxi Fare at actuals Group 'B': First Class Train Fare and taxi / auto Group 'C' & 'D': Bus/Train (second class) Those using personal car and scooter for official work will be reimbursed expenses as per the rates prescribed by the Institute from time to time.

10. E 3 b) Outstation Travel Employees of the Institute traveling on official outstation duty will be reimbursed travel expenses on the following basis subject to approval by the management. Group A Air/2 Tier/3 Tier AC/ AC Bus/ 1st Class / 2 Tier AC Group B Chair Car/3 Tier AC/2 Tier AC/1st Class/AC Bus Group C & D II Class Train/ Bus

10. E 4. General:

- An employee, while on travel is expected to maintain high norms of conduct/behavior consistent with Institutions' code of conduct and repute.
- Claim will be rejected for non-submission of receipts.
- While seeking reimbursement for expenses incurred towards travelling by flight please ensure the claims are supported by the respective boarding passes.
- All claims will be reimbursed once a month along with the monthly payroll, only after the settlement of the previous advances, if any.
- Any arrangements where an employee uses Institutions facility such as, but not limited to, the Institutions vehicle, guest house, canteen, etc. will not be eligible for reimbursement claims.
- All employees have to record their travel (Date, type of travel, odometer reading at the start and end of travel, etc.) in the travel register maintained by their respective Institutions.
- Employees who willfully act in violation of this policy may be denied reimbursement or shall face disciplinary action.
- With reference to the travel policy, the reporting manager of the Heads of Institution would be the Office Bearers and for rest of the employees it would be the Principal In the absence of the Principal, the employees are to reach out to the business heads for approvals.
- Employee is expected to submit a detailed travel report on return to the satisfaction of his superiors.

10. E 5. Workflow for submission of travel claims:

Step 1: Employee to fill in the details of the travel expenses in the given format.

Step 2: Submit the completed form (soft copy) to your respective reporting Principal through email for approval.

Step 3: Once approved by the reporting Principal, submit the form along with bills / receipts to the accountant of the Institutions.

Step 4: Reimbursement will be made once in a month, along with the monthly payroll, after settling all previous cash advances, if any.

10. F- Leave Policy Guidelines:

All the employees of Higher Education Institutions are governed by the Leave Policy devised by the Management. The said policy is broadly based on the guidelines given by the Government of Maharashtra/ University of Mumbai /University Grant Commission/ AICTE.

Purpose of Leave: Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the Organization.

10. F I. Applicability: ☐ Leave cannot be claimed as a matter of right and leave may be refused or revoked by the Heads of the Institutions, based on the critical requirements at the Institutions.

☐ The authority to sanction leave shall be vested in the Management/ Heads of the Institutions/Administrator/Higher Authority.

☐ Cancellation of leave request – any cancellation will need an approval from the Heads of the Institutions. Employee will have to accordingly update the same on the attendance register where attendance is documented manually.

☐ Any employee who goes for leave should ensure that they have made the necessary arrangements with the person responsible, who would take care of the routine work during their absence.

☐ If the exigencies so require, discretion to refuse or revoke leave of any description is reserved by the Management /Principal/Administrator and an employee already on leave may be recalled by the Higher Authority considers necessary in the interests of the service of the Institution.

☐ Leave year is from 1st January to 31st December for Non-Teaching/Non Vacation staff and 1st June to 31st May for Teaching/Vacation staff.

☐ Applicable leave is credited to the employee's leave account twice on the 1st of January and 1st July for Non-Vacation staff and 1st June and 1st December for vacation staff.

☐ Subject to the provision of these regulations following leaves may be to a permanent employee:

☐ Casual Leave (CL) ☐ Medical/Sick (SL) ☐ Earned Leave (EL) ☐ Maternity Leave (ML)

□ The Leave policy is applicable for all permanent staff of Higher Education Institutions.

□ Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rata basis. □ Any leave availed by a new employee in his first month of service shall be treated as leave without pay. □ Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month & Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month. □ If an employee is relieved on any day between 1st to 15th of a month, then he is not entitled for leaves due for that month & If an employee happens to leave on any day between 16th to the end of the month then he is entitled for leaves due for that month.

10. F.I a. Casual Leave (CL):

- All teaching & non-teaching employee shall be eligible for casual leave up to a maximum of 12 (twelve) working days in each calendar /academic year.
- Casual leave shall be granted on pro rata basis. Casual leave and holidays pre-fixed or suffixed should not exceed 6 days at a time. Intervening National / declared / festival / weekly off days will not be counted as a part of the leave.
- CL cannot be clubbed with any other leaves in any circumstances.
- CL will not be granted for more than 3 days in a month. CL for more than 3 days can be granted in exceptional cases at the discretion of Reporting Heads.
- Ordinarily all applications for casual leave are required to be submitted at least a day before the date for which such leave is required. Prior sanction must be obtained before proceeding on leave.
- In case of emergency where prior application is not possible, application for leave should be submitted within 24 hours from the time of resuming duty.
- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- Absence from duty after expiry of leave entails disciplinary action.
- Absence without leave will constitute an interruption in service.
- A staff member who is compelled to stay away from duty due to unforeseen and unavoidable circumstances is expected to inform the Institutions Office of his absence or leave over a phone, email, SMS or through a messenger.
- Balance CL remaining unutilized as on 31st December/31st May will lapse.
- Leave application should reach the HR department within 3 working days of rejoining the duty after availing leave.

10. F.I b. Earned Leave (EL):

- i. Teaching/Vacation Employee: Teaching staff and employees who are entitled for vacation are not eligible for earned leave.
- ii. Non-teaching/Non-Vacation Employee: Every non-teaching employee shall be entitled to earned leave at the rate of 30 (Thirty) days
- iii. Criteria for granting Earned Leave shall be as follows:
 1. The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.
 2. EL can be availed only on prior approval.
 3. National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
 4. Intervening National / declared / festival / weekly off days will be counted as a part of the leave.
 5. Minimum 3 (three) days are required for EL and less than three days leave sanctioned by higher authority.
 6. Balanced EL remaining unutilized as on 31st December can be carried forward.
 7. EL can be accumulated for a maximum of 180 (one hundred and eighty) days.
 8. Accumulated EL up to 180 (one hundred and eighty) days can be en-cashed at the rate of last salary drawn (excluding HRA and TA/CLA last drawn salary or during final settlement in case of resignation / retirement / termination.
 9. Any absence of more than the number of EL sanctioned will be treated as leave without pay.
 10. An employee shall not be granted earned leave at one time for more than 30 (thirty) days.
 11. Applications for earned leave should be submitted maximum 7 (seven) days in advance.
 12. Earned Leave cannot be taken more than 4 (Four) times in a calendar year.
 13. Extension of Earned Leave shall not be permitted except under exceptional circumstances and extension will at sole discretion of the Management.
 14. Earned Leave cannot be clubbed with the Casual or Maternity Leaves.

10. F.I c. Sick Leave (SL)

1. 9 (Nine) days of Sick Leave (SL) in a calendar year would be granted for every completed year.
2. A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser.
3. If SL extends three days or more, the application has to be accompanied with a Doctor's certificate.

4. In case adequate number of SL is not available with an employee, he can club EL with it. If EL is also not available, then it will be treated as Leave without pay.
5. Intervening National / Festival / Declared holidays will be counted as part of the leave.
6. Balance SL remaining unutilized as on 31st December will be carried forward to the next year.
7. Maximum of 60 (Sixty) days of SL can be accumulated after which it will start lapsing
8. Inability to attend office because of any sickness should be notified to the leave sanctioning Authority on the same day through phone/SMS/Mail.
9. Leave application should reach the HR department within 3 (three) working days of rejoining.

10. F.I d. Maternity Leave (ML):

1. **90 (Ninety) days** of paid Maternity Leave is allowed to all female staff.
2. A female employee can adjust this leave before and after the delivery of child totaling it to **90 (ninety) days**.
3. This leave cannot be availed more than twice during the entire period of service.
4. Intervening National / declared / festival / weekly off days will be counted as part of leave.
5. If, because of any complication or any other reason, leave has to be extended, it can be done for maximum of **180 (one hundred and eighty) days** but will fall under Leave without Pay.
6. “Maternity leave cannot be availed in continuation with vacation. The maternity leave cannot be prefixed or suffixed to vacation. In case maternity leave is availed in continuation with vacation, the vacation period will be treated as part of maternity leave”.
7. Maternity leave cannot be clubbed with vacation. In case of the employees entitled to vacation, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.
8. During maternity leave she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account.
9. In case of miscarriage including abortion, special leave may be granted subject to the approval from the Head/CAO/Management. The Leave applied in such case does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
10. Maternity Leave may be combined with leave of any other kind except Casual Leave subject to approval of Head/CAO/Management.

10. F (II) Probationary, Temporary and Part-Time Employees:

☐ Probationer shall be entitled for the Casual Leave, vacation (for teaching staff) /Earned leave (for non-teaching staff). Sick leave would be credited to the account of Probationary staff but can be availed only after completion of 1 (one) year of service. Female probationer would be entitled for maternity leave only if she has completed two years of service with the Institution.

☐ Temporary Employee (Teaching and Non-Teaching) shall be entitled for the Casual Leave, vacation (for teaching staff) /Earned leave (for non-teaching staff). Paid vacation would be granted to teaching staff (working on temporary basis) only if staff has served for entire academic year. Sick leave would be granted only after completion of 1 (one) year of service. Temporary female staff would be entitled for maternity leave only if she has completed 2 (two) years of service with the Institution.

☐ The employee on fixed term contract basis for year (Teaching and Non-Teaching) shall be entitled for 20 (twenty) days of CL/ SL Leave during his / her annual contract on pro-rata basis. No other leave would be granted to contractual staff.

☐ Part-Time/Adjunct Faculty shall be entitled for Casual Leave and vacation. Sick leave would not be granted to these employees.

☐ Part Time Counselor, working on fixed days basis would not be entitled for Casual, Earned, Sick leave, but would avail Diwali and Summer vacation after taking prior permission from the Management

☐ The employee who has not completed 1 (one) year will be given applicable Leaves on pro-rata basis.

10. F (III) Encashment of leave:

10.F. III (a) Retiring on superannuation: An employee retiring on superannuation shall be eligible to receive payment of cash equivalent to leave salary in respect of the period of earned leave at his credit at the time of retirement subject to maximum of 180 (one hundred and eighty) days. The cash payment shall be equal to Basic Pay, Grade Pay, Dearness Allowance and Special Allowance (Excluding HRA and TA/CLA) for the period of leave surrendered.

10.F.III (b) Death while in Service: In case of any employee dies while in service, the cash equivalent to his Earned leave salary admissible on the date immediately following the death and in case not exceeding leave salary for 180 (one hundred and eighty) days shall be payable to his family. The cash payment shall be equal to Basic Pay, Grade Pay, Dearness Allowance and Special Pay (Excluding HRA and TA/CLA) for the period of leave surrendered.

10.F.III (c) Resignation: An employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave of his credit on the date of cessation of service, subject to maximum of 180 (one hundred and eighty) days. The cash payment shall be equal to Basic Pay, Grade Pay, Dearness Allowance and Special Allowance (Excluding HRA and TA/CLA) for the period of leave surrendered.

10. F.III (d) Leave without Pay:-

The employee is responsible for getting his / her leave approved before taking leave. It is an employees' responsibility to ensure that when leave is taken without prior information, it is regularized in the shortest possible time.

10. F.III (d) i. Leave without Pay (LWP): Leave taken in excess of entitlement/absence without approval will entail leave without Pay (LWP).

10. F.III (d) ii. Absence without approval - If the employee is absent without any prior approval then the Heads of the Institution/Department reserves the right to consider the uninformed leave as leave without Pay (LWP).

10. F.IV. (e) The Staff Members confirmed in their position would only be entitled for encashment of Earned Leave.

10. G: Compensatory Off:

Compensatory Off is to be given to all employees who shall come & work on holidays (not vacation) for the Institutions.

Note – (Please use HRMS software 'SARAL' for online "Compensatory off form")

• Procedure:

As a matter of principle, it is the responsibility of the Head of the Institutions and Chief Administrative Officer to refrain their subordinates from working on Weekly-off days and Holidays. This can be achieved by effective Resource Management by the Head of the Institutions and Chief Administrative Officer.

The Employee shall obtain prior permission from the Head of the Institutions and/or Chief Administrative Officer for permitting an individual to work on weekly off day and holiday.

• Availing Comp-Off:

1. A compensatory-Off earned shall be availed within 30 (thirty) days of its credit, else it shall lapse.
2. The staff should seek prior approval from leave sanctioning Authority so as to avail a compensatory off.
3. Employee will be allowed to take only two Compensatory – Offs in a 30 (thirty) days.
4. Compensatory Off cannot be encashed and cannot be clubbed with any other leaves.
5. Compensatory Off can be prefixed or suffixed with Weekly "Off" but not both.
6. An Employee shall work minimum for 5 (five) hours on weekly off day/Holiday to avail compensatory off.

• 10. H : Vacation Leave:

1. The Teachers including Sports In charge, Lab Assistants can avail maximum of 60 days of vacation in an Academic year.
2. A new faculty would be entitled for vacation only after completion of one year of service. If the faculty joins in middle of Academic Year then vacation in the ratio of 2.5 days for every completed month would be granted.

3. Earned Leave credit for vacation not availed: Procedure:- Head of the Institution has discretionary authority to revoke/cancel the vacation given to any or all staff members as and when their services are required by the Institutions.

- ☐ No staff is entitled for Earned leave unless his/her vacation is revoked by the Head of the Institution in writing stating reason for revocation of vacation.
- ☐ The total number of days of vacation revoked/cancelled would be credited as Earned Leave to the leave account of the staff member at the rate of 2:1(i.e. for every two days of vacation cancelled one Earned leave will be credited).
- ☐ The Earned Leave thus credited to the account can be availed as per the policy for Earned Leave.
- ☐ An Employee shall work minimum for 5 (five) hours on Vacation to avail compensatory off.

10.I Sabbatical Leave:

Sabbatical Leave facility gives staff the opportunity to have a break from their assignment for a pre-determined time period to develop their careers. Sabbatical Leave provides a facility where an individual can undergo specialist training/further education for enhancement of skill/knowledge, upgradation of qualification or job related research.

Entitlement to Sabbatical Leave:

- a) An employee may be entitled to unpaid sabbatical leave where the leave has been identified as having specific benefits to the organization.
- b) An employee may take a minimum of two sabbaticals in his tenure with the organization. Each sabbatical will be for a minimum period of three months. In exceptional cases one time sabbatical may be allowed for a period of 6 months/ 1 year subject to approval from the Management.
- c) There should be a gap of atleast one year in each sabbatical leave.
- d) Sabbatical leave will be an unpaid leave and no allowance/reimbursements will be paid during sabbatical leave.
- e) Eligible leave will not be entitled against sabbatical leave.

Terms and conditions:

- a) Employee availing sabbatical leave must be confirmed in his post and must have completed minimum 5 years of service in the organization.
- b) Employee has to apply for sabbatical leave atleast three months in advance and sign a contract/bond to remain engaged with the Institution for two years following their return from sabbatical leave.
- c) A sabbatical will not result in a break in existing service. However annual leave, sick leave and maternity leave will be deemed to be suspended during the period of sabbatical.
- d) If performance appraisal is due during the sabbatical leave, the individual will have to complete his appraisals before commencement of sabbatical leave.
- e) On joining the employee has to submit a report.

Where employee decides not to return to work:

- a) If the employee decides not to return to work , they should give a written request to the reporting Head and copy to CAO and HR Department atleast 4 weeks before the sabbatical is due to end.
- b) Employee is required to return to work and serve one month of notice period or one month of salary in lieu thereof.
- c) The necessary exit formalities have to be completed and return all asset/document to the organization.
- d) If employee fails to comply with the above, the organization will not give any reference check for the employee and no relieving order/experience letter will be issued.
- e) The employee has to pay the amount equivalent to the value mentioned in the bond failing which employee will not be entitled for accrued Gratuity.

10. J Health & Safety guidelines:

- (i) Employees shall be responsible for properly safe-guarding the Institutions property entrusted to them and shall undertake proper maintenance and care of the same.
- (ii) All cases of accident arising out of and in / during the course of employment shall be reported by the affected employee to the management immediately. Such cases will be dealt with as per the relevant and applicable provisions of law.
- (iii) Medical facilities providing basic first-aid necessities will be provided to employees for any accident on Institutions campus while on duty.

10. K Physical entry, exit and search:

- (i) All employees shall enter and leave the Institutions premises only by the gates specified for this purpose. The gates shall be kept closed during the working hours and no employee shall be entitled to leave the Institutions premises during the working hours without prior written, specific permission from the Heads of the Institution/Head of the Department/CAO.
- (ii) The Institution reserves the right to conduct a search on an employee's personal belongings prior to his/her leaving / entering the Institutions premises, if so warranted for any reason, at the sole discretion and at the orders of the Principal.

10. L Regulation of hours of work and duty chart:

Working days of Teaching Staff and Non-Teaching Staff:

The working days for the Staff are from Monday to Saturday. 2nd and 4th Saturday or 1st and 3rd Saturday is a holiday as intimated accordingly by the Management/Educational Heads to their concerned staff.

Note: The Institutions working days and timing may change and will be applicable to all the employees as communicated by the Principal from time to time as deemed fit and approved by the management.

- Teachers may be required to report for training / workshops / extra classes during vacations which shall be announced from time to time .
- For employees on probation, payment of salary during the months of summer vacation will be admissible / paid within 30 (thirty) days of re-opening of the Institutions after the vacation, provided the employee has joined the Institutions on the first day of work after the vacations or as directed by the Principal of the Institutions.
- The time table shall be shared with academic staff by the Principal.
- The services of all employees of the Institutions have been retained on a full day basis and may extend to a period of **8 (eight) hours** per working day.

10. M: Health Insurance:

All the employees shall be covered by the “Group Mediclaim Policy” taken up by the Institutions. The employees who have completed 6 months of service at the time of renewal of policy will be included in group Mediclaim policy. Employees who have not completed six months of services will be included in Mediclaim policy during the next renewal cycle.

