

2019




New Horizon Education Society's
New Horizon Institute of Technology & Management, Thane
(Approved by AICTE, Govt. of Maharashtra, DTE& Affiliated to University of Mumbai)

HUMAN RESOURCE MANAGEMENT POLICY

This document is policies and procedures which will provide guidelines on employer- employee relationships; the main objective is to impart information on acceptable norms of behavior, work schedules, health and safety measures, employment laws, conflict resolution and disciplinary measures or any other issues significant to manage human resource in the institute .




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- **Introduction:**

In accordance with the requirements of the education sector, our institution has classified staff into two categories: Academic Staff and Support Staff. The duties and responsibilities of the Academic Staff is to fulfill the academic requirements set by affiliated University and of the Support Staff is to support academics by fulfilling administrative duties.

- **About us :**

New Horizon Institute of technology and Management is the brainchild of the Visionary founder Dr Subir Kumar Banerjee who envisioned to lay the foundation of an acme of educational distinction; an institution to foster technical education par excellence for young minds ready to spread their wings to establish themselves in the technological sphere.

With an idea of education from KG (Kindergarten) to PG (Post-graduation) under an unified educational assemblage, he laid the foundation of NHITM under the patronage of New Horizon Education Society, which was an already established and reputed academic institute conglomerate providing pre-primary, primary and secondary education to children from pre-nursery to class twelfth board in various parts of Mumbai and suburbs.

In a sprawling campus, monumental design structure greatly appealing to the Mumbai populace, green abundance, open spaces, cutting edge infrastructure NHITM was created, in the midst of an opulent upcoming and developing area in the suburbs of Mumbai.

All this had been perfectly planned to provide a congenial learning habitat to stimulate ingenious, innovative and inventive thinking inevitably resulting in exemplary intellectual outcomes. With its inception in the year 2014 initially as a Women’s college, the institute was later converted to a co-educational institution catering to huge demands of the suburban population, who wished to see their male children too as part of the institution.

NHITM affiliated to the Mumbai University, with AICTE Approved status is in its seventh year of its academic journey, with five branches Civil Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering and Mechatronics Engineering with continuous promise to keep growing constantly with our clear vision, as excellence in academics is the hallmark of any good institution. Our endeavor at NHITM will always be to provide World Class Facilities to fulfill the need of the Twenty First Century in Academics and Research.

We aim to create leadership in Technology, address the critical needs of industry and society so that we can facilitate the technical development of the nation as our contribution to society.

Moving ahead on the path of excellence, our institution is ready to effectively take a leap and accept the forthcoming challenges in diversified technical domains.

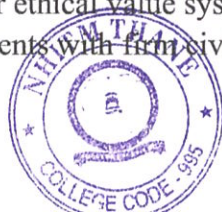
Vision and Mission

VISION :

To be a value based technical institute ensuring quality academics and fostering values to create responsible citizens of the society committed towards the development of the country.

MISSION:

