

THE SOUTH INDIAN EDUCATION SOCIETY

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MATUNGA, MUMBAI - 400 019**

**MANUAL OF HUMAN RESOURCES POLICIES AND PROCEDURES
(Approved by the SIES Managing Council to be in effect from 01-June-2021.)**

SIES
RISE WITH EDUCATION

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SERVICE CONDITIONS OF THE EMPLOYEES

1. PROBATION

Institution	Class of employee	Period of probation	Relevant rule	Whether probation can be extended and if, yes, relevant rule
PRIMARY SCHOOL	Head Mistress	24 months	S. 5 of MEPS Act	Not beyond period prescribed under S. 5 of MEPS Act.
	Asst. Teachers	36 months		
	Office Staff	24 months		
	Class IV staff	24 months		
SECONDARY SCHOOL				Can be extended to the extent of availing maternity leave, sick leave, work stoppage due to pandemics, lockdowns, force majeure condition Not beyond period prescribed under S. 5 of MEPS Act.
	Head Mistress	24 months		
	Asst. Teachers	36 months		
	Office Staff	24 months		
	Class IV staff	24 months		
AFFILIATED DEGREE COLLEGES RECEIVING GRANT IN AID , UNAIDED COLLEGES, AICTE APPROVED COLLEGES				

Teaching staff	Principal/ Director and other Professors etc	12 months	UGC Regns 2018, Regn 11.1	Maximum period of 1 more year in case of unsatisfactory performance
	Librarian			
	Assistant Librarian			
Non teaching staff	Registrar	12 months from the date of reporting for duties		Maximum period of 1 more year in case of unsatisfactory performance Can be extended to the extent of availing maternity leave, sick leave , work stoppage due to pandemics, lockdowns, force majeure conditions
	Office Superintendent			
	Senior Clerks			
	Junior Clerks			
	Class IV employees			
INSTITUTIONS NOT REQUIRED TO BE AFFILIATED/ APPROVED, DEPARTMENTS AND SOCIETY OFFICES				
		Period of probation	Relevant Rule	Whether probation can be extended and if, yes, Relevant rule
		24 months	As per letter of appointment	Yes – as per letter of appointment

2. PROCEDURE FOR EXTENSION OF PROBATION

Institution	Class of employee	Period for which probation can be extended	Relevant rule
AIDED SCHOOLS			
PRIMARY SCHOOL	Head Mistress	No extension except only to the extent of availing maternity leave, sick leave , work stoppage due to	S. 5 of the MEPS Act
	Asst. Teachers		
	Shikshan Sevak		
	Class III staff		
	Class IV staff		

SECONDARY SCHOOL	Head Mistress	pandemics, lockdowns, force majeure conditions	
	Asst. Teachers		
	Class III staff		
	Class IV staff		
AFFILIATED DEGREE COLLEGES RECEIVING GRANT IN AID AND NOT RECEIVING GRANT IN AID			
Teaching staff	Professor	12 months- to be informed to the employee by a written communication before the expiry of the probation period -	UGC Regns 2018, Regn 11.1
	Associate Professor		
	Assistant Professor		
	Librarian		
	Assistant Librarian		
Non teaching staff	Registrar	12 months- to be informed to the employee by a written communication before the expiry of the probation period	
	Office Superintendent		
	Head Clerks		
	Senior Clerks		
	Junior Clerks		
	Class IV employees		
AFFILIATED APPROVED AICTE COLLEGES NOT RECEIVING GRANT IN AID			
Engineering College			
Teaching	Principal	12 months- to be informed to the employee by a written communication before the expiry of the probation period -	UGC Regns 2018, Regn 11.1
	Senior Professor		
	Professor		
	Associate Professor – Level 13AI		
	Asst. Professor – Selection Grade		
	Asst. Professor – Senior Scale – Level 12		
	Asst. Prof. Senior Scale – Level 11		
	Asst. Prof.		
Workshop	Supdt. Prof. Stage V		
	Assoc. Prof. – Stage IV		
	Supdt. Selection Grade Stage III		
	Supdt. Selection Grade Stage II		
	Supdt. Entry Level		
Non teaching staff	Registrar	12 months- to be informed to the employee by a written communication before the expiry of the probation period	Maximum period of 12 more months from the date of expiry of 1 st probation period
	Office Superintendent		
	Head Clerks		
	Senior Clerks		
	Junior Clerks		