CHAPTER 11- PERFORMANCE MANAGEMENT SYSTEM:

Performance management is a continuous process of identifying, evaluating and developing the work performance of employees, so that the goals and objectives are effectively achieved, while at the same time benefiting the employees in terms of recognition of performance, professional development and career objective.

- It is also used to describe the process set by the Institutions to ensure that all employees are aware of the level of performance expected of them in the particular role.

11.1 Objective

To review of the performance of the employees over a given period of time.

- Providing feedback is an important factor for an organization to have a performance management system.
- The performance management system encourages performance improvement of an individual.
- The performance management system identifies the necessary training and development that an employee needs, to close the gap between the current performance and the desired performance

11.2 Performance appraisal team

Performance appraisal team consists of the following

11.2.1. Appraisee— is the employee who is getting appraised on his / her performance.

11.2.2. Appraiser – is the reporting authority / reporting manager of the employee who is getting appraised.

11.2.3. Reviewer –the person responsible for reviewing the appraisal process

CHAPTER 12- CODE OF CONDUCT:

12.1 Introduction: The code of conduct for employees provides a framework of principles to guide them in discharging their obligations towards students, parents, colleagues and community. Ethical principles governing the teaching profession is essential to ensure ‘professionalism’ among teachers & other employees.

12.2 Preamble

- Recognizing that the community respect and support for the employees are dependent on the employee’s professionalism.
- The need for self-direction and self-discipline among the employees.
- Code of Conduct for an employee is an attempt to provide direction and guidance to every employee in enhancing the dignity of their professional work.

12.3 Obligations towards students:

An employee:

- Treats all students with love and affection.
- Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- Facilitates the students’ physical, social, intellectual, emotional, and moral development.
- Respects basic human dignity of the students in all aspects of Institutions life.
- Makes planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- Adapts his / her teaching to the individual needs of students.
- Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Keeps a dignified demeanor commensurate with the expectations from an employee as a role model.

12.4 Obligations towards parents, community and society:

An employee:

1. Establishes a relationship of trust with parents/guardians in the interest of all round development of students.
2. Desists from doing anything which is derogatory to the respect of the student or his / her parents /guardians.
3. Keeps the Institutions upper most in mind, refrains from taking part in activities that may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

12.5 Obligations towards the profession & colleagues:

1. An Employee-

- Strives for his / her continuous professional development.
- Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
- Refrains from accepting any gift, or favor that might impair or appear to influence professional decisions or actions.
- Refrains from making unsubstantiated allegations against colleagues or higher authorities.
- Avoids making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- Respects the professional standing and opinions of his / her colleagues.
- Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.
- Harassment, intimidation, bullying, any member of the Institutions community, whether by or against any student, staff, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include, but are not limited to, stalking, bullying / intimidating, menacing, coercion, taunting, making threats.

This prohibition includes aggressive behavior; physical, verbal, and psychological abuse; and violence

12.6 Obligations towards the Institutions:

- If any employee wants to accept any job of a remunerative nature from any source other than the Institutions or conduct private tuition for students, he shall get a written permission from the Principal.
- **An employee** shall not accept gifts from students or parents or any other person with whom he has come into contact with by virtue of her / his position in the Institutions.
- **Every activity** / function forms an integral part of the organizational obligations and every member of the employee shall attend the same.
- **In case the work** or conduct of an employee is not satisfactory or if he remains absent from duty without prior intimation or if he disobeys the standing rules and regulations of the Institutions strict action will be taken against him / her.
- All employees are expected to observe and adhere completely to the highest standard of professional conduct. They shall, in all respects and at all times, maintain their conduct with integrity, propriety and decorum and must not under any circumstances, commit an act or omission that would cause damage to the Institutions, its property, reputation or general interests.
- An employee may be called upon to perform his duties within the group of Bunts Sangha's group of Institutions.
- Every Employee shall be strict when it comes to maintaining discipline amongst the students. However, corporal punishment and intimidation will not be excused by the Institutions management. The management reserves the right to take disciplinary action including termination of the employee based on the gravity and nature of the corporal punishment used and consequences followed.

CHAPTER 13- EMPLOYEES' OBLIGATIONSS:

13.1 Employees' obligation:

- No Employee during his / her service in the institutions except with the written permission of the management, shall enter into the service of any other person / Institutions / firm or carry on any other business, profession, avocation, trade or like for gain or engage himself / herself, whether full time or part time, in any other activity as long as he is an employee of the Institutions.
- No employee shall decline or divulge the confidential information belonging to the Institution , that he may come across in the course of higher responsibilities either to the Institutions and / or to anyone outside the Institutions and he shall use such confidential information only in connection with the services provided by her / him.
- Further, no employee shall utilize any confidential information acquired in consequence to his / her employment for self-benefit or for the benefit of any third party other than the Institutions which has disclosed such confidential information or for whom he has created the confidential information.
- In case of an employee availing advance from the management for purchase of material or for any other purpose, he shall submit accounts of the same on any day within one week from the date on which the money has been taken.
- No employee shall enter into any kind of financial deals with his/her fellow employee or students or parents / guardians or vendors nor shall he accept any kind of gifts, gratifications from them without taking the prior written permission of the management.
- Employees are permitted to bring any relative or a friend or any other person to the Institutions only after obtaining prior permission of the management.
- An employee who has resigned or has been granted leave or has been put under suspension or has been discharged from service or in the event of the management having declared 'lock-out' or 'lay-off' or in the event of the employee not working for any other reason, shall leave the Institutions premises immediately. His / her presence inside the Institutions premises without the written permission of the management shall be believed to be an act of trespassing, which would result in disciplinary / legal action.
- Employees shall refrain from undertaking private tuition or coaching classes for the students of this Institutions or being employed at any coaching / tuition center or any other medium of offering teaching services online or offline without prior written permission of the management / head of Institutions.
- Employees are expected to co-operate and extend their support in organizing and conducting events and functions of the Institutions either during or after Institutions hours or even during Institutions off days / holidays.
- No employee shall extend any nepotism to the students or relatives of another employee. Employees shall not show any favoritism or any discrimination on the basis of caste, creed or color.

- Employees are required to comply with all the safety and security provisions of the Institutions. Further, they shall not refuse the allocated duty of accompanying the Students on Institutions excursions, tours / trips and their daily transportation to Institutions.
- Joining or forming association by the employees: No employee shall join or continue to be a member of an association, the objects of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality or indulge in activities which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. He shall also not engage himself / herself or participate in any demonstrations, marches organized by such or any other association.
- No employee shall get involved in any act of moral turpitude including unlawful acts, which may cause embarrassment or discredit and disrepute the Institutions.
- Employees shall not take part in any unlawful agitation, strikes, work stoppages etc. He shall not publish information which he gathers in his or her official capacity without the management's prior permission.
- Every employee shall, at all times, maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee and devote full time and energy to the Institutions duties. He shall serve the organization honestly and faithfully. Even while on leave he shall not directly or indirectly engage himself / herself in any other profession or business or trade or avocation and shall not have any dealings with persons or friends having business relations with the Institutions.
- The employee shall not appear in a public place or on the permission of the Institutions in a state of intoxication or under the influence of any drug or alcohol.
- No employee shall bring or attempt to bring any outside influence or pressure to bear upon / pressurize the management to further / accede to his / her interests in the Institutions.
- No employee shall misuse the amenities provided for him by the Institutions for discharge of his / her official duties, including housing, transport, canteen facilities, etc.
- An Employee whose services are required at any time by the management and considered necessary and who is called for duty at any time even during off hours / off days / holidays will be bound to facilitate the same and report for duty.
- When due to any reason, the management is not able to provide an employee the work for which he was engaged, he may be assigned any other work and it will be unlawful on the part of the employee or to refuse the same.
- All employees are strongly encouraged to distinguish between Institutions and personal interests. For instance, Institutions material, equipment, facilities etc., should not be misused and/or taken for personal purposes.
- Employees should avoid actions which damage the reputation and discipline of the Institutions. Whenever an employee is invited by external agencies / education institutions / professional bodies etc., to deliver lectures / make presentations etc., he should first take approval by making a written request to the Principal.
- An employee is required to be conscious of time and cost issues and shall not indulge in misuse of the same.

CHAPTER: 14- Employee Cell Phone Usage Policy

Purpose:

This policy, a Cell Phone Usage policy is framed to ensure that faculty and staff meet their obligation to student and the campus community. Employees of the institutions shall not observe this as loss of trust. The Management recognizes that the smartphones are integral part of everyday life and are great asset if used for productivity apps, calendars, business calls and the like. But cellphones are detrimental to focus and efficiency if used unwisely and excessively during working hours.

Scope:

This Cell phone policy applies to all employees of the institutions irrespective of the fact whether provided by the employer / Institutions and or employee owned one. The Management reserves the right to modify or update these policies at any time.

Policy Guidelines:

1. Use of Cell Phones or Similar Devices :

A. General Use at Work.

- i. Employees are expected to exercise the some discretion in using personal cell phones at their work place. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others.
- ii. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas.
- iii. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.
- iv. The College is not liable for the loss of personal cell phones brought into the workplace.

B. Unsafe Work Situations:

- i. The Institutions prohibits the use of cell phones that create unsafe work situations (e.g., construction activities, Electric room, pump room, Server room, Kitchen, electric devices such as ovens, etc.). Cell phones (whether personal or business-issued) may not be used in these instances.

C. Use While Driving: Traffic Rules include an absolute ban on the use of cell phones and texting - whether personal or business-issued, while driving.

2. Photography inside premises: Camera phones can present risks and potentially compromise sensitive information, trade secrets, or the privacy of other employees. Recording or sharing of images without consent, when the recording was made in a location that the person expected would be private (e.g., restrooms, locker rooms, laboratories, etc.) is strictly prohibited.

3. Guidelines for use of cell phones by Employees:

- I. Use personal and company-issued devices for business purpose only.
- II. Turn off, lower, silence any cell phones/devices during working hours.
- III. Employees are not allowed to** play games on cell phone during work hours. Not to use device's camera or microphone to record confidential business information. Not to use their device for any reason while driving an institutions vehicle. Not to use device in an area where cell use is explicitly prohibited (e.g., Classrooms, laboratories, meeting rooms, corridor area). Not to disturb colleagues by speaking on their phone for personal reasons during work hours. Not to download, upload, or view inappropriate, illegal, or obscene material on any device or over the institutions internet connection.
- IV. Employees are allowed to** make business calls, check important messages, use productivity apps and make brief personal calls preferably away from the workspace of colleagues and only during breaks, during the lunch hour and while in a parked vehicle.

4. Disciplinary Consequences:

Institutions authorities reserve the right to monitor employees for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity or interferes with normal business operations, management will suspend the employee's right to use a cellular device.

Employees are subject to severe disciplinary action (up to and including termination) in cases where they: Violate the company confidentiality policy, cause a security breach, and cause an accident through reckless use of a mobile device.

CHAPTER 15- MISCONDUCT & GRIEVANCE HANDLING:

15. 1 Misconduct & grievance handling:

15.1. (A) Acts constituting misconduct:

The following acts or omissions shall, inter alia, constitute specific acts of misconducts on the part of an employee of the Institutions. The following list is only illustrative and not exhaustive as the term misconduct comprehends within its fold all such acts of omission / commission which have the effect of subverting discipline, reputation and wellbeing of an institution and or its working / working practices.

- Habitual breach of any of the provisions drafted in these service conditions or in rules framed or instructions issued by the management from time to time.
- Violation or disobedience of any provision of any government laws or government legislation regarding the affairs of the Institutions or Rules or Instructions or awards or agreements or settlements or decisions in force from time to time.
- Violation or damage to Institutions property or any act of indiscipline or misconduct or any act subversive to discipline.
- Refusal to obey on the part of any employee whether alone or in combination with other employee or employees, any instruction or order of superiors.
- Vilifying officers of the management and / or co-employees.
- Interfering with the work of other employee or employees of the management.
- Slowing down of the work or sabotage or abatement or instigation / incitement thereof.
- Negligence of duty or laziness or malingering or neglect of work or carelessness of work or habitual negligence.
- Failure of a teacher to finish the syllabus within an annual academic year willfully.
- Unauthorized occupation or use of Institutions quarter / house, land or any other property.
- Taking or giving bribe, any illegal gratification whatsoever or indulging in corrupt practices.
- Acceptance of gift of more than trifling value from subordinates and employees, parents, students or guardians or soliciting the same.
- Causing damage willfully in the progress of the work or to any property of the Institutions, tampering or damaging the Institutions records or documents.
- Theft of another employee's or co-employee's property.
- Exhibition of pamphlets or posters etc., without previous written permission of the management.
- Smoking, chewing betel or tobacco in the Institutions premises.
- Reading newspapers, magazines or periodicals or any paper not connected with imparting education while taking class (es).
- Refusal to accept or receive charge-sheet / show cause notice or any other notice or letter of communication or instruction whatsoever from the management or not giving receipt after receiving the same, if required to do so.

- Spreading false rumors or giving false information or making defamatory attempts whether written or oral or making defamatory speeches which may potentially bring the management or its officials into disrepute or causing disruption of the Institution's normal working business / activities.
- Conviction in any court of law for any criminal offence involving moral turpitude.
- Making any misstatement or false or untrue statement or suppressing any information and / or facts regarding his / her name, age, husband's / father's name; qualification, previous service, conduct, etc., by an employee for employment or at the time of interview in support of his / her candidature for the job or at any time thereafter during the period of employment with the Institutions.
- Approaching higher authorities directly or through any other person for promotion, any kind of benefit, any other personal favor, for gain or in connection with any representation except through the proper channel.
- Misconduct in private life which is prejudicial to the reputation of the Institutions or can bring disrepute.
- Writing any letters or application to Institutions' officials containing disrespectful, demeaning or improper language.
- Carrying of any weapons in the Institutions premises.
- Canvassing for any association membership or collection of association dues of any association activities during the working hours and within the Institutions premises without the management's permission.
- Handling or interfering with any property of the Institutions not entrusted to his or her charge, care or custody.
- Falsifying records or giving wrong testimony or refusing to give testimony when accident or any acts of misconduct etc., are being investigated.
- Unauthorized communication of false documents or confidential or secret papers, instructions, etc.
- Eve-teasing in the premises of the Institutions and in the means of transport provided by the management, if any.
- Incivility, discourteous attitude to parents / guardians / visitors / clients or other persons having any dealings with the Institutions either inside or outside the premises of the Institutions.

NOTE: The list of misconduct's, mentioned above is only illustrative and not exhaustive.

15.1 (B) CONDUCT, DISCIPLINE AND APPEALS

Institutions /Management Committee shall constitute Inquiry Officer/Committee/ to address any misconduct.

15.2 Penalties: Without prejudice to the other provisions of these Regulations, an employee who commits a breach of any regulation of the Institution or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interests of the Institution or anything contrary to the orders, instructions given to him, or who commits a breach of discipline or he accepts the charge of any other act of misconduct, shall be liable to the following penalties:

15.2 A.1- Minor penalties 1) Censure/ Issuing of Memo; 2) Recovery from pay of the whole or part of any pecuniary loss caused to the Institution by the employee by negligence in duty or breach of orders; 3) Withholding of increments of pay. 4) Change of Dept. / Section.

15.2. A.2-Major Penalties 1) Reduction to a lower time scale of pay, grade, and post. 2) Compulsory retirement. 3) Removal from service, which shall not be a disqualification for future employment; 4) Dismissal from service, which shall ordinarily be a disqualification for future employment.

15.3 Procedure for imposing minor penalties a) Where it is proposed to impose any of the minor penalties specified in clauses (A.1) of manual (15.2), the employee concerned shall be informed in writing of the imputations of lapses against him and shall be given an opportunity to submit his written explanation within a specified period of not exceeding 05 (five) days or such extended period as may be granted by the Competent Authority and the reply / explanation, if any, submitted by the employee shall be taken into consideration by the Competent Authority before passing orders. No full-fledged and elaborate departmental enquiry will be necessary for imposing minor penalties.

b) Where however, the Competent Authority is satisfied that a major penalty is necessary, it shall follow the procedure for imposing a major penalty as laid down in (15.4).

c) The record of the proceedings in such cases shall include: c.1) A copy of the statement of imputations of lapses furnished to the employee; c.2) The reply / explanation, if any, of the employee; and

c.3) The orders of the Competent Authority together with the reasons therefor.

15.4 Procedure to be adopted for imposing major penalties:

a) No order imposing any of the major penalties specified in the manual shall be made except after an inquiry is held in accordance with this manual.

b) Whenever the Competent Authority is convinced that there are adequate grounds to conduct an enquiry to find out the facts related to any imputation of misconduct or misbehavior against an employee, it may itself inquire into or appoint enquiry committee to inquire into the truth.

c) When it is proposed to hold an inquiry, the Competent Authority shall frame definite and distinct charges on the basis of the allegation against the employee and the articles of charge, together with a statement of the allegations, on which they are based, shall be communicated in writing to the employee or show cause notice shall be issued. The employees shall be required to submit written statement of his defense within time mentioned in show cause notice.

d) On receipt of the written statement of the employee, or if no such statement is received within the time specified, an inquiry may be held by the Competent Authority/enquiry committee.

e) The Competent Authority / enquiry committee shall take following documents in their possession: - where it is not the Inquiry Officer, forward to the Inquiry Officer. e.1) a copy of the articles of charge and statements of imputations of misconduct or misbehavior; e.2) a copy of the written statement of defence, if any submitted by the employee; e.3) a list of documents by which and list of witnesses by whom the articles of charge are proposed to be substantiated; e.4) Copies of statements of the witnesses, if any; e.5) evidence providing the delivery of articles of charge under sub-Byelaw (c);

f) The employee may take the assistance of any other employee but may not engage a legal practitioner, for the purpose of his defense.

g. g.1) The Inquiry Committee shall by notice in writing specify the day on which the employee shall appear in person before the Inquiry Officer.

g.2) On the date fixed by the Inquiry Committee, the employee shall appear before the Inquiry Officer at the time and place specified in the notice.

g.3) The Inquiry Committee shall ask the employee whether he accepts the charge or has any defence to make and if he accepts the charge to any or all of the Articles of charge, the Inquiry Officer shall record his plea, sign the record and obtain the signature of the employee concerned thereon.

g.4) The Inquiry Committee shall prepare and present a report in respect of those articles of charge to which the employee concerned accepts the charge.

h) If the employee does not accept the charge, the Inquiry Committee Officer shall adjourn the case to a later date not exceeding 30 (thirty) days.

i) Enquiry committee shall investigate the matter and based on evidences procured and the statement of witnesses if any shall prepare and present the report.

j) On the conclusion of the inquiry the Inquiry Committee shall prepare a report which shall contain the following: j.1.1) a gist of the articles of charge and the statement of the imputations of misconduct or misbehavior; j.1.2) a gist of the defence of the employee in respect of each article of charge; j.1.3) an assessment of the evidence in respect of each article of charge; j.1.4) the findings on each article of charge and the reasons thereof.