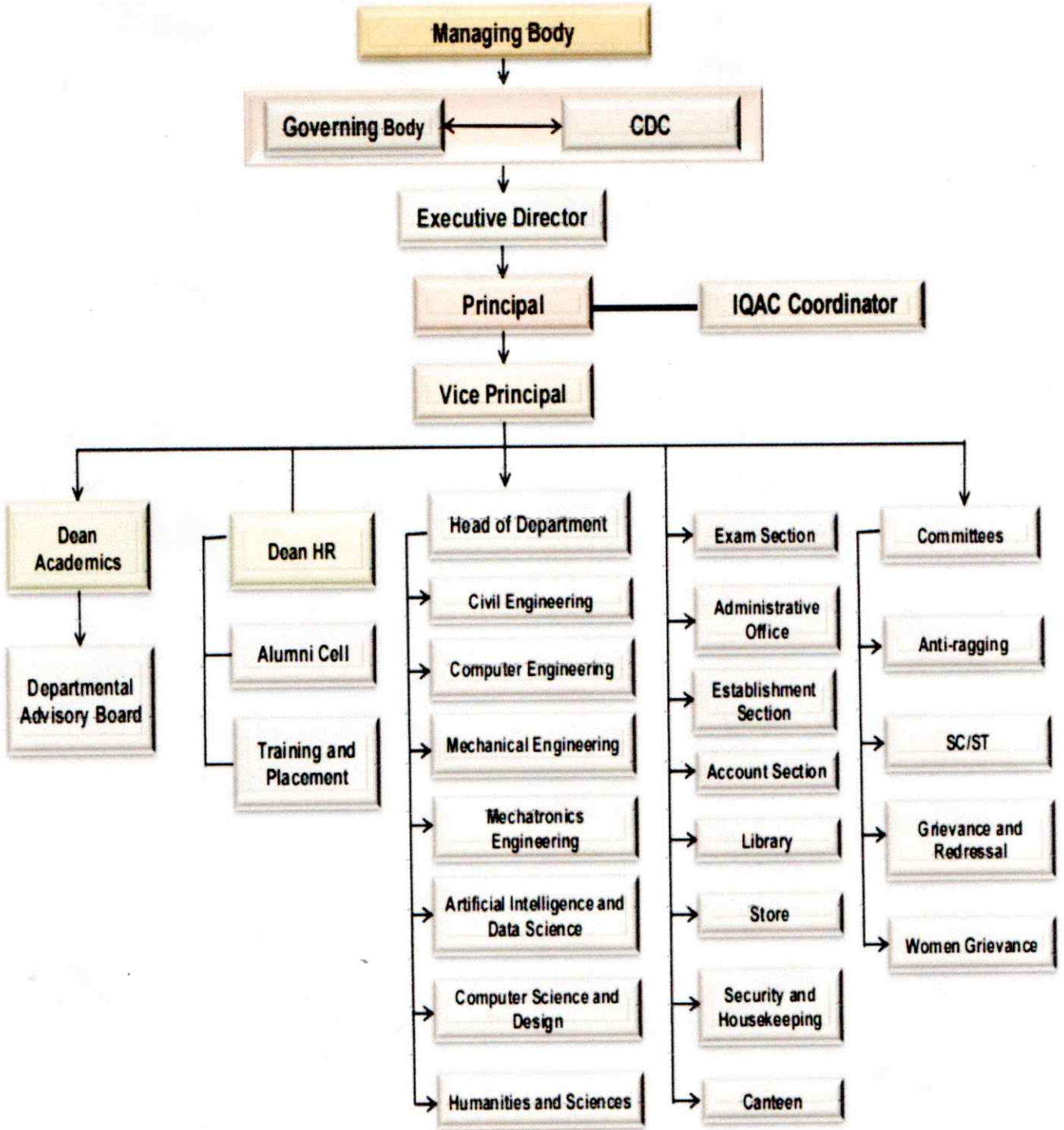
- Create and maintain a quality technical education ecosystem.
- To promote an environ to foster ethical value systems for professional advancement of students
- To establish conception of students with firm civic sense and high moral values, committed for the




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development of the nation

4. ORGANISATION CHART



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RECRUITMENT AND SELECTION

Recruitment Procedure: Teachers: (Asst. Prof. /Assoc. Prof. /Prof.)/ Principal

HODs calculate the Human resource requirement:

Consolidation of subject wise teaching load Calculation.

Student – Teacher Ratio(as per AICTE guideline)

For UG: 1:20.

For PG: 1:12.

Cadre ratio is 1:2:6.

Requirement Finalization:

- All HODs present their requirements to the Principal/ Establishment in the HOD meeting.
- The nature of the requirement is finalized after apt discussion in the meeting. The nature of finalized requirement may be:
 - Full Time, 2. Part time, 3. Visiting, 4. Emeritus Faculty.
- The posts for reserved Categories must be identified.

Succession Plan:

- A process involves identification of a particular internal individual or employee as the possible successors to the key or senior position if it is vacant.
- In this process, Assistant Professor may be promoted as Associate Professor, Associate Professor may be promoted as a professor.

The succession can be:

- **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.

Conditional Succession: The identified candidate fulfills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time, higher qualification, certifications etc.

Advertisement:

- **Verification:** Verification of Roster & finalization of approval for backward class reservation as per University of Mumbai guidelines for the posts to be advertised.

Publishing the Advertisement: The advertisement should be published in

1. Newspapers, 2. Website and as per the instructions from University of Mumbai.




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Application:

- Eligible candidates for advertised posts should apply in the proforma application, available on the institutional web site <www.nhitm.ac.in>.