	Class IV employees		
AFFILIATED AICTE APPROVED COLLEGES NOT RECEIVING GRANT IN AID			
Management College - teaching staff	Principal	UGC Regns 2018, Regn 11.1	Maximum period of 1 more year in case of unsatisfactory performance
	Senior Professor		
	Professor		
	Associate Professor – Level 13AI		
	Asst. Professor – Selection Grade		
	Asst. Professor – Senior Scale – Level 12		
	Asst. Prof. Senior Scale – Level 11		
Non teaching staff	Registrar	12 months- to be informed to the employee by a written communication before the expiry of the probation period	Maximum period of 12 more months from the date of expiry of 1 st probation period
	Office Superintendent		
	Head Clerks		
	Senior Clerks		
	Junior Clerks		
	Class IV employees		
Institutions not requiring approval / affiliation, departments and society office			
		Period for which probation can be extended - as per the appointment letter	Relevant rule – as per the appointment letter
		12 months- to be informed to the employee by a written communication before the expiry of the probation period	Maximum period of 12 more months from the date of expiry of 1 st probation period

3. PROCEDURE FOR CONFIRMATION

Institution	Class of employee	Time within which confirmation letter has to be issued	Relevant rule	Who should sign the confirmation letter
PRIMARY SCHOOL				
	Head Mistress	Within 15 days of decision to confirm	None	Hon. Secretary
	Asst. Teachers			
	Office Staff			
	Class IV staff			
SECONDARY SCHOOL				
	Head Mistress	Within 15 days of decision to confirm	None	Hon. Secretary
	Asst. Teachers			
	Office Staff			

	Class IV staff			
AFFILIATED DEGREE COLLEGES RECEIVING GRANT IN AID				
Teaching staff	Principal and Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	Hon. Secretary
	Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	
	Associate Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	
	Assistant Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	
	Librarian	Following due process of verification of satisfactory performance	None	
	Assistant Librarian			
Non teaching staff				
	Registrar	Within 45 days of completion of probation period after following due process of verification of satisfactory performance		
	Office Superintendent			
	Senior Clerks			
	Junior Clerks			
	Class IV employees			
AFFILIATED DEGREE COLLEGES NOT RECEIVING GRANT IN AID				

Teaching staff	Principal	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	Hon. Secretary
	Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	
	Associate Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	
	Assistant Professor	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	
	Librarian	following due process of verification of satisfactory performance	None	
Assistant Librarian				
Non teaching staff	Registrar	Within 45 days of completion of probation period after following due process of verification of satisfactory performance		
	Office Superintendent			
	Senior Clerks			
	Junior Clerks			
	Class IV employees			
AFFILIATED APPROVED AICTE COLLEGES NOT RECEIVING GRANT IN AID				
Engineering				

College Teaching	Principal	Within 45 days of completion of probation period after following due process of verification of satisfactory performance	UGC Regns 2018- Regn 11.2- 11.4	Hon. Secretary
	Senior Professor			
	Professor			
	Associate Professor – Level 13AI			
	Asst. Professor – Selection Grade			
	Asst. Professor – Senior Scale – Level 12			
	Asst. Prof. Senior Scale – Level 11			
	Asst. Prof.			
Workshop	Supdt. Prof. Stage V	Not applicable	Not applicable	
	Assoc. Prof. – Stage IV			
	Supdt. Selection Grade Stage III			
	Supdt. Selection Grade Stage II			
	Supdt. Entry Level			
Non teaching staff	Registrar	Not applicable	Not applicable	
	Office Superintendent			
	Senior Clerks			
	Junior Clerks			
	Class IV employees			
	Class IV employees			
AFFILIATED AICTE APPROVED COLLEGES NOT RECEIVING GRANT IN AID				
Management College - Teaching	Director	Within 45 days of completion of probation period after following due process of verification of	UGC Regns 2018- Regn 11.2- 11.4	Hon. Secretary
	Senior Professor			
	Professor			
	Associate Professor – Level 13AI			
	Asst. Professor – Selection Grade			