Action on the inquiry report

- a) The Competent Authority, if it is not itself the Inquiry Officer, may, if it so desires for reasons to be recorded by it in writing, remit the case to the Inquiry Officer for fresh or further inquiry and to report and the Inquiry Officer shall there upon proceed to hold the further inquiry according to the provisions of Manual (15.3) as far as may be.
- b) The Competent Authority, shall, if it disagrees with the findings of the Inquiry Committee on any articles of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.
- c) If the enquiry committee shall send the entire records and findings with their opinion to the competent authority for the imposition of penalty may pass such order as may be deemed fit.
- d) The representation, if any, submitted by the employee should be considered before passing final orders.
- e) These orders should be communicated to the employee with a copy of the findings on each article of charge. The Competent Authority should take a final decision on the inquiry report within 3 (three) months.
- f) If the Competent Authority having regard to its findings on all or any of the articles of charge is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

Communication of orders

Orders made by the Competent Authority under manual (15.4) shall be communicated to the employee concerned, who shall also be supplied with a copy of the report of inquiry, if any.

Appeal

For all the employees of the Institution, the Appellate Authority is the Secretary, HEC.

a) An employee may appeal against an order imposing upon him any of the penalties specified in Manual (15.2). The appeal shall lie with the Appellate Authority.

b) Every appeal shall comply with the following requirements: b.1) it shall be typed in Marathi or Hindi or English. b.2) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage. b.3) it shall contain all material statements and arguments relied on and shall be complete in itself. b.4) it shall specify the relief desired.

c) An appeal shall be preferred to the appellate authority within 45 (forty five) days from the date of receipt of the order appealed against. The Appellate Authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders. The Appellate Authority may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case

Provided that – c.1) if the enhanced penalty which the Appellate Authority propose to impose is a major penalty specified in manual (15.2) A.2 and if an inquiry as provided in the manual (15.4) has not already been held in the case, the Appellate Authority shall direct that such an inquiry be held in accordance with the provisions of manual (15.4) and thereafter consider the record of the inquiry and pass such orders as it may deem proper. c.2) If the Appellate Authority decides to enhance the punishment but an inquiry has already been held as provided in manual (15.4), the Appellate Authority shall give a show cause notice to the employee as to why the enhanced penalty should not be imposed upon him and shall pass final order after taking into account the representation, if any, submitted by the employee

CHAPTER 16- NOTICE / MEMO PROCEDURE:

- Notices to be exhibited or given under these rules and regulations shall be in English and / or in the language that the majority of the employees speak / understand in the Institutions.
- An employee shall receive any notice or memo which the management may seek to serve upon him / her from time to time.
- If an employee refuses to receive any notice or memo, the person serving the same, shall in the presence of at least 2 (two) witnesses make an endorsement to that effect to the notice or memo, with particulars of date and time of refusal and put their signature as witnesses. It shall be sent to the concerned person, by registered post with acknowledgement due, to the last known / recorded address and this shall be deemed sufficient proof of his having received the same.
- General Notices required by these orders shall be given by affixing the same on the notice board of the Institutions maintained for such purposes. Important notices concerning individual employees including notices conveying the decision to terminate his / her services shall be served at the last known / recorded address of employee concerned personally or as per the following paragraph.
- Where an employee is not available for serving of any such notice, memo or order, it shall be deemed sufficient serving of notice, if such a notice, memo or order is sent by registered post with acknowledgement due, to the last known / recorded address.
- Any notice, order, charge-sheet, communication or intimation which is personal / official, that is addressed to an individual employee or all employees, shall be given in English and shall, if he so desires, be explained to him/ her in the language which he understands.

CHAPTER 17- TERMINATION OF EMPLOYMENT:

Termination of employment:

- (i) The service of any employee is liable to be terminated by giving a minimum notice as specified in the appointment letter by either side or on payment of proportionate salary in lieu of such notice. If the termination is to be made by the Institutions as a measure of punishment or on disciplinary grounds then no such notice is required to be served.
- (ii) If any employee indulges in acts of misconduct, he shall be dealt with in accordance with the relevant clauses of these service conditions.
- (iii) An employee who absconds (absent without informing) for more than 3(three) consecutive calendar days or over stays the sanctioned leave for 3 (three) consecutive calendar days or above shall be deemed to have self-terminated his / her employment with the Institutions with effect from the date he started absenting / absconding himself / herself and subsequently the employee name shall be removed from the Institutions rolls / records.
- (iv) The services of an employee may also be terminated on medical grounds, for continued ill health or in case the employee is unable to discharge his / her duties effectively due to having fallen sick or other medical reasons or the employee has been unable to perform his / her duties in the Institutions, continuously or intermittently for a period of 180 (one hundred Eighty) days or more during a calendar year.

CHAPTER 18- SEXUAL HARASSMENT POLICY:

18.1 Foreword:

The purpose of this policy is to ensure our commitment towards creating an environment in which all employees can work together free from sexual harassment, including all forms of gender violence and discrimination on the basis of sex/gender. The Bunts Sangha Higher Educational Institutions (referred to as 'Institution' hereafter) believe that all employees, including other persons who have dealings with the College have the right to be treated with dignity.

Sexual harassment is an offence against humanity and therefore, punishable. The Institution is dedicated to the free exchange of ideas and the professional development of all members of the student and staff. The environment must promote the confidence to work, to innovate and to perform without fear of harassment. The Sexual Harassment Policy has been formed to prohibit, prevent and discourage any acts of sexual harassment at the Institution as well as to provide a mechanism to redress complaints pertaining to the same, if any.

18.2 Scope of Reference:

In forming this policy to prevent and redress any incidents of sexual harassment, it was taken into consideration that the Bunts Sangha Higher Educational Institutions, Kurla consists of 4 (four) colleges and their corresponding administrative units within its ambit, namely ALSJ, ASJC, RPH and UKS. Thus, the term "work place" for this policy extends to physical premises within the institution used by members of each of these colleges. The jurisdiction also extends to any sports trips/ tournaments/ field trips/ conferences/ festivals and other activities undertaken by students and staff with relation to the colleges in their official capacity.

18.3 Definition of Sexual Harassment:

1. This sexual harassment policy is guided by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Acknowledged as a human rights violation, Sexual Harassment is defined as including "any unwelcome, sexually determined behavior, direct or by implication, and includes any physical contact and advances, a demand or request for sexual favors, sexually colored remarks, unsavory

remarks, showing pornography, any other unwelcome physical (for example touching or brushing against any part of the body and the like, etc.), verbal or non-verbal conduct having sexual overtones".

2. The policy is applicable to all employees of the college, including temporary, part time, honorary employees and would include employees engaged on a casual or project basis and also engaged on fixed term tenure / contract basis.

3. This policy will be applicable to all allegations of sexual harassment made by an employee / third party or against an employee/ third party, irrespective of whether sexual harassment is alleged to have taken place within or outside the college premises.

4. Any of the following acts would be considered as an act of “Sexual Harassment” (the following are not exhaustive but illustrative only):

(a) Unwelcome sexual advances, request for sexual favors, and / or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of instruction, employment, participation or evaluation of person’s engagement in any college activity;

(b) When unwelcome sexual advances and / or verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, or e-mails, gestures, showing of pornography, lewd stares, physical contact or molestation, stalking, sounds or display of derogatory nature have the purpose or effect of interfering with an individual’s performance or of creating an intimidating, hostile or offensive environment;

(c) Eve teasing, innuendos and taunts based on gender identity or sexual orientation, physical confinement against one’s will and any other act likely to impinge upon one’s privacy;

(d) Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place hostile or intimidating to the person belonging to the other / same sex.

(e) Any action committed by an outsider or a third party with regards to a student, teacher or non-teaching employee or vice versa during the course of the person’s engagement with the Institution.

18.4 Objectives of the Policy:

□ To implement the policies of the Honorable Supreme Court to prohibit, prevent and redress any acts of sexual harassment □ To ensure a secure and conducive social and psychological environment for students and staff where competitive excellence is combined with core values like integrity, equality and mutual respect. □ To provide an effective procedural mechanism for reporting, investigating and redressing grievances of sexual harassment and any other acts of gender violence, □ To facilitate awareness of and promote an attitude of intolerance towards sexual harassment and all forms of gender based violence

18.5 Mandate:

Adopting the policy mandates that the institution is committed to:

- Prevent and prohibit in absolute terms sexual harassment of female members. - Make the premises and other associated domains of interaction free of sexual harassment. - Offer a detailed definition of Sexual Harassment as well as a procedural mechanism for how to lodge a complaint and seek a time bound and confidential redressal - Meet any violations, once proved, with appropriate disciplinary action - Ensure an anti-retaliation policy that protects complainants, witnesses, members of the committee as well as other stakeholders in the case - Engage in sensitization and promotional activities through workshops, meetings, seminars, printed material etc. In all of the above, the following definitions apply:

Employee: Any person on the rolls of the Institution comes under the ambit of this policy including temporary, part time or honorary employees, including persons employed on a casual or project basis.

Student: All students including part-time, trainees or interns.

Third Party: Any person who is not a student or employee including private persons, visitors, relatives, attendants etc.

Work Place: The Bunts Sangha Higher Educational Institutions, Kurla consists of 4 (four) separate colleges along with a central administrative unit, thereby constituting the work place for the purpose of this policy. It will also include any physical space that students or employees visit in connection with work, professional bodies, educational tours, college festivals etc.

Aggrieved Woman: Any woman/ women whether major or minor alleging that she/they have been subjected to an incident/s of sexual harassment.

Defendant: This means a person against whom an allegation of sexual harassment is made under the Sexual Harassment Act.

Internal Committee against Sexual Harassment (iCash): This refers to a complaints committee constituted by the Bunts Sangha Higher Educational Institutions to investigate complaints of alleged sexual harassment and make appropriate recommendations to the competent authority.

18. 6. The Complaints Mechanism and Scope of functions of the Committee

18.6 (A) Sexual Harassment Committee:

- A Panel as appointed by the management / trustees will consider any complaints of sexual harassment and deal with all cases of alleged sexual harassment and otherwise implement this policy. For any case, a “Sexual harassment committee” consisting of 5 (five) members shall be constituted from the panel appointed / in existence to deal with the case.
- The “Internal Committee against Sexual Harassment iCash)” would be finalized by the management / trustees. The iCash constituted shall include an external member (not on the rolls of the college), who shall be on the panel. The members from the college, who would form a part of the panel, are:
 - A presiding officer who will be a female employee at a senior level.
 - Two employees from each of the colleges.
 - An employee from Non– academic staff
 - An external member (a third party who is either an NGO or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment) .
 - Not less than half the members of the committee shall be women.

18.6A .1 Procedure and guidelines:

1) Procedure to lodge a complaint:

- i. A (“Complainant”) may lodge a complaint of sexual harassment (“complaint”) against an employee / third party (“Accused”) or vice versa, with any of the members of the panel in writing at the earliest point of time preferably within 30 (thirty) days from the date of the occurrence of the alleged incident. If the complainant feels that s/he cannot disclose his / her identity for any particular reason with the panel members, s/he can address the complaint to the management / trustees. In case another person lodges a complaint on behalf of the complainant, the committee will examine whether any investigation, intervention or assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In these cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to investigate it as per the procedure specified.
- ii. The “iCash” will hold a meeting with the complainant within a period of 30 (thirty) days of receipt of the complaint and advance intimation will be given to the complainant. At the first meeting of the committee the complainant shall be heard and his / her statement shall be recorded (statement of allegation). The complainant can produce corroborative material with documentary / oral material, etc., to substantiate his or her complaint, if available.
- iii. Thereafter, the employee against whom the complaint is raised will be called to a meeting by the committee and will be informed of the complaint and an opportunity will be given to the accused to give an explanation, thereafter, an “Enquiry” shall be conducted. In the event of the complaint not falling under the purview of sexual harassment / the complaint on the face of it does not disclose an offence of sexual harassment the committee may drop the complaint after recording the reasons thereof.
- iv. In case the complaint registered by the complainant is found to be malicious or has been made with the knowledge that it is false, the complainant shall be liable for appropriate action as deemed fit by the Committee.

18.6A.2 Procedure of enquiry:

- I. All complaints received by any committee member must be recorded by the member, who will then inform the Chairperson/ Convener about the complaint, who in turn will call for a meeting of the committee. The iCash shall immediately proceed with the enquiry and communicate the same to the complainant and the accused. The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener
- II. All meetings shall be called by the Convener in consultation with the Chairperson and a notice of at least 3-5 working days must be given.
- III. The iCash shall record all the proceedings of the enquiry in the language familiar to the employee; at the request of the employee and all parties present at any of the communication meetings, shall endorse the same in token of authenticity thereof.

IV. The committee is bound to maintain confidentiality during the time of the enquiry.

V. iCash shall handover the statement of allegation to the accused and give an opportunity to the accused to submit a written explanation if s/he so desires within 7 (seven) days of receipt of the same.

VI. After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her.

VII. During an enquiry the quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category as well as, one of the two members co-opted from outside.

VIII. The complainant will be provided with a copy of the written explanation submitted by the accused. Where both parties are employees, a copy of the findings shall be shared with both parties, enabling them to make representations against the findings, if needed. Upon completion of the proceedings, a written report has to be given to the "Employer" – in the case, the Board or the principal.

IX. If the complainant or the accused desire any witnesses to be called they shall communicate in writing to committee, the name of the witnesses whom they proposed to be called.

X. If the complainant desires to tender any documents by way of evidence before the "Sexual harassment committee", s/he shall supply true copies of such documents to the "Sexual harassment committee".

XI. Similarly, the accused can also provide evidence before the committee. The true copies of the evidence should be attested by both the parties. The Committee will call upon all witnesses mentioned by both the parties.

XII. The committee will provide every reasonable opportunity to the complainant and to the accused, for putting forward and defending their respective case.

XIII. If a member remains absent for more than three consecutive meetings, he/ she will be asked to give reasons in writing failing which, it will be reported to the higher authorities for appropriate action.

18.6A.3 Protection against victimization:

The victim of sexual harassment has the option to request for his / her own transfer.

18.6A.4 Obligation of the management:

The Management of the college shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.

18.6A.5 Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the college shall take all steps necessary to assist the affected person in terms of support, getting relief and towards preventive action.

18.6A.6 Redressal

Informal method of resolving complaints shall be the part of complaint mechanism to provide platform to resolve the complaint or to stop the harassing behavior before the complaint escalate into full blown formal complaint.

Any settlement brought about by such Dispute Resolution must be mutually acceptable to both the aggrieved woman and defendant.

Where any settlement between the aggrieved woman and defendant is reached, the Internal Complaints Committee will record the Dispute Resolution process and the settlement reached; and will send it to the Principal, who shall implement the terms of the settlement, to the extent required therein. A copy of the same will be furnished to the aggrieved woman and the defendant.

Where no mutually agreeable settlement can be reached during such above-mentioned Dispute Resolution process, the Internal Complaints Committee shall proceed to conduct the enquiry as per the procedure prescribed

The disciplinary action will be commensurate with the nature of the violation. In the case of College employees, disciplinary action could be in the form of:

i. Warning ii. Written apology iii. Bond of good behavior iv. Adverse remarks in the Confidential Report v. Debarring from supervisory duties vi. Denial of membership of statutory bodies vii. Denial of re-employment viii. Stopping of increments/promotion ix. Reverting, demotion x. Suspension xi. Dismissal xii. Any other relevant mechanism.

B. In case of students, disciplinary action could be in the form of:

i. Warning ii. Written apology iii. Bond of good behavior iv. Debarring entry into a hostel/ campus v. Suspension for a specific period of time vi. Withholding results vii. Debarring from exams viii. Debarring from contesting elections ix. Debarring from holding posts such as member of Committee of Courses, membership of college union, etc. x. Expulsion xi. Denial of admission xii. Declaring the harasser as "persona non grata" for a stipulated period.

18.6A.7 Post Enquiry

The recommendations of the committee on penalty/ action to be taken shall be forwarded to the Principal/ disciplinary authority. The orders of the disciplinary authority will be executed by the Principal of the College.

1. The internal complaint committee shall be deemed to be the inquiring authority appointed by the disciplinary or other competent authority for the purpose of inquiring into the complaints of sexual harassment.

2. The report of the Enquiry Committee shall be deemed to be an inquiry report under the All India services (conduct) Rules 1968, or any other Act or rules enabling the conduct of an enquiry into misconduct as the case may be.

3. However, the Principal/ disciplinary authority shall act upon the findings and recommendations in the report and implement the same.

4. If the Principal/ disciplinary authority disagrees with or wishes to modify the same, he/ she may do so by stating the reasons in writing.

5. The Principal/ disciplinary authority shall, however, only take such action after giving both the complainant and defendant an opportunity to make an oral representation (and written if they so choose) on the findings of the enquiry report for which representation shall be made within 2 weeks of their respective receipt of the copy of the report.

6. The disciplinary or other competent authority shall within a period of 3 (three) months from the date of the receipt of the representation, pass a reasoned order.

7. No person accused of an act of Sexual Harassment shall be part of the decision making process referred to in this section.

18.6A.8 Action against Members

No officer/ member of sexual harassment complaint committee/ members of JCR shall be liable for any legal proceedings for anything done in good faith in discharge of duties under these rules.

18.6A.9 Funds and Staff

The Principal of the various colleges will allocate staff including clerk and peon for smooth functioning of the sexual harassment complaint committee and other activities.

18.6A.10 Documentation

The complaints committee shall prepare an Annual Report giving full account of the committee, complaints and the action taken by the committee during the previous year and forward a copy thereof to the Principal/ Head of the organization who shall forward the same to the Government with its comments.