Scrutiny:

- Collection of application, list of registered candidates of reserved category & preparation of its database Scrutiny of data and short listing of eligible candidates.

- **Selection Committee:**

USC Committee:

- A USC Committee established for the selection of the post of Principal, university approved teachers and librarian under University of Mumbai No. CONCOL/ICC/04 of 2012.

Institute Level Committee:

- The institute level committees comprise of three to five department wise eminent/ senior faculty members.
- This type of committee is formed for: 1. Walk-In Interviews, 2. Emergency recruitment for scrutiny of the candidates.
- The final selection of the candidate is done by management along with the fixation of salary.

Schedule and Venue:**USC Interview:**

- Meeting must be scheduled within 30 days after the formation of the selection committee. The venue is decided by the Principal.

Institute Level Interview:

- Schedule, as and when requirement is raised.
- The venue is decided by Management/Principal/HOD.

Invitation:

- Invitation letter to UGC Committee members comprises Schedule, Venue, etc to assure the availability of committee members as per the schedule.
- If the minimum number of members are not available on schedule, it can be rearranged.

Call letter:

Interview Call Letter is sent to final shortlisted candidates through post.

The call letter comprises: 1. Candidates Name, 2. Post for which s/he has been shortlisted 3.

Day, date & Time for interview 4. Venue.

A candidate must present the call letter at the time of Interview.

Interview Conduction:

- Conduction of interviews and Report of Selection Committee recommending names of candidates.
- Eligible candidates should attend the interview with all necessary documents
- Educational testimonials must be produced when demanded by the Interviewer.
- The interviewer's committee should submit interview reports with recommendations for appointment.
- Preparation of a Consolidated Statement in detail in respect of recommended candidates.



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Appointment Order:

- Subject to the provisions of this Act, Statutes and Ordinances, the Vice- Chancellor shall, till the University Grants Commission's scheme of recruitment becomes operative, appoint according to the order of merit and recommendations made by the selection committee, a university teacher.
- Selected candidates would be finalized and appointment orders ought to be prepared.
- Approval of the Management for issuing Appointment Orders.
- Issue of appointment orders by office staff.
- Appointment against category post is valid for one year only.
- **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.
- **Joining Report:** At the time of joining, faculty should submit a joining report to the office, with the signature of Respective HOD and principal.

Recruitment Procedure: Non teaching staff:

Requirement Finalization: Finalize vacancy considering staff pattern and proposed by HOD.

Requirement Finalization:

- All HODs present their requirements to the Principal in the HOD meeting.

Succession Plan:

- A process involves identification of a particular internal individual or employee as the possible successors to the key or senior position if it is vacant.
- In this process Peon may be promoted as Clerk, Lab. Asst. may be promoted as a Technical Asst,
- Clerk may be promoted as Head clerk , etc.

The succession can be:

- **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.

- **Advertisement:**

Publish advertisement, if required.

Application:

- Eligible candidates for advertised posts should apply in the Proforma application, available on the institutional web site (www.nhitm.ac.in).

Scrutiny:

- Collection of application & preparation of its database.
- Scrutiny of data and short listing of eligible candidates.

Selection Committee:

- **Institute Level Committee:** The institute level committees comprise department wise eminent/ senior faculty members (3 - 5).
- These types of committees are formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

Schedule and Venue:

- **Institute Level Interview:**
- Schedule, as and when requirement is raised.
- The venue is decided by Management/ Principal.




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Call letter:

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Interview Conduction:

- Conduction of interviews and Report of Selection Committee recommending names of candidates.
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Appointment Order:

- Selected candidates are need to be finalized and appointment orders ought to be prepared.
- Approval of the Management for issuing Appointment Orders.
- Issue of appointment orders.
- **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.
- **Joining Report:** Candidates should submit a joining report at the time of joining.

Induction/ Orientation Programme:

- Induction is a planned introduction to newly appointed employees to their jobs, colleagues/peers, and the organizational behavior.
- After the candidate has joined, he/she is guided about what are his/her duties and responsibilities by HOD/ Principal.
- The Principal / HOD takes initiative to induct the new employee.