	Asst. Professor – Senior Scale – Level 12	satisfactory performance		
	Asst. Prof. Senior Scale – Level 11			
Non teaching staff	Registrar	Not applicable	Not applicable	
	Office Superintendent			
	Senior Clerks			
	Junior Clerks			
	Class IV employees			
	Class IV employees			
INSTITUTIONS NOT REQUIRING APPROVAL OR AFFILIATION, DEPARTMENTS, SOCIETY OFFICE				
		Within 30 days of decision to confirm	No statutory rule	Hon. Secretary
		Within 30 days of decision to confirm		

4. PROCEDURE FOR DISCHARGE AT END OF PROBATION

A simple discharge letter, signed by the Hon. Secretary is to be handed over to the employee. No adverse remarks should be mentioned in the discharge letter.¹⁸

5. LEAVE

Institutions not requiring approval / affiliation, departments and society office

- Vacation leave is available only to teaching employees of non affiliated educational institutions. Heads of such institutions do not have teaching leave but are entitled to privilege / annual leave. This is for KG, SIES ICE, DMLT, SoP. Non teaching staff do not have vacation leave.
- The entitlement for leave, subject to the above, is as under :

Type of Leave	No. of days – counted as calendar year for non teaching staff and academic year for teaching staff – employees on contracts of one year or on ad hoc appointments of one year or less not entitled to leave
Privilege / annual	30 days in a year Accumulation of 60 days

¹⁸ Any letter setting out adverse remarks while discharging an employee has the potential for litigation.

Sick leave	10 days Accumulation of 30 days
Casual leave	8 days
Maternity leave	As per the Maternity Benefit Act
Probationers	PL - 15 days in a year CL- 8 days in a year SL- 10 days in a year Accumulation of PL is of 60 days Accumulation of SL is of 30 days

AFFILIATED COLLEGES			
TYPE OF LEAVE	UGC REGULATION NO.	No. Of days	Terms and conditions
Teaching employees			
Duty leave	8.1	Upto 30 days may be granted for purposes set out in the clause	As set out in the Regulation alongwith decision of the management
Study leave	8.2	As per terms and conditions set out in the clause	
Sabbatical leave	8.3	As per terms and conditions set out in the clause	
Casual leave	8.4.I	As per terms and conditions set out in the clause and the total casual leave granted shall not exceed 8 days in an Academic Year	
Special Casual Leave	8.4.II	As per the terms and conditions of the clause and may be granted for a period not exceeding 10 days in an Academic Year	
Earned leave	8.4.III	As per terms and conditions set out in the clause 1/30 th of the actual service plus vacation ; plus 1/3 rd of the period , if any, during which he / she is required to perform duty during the vacation	

		<p>Cannot be accumulated beyond 300 days</p> <p>Maximum period sanctioned at a time cannot exceed 60 days</p>
Half pay leave	8.4.IV	<p>May be sanctioned for 20 days for each completed year of service to a permanent teacher</p> <p>May be granted on basis of medical certificate from a registered medical practitioner Encashment as permissible for State Govt. Employees allowed</p> <p>Subject to terms and conditions specified</p>
Commutated leave	8.4.V	<p>Not exceeding half the amount of half pay due leave may be granted to a permanent teacher</p> <p>Subject to terms and conditions</p>
Extra Ordinary Leave	8.4.VI	<p>May be granted when no other leave is admissible or, when other leave is admissible but teacher applies for extra ordinary leave</p> <p>Cannot exceed 3 years, even when combined with certain permissible leaves</p> <p>Total period of</p>

		<p>absence from duty shall not exceed 5 years in the entire service period</p> <p>Subject to terms and conditions</p>
Leave not Due	8.4.VII	<p>May be granted at the discretion of the Principal to a permanent teacher for not more than 360 days during entire period of service. Not more than 90 days at a time and 180 days in all may be otherwise than on a medical certificate.</p> <p>Such leave shall be debited against the half pay leave earned subsequently</p> <p>Subject to terms and conditions.</p>
Maternity Leave	8.4.VIII	<p>May be granted on full pay to a teacher not exceeding 180 days, for a maximum of twice in the career.</p> <p>May be granted for miscarriage or abortion , for a total period not exceeding 45 days and application for this leave is supported by a medical certificate.</p> <p>Can be combined with certain other leave</p> <p>Subject to terms and conditions</p>
Child care leave	8.4.IX	<p>Women teachers having minor child /</p>