18.6A.11 Other Steps by Employees for Sexual Harassment

1. Speaking out: Speaking about sexual harassment is an effective tool in combating it. While speaking about it, the problem becomes visible, it is acknowledged that it exists, and this in turn leads one to take effective measures against it. Speaking about sexual harassment also gives an opportunity to mobilize public opinion against it. It makes it difficult for a potential harasser to commit the crime.

2. Speak up at the time: Be sure to say "NO" clearly and firmly. Objecting to the behavior, when it occurs helps if you decide to file charges later.

3. Keep records: Keep track of what happens, keep any letters or notes or other documents you receive.

4. Set your own boundaries: Say "NO" emphatically and clearly when you are asked to go places, do things, respond to questions, or engage in situations that make you uncomfortable.

5. Trust your own instincts about possible danger: In an uncomfortable situation, be direct and honest, and remove yourself from the situation immediately.

6. Tell someone: Being quiet about sexual harassment lets it continue. Talk to teachers or other co-workers; you may not be the only one harassed by this person. Do not blame yourself and do not delay.

7. Create a Witness to the behavior: Inform a trusted friend/ colleague and try to ensure that she/ he is an eye or ear witness to a situation where you are being sexually harassed. This will be useful later if you chose to file a formal complaint.

8. Get a medical check-up: If you have been raped or physically assaulted, go for a medical check-up. Obtain a medical report. This is important, should you decide to pursue a legal case.
9. Report sexual harassment to the appropriate person in the organization: Explore the different avenues available to you and file a formal complaint if necessary.

18.6A.12 REFERENCE

In case of any further queries, reference will be made to:

Hon'ble Supreme Court Guidelines on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

CHAPTER 19- AMENDMENT OR MODIFICATION AND REVIEW:

19.1 Amendment or Modification:

The management may alter or modify Clause/Clauses in this manual from time to time as and when required in the interest of the Institutions. All such alterations, modifications and changes therein, additions thereto shall apply automatically to all concerned, without the need to get them separately signed / acknowledged. Notifications of such alterations, modifications, changes, additions as and when made would be sufficient by way of notice posted upon the notice board and/or by way of circulars displayed.

19.2 Review:

This HR Manual shall be reviewed once in a year by the review committee. The review committee would consist of following members;

a) Three members form Higher Education Committee nominated by the Chairman, HEC. b) Head of the Institutions. c) Chief Administrative Officer. d) Three Professional Advisors.

The review committee would submit report with their suggestions/ recommendations to the Higher Education committee for their approval and same shall be incorporated in the HR manual as amendments.

CHAPTER -20: Provident Fund and Gratuity

Provident Fund

Under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, Employees' Provident Funds (EPF) scheme is offered to all the employees of Bunts Sangha's Higher Education Institutions. This scheme may exclude newly joined employees who are drawing salary equal or more than Rs. 15,000/- per month and does not wish to select said scheme.

Under EPF scheme, an employee has to pay a certain contribution maximum upto Rs 1800/- per month towards the scheme and an equal contribution is paid by the employer. The employee gets a lump sum amount including self and employer's contribution with interest on both, on retirement.

For more details employee can refer Provident Funds and Miscellaneous Provisions Act, 1952 on following website;

https://www.epfindia.gov.in/site_docs/PDFs/Downloads_PDFs/EPFAct1952.pdf

Management has got Employee provident Fund sub code no. 204458 under our trust 'Bunts Sangha Mumbai' Employee provident Fund code from the year 2011.

•Gratuity

Higher Education Institutions has offered gratuity facility to all the regular staff members of all Institutions as per the Payment of Gratuity Act 1972. The Management has availed LIC group Gratuity scheme for said purpose.

Gratuity is given to all Permanent/confirmed employees for the services rendered by them during the period of employment. It is usually paid at the time of retirement but it can be paid before provided certain conditions are met.

Gratuity shall be payable to an employee on termination of employment after he has rendered continuous service for not less than 5 years in any of the Higher Education Institution. The termination can be due to:

1. Superannuation.
2. Retirement or Resignation.
3. On Death or Disablement due to accident or disease.

The disbursement of gratuity claim is subject to terms of Payment of Gratuity Act 1972 and policies of LIC group gratuity scheme.

CHAPTER 21: MEDICLAIM POLICY:

Introduction:

Mediclaim policy is nothing but a **health insurance policy** that is designed to take care of one's healthcare expenses up to the sum assured, in case the person faces any sort of medical emergency, be it an illness or an accident that has led to hospitalization.

Objective:

To take care of employees' health and to assist them regularly to meet unforeseen personal expenditure that may arise due to medical emergency.

ELIGIBILITY & APPLICABILITY

- Mediclaim Insurance coverage is applicable for the employee only (Additionally her/his family members may be included. "Family members" include spouse, two dependent children and parents.) The employee has to declare her/his dependents under this scheme in the prescribed format at the time of joining

POLICY & PROCEDURE

- Employee will be covered under Group Medical Employees' Insurance Policy for a maximum coverage amount of ` 2,00,000/- (Rupees Two Lakh only) per annum. The premium for the insurance coverage of Employee will be part of employee Cost to Company. Additionally, employee can also opt for the coverage of Spouse, Two Dependent Children and parents under Group Medical Parents' Insurance Policy for a maximum coverage of ` 2,00,000/-(Rupees Two Lakh only) per annum. The premium for the insurance coverage for family shall be borne by the employee
- Employees will be required to bear 10% of the total claim amount as copayment under medical insurance policy

CHAPTER 22- GENERAL CLAUSE:

22.1 General clause:

- In case of any conflict or difference of interpretation between these service conditions and respective appointment letters, as issued to an employee, the provisions of the service conditions shall prevail and shall be binding.
- The management reserves the right to modify / amend or withdraw this policy in whole or part.

CHAPTER 23- EXIT PROCEDURE:

23.1 Exit:

23.1 (A) Resignation:

An employee has to submit her / his resignation strictly in the format mentioned. Note – (Please contact **HR** for “Resignation letter” format)

23.1. (B) Notice Period:

- An employee is bound to serve her / his complete notice period as mentioned in the appointment letter.
- An employee is liable to pay all dues including short fall of the notice period (calculated on gross pay) to the Institutions management before the last working date.
- The management at its own discretion could waive off either the notice cost or the notice period or both depending on the case.
- An employee is not allowed to take any leave (Except CL) during her / his notice period unless he has pressing reasons.

23.1. (C) No dues certificate:

- It is an employee’s responsibility to get her / his no dues certificate duly filled and signed by all the respective heads before the last working date.

Note – (Please contact HR Department for “no due certificate” format)

23.1. (D) Final Settlement:

- The process of final settlement shall commence only, once an employee submits her/his duly filled in no dues certificate.
- The final settlement shall be credited to employee’s account or paid by the way of cheque within a period of 90 (ninety) calendar days from the last working day of the employee.

End of Part II

PART III:
BUDGETING,
FINANCE,
ACCOUNTING AND
PROCUREMENT

CHAPTER 1: INTRODUCTION

1. Institutions Financial System:

The Management (Bunts Sangha's Higher Education Committee) constituted Centralized Accounts Department to undertake all the accounting and finance functions of the Institutions.

The objective of creating Centralized Accounts Department is to achieve:

- Effective and optimum utilization of human resource.
- Streamline all process, standardize procedures, improve productivity and to save time and cost.
- Centralization of all accounting and finance activities at single location to enhance communication and coordination within the team.
- Effective control by the Management (Higher Education Committee).

1. Scope of the Accounting Policies:

These policies are intended to cover all aspects of the control environment of the financial system of Institutions. It seeks to touch on all areas of the system that instills order, direction and focus for efficient and effective performance at all levels of our institutions management.

It shall be applicable to all institutions and presently include:

- A. Bunts Sangha's Anna Leela College of Commerce & Economics and Shobha Jayaram Shetty College for BMS
- B. Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies.
- C. Bunts Sangha's Uma Krishna Institute of Management Studies & Research.
- D. Bunts Sangha's Arathi Shashikiran Shetty Junior College.

A separate account of Higher Education Project is also maintained and would be treated as a separate section.

1.3 Purpose of Accounting Policies:

- a) The key purpose of designing this accounting policies and procedures manual is to provide guidelines to all staff at Institutions particularly the Finance and Accounting staff for the orderly execution of their respective responsibilities for the purpose of preparing the Institutions financial statements.
- b) These guidelines provide sets of operating and reporting financial standards and practices which comply with Generally Accepted Accounting Principles.

- d) These Policies aims to set out the basic framework of systems that will provide adequate levels of internal controls including budgetary control.
- e) These Policies also aims at ensuring and promoting the principles of accountability and transparency generally referred to as good governance.
- f) These Policies contains an outline of all of the pertinent accounting rules, procedures, and guidelines for our Institutions.
- g) It is developed internally by our Institutions and can be used as a reference tool, to cross train associates or to train newly hired personnel.

1.4 Authority of these Policies:

- b) The manual also has the approval of the Management (HEC) and the full authority of the Trust (Bunts Sangha Mumbai). Failure to comply with any policies and procedures contained in this manual may render an employee liable to disciplinary action. A plea of ignorance will not be acceptable as an excuse for non-compliance.
- c) If for any reason a given policy or procedure cannot be implemented, it would be incumbent upon the responsible official to notify the immediate senior in writing detailing the circumstances and submitting an alternative policy or procedure for the approval of the Management / Treasurer, who shall either endorse or reject the exception and the procedure to be valid as a replacement.
- d) The following guidelines prescribed by the Trust (Bunts Sangha Mumbai) shall be adhered to by Institutions:
 - I. Head of the Institutions and CAO shall be responsible for day to day financial functions of the Institutions. Chairman and other Office Bearers of HEC shall oversee of the same.
 - II.
 - III. All Reports related to administration, Accounts needs to be submitted to the Trust (Managing Council of Bunts Sangha Mumbai) at their monthly meeting by the Chairman / Secretary or office bearers of the Management (HEC) in the monthly meetings of the Trust (Managing Council).
 - IV.
 - V. It is necessary for the Management (HEC) to take prior permission of the Trust for major Capital and regular expenditure (over rupees ten lakh only) as clarified in the Constitutional obligations.
 - VI.
 - VII. The respective educational committee is made responsible & accountable for the receipts & payments of the said institution. However, the said account will be consolidated to the main account of Trust (Bunts Sangha Mumbai) in their final audited Balance Sheet.
 - VIII.
 - IX. The Income and expenditure statement and Balance sheet of respective Institution shall be prepared and same shall be audited by internal and statutory Auditor for compliance purpose.

1.5 Updates and Revision

- a) These policies are flexible and may be updated and amended according to the environment in which the Institutions operate. The manual may /shall therefore be revised annually as mentioned in chapter one of section one.
- b) Suggestions and ideas on how the policies could be improved should be forwarded to the Treasurer of the Management who would liaise with the Head of Institutions / Department to effect the necessary identified changes for the endorsement of the Management and Trust.

CHAPTER 2 - GENERAL GUIDING PRINCIPLES

2.1 Accounting Method

It is the policy of Institutions to apply the accrual basis of accounting for the entity wide financial statements during the fiscal years.

Institutions would adopt the cash basis for specific reports. This basis recognizes income when earned and expenses when incurred.

2.2 Foreign Currency Transactions

a) It is the policy of Institutions that all transactions in foreign currency, if any are translated into Indian Rupee at the rate of exchange prevailing on the transaction date.

b) Year end balances in foreign currency, if any are translated into Indian Rupee at the year-end exchange rate.

2.3 Revenue Recognition

a) It is the policy of Institutions that fees, donations / grants are recognized as revenue upon receipt of the funds into Institution's Bank account or upon fulfillment of the requirements agreed on in writing with each Donor/ Student.

b) Donations represent support with donor-imposed conditions and could be restricted or unrestricted. Unrestricted grants are received in support of agreed research and development agenda and for general administration.

c) Restricted grants are received in support of specified projects or activities mutually agreed upon between the Institutions and donors.

2.4 Matching Principle

The matching principle states that revenue is reported when earned and expenses are reported as incurred and should be matched against revenue, even if no cash outflow has occurred. This is the rationale for the accrual basis of accounting.

2.5 Prudence

i. Prudence is the inclusion of a degree of caution in the exercise of the judgments needed in making the estimates required under conditions of uncertainty, such that assets or revenue are not overstated and liabilities or expenses are not understated.

ii. The prudence concept states that revenue and income are not anticipated but are recognized by inclusion in the income statements only when realized in the form of cash or other assets or when the ultimate cash realization can be assessed with a reasonable degree of certainty.

iii. All known liabilities are provided for whether their amounts are known with certainty or are a best estimate in the light of the information available

iv. Where the matching concept is inconsistent with the prudence concept, the latter would prevail

2.6 Accrual Principle

It is the policy of Institutions to accrue revenue and expenditure at year-end to reflect unrecorded transactions that affect the year then ended. In order to meet the requirement of regulations / audit Institutions wide financial statements shall be prepared on the accrual basis. This is to ensure that revenue and cost are;

- i. Recognized when earned or incurred, not necessarily when money is received or paid.
- ii. matched with each other so far as their relationship can be established or justifiably estimated, and
- iii. Dealt with in the income statement for the period to which they relate.

2.7 Historical Cost Principle

- a) The financial statements of Institutions would be prepared under the generally accepted accounting principles.
- b) Historical cost implies that the carrying value of assets is based on their purchase price. Where the historical cost concept / convention is departed from, this should be stated in the accounting policies, specifying the nature of departure.
- c) However, donations / grants in kind received by Institutions such as fixed assets or services received from donors should be recorded at the fair values of the asset on the date of the transaction or actual Cash paid by donors for such services, respectively.

2.8 Going Concern

- a) The Financial statements shall be prepared on the assumption that Institutions is a going institution / concern and would continue in Operations into the foreseeable future.
- b) It is assumed that the institution has neither the intention nor the need to liquidate or curtail materially the scale of its activities unless there is an intention to liquidate the entity.
- c) If the intention to liquidate the entity exists, the financial statements may have to be prepared on different basis and, if so, the basis used shall be disclosed.

2.9 Consistency

The consistency concept explains the fact that there shall be consistency in the methods and bases for the treatment of similar accounting variables:

- a) Within each accounting period and
- b) from one accounting period to the other

2.10 Fair Value Principle

- a) Fair value is the amount at which the asset could be bought or sold in a current transaction between willing parties.
- b) Prevailing market prices are also used to determine fair value.

2.11 Disclosure Principle

This requires the presentation of sufficient information to permit the reader to reach an informed understanding of the financial statements.

2.12 Accounting policies

- a) Accounting policies are the specific basis judged by Institutions to be most appropriate to its circumstances and adopted for the purposes of preparing financial statements.
- b) Accounting policies applied would be based on Generally Accepted Accounting Principles Standard. In the absence of the same that specifically applies to a transaction, other event or condition, management shall use its judgment in developing and applying an accounting policy that results in information that is reliable and relevant to the decision-making needs of users, in that the financial statements:
 - i. represents faithfully the financial position, financial performance and cash flows of the entity;
 - ii. reflect the economic substance of transactions, other events and conditions and not merely the legal form;
 - iii. are free from bias;
 - iv. are prudent; and
 - v. Complete in all material respects.
- c) Where circumstances permit more than one accounting basis, the choice of policy can significantly affect Institutions reported results and financial position. Management shall therefore ensure that:
 - i. The view presented can be properly appreciated by clarifying the policies followed in dealing with significant items.
 - ii. The choice and disclosure of accounting policies are carefully made to promote the appreciation by users of the Institutions financial statements.

CHAPTER 3: CASH AND TREASURY MANAGEMENT

3.1 Selecting Institutions Banks:

It is the policy of the Trust (Bunts Sangha Mumbai) to consider the following in selecting the HEIs banks:

- a) Nationalized bank or banks operational at national level with sound financial background or scheduled bank.
- b) Size of capital base in the country.
- c) Widespread bank Network in the country.
- d) Adequate links with correspondent banks to facilitate transfer of funds.
- e) Satisfactory rating according to an independent agency.
- f) Quality of services (professional behavior, internet banking, SMS banking, etc.), cheques and payment facilities.
- g) Competitive cost of transfer charges.
- h) Competitive interest charges.
- i) Competitive interest on deposits.

Authorized Signatories:

All bank accounts shall be operated by the Treasurer of the HEC Jointly with any one from Chairman, Vice Chairman, Secretary of the HEC or Head of the Institutions if authorized by HEC.

Net Banking:

Online Banking facility should be restricted to viewing of transactions, download of account statement and payment of statutory dues. Any other online transaction should be authorized by HEC.

3.2 Managing Bank Accounts:

- a) It is the policy of Trust operates bank accounts in accordance with part III of this manual.
- b) The decision to open or close any bank account shall be authorized by the Management and approved by the Trust. The Accountant /Head of Finance shall maintain a log of all bank accounts opened by the Management.

d) All the bank accounts shall be reconciled monthly by the Accountant / Accounts Department, reviewed by CAO & Treasurer of the HEC and approved by the -Management.

e) Bank reconciliations should be prepared and reviewed within Five working days after the end of the month

f) No Institutions representatives are allowed or authorized to secure loans, overdrafts, nor to incur deficits in their operations.

g) Institutions bank accounts are specifically intended for official transactions and should not be used for personal transactions.

i) Available funds will be kept in interest bearing accounts, to the extent possible.

j) If the funds are to remain unspent for a reasonable period of time, Accounts Department shall recommend and Management will consider investing such funds in term deposits or similar rate instruments.

k) Control of Bank Cheques:

i. Unused cheque books shall be safeguarded in a safe or otherwise under lock and key by the Accountant / Head of Finance and a register shall be maintained to record issues.

ii. All cheques must be signed for by the authorized signatories as per the policy.

iii. The Accountant / Head of Finance shall check all new cheque books to ensure that all cheque leaves are intact when received from the banks.

iv. All cheque books and leaves must be issued in numerical order.

v. Cheques shall be drawn only after the voucher and the supporting documents have been properly prepared & reviewed by the Accountant /CAO and duly approved as per the approval procedure.

vi. Signed cheques that have not been distributed shall be safeguarded under lock and key.

vii. Under no circumstances will blank cheques be signed.

ix. Outstanding Cheques (Over 3months old).