SALARY AND PERQUISITES

Type & fixation of Initial salary:

- In general, these are subject to statutory requirements like those of the government pay scales (Current - As per 6th pay commission), University of Mumbai; norms and AICTE also merit Increments, Market Adjustments, Promotions, Demotions / Lateral Transfers etc. Salary is fixed at the discretion of management.

Consolidated salary

- Usually teaching & non-teaching staff are paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employee service at NHITM. It is fixed as per management's decision.

Salary as per pay commission / Pay Scale cadre wise:

- Teaching and Non-teaching staff are eligible for getting pay scale fixed as per eligibility, experience and UGC approval & management's discretion. Salary fixation guidelines of sixth pay commission are taken into consideration.



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Allowance granted in lieu of salary:

- It is fixed at the discretion of management based on the contribution to the institute. It requires approval of the President & is part of salary.
- **Car petrol allowance:**
 - This facility is available to Principal and selected NHITM employees according to their work profile and recommendations of the Governing Body.
- **Entertainment Allowance:**
 - This facility is available to selected NHITM employees according to their work profile.
- **Provident Fund Scheme:**
 - Contributory provident fund facility is available to all the employees from the starting date of their employment.
- **Welfare activities for employees:**
- **Free / Concessional medical treatment facility:**
 - Emergency medical facility is available in the Institute campus and is further facilitated through a tie-up with a Dispensary located nearby.
- **Admission to wards of employees studying NHES institutions:**
 - Wards of employees are given priority for admission in NHES institutions.
- **Gratuity scheme for employees:**
 - Provision is made for those who work for continuous 5 years.
- **Group insurance scheme for employees:**
 - NHITM has implemented a Group insurance scheme for employees.
- **Payment mode of salary:**
 - Every employee opens a salary account at Abhyudaya Co. Bank Ltd., Ghodbunder Road; and the salary is transferred to the employee's account.
- **Yearly increments:**
 - Every faculty is given an annual increment (July paid in August) as entitled by sixth pay norms. The annual pay is revised once in a year only.
- **Incentive and rewards in salary:**
 - It is awarded as per the discretion of management for any meritorious job of employees.
- **Granting of higher pay scale/ post for non teaching:**
 - It is awarded as per the discretion of management for any meritorious job of employees.
- **Promotion in cadre:**
 - An employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience



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and/or education and job responsibility. A faculty desirous of promotion to a higher post faces the Selection Committee appointed by the University of Mumbai and only on the recommendations of the committee he /she is granted promotion.

- It is granted as per the discretion of management as per management decision.

RETIREMENT AND EXTENSION IN SERVICE

- **Retirement Age:**

- **Non teaching employees:**

- The age of retirement of non teaching employees is 58 years. They are not given a formal notice of being relieved from service on attainment of age. An employee who completes the age in the middle of the month will be relieved at the end of the month.

- **Teaching staff:**

- With respect to retirement of the teaching staff the age limit prescribed is sixty years .
- Employees doubtful of the effective date of retirement, contact the Establishment for advice. Employees give a minimum of thirty days written notice.

- **Pre- Retirement rules:**

- Before being relieved all employees hand over charge and inform the same to the Principal. The Department is responsible for initiating the necessary action to ensure that all Institute's property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

- **Extension in service:**

- The pay review recommends that teachers may be reemployed selectively after retirement on contract basis up to the age of 70 years in 2 slots of 3 years in the 1st instance & then further for 2 years on the basis of their merit, experience , area of specialization & peer group review. Employees who resign may be retained by NHITM at the prerogative of the management.

- **Notice of retirement:**

- Employees at the retirement age informs their HOD and tenders intimation in writing to the Principal. They state clearly the date on which they retire.

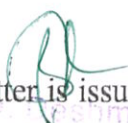
- **No dues certificate:**

- An employee retiring has to submit a no dues certificate with a clearance from the lab in charge, accounts department, library, stores in charge of stating that there are no pending dues of the employee in any section after getting the clearance a no dues certificate is issued to them signed by the principal and assistant registrar.

- **Relieving letter:**

- Once the retiring employee is issued no dues certificate also a relieving letter is issued to them mentioning that he is relieved of his duties on a particular date.




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- **Experience certificate:**

- A retiring employee is also given a certificate of experience along with the relieving order.

- **Handing over charge:**

- Before being relieved all employees hand over charge and inform the same to the Principal. The Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

LEAVES VACATIONS & OTHER HOLIDAYS

- **Casual Leaves [CL]:**

- Employees are entitled to 08 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the HOD/ Section head. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year. *Annexure: 12 (Leave form)*

- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be availed for half day also.
- Casual Leave should not be Prefixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting authority.
- In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 1 day time from the date of availing the CL. All CL forms must necessarily be sanctioned by the concerned HODs / Section head and further submitted to the Establishment Department.
- CL of HODs is sanctioned by the Principal.
- CL cannot be equated with ML or vice versa.
- In the event of transfer of an employee the not availed CLs are carried over.

- **Earned Leave [EL]:**

- If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is the number of days that he / she has been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active periods of the semester.

- **Medical Leaves [ML]:**

- All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. *Annexure: 12 (Leave form)*.
- An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- Requests for extension of ML will be considered by the HOD/Principal/ Management. An employee returning from ML will be required to submit a physician's prescription, bills and fitness certificate.
- Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HOD / Section head / Management.



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- **Unscheduled Absences** Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD / Section head as soon as possible to explain the situation and indicate the expected date and time of return.
- Not availed MLs will not be carried forward into the subsequent year[s].
- **Maternity Leave [MA]:**
- Maternity leave may be granted to a female teacher for 90 days and only once in one's career.
- USC selected lady employees are entitled to a maternity leave on full pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- In all other cases the Principal shall fix a period of Leave to be granted as Maternity Leave without pay.
- A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services and maximum 3 months of leave without pay will be considered after MA.
- Not more than 2 MAs can be granted to a lady employee while in service at the Institute.
- **Study Leave [SL]:**
- A SL of maximum six months with full load is granted to an employee who has served the Institute for a period of minimum two years without break in service. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work, career advancement etc. The employee is entitled to full pay and benefits during the period of SL. A proof of having effectively used the SL is required to be submitted to the Institute on resuming duties.
- Maximum Six Months study leave for Course work and six month leave for final Thesis submission and Defense for those pursuing Ph.D. who have served the Institute for the period of minimum two years without break in service.
- A teacher may be able to avail herself/himself of this leave only once.
- **Compensatory off [CO] :**
- Only the administrative and supporting staff, who work on holidays, will be entitled to CO for an equal number of days that they have worked.
- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- COs cannot be carried over to the next calendar year.

Leave Without Pay:

- If proper documents duly signed are not submitted in stipulated time to the Establishment Department, leave may be treated as LWP.
- A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.
- Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- A leave of absence may be granted only if the employee has a bona fide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted



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to an employee having less than one years' service.

- Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- Should a position be not available upon the expiry of the leave of absence or return to work, the HOD/ Section head may request for an extension until such time as a position for which the employee is qualified becomes available.

- **On Duty Leave [OD]:**

- OD is granted to an employee when the University / Principal / HOD / Section Head / or any other competent authority assigns a duty that has to be carried out for the institute, University or State. Annexure: 13 (On duty form).

- **Vacation:**

- Category of Employees:
- Employees in the organization are of two types; (i) vocational employees that constitute the Faculty who are eligible for summer and winter vacations and (ii) non vocational employees that constitute the Administrative, technical and supporting staff who are not eligible for summer and winter vacations.

- Using Vacation:

- All regular employees who have prior recommendation approval from the HOD and Principal are eligible for availing vacation. Total vacation will be 35 days (20 days -Summer vacation, 15 days- Winter vacation). If the vacation is not availed, in lieu of it earned leave in the ratio of 1:2 maximum upto 15 days will be credited.

- Any balance of unused vacation or EL cannot be accumulated for the next calendar year.

- Period of Vacation:

- A permanent record of vacation /holidays and use is maintained for each employee annually. The details of vacations/holidays that the employees are entitled to are as follows.

- Period of summer and winter vacation for vocational employees:

Period of Service	Vacation period
More than 1 year	Eligible for full vacation

- Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation.

- Vacation may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed. Principal shall issue a circular pertaining to the vacation at the end of every term.

- All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HOD/ Section head must take utmost care while recommending the vacation period.