☐ It is the policy of Institutions to call or write to the payee and inquire whether cheque was received or not.

☐ If the cheque is lost Institutions / Accounts Department will issue an immediate stop payment and consider issuing a replacement cheque upon verification by the bank that the cheque has not been cashed.

3.3 Bank Reconciliation Statements

a) It is the policy of Institutions to have bank reconciliation statements prepared monthly.

b) Bank reconciliation statements will be prepared by the Accountant or his assistant.

c) The completed bank reconciliation statements and documentation of voided /uncleared cheques shall be reviewed by the Accountant.

d) The reconciled statements shall be approved on monthly/quarterly by the Treasure- Management

3.4 Guidelines for Preparing Bank Reconciliations

- a) Bank reconciliation statements shall be prepared within Five working days after the end of the month.
- b) The ending date of the bank ledger and the bank statement should be the same.
- c) The bank name, account number, and currency should be clearly indicated.
- d) Ideally, the bank reconciliation should be prepared preferably by someone who does not authorize disbursements.
- e) The Accountant /Head of Finance should review and endorse the reconciliation. The Treasurer - Management will approve the reconciliation statement.
- f) The bank reconciliation should include a copy of the balance as per the accounting records (the ledger balance) and a copy of the bank statement when it is presented to the Treasurer -Management for review and endorsement.
- g) All cheques not cashed after 3 months (90 days) from the date of issue should be investigated by the Accountant / Head of Finance. With the consent of the Treasurer of the Management, stale cheques should be written off immediately they become invalid.
- h) Any unexplained difference between the bank statement and the accounting records should be promptly investigated by the Accountant with the express approval of the Treasurer / Management.
- i) Where the reconciling item requires an adjustment to the accounting records, a journal voucher should be used, and the reference for the subsequent adjustment should be noted on the reconciliation.
- j) Where the bank has made an error, documentation should be obtained from the bank giving the explanation and the adjusting entry made. Copies of this notice should be attached to the bank reconciliation.
- k) The reconciliation must contain complete descriptions of the reconciling items:
 - i. Copy of the General Ledger page showing the cash book balance
 - ii. Complete list of outstanding cheques, including dates
 - iii. Copy of the summary of deposits and record of all transfers
 - iv. The original bank statements
 - v. Originals of all bank statement enclosures, i.e. debit and credit memos and advices, transfers advices, etc.
 - vi. Any other documentations and working papers
- l) Bank statements covering a financial year should be filed together with the bank reconciliation statement.

3.5 Petty Cash Management

- a) It is the policy of Institutions to operate a Cash Float / Imprest system that shall be under the responsibility of the Accountant.
- b) It is the policy that the amount of cash to be held in the office be reduced to the barest minimum in order to reduce the risk of fraud or theft.
- c) The cash float to be held should be determined on the basis of the daily cash requirements.
- d) The cash float for the time being shall be Rs.10000/- per section for operations.
- e) In any event, the cash float shall not be exceeded without the express written authority of the Management / Treasurer.
- f) The cash float shall not be reimbursement until:
 - i. The balance falls to 15% of its total
 - ii. A reimbursement request and a voucher with the attached valid bills, invoices, receipts and the summary account of expenditure have been submitted to the Accountant.
 - iii. The total expenditure has been checked and approved per the approval procedure.
 - iv. Reimbursement shall not exceed total vouched expenditure per the summary sheet
- g) All individual petty cash vouchers shall be fully attached with all the source documents creating it and must be properly checked and approved before recording it into the accounting system
- h) Any claimant of petty cash shall endorse the relevant section of the voucher to confirm receipt
- i) Petty cash should be used only for small payments and in cases of larger payments where either bank facilities are inaccessible or inadequate or the payee will not accept a cheque; the main cash book shall be used in consonance with this policy.
- j) No single claim shall exceed Rs. 10,000/-.
- k) Cash receipts should only be deposited into petty cash if the amount does not exceed the individual petty cash transaction limit and the established petty cash limit is not surpassed.
- l) The petty cash box should be locked and stored securely when not in use. Only designated custodians of the petty cash should have access to it. At all times, the petty cash box should be kept in a safe.
- m) Petty cash should be counted regularly. On the last day of the month, petty cash must be counted so that expenses can be reported within the month they occurred.
- n) Certificate of Cash Balance must be issued after the cash count.

3.6 Cash in Safe:

Due to the nature of Institutions' operations and the various activities involved in, it is important to set out the following additional procedures for the Main Cash Book to account for cash in safe.

- a) A maximum amount of Rs. 25000/- would be maintained in safe to meet additional disbursement for, meetings, workshops, IVs and other program activities.
- b) All cash obtained for purposes of meetings and workshops will be handled separately from routine petty cash transactions.
- c) The Accountant / Head of Finance must submit to the Treasurer of the Management, activities or programs for which the main cash book could be committed.
- d) The Management must approve all transactions relating to disbursements made out of the main cash book.
- e) Separate cash counts will be done and certificates issued for such counts at the end of the month.
- f) Any cash balance on workshops/meetings / IV s will be accounted for in accordance with the policy on accounting for project funds. All fund reimbursed after the activity would be banked immediately after such meetings/workshops are over.
- g) All the control procedures discussed under petty cash regarding authorization and approval of vouchers, etc., shall apply to all main cash book disbursements.

3.7 Receipts & Payments:

a. Receipts:

- The fees (admission/any kind of fees) of all the sections of Higher Education Institutions shall either be directly deposited by the student in respective section's Bank Account or at the "Cash Counter" in administrative office.
- The receipts shall be issued to the students through mail/message or in printed copy accordingly.
- The cash collected shall be deposited with the bank preferably on the same day or next working day.
- The cash collected at the counter shall not be used for day to day financial transactions of college and strictly deposited into bank account (except the same is collected for a specific reason e.g. Payment of University dues –Eligibility fees, Events etc.)
- The reconciliation of fees shall be done by the concerned department on monthly basis for all the sections.
- If any needy/poor student wishes to seek installment facility for payment of fees, he/she may be allowed to do so with the approval of Head of Institutions / Department /CAO & OBs of the Management.

The following guidelines shall be generally followed:

- a. Receipts by the Accounts Department consist mainly of bank drafts, local cheques and direct transfers from the Trust (BSM) / Donors /students bank accounts into the Institutions bank account.
- b. All funds received shall be receipted and banked daily.
- c. It is the policy of Institutions to list all cheques and other inward remittances on a Daily Cash/Cheque Receipts Register.
- d. The register with the remittances and supporting documents should be passed to the Accountant who will sign both copies as evidence of receipt.
- e. On receipt of the mail or of any amounts paid into the accounts office, the Accountant shall take the following actions:
 - i. Endorse cheques and other negotiable documents with the Institutions name and bank account.
 - ii. Ensure that the name, details and date have been entered correctly. Postdated cheques and cheques which have different amounts entered in words and figures will be referred to drawer for amendments.
 - iii. Issue a formal receipt.
 - iv. Prepare bank pay in slip in triplicate. A suitably designed bank pay in slip books will enable the Institutions process all receipts including direct transfers using the bank stamped second copy of the pay in slip. The third copy will remain in the deposit book.
 - v. Retain any credit transfer advices on temporary files until they are confirmed by the bank.
 - vi. The Accountant shall input transactions into batches in the cash receipts book and send batch input summaries to the Treasurer / Head of Finance for verification
 - vii. Each cash receipt form will be numbered sequentially, completed in duplicate and contained within a bound receipt book
 - The top copy shall be handed or dispatched to the payer.
 - The second copy shall remain in the receipt book. If for any reason a receipt is cancelled or not usable, the original must be firmly fixed to the receipt book.
 - Unused receipt books shall be held under lock and key by the Accountant / Head of Finance who will be responsible for issuing them to the Accountant.
- viii. All receipts issued shall be checked against deposits by the Accountant for completeness of banking of cash receipts.
 - Direct credit transfers to the Institutions bank accounts should be recorded from the bank statement.
- f. It is the policy of Institutions to bank all cash and cheque receipts intact.
- g. The daily record and receipted bank deposit slips shall be checked by the accountant to postings into the cash books and filed in a chronological order.
- h. All donor receipts shall be authorized by the CAO and approved by the Treasurer before posting by the Accountant.

B. Payments:

- Any expenses related to same work shall not be split in multiple the preview of Rs.5000/- limit.
- Approval letter/note shall be duly signed by the Office Bearers (minimum two OBs shall sign the approval note).
- Heads of the Institutions /CAO are authorized to sanction payment amounting up to Rs. 5000/-.
- No payments of Rs.5000/- and above (exclusive of tax) shall be released without work orders/Approval note duly approved by OBs.
- Accounts department shall submit all the bills/invoices above Rs.5000/- to the Treasurer for approval before preparing the cheque.
- The payment voucher should be supported with bill, work order, approval note if any before presented for signing the cheque.
- The remuneration to Visiting Faculty should be processed after receipt of the bill duly approved by coordinator and Heads.
- The purchase/procurement policy framed should be strictly followed by the accounts department at the time of making payment.
- Any Payment Voucher of Rs 5000/- and above should be affix revenue stamp.
- Advance Against Expenses (IOU) :

1. Receiving of IOU

The accounts department will give advance amount as IOU against expenses to staff members subject to approval from Management/Heads/CAO.

2. Settlement of IOU

The staff member who has received advance against expenses shall settle the accounts within 15 days post event. All bills shall be approved by IOU sanctioning Authority.

C. Submission of bills:

a. All RPH College kitchen bills should be submitted to Accounts Department in following manner :

- Bills dated 1-10 on 11th of the same month
- Bills dated 11-20 on 21st of the same month
- Bills dated 21-31 on 31st of the same month

b. All Visiting faculty bills should be submitted in Accounts Department on or before 10th of next month.

3.8 Investment Management

a) It is the policy of Institutions to adopt sound investment management principles and practices that seek to ensure that the financial assets of the Institutions are prudently invested in risk free securities to bring optimum returns to enhance their values at any point in time.

b) Realistic and scientific assessment of the financial inflows and commitments should be carefully employed to project the net cash flows from the short to the medium term to prevent any possible shortage of funds that results to operational inefficiencies.

c) Cash flow shall be reviewed to ensure that no idle fund remaining in non-interest bearing account.

3.9 Prepayments

Prepaid Insurance, Rent, Rates and other utilities shall be classified under receivables. All expired portions of the amount pre-paid shall be expensed by passing a Journal Voucher to the appropriate account. The unexpired portion shall be carried to the Statement of Financial Position and classified under receivables.

3.10 Write-Off of Fees:

- a. Any fees to be written off shall be recommended by the concerned institutional Head to the OB's with proper justification.
- b. On due verification, the OB's may write-off the irrecoverable fees in the books of accounts.
- c. Account department is authorized to write-off the fees in the system only after receipt of write-off approval note duly signed by Office Bearers of HEC.
- d. The College may retain original documents, if any or leaving/transfer certificate of the fee defaulter students whose balance fees is written off.

3.11 Cancellation of Admission:

- a. Account department is authorized to cancel the admission in the system only after receipt of cancellation document/clearance certificate and approval note duly signed by the concerned institutional Head.
- b. In case of any refund to the student, it will be processed within 15 days from the date of receipt of complete cancellation documents by Accounts Department.
- c. In case of any liability arises for cancellation of admission, the documents of the student shall not be released till payment of complete dues.

3.12 Cash Flow Statement:

The following definitions shall apply in the preparation of the statement of cash flows of Institutions in their annual financial reports:

- a) Cash and cash equivalents shall comprise cash on hand, current bank balances and short-term deposits that can be converted to cash within two working days.
- b) Operating activities shall include all transactions and other events that are not investing or financing activities. They shall include but not limited to the following:
 - i. Cash receipts from fees, levies and fines;
 - ii. Cash receipts from charges for goods and services provided by the entity;
 - iii. Cash receipts from grants or transfers and other appropriations made by university / Board/ Trust etc..;

- iv. Cash receipts from fees, commissions and other revenue;
- v. Cash payments to other entities to finance their operations (not including loans);
- vi. Cash payments to suppliers for goods and services;
- vii. Cash payments to and on behalf of employees;
- viii. Cash receipts from and payments to an insurance entity for premiums and claims, annuities and other policy benefits;
- ix. Cash payments of local property taxes or income taxes (where appropriate) in relation to operating activities;
- x. Cash receipts and payments from contracts held

c) Investing activities shall consist of those activities relating to the acquisition, holding, and disposal of fixed assets and investments. Investments shall include securities not falling within the definition of cash.

i. Cash payments to acquire property, equipment, intangibles and other long-term assets. These payments include those relating to capitalized development costs and self-constructed property, equipment;

ii. Cash receipts from sales of property, equipment, intangibles and other long-term assets;

iii. Cash advances and loans made to parties other than advances and loans made by a public financial institution where applicable;

iv. Cash receipts from the repayment of advances and loans made to parties other than advances and loans of a public financial institution where applicable;

d) Financing activities shall consist of those activities that result in changes to the size and composition of Institutions capital structure. This includes both equity and debt not falling within the definition of cash. Examples shall include but not limited to the following:

i. Cash proceeds from issuing shares, debentures, loans, notes, bonds, mortgages and other short or long-term borrowings; and

ii. Cash repayments of amounts borrowed and share redemptions;

e) Due to the nature and mandate of Institutions, financing activities would rarely be used or applied in the operations of the institutional organization. Should there be a change by management at any point in time; the Board would notify Finance for the necessary treatment and disclosure.

f) Disclosure Requirements

To ensure compliance with the Institutions policy management would ensure cash flow statements have been presented as an integral part of the entity's financial statements for the period. Management would use the indirect method for the preparation of cash flow statement

The cash flow statement would be classified under the following headings:

i. Operating activities

ii. Investing activities

iii. Financing activities

3.13 MIS (Management Information System):

- Statement of Cash & Bank balances shall be presented to the Office Bearers in weekly meetings.
- The monthly MIS (section wise) shall be generated with the details of income, expenditure, assets, liabilities, cash and bank balance etc.
- Monthly MIS (Management Information System) shall be prepared before 5th day of the subsequent month so as to submit the same to Bunts Sangha before due date of 7th day of the subsequent month after approval from Treasurer of HEC.
- Receipt & Payment Account shall be prepared on monthly basis so as to present the same in the Monthly Meeting of Higher Education Committee along with MIS.
- Any payment above Rs. 25,000/- shall be ratified in monthly meeting of Higher Education Committee.

3.14 Accounting Entries

- a) When Payments are made -

Dr: Asset, Expense, supplier's Account

Cr: Bank, Main Cash, Petty Cash Account With the amount paid

- b) When receipts or deposits are made -

Dr: Bank, Main Cash, Petty Cash Account

Cr: Investment Income, Staff debtor or Donor's Account, etc. With the amount received or deposited

- c) When reconciliation reveals that a debit on bank statement did not appear in the cash book

Dr: Bank charges, Creditor's Account, etc.

Cr: Bank Account With the debit identified

- d) When reconciliation reveals that a credit on bank statement did not appear in the cash book

Dr: Bank Account

Cr: Bank Interest, Investment Income, Donor's Account, etc. With the credit identified

- e) When cheques deposited are dishonored

Dr: Payer's Account

Cr: Bank Account With the amount of cheque dishonored

- f) When investments are made

Dr: Investments Account

Cr: Bank Account With the amount invested

g) When investments are redeemed

Dr: Bank Account

Cr: Investments Account With the investment amount redeemed

h) Expenses are prepaid

Dr Prepayment Account

Cr Bank or Cash Account With the prepaid amount

i) When prepaid Expenses occur

Dr Expense Account

Cr Prepayment Account With the prepaid amount

CHAPTER 4: EXPENDITURE CONTROL

MANAGEMENT

This section sets out the procedures for all forms of expenditure by the Institutions for the purpose of acquiring fixed assets, procuring items of stock, incurring an expense or engaging in a contract for the benefit of the Institution either in the short or the long term.

4.1 General Expenditure Control Policies and Procedures

It is the policy of Institutions to strictly follow the following procedures for all forms of expenditure.

a) All procurements shall follow the procurement policies and procedures of this Manual of Institutions.

b) A Requisition Form shall be raised for all requests for funds for any expenditure whether capital or revenue.

c) All Requisition Forms shall be duly requested by a specific responsible official in a needy department, authorized by the relevant Head of that department and approved by the Management - Treasurer after checking all valid bills, invoices, or source documents that shall be attached to the requisition form.

d) A Payment Voucher shall be raised for all approved Requisition Forms referred to under part (c) above.

e) The Payment Voucher shall be duly checked by the Accountant, authorized by the Head of Institution / CAO) and approved by the Treasurer of Management after examining all the attachments and assuring themselves of their relevance, quality, validity, accuracy, completeness, and whether the items in question have been budgeted for and funds are available.

f) If vouchers submitted for payment are not approved, they will not be processed and will be returned to the relevant staff for rechecking and approval.

g) All payment vouchers will possess the following qualities:

i. Description of the transaction

ii. Amount of voucher

iii. Name of Payee

iv. Appropriate Account Code/ Account Name

v. Appropriate Program/Project Number

vi. Appropriate Donor code

vii. Appropriate workshop/conference code – in case of major events, conferences and workshops.

4.2 Payment by Cheque

- a) Once payment vouchers have been approved, a cheque will be prepared
- b) All cheque payments will comply with all the control procedures outlined under part 4.1 above.
- c) The cheque number will be entered in the appropriate space on the payment voucher form.
- d) All cheque payments shall comply with part 3.2 of this manual on cheques under **Managing Bank Accounts**.
- e) Paid Stamp
 - f) The payment voucher should be supported with bill, work order, approval note if any before presented for signing the cheque.

It is the policy of HEI to stamp on each paid invoice with the word “PAID” upon payment.