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- Vacation can be recommended by the Head of the Department [HOD] / Section head only and sanctioned by The Principal if all the departmental work, University work, and other duties are completed. All the records and documents should be handed over by the concerned employee to the HOD/ Section head before proceeding on vacation/ holidays.
- Vacational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- All the employees proceeding on vacation must give all necessary details in the vacation format available with the respective HOD/ Section head.
- HOD/ Section head shall ensure that the regular functioning of the department/ section is not hampered and that no work is held up merely due the non-availability of an employee by way of his/ her availing vacation.
- An employee, for any reason whatsoever, reserves his rights to forgo his / her vacation. Only on the recommendations / justifications given by the superior earned leave are granted in lieu of the foregone vacations.

SERVICE AND ASSESSMENT

Signing of Undertaking:

- The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution. It comprises the oath to work sincerely, competently and with diligence.

Personal Data sheet & documents in Personal file at office

- Information that should be maintained in the official personnel file includes, but is not limited to:
- STAFF CARD

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Employee written warning notice
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Training expenses reimbursement records
- Notification of salary increase/decrease
- Exit interview form

Probation period and its extension and curtailment:

- The probation period is considered as an observation period for an employee before he/she is



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going to be regularized in the institute.

- The probation period can be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.

Yearly Self Assessment

- NHITM is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives.
- The self appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objectives.
- Core Principles of the Appraisal Policy:
 - The appraisal discussion is a two way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.
 - All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
 - The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
 - All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
 - The appraisal process will be a fair and equitable process.

Appraisal Implementation:

- Teaching staff is provided a SELF APPRAISAL FORM, to be filled, at the end of every academic year.
- First part of this form is to be filled by the Appraisee and the second part of the form is to be filled by the Appraiser after discussion with Appraisee and in the presence of Appraiser.
- The performance is assessed based on parameters mentioned in the form.
 - Teaching Performance
 - Research papers published
 - Activities Organized/Attended
 - Research proposals
 - Admission to higher degree
 - Books
 - Involvement in extracurricular and conductivity-curricular activities:
 - Administrative work
 - Action plan for self-improvements in next academic year.
- The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.
- All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
- The appraiser is accountable for giving the employee constructive, timely and honest appraisals of



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A handwritten signature in green ink, appearing to be "Dr. Prashant D. Deshmukh".

their performance, which should take into account both the goals of the organization and of the individual.

- The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
- The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
- The performance is assessed by the appraiser based on parameters mentioned in the form.
- Subject Knowledge, Teaching Competency
Work Output (ability to handle reasonable work volume / quantity)
- Quality of Work
- Initiative to Improve Work and Accepting More Responsibility, Pro-activeness.
- Attitude & Interest in Job Commitment to Work, Reliability Dependability, Trust.
- Teamwork, Team Spirit, Cooperation, Helping others.
- Ability & Willingness to learn new trends and developments.
- Timely, Proper Reporting & Feedback with Minimum Supervision & Follow-up
- Communication Skills, Oratory, and Writing ability
- Subject Result.
- Interest shown in the employability of the students.

DISCIPLINE AND GRIEVANCES

● **Security & Vigilance on campus:**

- Campus has a well equipped security office. They manage the security on campus. Every staff and student on campus should positively participate to assist the security personnel if they suspect anything odd on campus. College has also installed cameras in important locations as outdoor security monitoring.


● **Counseling Facility:**

- College has appointed a visiting full time counselor for students and staff members. Students and mentors are requested to take the benefit of this facility.

Code of Conduct:

- All employees follow the rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:
- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty




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- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

Biometric Attendance facility:

- Every staff member of this college is required to register the fingerprint in the biometric system and must record attendance through this system. Three late remarks will be treated as one full day leave. Registration is available with office staff.

DRESS CODE

- The students do not have any uniform but from time to time they can be asked to wear formals or any other attire as per requirement, whenever announced for special days.
- I-Card Policy teaching faculty, non-teaching staff and student community:
 - The staff, students must wear an I-Card every day. If any particular student or staff member is found without an I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidents occur, a written letter is issued to him/her.
 - I – Card registration is available in the office.
- **Supervision of university exams:**
 - All teaching staff are allotted Supervision duties as and when there is an university or departmental Exam.
- Senior Supervisor:
 - Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least two examination sessions periodically.
- Junior Supervisor:
 - All faculties are eligible to act as junior supervisors. She/he has to supervise a minimum of five sessions and maximum eight sessions.
- Examiner ship for University Exams:
 - No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.
- Private Coaching / Outside Employment Policy:
 - No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will




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be taken on such staff members.