4.3 Payment by Letter of Transfer

The policy of HEI to allows for payments by Letter of Transfer. In such cases,

- a) All Letters of Transfer Payments will comply with all the control procedures outlined under part 4.1 above
- b) the Accountant shall prepare the letter and address it to the respective bank Manager clearly indicating the following details:
 - i. Beneficiary Account Name
 - ii. Beneficiary Account Number
 - iii. Swift Code
 - iv. Correspondent Bank Details
 - v. The Amount to be transferred
- c) The appropriate signatories to the bank account shall sign the letter of transfer and the payment voucher.
- d) The letter shall be in duplicate or the endorsed original letter shall be photocopied to be stamped received by a responsible official at the bank.
- e) The original of the letter together with the duplicate or the photocopy shall be sent to the bank. The original shall be left with the bank and the duplicate or the photocopy (stamped received) shall be attached to the payment voucher for filing.

4.4 **Payment by Credit Card**

It is the policy of HEI not to allow payments by credit card until policy for introduction of online payment gateway.

4.5 **Payment by Cash**

- a) Conventionally, cash payments are not encouraged except for minor payments which are catered for by petty cash.
- b) Where any major payment is required to be made by cash in urgency, an open cheque shall instead be written in the name of the beneficiary.
- c) In cases where a group of people are to be paid in cash, it shall be the policy of Institutions to write an open cheque in the name of the Accountant to effect such payment.
- d) In cases such as under part (c) above, there shall be attached to the payment voucher a detailed list of beneficiaries, the amount per beneficiary and signature acknowledging receipt of payment.
- e) All the above notwithstanding, the Institutions shall operate an account for cash in safe. See section **3.6 Cash in Safe** for details
- f) All Payments by cash will comply with all the control procedures outlined under part mentioned above (General Expenditure Control Policies and Procedures)

4.6 **Expenditure Approval Matrix**

For all amounts in excess of Rs 5000/- , the approval of the Trustees / HEC would be required. Otherwise, all vouchers and cheques must be approved by the Management -Treasurer or any Head of Institution / CAO with express delegated authority from the HEC.

However in the absence of the Management -Treasurer , the matrix below could be adopted to facilitate operational effectiveness, provided the Treasurer of the Management would endorse it when next available.

Authorized by Approved by Approval Limit:

- To be prescribed if found necessary.

4.7 **Accounting Entries**

a) Payment by cheque:

DR Supplier/Expense/Asset Account

CR Specific Bank Account

With the amount paid

b) Payment by cash

DR Supplier/Expense/Asset Account

CR Cash/Petty Cash

With the amount paid cash or petty cash

c) Payment by letter of transfer:

DR Supplier/Contractor/Expense/Asset Account

CR Specific Bank Account

With the amount transferred.

d) Payment by a credit card:

Not encouraged.

CHAPTER 5: PROPERTY AND EQUIPMENT

5.1 General Policy Guidelines

a) This section sets out procedures that seek to ensure that Fixed Assets of Institutions are acquired, recorded, utilized, or disposed of within appropriate levels of authorization and approval. The main focus is to safeguard and account for assets.

b) Fixed Assets shall include movable and immovable assets.

c) Capitalization of Assets

It is the policy of Institutions that all its fixed assets are stated at acquisition cost less accumulated depreciation and accumulated impairment losses.

d) It is the policy to expense assets in the period of purchase if these assets cost Rs5000/- or less individually. Assets costing in excess of Rs 5000/- will be capitalized and depreciated in accordance with the organization's depreciation policies.

e) It is the policy of Institutions to capitalize Repairs and improvements to real property and leasehold improvements if they cost in excess of Rs.50,000/- individually.

5.2 Acquisition

The Management shall procure any fixed asset provided that:

a) It complies with the Procurement Policy of Institutions.

b) It complies with section – 4.1 of this manual. (Expenditure Control Management- General Expenditure Control Policies and Procedures)

c) It falls within the ambit of the Institutions eligible expenditure

d) It has been provided for in the Annual Budget

e) There is availability of funds for the purpose.

f) The transaction has been approved by the Office Bearers.

g) It is the policy of Institution to register all acquired fixed assets in the name of Institution.

h) It is the policy of Institutions to insure all fixed Assets comprehensively and inspect for roadworthiness on acquisition. Insurance and roadworthy (in the case of motor vehicles) certificates shall be obtained and securely kept by the Secretariat.

i) It is the policy of Institutions to assign all fixed assets with special identification numbers. They shall also be clearly labeled as Institutions.

5.3 Recording

- a) All fixed assets acquired by the Institutions must be properly recorded in the Ledger Accounts with the approved valid vouchers duly attached.
- b) A Fixed Assets Register shall be maintained to keep track of all properties owned by the Institutions.
- c) The register shall have columns for the following
 - i. Date of acquisition
 - ii. Name of the Asset
 - iii. Accounting Code of the Asset
 - iv. Identification number of the asset
 - v. Insurance certificate number of the Asset
 - vi. Cost of the Asset
 - vii. Depreciation rate
 - viii. Accumulated depreciation
 - ix. Depreciation charge for the year
 - x. Disposal costs for the year
 - xi. Book value of the asset
 - xii. Description or remarks column
- d) For further flexibility of Asset Management, Assets shall be grouped into their various categories or classes (Furniture, Electrical equipment, Lab Equipment, Kitchen Equipment, IT Equipment, Computers etc.) and location of assets in the Register.

5.4 Custody

It is the policy of Institutions to:

- a) Maintain and keep all of its assets in good physical condition at all times.
- b) Keep all of its assets at secure physical location.
- c) Distinctively identify all of its assets.
- d) Use its Assets only for the benefit of the Institutions.
- e) As much as possible make the assets available at all times for inspection by all authorized persons.
- f) Conduct physical asset counts on a quarterly basis

5.5 Depreciation of Fixed Assets

- a) It is the policy of Institutions that depreciation of all of its fixed assets is calculated on a Block of Asset on WDV Method basis.
- b) Fully depreciated fixed assets will remain on the organization's statement of financial position until they are disposed off or otherwise deemed worthless.
- c) Assets shall be capitalized in accordance with the organization's capitalization policy.
- d) It is the policy of Institutions to apply rates of depreciation on the assets as per Income tax Act 1961
- e) Deprecation is allowed only if the asset is put to use in the year of acquisition
- f) If asset is put to use for more than 180 days then amount equal to 100% of the amount calculated using normal depreciating rates is allowed as depreciation.
- g) If asset is put to use for less than 180 days then amount equal to 50% of the amount calculated using normal depreciating rates is allowed as depreciation.
- e) Deprecation will be allowed on the basis of block of asset method.

5.6 Disposal

It is the policy of Institutions not to dispose of any fixed assets of the Secretariat unless they have:

- a) To be disposed of as scrap.
- b) Become too costly to maintain.
- c) Become obsolete.
- d) Fully depreciated.
- e) Been approved by the Executive Director in conformity with this policy.
- f) Ratified by the Board of Trustees for assets with original purchase price in excess of Rs. 25,000/- .

5.7 Reporting

It is the policy of Institutions that the presentation of fixed assets in the financial statement and its notes are in conformity with the Generally Accepted Accounting Principles- GAAP. By the these standards;

- a) The financial statements should disclose, for each class of property, plant and equipment recognized in the financial statements:
 - i. The measurement basis used for determining the gross carrying amount. When more than one basis has been used, the gross carrying amount for that basis in each category should be disclosed;
 - ii. The depreciation methods used;
 - iii. The useful lives or the depreciation rates used;

iv. The gross carrying amount and the accumulated depreciation (aggregated with accumulated impairment losses) at the beginning and end of the period; and

v. A reconciliation of the carrying amount at the beginning and end of the period showing:

☐ Additions;

☐ Disposals;

☐ Acquisitions through business combinations;

☐ increases or decreases during the period resulting from revaluations and from impairment losses (if any) recognized or reversed directly in net assets/equity under the appropriate international or national accounting standard adopted;

☐ Impairment losses (if any) recognized in the statement of financial performance during the period under the appropriate GAAP adopted;

☐ Depreciation;

☐ Other movements.

b) The financial statements should also disclose for each class of property and equipment recognized in the financial statements:

i. The existence and amounts of restrictions on title for property and equipment pledged as Institutions securities for liabilities;

ii. The accounting policy for the estimated costs of restoring the site of items of property and equipment;

iii. The amount of expenditures on account of property and equipment in the course of construction; and

iv. The amount of commitments for the acquisition of property and equipment.

c) The selection of the depreciation method and the estimation of the useful life of the assets are matters of judgment. Therefore, disclosure of the methods adopted and the estimated useful lives or depreciation rates provides users of financial statements with information which allows them to review the policies selected by management and enables comparisons to be made with other entities. For similar reasons, it is necessary to disclose the depreciation allocated in a period and the accumulated depreciation at the end of that period.

d) Institutions would disclose the nature and effect of a change in an accounting estimate that has a material effect in the current period, or which is expected to have a material effect in subsequent periods, in accordance with GAAP Net Surplus or Deficit for the Period, Fundamental Errors and Changes in Accounting Policy. Such disclosure may arise from changes in estimates with respect to:

i. residual values;

ii. the estimated costs of dismantling and removing items of property or equipment and restoring the site;

iii. useful lives; and

iv. Depreciation method.

- e) When a class of property, plant and equipment is stated at revalued amounts the following would be disclosed:
- i. the basis used to revalue the assets within the class;
 - ii. the effective date of the revaluation;
 - iii. whether an independent valuer was involved; iv. the nature of any indices used to determine replacement cost;
 - v. the revaluation surplus, indicating the movement for the period and any restrictions on the distribution of the balance to shareholders or other equity holders;
 - vi. the sum of all revaluation surpluses for individual items of property, plant and equipment within that class; and
 - vii. The sum of all revaluation deficits for individual items of property, plant and equipment within that class.
- f) Financial statement users of Institutions also find the following information relevant to their needs to the extent applicable:
- i. The carrying amount of temporarily idle property, plant and equipment;
 - ii. The gross carrying amount of any fully depreciated property, plant and equipment that is still in use;
 - iii. The carrying amount of property, plant and equipment retired from active use and held for disposal; and
 - iv. When the benchmark treatment is used, the fair value of property, plant and equipment when this is materially different from the carrying amount.

5.8 Accounting Entries

a) **When the asset is acquired**

Dr: Asset Account

Cr: Bank, Supplier, or Donor's account

With amount of acquisition

b) **When asset is depreciated**

Dr: Depreciation expense Account

Cr: Provision for depreciation Account With the depreciation charged.

c) When an asset is disposed of

i. Dr: Disposal of Asset Account

Cr: Fixed Asset Account

With cost of asset being disposed of

ii. Dr: Provision for Depreciation Account

Cr: Disposal of Asset Account

With accumulated depreciation to date

iii. Dr: Bank/Cash account

Cr: Disposal of Asset account

With the proceeds from sale of the scrap

iv. Dr Profit and loss Account

Cr Disposal of Asset Account

With the loss on sale of asset

v. Dr: Disposal of Asset Account

Cr: Profit and loss Account

With gain on disposal of asset

CHAPTER 6: PROCUREMENT AND INVENTORY MANAGEMENT POLICY

At the start of the every budget period, the institutions shall prepare its proposed budget for the succeeding fiscal year taking into consideration the budget framework for that year in order to reflect its priorities and objective for the budget period.

Management's goal for every purchasing transaction is to obtain the best value possible. It is therefore proposed to prepare a strategy / guidelines for Procurement and Payable functions in the following manner:

Procurement Policy Guidelines:

- a. It has the approval of the Management.
- b. It has been provided for in the approved annual budget.
- c. Funds are available for it at the time of procurement.
- d. It is beneficially required to further the interest of the concerned Institution.
- e. It has been made from the most favorable supplier.
- f. It reflects fairness in spending of the resources of Institutions.

Purpose:

The purpose of creating centralized purchase department is as under

- To avoid duplication of work
- To increase efficiency
- Promote benefits arising from the high volume bulk discounts
- Lower transportation and inventory management costs
- Organized transactions,
- Improved vendor relationships
- Effective monitoring and recording of all transactions from one place.

Purchase Requisition Form:

- **Preparation of Purchase Requisition cum Justification Form:** Before initiating purchase procedure Purchase Requisition shall be generated by the institutions / departments requiring the goods or services and forwarded to Central Purchase Department (CPD), clearly explaining the justification for purchasing. In case of repeat items the actual cost incurred during last purchase or services received or expenses incurred shall be identified in the Requisition Form. All requisitions should be placed well in advance with the CPD. The Requisition for IV/ study tour should be placed at least three months in advance to make necessary travel arrangements.

- **Review of Purchase Requisition cum Justification Form by CPD:** Form identifying the materials to be purchased shall be reviewed by the Centralized Purchase Department and if satisfied submit to Higher Education Committee for approval.
- **The OBs of Bunts Sangha's Higher Education Committee shall review** to see the materials to be purchased or services to be rendered is in accordance with the relevant approved budget and approve the Requisitions.
- **Purchase Requisition Register / Form shall be serially arranged departmentwise and kept in the custody of the CPD:** CPD shall assist staff from the user department / institutions to complete it whenever the need arises.
- **A Requisition is not an authorized purchase document.** It is a signal to go ahead to obtain bids conducted on an open and competitive basis and without favoritism.

Purchases Requiring Advance Payment:

The institution shall try to avoid payment of advance to vendors wherever possible. The Management has discretionary powers to make advance payment if the situation demands.

Rush Orders near Termination of Budget Period:

- Failure to anticipate a need in a timely manner is not considered a justification for a rush order. Last minute requisitions at the close of the budget period are discouraged unless the Management considers such requisitions are important / vital for the Operations of the institution.

Approval Process of Requisitions:

- **Procurement amounting up to Rs. 5000/- :**
The Heads of the Institution and the CAO have been authorized to procure material/services preferably from standard approved vendors when the cost of procurement is not more than Rs 5000/-. This kind of procurement would not need approval of Office Bearers, approval note or work order/purchase order.
- **Procurement amounting from Rs. 5001 to Rs. 25000:**
 - a) Approval Procedure – Institution Head/CAO shall present their requirement to the OBs on approval note and receive their approval on approval note. The Central Procurement Department (CPD) would assist in providing specifications & technical details, wherever possible.
 - b) Approval note shall be forwarded to CPD along with technical details/ specification and vendor preference, if any
 - c) Heads/CAO/CPD will call for minimum one quotation through official E-mail ID from approved vendors.
 - d) The vendor would be called for negotiation and rate/price shall be finalized.
 - e) CPD will prepare work/purchase order as per approval note and forward the same to OBs for their signature. The original copy of WO/PO would be given to vendor and one copy to the Accounts Department. Third copy of WO/PO along with all papers will be filed and kept in CPD.

1. Procurement amounting Rs. 25001 and above.

- a) Approval Procedure – same as mentioned in Para 2. a)
- b) Approval note shall be forwarded to CPD along with technical details/ specification and vendor preference, if any.
- c) CPD will float the tender and receive minimum three quotations preferably in sealed envelope or on official email ID of purchase Department. If sealed quotations are sought it shall be opened and signed by the OBs/person authorized by OBs. The CPD will prepare comparative statement and will also prepare the fourth quotation by picking up lowest price quoted for each item from other quotations as an ideal one wherever applicable. The vendors would be called for negotiation, discussion on terms and conditions with OBs/CPD/ person authorized by OBs. OBs/ CPD/ person authorized by OBs would finalize the vendor based on the cost and quality offered by the vendor.
- d) CPD will prepare work/purchase order as per the revised rates offered after negotiation on the approved vendor and forward the same to OBs for their signature. The original copy of WO/PO would be given to vendor and one copy to the central Accounts Department. Third copy of WO/PO along with all papers will be filed in the WO/PO file in CPD.

2. Execution of job – All technical jobs would be executed/ supervised by CPD/concerned Technical team and non- technical jobs (institute specific) by the Heads/CAO/End User.

PURCHASE ORDERS:

Pre-purchase order preparation Exercise:

- BSM HEC's goal for every purchasing transaction is to obtain the best value possible and strives to procure most goods and services through the use of contracts that have appropriate terms and conditions to properly protect the institution.
- **Selection of Suppliers:** Authority for the final selection of a supplier is the responsibility of the CPD. Departments are encouraged to submit the names and addresses of potential suppliers. Suppliers are selected by the Central Purchasing Department based on their ability to meet the requirements of the specifications and serve the needs of the College in the most economical and efficient manner possible in accordance with the applicable purchasing policy. Departments are encouraged to notify CPD of suppliers that have performed well, as well as those that have performed poorly.
- **Bids and Proposals:** When bids are required by policy, they are to be conducted on an open and competitive basis and without favoritism. Interested suppliers will receive fair and impartial consideration.
- At least three competitive bids must be obtained for purchase and all bids wherever applicable shall be opened in the presence of OBs and suitable supplier shall be selected.
- The Centralized department shall review/prepare Purchase Order and submit the same to Management for approval.
- The Management shall review and approve the Purchase Order. The specimen of Purchase order shall be refred.

Procurements /Purchases Not Requiring Purchase Order:

- All utility services like telephone, electricity, subscription to newspapers & periodicals, hotel reservations, air ticket bookings, online purchases etc. may be approved and paid on merit.

Conflict of Interest:

- It is the policy of the Management that its employees conduct the affairs of the Institutions in accordance with the highest ethical, legal, and moral standards.
- An employee must not be in a position to make a decision for the Institutions if his or her personal, professional, or economic interests (or those of his or her immediate and extended family member) may be directly influenced or affected by the outcome.

Goods Received Note:

3. The goods together with the supplier's Invoice and Delivery Note shall be received at the premises of Institutions.
4. The goods shall be inspected by the CAD/ Accountant/User/Heads of the Institutions/CAO to ensure they match with the order before they are received into stock with Goods Received Note.

Payment of Invoice for Goods and Services:

- **Receiving Invoices:** Invoices must be received by the relevant departments along with the Delivery Challans / Goods Received Note duly signed by the person who received the material.
- **Purchase Order and Invoice Matching:** This should be performed by the Centralized Department and recommended by CAO for payment.

5. Payments: Invoices after processing should be forwarded to Accounts Department along with relevant copy of POs and delivery notes for payment. Accounts Department will prepare the Purchase Vouchers to enter the same in to Purchase Registers debiting the relevant accounts and crediting Vendors. Taxes are deducted at source as applicable by the Finance Department. Payment by way of Cheques shall be prepared by the Accountant as per the terms in the relevant Purchase Orders and approved by CAO and Management respectively and the same shall be signed by the authorized signatories.

- **Paid Stamp on All Bills Which are Paid:** All bills must be stamped as PAID immediately after the cheques are prepared and before the same are signed by the Accounts Department.

6. Payment guidelines: Advance payment shall be discouraged; payment can be made against delivery of material/services, wherever possible.

- In case of AMC the payment shall be made preferably on quarterly basis.

Control over Acquired Assets:

- a. The responsibility of control of the assets is vested with the Accountant. The Accountant shall maintain tally cards for all inventory and fixed asset register for all assets acquired by the CAD.
- b. He shall keep in safe custody all Fixed Assets and relevant documents regarding the purchase, ownership (registration documents), insurance policies, etc. of all fixed assets.
- c. The use of the Vehicles if any and other should be properly recorded and approved before use.
- d. No staff shall take the HEIs computers and other similar assets home without the appropriate authority and approval to do so.
- e. Assets shall be adequately maintained at all times.

Stores and Inventory Management Procedures:

- a. When goods have been delivered at the Institutions, the CAO/Accountant/Heads of the Institution/User shall verify and certify the correctness of the goods received with respect to the specifications of the purchase order.
- b. The Accountant shall enter the quantity and value of the goods received into the Stores Ledger and into the fixed assets register.
- c. Tally cards shall be maintained to record all receipts.
- d. All users shall raise a stores requisition form and hand it over to the Accountant for their requisitions.
- e. The Accountant shall issue the goods and the recipient shall sign the tally card as an acknowledgment of receipt of the goods.
- f. The Accountant will then record into the ledger the quantity and value of goods received. The stores ledger must at any time show the date, recipient; goods received, issued and balance.
- g. Physical stock taking shall be done at least quarterly by the Accountant.
- h. Actual stock count shall be compared and reconciled with the stores ledger records.
- i. All discrepancies shall be thoroughly investigated and corrective action promptly taken.
- j. In any instance, the accounting records shall always bear the correct amounts supported by physical existence.

Requisitions For Other Requirements:

Quality Standards:

The CPD may approve standard products for use in the College after a thorough review of factors relating to quality, reliability and availability. If any approved product should fail to meet the quality standards prior to the regular review, the products will be deleted from the approved list and the using department notified.

Contracts, Agreements & Licenses

All supplier-furnished contracts for goods and services, including software licenses and other documents containing terms and conditions binding the College require approval from the Institutions.

Leases – Equipment

All types of leases, lease/purchases or rental agreements must be approved by the Institutions. Prior to submitting a Requisition for a lease agreement to the Centralized Department for review, the requesting department/ institution should analyze the economic considerations of leasing vs. purchasing.

Leases - Real Property

Transactions concerning the purchase, lease or lease/purchase of real property (land and buildings) require Bunts Sangha's approval. Such transactions will be coordinated through the Institutions.

Capital Improvement/Construction Contracts

All construction contracts for building Structures, additions or alterations of a College facility to be performed by outside contractors will be awarded through the process of competitive sealed bidding solicited by an Invitation for Bids/on official E-mail ID of CPD. Financial security may be required for construction in certain cases by way of bonds/bank guarantee.

Unauthorized Purchases:

No individual has the authority to enter into purchase contracts unless specifically authorized pursuant to this Purchasing Procedures Manual. The Institutional Heads, CAO, Management as the case may be may choose not to reimburse employees for the cost of any unauthorized purchases. The College is not obligated to pay for unauthorized purchases.

Change Orders:

The initiating department may request a change order. Order Requests must be approved by the Management.

7. Accounting Entries

Standard Accounting procedures shall be followed while doing accounting entries.

CHAPTER 7: PAYROLL MANAGEMENT

7.1 Preparation of Payroll: The Accountant shall prepare / check a Payroll and the same authorized by head of finance / CAO on monthly basis.

- Salary calculation and payment shall be based on MIS report submitted by HR Department.
- Salary of all regular staff members shall be released on 29th day of every month.
- Salary of Staff Members who have not completed one year of service shall be released on 10th day of succeeding month.
- Declaration of Investments from staff member shall be obtained in advance, preferably in the first quarter of the year for the purpose of TDS.
- Bills for payment to visiting faculty shall be submitted to centralized accounts department on or before 10th day of subsequent month.

a) The payroll shall be prepared monthly by:

- i. Multiplying the attendance hours by Visiting Faculty's / employee's rates of pay, to give gross pay for hourly paid employees;
- ii. Using the monthly rates applicable for all other employees;
- iii. Calculating pay-related statutory deductions from published tables in accordance with regulations contained in Terms and Conditions of Service including advances, loan repayments and other items as shown on individual employee's record;
- iv. Calculating the relevant allowances as prescribed in the Terms and Conditions of Service and adding overtime where applicable;

b) Payroll Deductions

- i. Income tax (PAYE) shall be deducted from staff salaries, where applicable, and shall be paid to Income Tax Department not later than Seventh day of the subsequent month. Current tax rates obtained from the Income Tax Authorities / IRS shall be the only applicable rates for PAY computation.
- iii. A Percentage of the basic salaries of employees for any funds that management and staff have agreed to contribute to such as pension funds or provident funds shall also be deducted for that course.
- iv. Where a staff has taken a salary advance, there shall be appropriate deductions to that effect before payment of his/her salary.

c) The payroll shall have columns for the following:

- i. Staff Name
- ii. Staff Salary Roll Number
- iii. Staff monthly Basic Salary
- iv. Staff monthly income tax
- v. % Pension/Provident Fund Contribution
- vi. Staff net salary
- % Employer's Pension/Provident Fund Contribution

- d) Schedules for Income Tax, staff loans and Pension/Provident Funds shall also be prepared as part of the Excel payroll file.
- e) **Any changes in payroll** must be done in writing and approved by the Treasurer of the Management.
- f) *The payroll shall be reviewed by the Head of Finance/ Accountant* and approved by the Treasurer of the Management.

7.2 Payment of Salaries

- a) **Payroll payment vouchers** shall be authorized by the Head of Finance / Accountant and approved by the Treasurer of the Management.
- b) **Staff salaries shall be paid** between First and the last day of every month except in March of each year where payment may be made earlier than 31st of the month.
- c) **Wherever practicable payment of salaries shall be done by direct bank transfers** on the basis of the details submitted by members of staff to the Accountant.
- d) **The Accountant shall write a covering letter to the respective banks** authorizing transfer from the HEI's bank account to the respective bank accounts of staff. The covering letter shall be signed by the authorized signatories to the Bank Accounts.
- e) **Where staff members do not have bank accounts**, payments shall be made by open cheques written in the names of the employees concerned.
- f) **For all casual employees**, a cheque is prepared and cashed for the total net pay. The money shall then be inserted into individual pay packets.
- g) **The Accountant** shall prepare monthly pay slips for all staff.

7.3 Categories of Staff

To be done.

7.4 Salary Advance

- a) The policy of HEI shall allow for advance payment of 50% staff's net salary of one month before the end of the month in any exceptional case.
- b) The policy shall permit staff to apply for salary advance only after they have been in employment for a minimum of one year
- c) Full recovery shall be made as a payroll deduction for the same month in which the advance was given.
- d) The application for salary advance shall be addressed to the Accountant who shall make his recommendations on the matter for the consideration of the CAO / Treasurer of the Management.
- e) The application shall be attached to a payment voucher that shall be authorized by the Head of Finance / CAO and approved by the Treasurer of the Management on tangible grounds.

7.5 **Staff Loans** (To be reviewed to its applicability to HEI Staff)

There is no provision made for providing loan to the Staff Members.

7.6 **Provident Fund/ Gratuity Fund:**

Refer Part II- HRM of operation Manual. Regulatory requirement of recovery of provident fund and depositing the same to EPFO including filing of necessary returns.

7.7 **Leave Commuted to Cash**

It is the policy of Institutions to make provisions for unutilized staff leave and other entitlements on a yearly basis.

7.8 **Accounting Entries**

a) **Journal voucher for the payroll:**

Dr.

Cr.

With the payroll totals for the month

b) **Payment Vouchers (individual) for the payroll:**

Dr.

Cr.

c) **For Salary advances,**

Dr Salaries and Wages Control Account

Cr Bank Account

With the payment of the advance (against the staff's salary account)

d) **For Staff Loans,**

Dr Staff Loan Account

Cr Bank Account

With the payment of the advance (against the staff's Loan Account)

CHAPTER 8: GRANTS AND SUB-GRANTEE MANAGEMENT

8.1 Administration of Donations From Donor and Grants /Transfer of Funds from Trust (BSM)

- a) Institutions receive funds from various donors/funding organizations to finance various projects /institutional activities.
- b) The donor/funder funds shall be administered in an economic, efficient and effective manner by the officers in charge of such projects.
- c) The donor/funder funds administrative process shall include timely feedback to the donors of details of projects funded by them.
- d) Donor/funder funds shall only be utilized in accordance with the provisions of the funding or Donation agreement.
- e) As part of the annual budget, grants shall be included in the annual estimates in the following manner:
 - i. Donor/funder grants shall be budgeted for, committed in signed agreements and where they can be expected to be received during the year with a high degree of certainty, the Accountant / Head of Finance shall review all signed agreements to confirm the existence and the value of the donations / grants included in the budget.
 - ii. In the event that an agreement is unsigned, or in a signed agreement with a high degree of uncertainty of receipts of grants, the Accountant/ Head of Finance will remove the related expenditure from the budget.

8.2 Mode of Receiving Donations / Grants

- a) The Funder/Donor transfers the Grant direct to the Institutions Bank account
- b) The Funder/Donor issues a cheque in the name of the Institutions.

8.3 Contributions Acknowledgment

- a) It is the policy of Institutions to send letters or notes on Institutions letterhead acknowledging all contributions, regardless of the amount.
- b) The letters will indicate the dollar amount contributed and the local currency equivalent, where necessary.

8.4 Revenue Recognition

I. HEI shall report on two streams of revenue:

II. Revenue from exchange transaction

III. Revenue from non-exchange transaction.

- Institutions shall define Exchange and Non Exchange Transactions in accordance with GAAP as follows:

A. Exchange Transactions

A transaction in which one entity receives assets or services, or has liabilities extinguished, and directly gives approximately equal value to another entity/ institute in exchange.

- Non-exchange Transactions

Where an entity either receives value from another entity / institution without directly giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange.

- Revenue from Exchange Transaction

i. Broadly, revenue under this shall be reported when a service is rendered to a sub-grantee or any other income earned as a result of the normal operations of the organization.

ii. Measurement and recognition

Revenue on exchange transaction shall be measured at the fair value of the consideration received or receivable.

iii. Where the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction shall be recognized by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably where all the following conditions are satisfied:

- ☐ The amount of revenue can be measured reliably;
- ☐ It is probable that the economic benefits or service potential associated with the transaction will flow to the entity;
- ☐ The stage of completion of the transaction at the reporting date can be measured reliably; and
- ☐ The costs incurred for the transaction and the costs to complete the transaction can be measured reliably.
- ☐ Where the outcome of a transaction involving the rendering of services cannot be estimated reliably, revenue would be recognized only to the extent of the expenses recognized that are recoverable.

iv. Revenue from non-Exchange Transaction

i. Institutions main source of revenue from non-exchange transaction as defined by GAAP is grant/donation.

ii. Institutions would ensure that inflow of resources from a non-exchange transaction, other than services-in-kind, that meets the definition of an asset, shall be recognized as an asset where, and only where:

☐ It is probable that the future economic benefits or service potential associated with the asset will flow to the entity; and

☐ The fair value of the asset can be measured reliably.

v. Measurement of Assets on Initial Recognition

An asset acquired through a non-exchange transaction would initially be measured at its fair value as at the date of acquisition.

vi. Recognition of Revenue from Non-Exchange Transactions

An inflow of resources from a non-exchange transaction would be recognized as an asset to the extent that revenue has also been recognized.

Where Institutions satisfies a present obligation recognized as a liability in respect of an inflow of resources from a non-exchange transaction recognized as an asset, the carrying amount of the liability would be reduced and an amount of revenue equal to that reduction would be recognized

vii. Measurement of Revenue from Non-Exchange Transactions

Revenue from non-exchange transactions would be measured at the amount of the increase in net assets recognized by the entity.

8.5 Transfers

a) Institutions shall recognize an asset in respect of transfers where the transferred resources meet the definition of an asset and satisfy the criteria for recognition as an asset as per GAAP.

b) Transfers shall include donations, grants, debt forgiveness, fines, bequests, gifts, donations and goods- and services-in-kind. All these items have the common attribute that they transfer resources from one entity to another without providing approximately equal value in exchange and are not taxes as defined by GAAP Revenue from Non-Exchange Transactions (Taxes and Transfers).

c) HEI may, but is not required to, recognize services in-kind as revenue and as an asset.

8.6 Disclosures

The following would be disclosed, either on the face of the financial statements of Institutions or in the notes to the extent applicable:

a) Indicating the amount of revenue from non-exchange transactions recognized during the period by major classes showing separately:

- i. the amount of receivables recognized in respect of non-exchange revenue
- ii. the amount of liabilities recognized in respect of transferred assets subject to conditions
- iii. the amount of assets recognized that are subject to restrictions and the nature of those restrictions
- iv. the existence and amounts of any advance or receipts in respect of non-exchange transactions
- v. the amount of any liabilities forgiven

b) The following shall be disclosed in the notes:

- i. The accounting policies adopted for the recognition of revenue from both exchange and non-exchange transactions
- ii. For major classes of revenue from non-exchange transactions, the basis on which the fair value of inflowing resources have been measured
- iii. The nature and type of major classes of bequests, gifts, donations showing separately major classes of goods-in-kind received

8.7 Grant/ Donation Agreements

Ensuring compliance with terms and conditions of donor/grant financing agreements starts with ensuring that a donor/grant financing agreement fully complies with Institutions financial policy and procedures.

- a) The concerned authority would be ultimately responsible for ensuring that the organization consents to and complies with all financing agreements with donors/funders.
- b) The HEC Treasurer would upon receipt of the advice from the Institutions make a decision.

Policy to be framed if found necessary

8.9 Accounting Entries

- i. When an advice is received from our bankers, the following entries shall be made:

Dr: Bank Account and

Cr: Name of Grant

With the amount of funds granted

CHAPTER 9: CHART OF ACCOUNTS AND OPERATING SOFTWARE

9.1 Chart of Accounts

- a) Institutions shall maintain consistency of its financial reporting structure by utilizing a professionally developed chart of accounts structured alongside the Tally Accounting Software.
- b) In the event that new accounts are required to be added to enhance financial reporting or meet specific donor requests, the Head of Finance/ Accountant would notify the Treasurer of the Management for approval on the additions/modification.
- c) Below is a diagrammatic representation of Institutions Chart of Accounts that would be updated with additions and modifications whenever it becomes necessary to do so:

Institutions Chart of Accounts

Statement of Financial Position Codes: (.....)

Statement of Financial Performance Codes: (.....)

Liabilities Codes: (.....)

Fixed Assets Codes: (.....)

Capital Codes: (.....)

Income Codes: (.....)

Expenditure Cods: (.....)

Current Assets Codes: (.....)

A more realistic detailed list of the chart of accounts shall be developed with the Tally Accounting software training program.

9.2 Implementation of the Chart of Accounts

- a) Every three years the Head of Finance/ Accountant / Treasurer of the Management shall initiate a comprehensive review of the adequacy of the chart of accounts and appropriateness of its format
- b) He would communicate any updates on the chart of accounts to the rest of the finance team
- c) He would also ensure that the approved budget appropriations are correctly processed and budget reports are produced to provide adequate information for compliance with - Presentation of budget information.

9.3 Computerized Accounting System

- a. The Head of Finance / Accountant in consultation with the Treasurer of the Management shall evaluate, recommend, purchase and implement a Tally computerized accounting package which is best suited for the Institutions financial recording and reporting requirements.
- b. There exist a separate manual called “Academic Manual” is in place at each institutions to handle their respective academic affairs. A separate software system called BEEDU Software is applied to handle works relating to policies and procedures outlined in the said “**Academic Manual**”.

c. The accounting package shall :

- i. Be able to accommodate the coding system set out in the chart of accounts.
- ii. Incorporate approved budget appropriations to produce activity based financial reports with variances.
- iii. Be capable of processing periodic management accounts in the format prescribed by management.
- iv. Produce annual financial statements in the format consistent with the relevant General Accepted Accounting Principles.
- v. Be user friendly and have an effective on-line after sales support including post installation training.
- vi. Operate on the network to facilitate information sharing.
- vii. Have adequate data security and back up routines and a highly reliable audit trail and password access at different levels.
- viii. Flexible reporting formats to enable HEI to generate various reports on an ad -hoc basis and revise reporting formats to accommodate any changes including the following;
 - Multi user capability.
 - Efficient data entry system.
 - Automatic period end processing procedures where necessary.
 - Ability to import or export data (subject to password security) to popular spreadsheet and database programs.
 - Designed and supported by a reputable software company / Tally Software.

d. The computerized accounting software shall at the very minimum consist of the following modules and subsidiary ledgers:

- i. General Ledger
- ii. Inventory
- iii. Accounts Payable
- iv. Cash Book
- v. Fixed Assets Module
- vi. Accounts Receivable
- vii. Payroll Module which can be integrated with the General Ledger

e. The computerized accounting package currently in use by Institutions is the Tally System. All financial and accounting data at Institutions will be processed using the latest version of Tally Software Systems.

f. Management would review on an annual basis the use of the accounting software to ensure it meets the reporting requirements of the Institutions. Any Changes to the accounting software would be documented and the reasons approved by the Management.

9.4 Data security and Backups

Regular backups of the Tally system shall be made to ensure maximum security of the software and information contained therein.

Backup copies of the software shall be kept off-site by the Accountant / Head of Accounts on a weekly basis.