Internet Facility policy:

- Staff of NHITM must use the internet facility only for office and academic purposes. Staff must not be involved in sending unsolicited mails through an in house internet facility. Staff must not download material from the internet without proper acknowledgement of the original source. Staff must not watch unsolicited videos or must not waste the internet resources.

Non smoking policy:

- At NHITM, no tolerance is observed regarding smoking on campus. Smoking is viewed as a serious issue and strict action is initiated against the staff members and students found indulged in smoking.
- Keys deposition Policy:
- College main office keys are deposited in the security office keyboard. Department keys are deposited in the security office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is required by everyone in the college. Also proper staff members are authorized to close and lock the rooms.
- **Vehicle parking policy:**
- **For staff members:**
- All the staff members are required to park preferably at the designated parking lots for proper management.
- For students:
- Students are required to park their vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.
- Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.
- **Disciplinary procedure :**
- Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college.

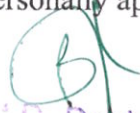
GRIEVANCES / COMPLAINTS REDRESSAL:

- Grievances Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This Cell helps Staff, Students & Parents to record their complaints and solve their problems related to Woman harassment, Ragging, academics, resources and personal grievances. There are two sections in the cell. Ragging Complaints, where students can lodge the complaint related to ragging and will be handled as per Anti Ragging rules available on University Website. This section will also look after General Grievances, where everyone in the college domain can lodge the complaint and get their problem addressed regarding academics, infrastructure or among the students. Woman anti harassment section, where females can lodge the complaint and get her problem solved. Pursuant to the directives of the Supreme Court of India, the Woman Anti harassment Cell has been set up at NHITM, to uphold the dignity of women at work.
- To lodge a complaint (Grievances or Ragging), the person concerned can personally approach and write to any member of the Cell.

- **Anti Ragging:**

- As per the AICTE guideline committee is formed. Following steps are carried out to curb the




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- ragging on campus.
- Guiding office to take undertakings from parents and students.
- Appointment of committee as per the AICTE guidelines.
- To raid the campus, corridors and prevent the anti ragging on campus.
- Conduct the meeting and keep the records.

Sexual Harassment at work place:

- Sexual harassment of employees or students at the Institute is prohibited and the offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, viz. Issue solved by Women Redressal Cell.
- Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).
- Such as:
 - Physical contact and advances. or
 - Demand or request for sexual favors. Or
 - Sexually colored remarks. or
 - Showing Pornography. or
 - Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

Anti- harassment:

- The person concerned can personally approach/ telephone/ write/ email any member of the Cell. The name of the complainant will be kept CONFIDENTIAL. Email can be sent on address rinni30@gmail.com or write an application in the format given and submit it to member secretary.
- In normal (minor) cases Group B members will address the problem and solve it without involvement of Group A members. In severe cases, Group A, core members and Group B Members will address the grievances and solve it.
- Grievance Action report will be prepared every year & sent to the Principal (Chairman). One complaint per page will be recorded containing the following details
- Complaint No., Date of Grievance/ complaint, Complaint Description, Action taken/ Status.
- Any written complaint received by the grieved student with respect to ragging is thoroughly discussed by the Committee and appropriate action is taken through Principal.

Facility:

- Suggestion / complaint Boxes have been installed at different places in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.

✓ *Students, Parents and staff of NHITM can send their complaints on principal@nhitm.ac.in and woman related complaints can be received by the college women development cell.*



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RESEARCH & CONSULTANCY

Type of research and Consultancy:

● **Aims:**

- To inculcate the spirit and culture of research amongst all the stakeholders.
- To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
- To forge academic and research collaborations with national and international universities, governments and industries.
- To establish links with various R&D organizations and funding agencies for sponsored and contract research.
- To work towards development of NHITM as a global R&D centre.

● **Objectives:**

- To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
- To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
- To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
- To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- To convert the College of Engineering into Center of Excellence
- To set up the incubation centers in the engineering discipline
- To adopt collaborative research with IIT, NIT, Research labs and industries
- To mentor the research projects to academics and industries
- To publish the research works in renowned journals.

● **The major R&D activities are as follows:**

- External Funded Projects
- Publications in peer-reviewed Journals
- Faculty Development Programs - Conferences, Workshops, STTPs, Symposia etc. (attend and organize)
- Procurement of high-end computational and laboratory equipments, and software for Research
- Deputation for Higher Studies
- Talks and Lectures by eminent researchers
- Industry Institute Interaction (Students and Faculty)
- Collaboration and MOU with Industry and R&D Organization
- Paper presentation contest for students
- Patents publications

● **Facilities available on Campus:**



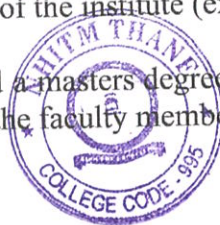

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- **Research Facilities Available:**

- A well-equipped library with more than 6936 Books, printed national journals
- Various Microcontroller kits are available and hardware for clustering, android based platforms, Wireless sensor N/W sensor nodes, ARM platforms for experimentation are in the process of procurement.
- Library Bar-coding (SLIM-21) is available.
- Encouragement to employees:
- Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence; that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing stock of knowledge making for its advancement. It is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data, analyzing the facts to reach certain conclusions either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through an objective and systematic method of finding a solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

- **Permission for accepting research or consultancy project:**

- All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
- Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the PI/ Co-PI themselves, then by the concerned Head/ experts in the department, followed by other eminent researchers in the field. The proposal shall then be vetted by the research proposal review committee before submission to the funding agency.
- It is advisable to have a faculty working in the same field, as Co-Investigator; for every proposal submitted for funding to external agencies. The faculty proposed as Co-Investigator, shall preferably be from the same department as the Principal Investigator.
- All applications related with R&D shall be routed through the Dean - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean - R&D; and the department representative in the R & D cell as well as the HOD shall be copied on the email.
- Separate dead stock registers shall be maintained for the entire R&D as well as externally funded projects in every department.
- Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
- Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute (except for a few projects of DST).
- All the faculty members who hold a masters degree, shall apply to Mumbai and other universities for P. G. Teacher recognition. All the faculty members with a doctorate qualification shall apply to



Mumbai and other universities for recognition as Ph. D. guide.

- All HODs must regularly and diligently update the R&D information on the institute website for the department and give reports to Dean R&D.
- Distribution of honorarium in case of paid consultancy:
- Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and benefit to the institute; both intellectually as well as financially (The ratio happens to be 40% to consultants and 60% to Institute share). Expenses utilization proofs must be given as per IIT norms or a specific funded Agency.
- **Progress Report submissions:**
- The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective HOD by 1st of June every year. The HOD along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

Permission and funds to attend conference etc outside the Institute

The funds that will be made available to the candidate/applicant to register at conferences, workshops, STTPs, etc. shall be as tabulated below.

An OD will be sanctioned and the requisite amount for attending conferences/ sttps/workshops or other academic activity in town or out of station will be sanctioned, the limits mentioned shall be sanctioned by the Head of Institution, on recommendations of the respective Head of department and approval by Dean - academics. A maximum of 1000 INR/ Day and 5000/day for out of station can be availed or the actual expenditure would be reimbursed on submission of the bills.

E- GOVERNANCE

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide and facilitate required services, exchange of information, communication, transactions and integration of various standalone systems and services, thereby creating the transparent, paper less, and automated data system.

Objectives

- Implementation of E-governance in all the functioning units of the institute.
- e- Governance will provide a simpler, transparent and effective system to handle the data in one roof.
- To make the paper free campus.
- To make campus Wi-Fi enabled.
- To have ICT enabled Classrooms To establish a fully automated Library.
- To monitor all the activities of the college.




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Administration

E governance is being implemented in the area of administration as biometric is used. It allows the staff to mark their attendance using fingerprints or facial recognition. It's an accurate and reliable method of tracking attendance. It also enables real-time monitoring of attendance and reduces the risk of frauds.

Finance and Accounts

Tally software is used by the college for the finance and accounts needs of the college. Fees are collected and details are maintained digitally. Staff salary is also maintained in the system.

Student admission and Support

Online registration by students during admissions and complete admission procedures are done through DTE Maharashtra portal online.

Examination

The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University Examination. Subject registration to result generation is done through online mode with the help of a web portal. Viva software and University of Mumbai portal are used for the same.




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