9.5 Objectives of the accounting system

The objectives of the accounting system are to:

- a. record the assets, liabilities, income and expenditure of Institutions.
- b. provide information to management to assist them in running the institution's activities on a day to day basis
- c. assist the preparation of annual budgets
- d. assists the Head of Finances/ Accountant / CAO in managing implementation of approved interventions within the approved appropriations under their control
- e. facilitate treasury management
- f. provide objective yardsticks for performance evaluation of colleges / institutions, departments and employees
- g. enable management to identify reasons for adverse variance to facilitate remedial measures

9.6 Basic recording and books of accounts

a) Each individual transaction shall be processed in a double entry accounting system through one of the following computerized modules;

i. Accounts payable module

ii. Cashbook module

iii. General ledger module

iv. Fixed asset module

v. Accounts receivable module

b) The general ledger is the principal book of account of the Institutions. It is where all transactions are recorded either in detail or in summary totals.

c) The general ledger contains accounts which show the totals of transactions that are recorded in detail in the subsidiary ledgers.

d) All postings to the general ledger are made from journal vouchers. These are either standard journal vouchers, for items which occur regularly by month; or nonstandard journal vouchers for items that are exceptional or of infrequent occurrence.

e) Postings may also be carried out from totals derived from the computerized cash book module, accounts payable module and fixed and fixed asset register module.

CHAPTER 10: BUDGETING AND BUDGETARY CONTROL

Introduction:

- a. Budgetary control is the practice of regularly comparing actual results against expected results.
- b. The most important method of budgetary control is variance analysis, which involves comparison of actual results achieved during a period with the budget.
- c. The difference between actual results and expected results are called variances and these are used to provide a guideline for control action by management.
- d. Effective budgetary control requires robust, reliable and relevant financial management reporting systems, which should be able to communicate the results for management action on a timely basis.

Responsibilities:

- a) The administration of budgetary control shall be the responsibility of the top level Management.
- b) However the detailed work of communicating variance information and coordinating control efforts shall be the responsibility of the Accountant / Head of Finance.
- c) The Accountant / Head of Finance shall be responsible for generating from the Tally Accounting System or any other accounting system as approved by the Management, monthly reports, analyzing between actual and budget to date, not later than the specified date after the end of the relevant month.
- d) The Accountant /Head of Finance shall receive comments from the Treasurer of the Management on the variances within Five days of receiving the reports from the Accountant / Head of Finance.
- e) The Treasurer of the Management shall endorse appropriately agreed control action on the variances.
- f) The Accountant / Head of Finance shall ensure that approved control action is implemented within the agreed timeframe.
- b) All operational overheads expenses shall be apportioned equally, unless particular items of expenditure are known with certainty for specific periods.
- c) Direct operational expenses shall be apportioned between monthly and quarterly periods based on timing of each activity in accordance with the approved work plan.
- d) Capital expenditure budget shall also be apportioned between monthly and quarterly periods based on the anticipated time of acquisition / purchase of the asset.
- e) Fee concessions, donations, interest and sundry income shall be budgeted for the quarter / months in which they are expected to be received or granted as applicable.

Computation and reporting of variances analysis:

- a) Computation and reporting of variances shall be carried out in conjunction with the production of monthly management accounts.
- b) The reporting format for variances is similar to the budget preparation formats.
- c) The variances shall be reported in the following manner:
 - i. Actual for the Quarter (Quarter To Date) – Previous Year
 - ii. Approved budget for the Quarter (Quarter To Date) – Current Period.
 - iii. Actual for the Quarter (Quarter To Date) – Current Period.
 - iv. Variance Amount (ii-iii)
 - v. Variance %
 - vi. Cumulative approved budget – Current Year
 - vii. Cumulative actual – Current Year
 - viii. Cumulative actual – Previous Year
 - ix. To date variance amount (vi-vii)
 - x. To date variance %
- d) In order to ensure uniformity, presentation of periodic management accounts shall follow the annual financial statements reporting format.

Investigation of variances:

- a) All significant variances shall be investigated to enable remedial control measures to be implemented.
- b) Recommended remedial measures which are agreed with the respective heads of departments/ institutions shall be approved by the Treasurer and the Management and form part of the budgetary control process of Institutions.

Note: Where the financial statements and the budget are not prepared on a comparable basis, a reconciliation of the actual amounts presented on a comparable basis to the budget and the actual amounts presented in the financial statements shall be disclosed in the notes.

(Refer to Relevant Template for preparation exercise given in MIS)

CHAPTER 11: FINANCIAL REPORTING

11.1 Fair Presentation and Compliance with Generally Accepted Accounting Principles (GAAP) To comply with the provisions of Institutions Policies would ensure that;

- a) The financial statements present fairly the financial position, financial performance and cash flows of the entity;
- b) The financial statements comply with all the requirements of each applicable Institutions operation.
- c) Where the financial statement complies with other Standards, management would state this fact.
- d) In the extremely rare circumstances in which management concludes that compliance with a requirement of an GAAP would be so misleading that it would conflict with the objective of financial statements set out in GAAP.1, Presentation of Financial Statements, and where the relevant regulatory framework requires, or otherwise does not prohibit such a departure, Institutions would ensure the following have been disclosed:
 - i. That management has concluded that the financial statements fairly present the organization's financial position, financial performance and cash flows;
 - ii. That the organization has complied with applicable GAAP except that it has departed from a particular requirement in order to achieve a fair presentation;
 - iii. That the title of the GAAP from which the organization has departed, the nature of the departure, including the treatment that the GAAP would require, the reason why that treatment would be so misleading in the circumstances that it would conflict with the objective of financial statements set out in GAAP 1 Presentation of Financial Statements, and the treatment adopted;
 - iv. That the financial impact of the departure on each item in the financial statements that would have been reported in complying with the requirement for each period has been adequately presented.
- e) GAAP Issued but not yet Effective for Institutions.

Where Institutions have not applied a new GAAP that has been issued but is yet to be effective, the following would be disclosed:

- (i) This statement of fact would be expressly stated in the financial statements;
- (ii) Known or reasonably estimable information relevant to assessing the possible impact that application of the new GAAP will have on the entity's financial statements in the period of initial application;
- (iii) To further ensure compliance with GAAP would consider disclosing:

- ☐ The title of the new GAAP;
- ☐ The nature of the impending change or changes in accounting policy;
- ☐ The date by which application of the GAAP is required;
- ☐ The date at which it plans to apply the GAAP initially; and
- ☐ Either: A statement of the impact that initial application of the GAAP is expected to have on the entity's financial statements; or

If that impact is not known or reasonably estimable, a statement to that effect.

f) Early Application of GAAP

Where Institutions applies a GAAP for a period before the effective date of the GAAP (early application of the GAAP) that fact would be disclosed.

g) GAAP in issue;

I. The following revised GAAP have an effective date of application to annual financial statements covering periods beginning on or after specified date.

- ☐ 1 Presentation of Financial Statements
- ☐ 2 Accounting Policies, Changes in Accounting Estimates and Errors
- ☐ 3 The Effects of Changes in Foreign Exchange Rates
- ☐ 4 Consolidated and Separate Financial Statements
- ☐ 5 Investments in Associate Institutions
- ☐ 6 Inventories
- ☐ 7 Leases
- ☐ 8 Events After the Reporting Date
- ☐ 9 Investment Property
- ☐ 10 Properties, Plant and Equipment.

11.2 Qualitative Characteristics of GAAP Financial Statements

These are the attributes that make the information provided in the financial statements useful to users. The principal qualitative characteristics are;

a) **Objectivity** – Financial accounting system must be based on actual, verifiable events and should be reported in an unbiased manner.

- b) **Relevance** - financial accounting statements must provide relevant information, which is responsive to the audience's information needs.
- c) **Reliability** – In order for financial accounting statements to be reliable, some assurance must exist that the statements do in fact represent what they purport to represent
- d) **Comparability** – The conduct of comparative analyses between accounting periods constitutes one of the major characteristics assumed for the audience of financial accounting. Comparability calls for like events to be reported in the same manner. When a change is made, its nature, effect and justification must be explained
- e) **Entity concept** – Financial accounting statements and records pertain to specifically defined business entity. The entity concept directs that the accounting records reflect only the activities of the business.
- f) **Unit of measurement** – The common denominator is money. The reporting currency is the India Rupee and subject to management review.
- g) **Materiality** – The concept states that any amount or transaction that has significant effect on the financial statements should be recorded and reported correctly.
- h) **Accounting period** – The financial accounting process provides information about the economic activities of Institutions for the specified time periods. E.g. month, quarter or year.

11.3 Notes and Supplementary Schedules

- a) The financial statements shall contain notes and supplementary schedules and other information to make them meaningful to the end-users.
- b) For example, they shall contain additional information that is relevant to the needs of users about the material risks and uncertainties affecting the institution and any obligations not recognized in the balance sheet (such as contingent liabilities)

11.4 True and Fair View

- a) The monthly and annual financial statements of Institutions shall give a true and fair view of the state of the Institutions' affairs and the income and expenditure for each financial period.
- b) The Head of Finance/ Accountant is responsible for ensuring that the monthly and annual financial statements are prepared in this manner. Institutions shall apply the accounting assumptions and concepts described in this section on the appropriate GAAP which would then result in a true and fair view of the financial statements prepared.
- c) Any material non-compliance (including any deviations from a GAAP) and the effect of any such non-compliance shall be disclosed in the financial statements as notes and reported to the Management / TRUST.

11.5 **Communication of Standard Accounting Guidelines**

The Head of Finance / Accountant of Institutions in consultation with Treasurer of the Management shall issue standard accounting guidelines from time to time in order to classify and standardize accounting policies and procedures which are specific to HEIs operations

11.6 Common Information in Financial Statements

The Head of Finance / Accountant is responsible for the preparation of the annual financial statements. This must be reviewed by the Treasurer of the Management and approved by the Management / Trust.

A complete set of financial statements according to GAAP comprise:

- (a) A statement of financial position;
- (b) A statement of financial performance;
- (c) A statement of changes in net assets/equity;
- (d) A cash flow statement;
- (e) A statement of comparison of budget and actual amounts either as a separate additional financial statement or as a budget column in the financial statements; and
- (f) Notes, comprising a summary of significant accounting policies and other explanatory notes.
- (g) Format Used

The uniform formats for the preparation of the statements of financial performance, statements of financial position, cash flow and notes is set out in **MIS**.

11.7 Monthly and Annual Reporting Procedures

a) Monthly Procedures and Time Table

The following procedures would be followed in the preparation of monthly reports:

i) The Head of Finance/ Accountant will use tools aimed at ensuring that monthly reports are circulated not later than 10th of the month following the end of the relevant month. A timetable would be circulated every month by the Head of Finance/ Treasurer of the Management as required. When each step of the task is completed, the Head of Finance/ HEC Treasurer will mark a cross (x) in the column under the working day when it is achieved to enable him review progress and to take hastening action where necessary.

ii) For each month a complete set of management information reports, which include the following listed below, are required by the 10th of the following month:

- ☐ monthly management accounts;
- ☐ budgetary variances;
- ☐ Cash Flow Statement – Receipts and Payments; and
- ☐ Notes and supporting schedules.

iii) As far as the financial statements are concerned it is a standard requirement that these shall be completed by the tenth working day after each month end.

iv) The Head of Finance / Treasurer of the Management shall issue a timetable each month showing the actual dates by which the various stages of work must be completed.

v) The timetable shall indicate the officers responsible for the task and list date of

- ☐ Completion of cashbook postings and bank reconciliations.
- ☐ Completion of subsidiary ledger postings and reconciliations
- ☐ The various standard journal vouchers to be prepared
- ☐ Completion of postings to the general ledger and extracting the preliminary trial balance
- ☐ Completion of final trial balance after review and necessary adjustments
- ☐ Completion of balance sheet and income statement
- ☐ Preparation of supporting schedules
- ☐ Receipts of variance analyses explanations

vi) Against each item, the required completion date will be indicated in the column under the required working day.

vii) The Head of Finance / Treasurer of the Management will circulate other guidance notes as they become necessary for the preparation of the monthly accounts and reports.

b) End of Year Reporting

i) Prior to the end of the financial year, the Head of Finance/ Treasurer of the Management will prepare instructions setting out the timetable for the submission of accounting returns and the names of the officers responsible for their completion.

iii) The creditor's ledger and accruals and prepayments register will be kept open until the end of the fifth week after the year end, to ensure that all relevant items are included as accurately as possible.

iv) After those records are closed, any further adjustments will be made only on non-standard journal vouchers authorized by the Head of Finance / Treasurer of the Management.

v) The annual accounts must be completed within one month (by 30 April) following the financial year. The audit report together with the management letter from the auditors and management responses shall then be made available to the Trust in May after the approval of the Treasurer of the Management.

c) Year End Accounting Routines

i. Most of the year end accounting routines would be the same as those performed each month. However there are specific tasks to be completed at the end of year which include:-

- ☐ the provisions for slow-moving or obsolete or deteriorated stock where applicable;
- ☐ the write-off of unusable or obsolete property, plant and equipment;
- ☐ the certification of cash in hand;
- ☐ the provision for bad or doubtful debts;
- ☐ the assessment of prepayments and accruals and
- ☐ certificates of bank balances and investment

- ii. At the end of the year, all officers will be required to certify a statement of the balances held by them. All sundry revenue will be paid into the bank on or before the last working day of the financial year.
- iii. The Head of Finance / Accountant will prepare an age analysis of all Institutions sundry debtors /Fees Receivables. On the basis of this analysis, a provision will be made for any bad or doubtful sundry debts where applicable
- iv. The Head of Finance / Accountant will review the nominal ledger to identify those expenses which have been prepaid. Also he will assess the nature and value of those accruals for which provisions will be made.
- v. All source documents during the first two months of the new financial year will be scrutinized carefully at the time of approval; any transactions relating to the previous year's accounts will be marked clearly.
- vi. Once the trial balance has been extracted correctly, the Head of Finance / Accountant will prepare the statutory accounts in accordance with Generally Accepted Accounting Principles. He shall ensure that the statutory accounts are completed and are ready for audit by the Institutions external auditors. In addition, he shall prepare a report to the Treasurer of the Management / Management which analyses and explains the results for the year.

11.8 Financial Control

Institutions shall maintain the highest levels of financial control both at the Institutions and Institution levels. In order to ensure the high levels of financial control, the finance department will conduct a self-review through the use of the following:

a) Internal control questionnaire

The Head of Finance / Accountant or his designate / Treasurer of the Management will ensure the finance regulations, policies and procedures detailed in this manual are operating effectively by performing self-audits twice a year as follows:

- i) An internal control questionnaire shall be developed to provide a tool for self-auditing of the control and operating procedures defined in this manual;
- ii) Schedule officers shall ensure the checklists are completed by the 20th day following each half – year end;
- iii) The internal control questionnaire is a tool to ensure the institution or Operations is in compliance with provisions in the manual. This helps to determine the training needs of employees;
- iv) The Head of Finance shall summarize the key outcome from the checklist and follow up the action necessary to ensure compliance.

b) Balance Sheet Review

i) The Head of Finance or his designate / Treasurer of the Management shall conduct balance sheet reviews of the Institutions.

ii) The reconciliation folders will include the following;

- ☐ Bank reconciliations
- ☐ Petty cash float count confirmation (including cash in safe)
- ☐ Accounts receivables
- ☐ Provisions for bad and doubtful debts
- ☐ Prepayments schedules
- ☐ Deposits/investments accounts
- ☐ Accounts payable
- ☐ Accruals schedule

Any follow up actions will be agreed after the review and agreed with the finance or schedule officer.

11.9 Specific Donor/Funder Financial Reporting

a) As mentioned in this manual, Institutions have adopted accrual for the preparation of the entity wide financial statements. However, to enable Institutions comply with specific donor reporting guidelines which are principally on cash basis, it would adopt cash basis GAAP for the preparation of all specific donor reports.

HEI would prepare and present the cash basis financial statements to include the following components:

i) A statement of cash receipts and payments which:

- ☐ Recognizes all cash receipts, cash payments and cash balances; and
- ☐ Separately identifies payments made by third parties on behalf of Institutions in accordance with the Standard;

ii) Accounting policies and explanatory notes; and

iii) When the entity makes publicly available it's approved budget, a comparison of budget and actual amounts either as a separate additional financial statement or as a budget column in the statement of cash receipts and payments would be presented

b) Information to be presented in the Statement of Cash Receipts and Payments.

The statement of cash receipts and payments should present the following amounts for the reporting period:

- i) Total cash receipts of the entity showing separately a sub-classification of total cash receipts using a classification basis appropriate to the entity's operations;
- ii) Total cash payments of the entity showing separately a sub classification of total cash payments using a classification basis appropriate to the entity's operations; and
- iii) Beginning and closing cash balances.

Total cash receipts and total cash payments, and cash receipts and cash payments for each sub-classification of cash receipt and payment, would be reported on a gross basis.

CHAPTER 12: AUDIT FRAMEWORK

12.1 Internal Audit: Internal Audit shall be conducted on monthly basis by the Internal Auditor appointed by the Trust (Bunts Sangha Mumbai)

12.2 Statutory Audit: Statutory Audit and finalization of accounts is done by Statutory Auditor appointed by Trust (Bunts Sangha Mumbai).

DISCLAIMER:

- This Operations Manual includes policies and procedures, including personnel policies and procedures that affect day-to-day operations of the college. No part of the Manual constitutes an express or implied contract nor may any part of the Manual be construed as terms or conditions of a contract with the college. Although many policies and procedures contain mandatory phrases or terms, such as "shall" or "will" or "must," the use of those or similar terms or phrases does not indicate any intent that the policies or procedures constitute an express or implied contract or a contractual term or condition.
- While the statements contained in this Operations Manual include general policies and procedures, it is impossible for policies and procedures to address every specific circumstance. The Management of Higher Education Institutions reserves the right to modify, discontinue or add policies and procedures as it deems appropriate at any time and without notice.

This Operations Manual is Prepared by Team of Office Bearers of
Bunts Sangha's Higher Education Committee 17-20 consisting of:

Shri. N. Vivek Shetty- Chairman
Shri. Kishore Kumar Kuthyar- Vice Chairman
Smt. Mamata M. Shetty- Vice Chairperson
Shri. Bhaskar Shetty Karnad- Secretary
CA Ramesh Shetty- Treasurer.

in coordination with:
Heads of Institutions and Chief Administrative Officer of HEI - Shri. Prakash More
and CAD Team.

We hereby reiterate and respectfully recognise the valuable services of all our
predecessors in framing various result oriented rules and regulations which were
available for us in loose leaf & other formats-(HR Manual)also to incorporate in this
Manual.