		<p>children may be granted this leave upto 2 years (730 days) , for the entire service period.</p> <p>If granted for more than 45 days, college may appoint part time/ guest substitute teacher with intimation to UGC</p> <p>Subject to terms and conditions.</p>	
Paternity Leave	8.4.X	Of 15 days may be granted to male teachers during confinement of their wife, subject to a maximum of 2 children	
Adoption Leave	8.4.XI	May be provided as per the Central Government Rules	
Surrogacy leave	8.4.XII	Shall be applicable as per the Rules, Regulations, norms laid down by the Govt. Of India	
Non teaching employees			
Institutions receiving grant in aid		Shall be as per the applicable Rules	As per the relevant rules and decision of the management
Institutions not receiving grant in aid, self financing courses		Not available	Not applicable

6. PROCEDURE FOR CAS IN COLLEGES – AIDED, UNAIDED, SELF FINANCED

The procedure is prescribed in :

- A. Regns. 5.0, X, B.D, 5.2-5.4,
- B. Regn. 6.0 – I-VII
- C. Regn. 6.1.-6.3
- D. Regn. 6.3 I- VII
- E. Regn. 6.4

F. Regn. 6.5

In addition to the above, this will be as per the rules/ regulations / notifications issued by the State Government / University of Mumbai from time to time.

7. VOLUNTARY RETIREMENT

Employees – whether teaching or non teaching – desirous of seeking voluntary retirement from services should submit their application to the management through the Head of the Institution.

In the case of the Head of the Institution, the application should be addressed to the Hon. Secretary.

The discretion whether to accept the application for voluntary retirement/ reject it/ defer it vests with the management in the case of the Head of the Institution and with the Head of the Institution.

There should be a clear 90 day notice period from the date of the notice to the last day of employment of the employee- therefore, the date of notice and the last day of employment will not be counted for the purposes of the 90 day notice period.

There will be no waiver of the notice period.

The employee cannot take any leave during this notice period, save and except medical leave, duly certified by a registered medical practitioner.

For employees of grant – in- aid institutions, the rules framed by the Government of Maharashtra shall also apply.

8. RESIGNATION**A. During probation**

The probationer shall give one month's prior written notice or one month's salary in lieu of notice.

The Management reserves the right to postpone the effective date of resignation if the same is at the beginning or end of the academic year or during examinations.

B. After confirmation

Post confirmation, the employee shall give 3 months' prior written notice or 3 months' salary in lieu of notice. If the effective date of resignation falls at the end of the Academic Year, then the notice period or salary in lieu of notice period shall be of one month only.

The Management reserves the right to postpone the effective date of resignation if the same conflicts with examination schedule announced by the examination authorities.

Terminal dues

All terminal dues shall be processed only after the employee has returned all property of the institution, has completed all assignments (especially evaluation and preparation of results in the case of teaching staff) and has completed all procedures and exit formalities prior to being relieved from service/

9. ANNUAL PERFORMANCE APPRAISAL / ANNUAL CONFIDENTIAL REPORTS :

Institution	Class of employee	Relevant rule
Primary School	Teaching and non teaching	MEPS Rules 14, 15 read with Schedule G of MEPS Rules
Secondary School		
Colleges- aided / unaided / self financing	Teaching and non teaching	As per the prescribed format and as also framed by the institution (with the prior approval of the management).
Other institutions, Departments, Society Office	Teaching and non teaching	As per the format released by the HR Department

10. RESEARCH POLICY

For institutions other than SIESCOMS and SIES SBS

a.No annual increment will be given unless at least one research proposal has been submitted to any of the funding agencies or if published as an article in any research journal approved by UGC / AICTE / University as the case may be, during the previous academic year. This will apply from the academic year 2020-21.

b. Every research publication submitted after 1.10.2020 which has been accepted as a minor/ major research proposal by the University/ UGC / AICTE will get an ex-gratia of Rs. 25,000/-, subject to taxes to the initiator.

c. The Researcher will have to submit the claim to Head (HR Department) with the due approval of the Head of the Institution alongwith a copy of the sanction for the research proposal or publication in the approved journal.

d. There is no limit on the number of proposals a teacher can submit to the funding agencies or the articles that feature in approved journal in an academic year. Each proposal will secure an ex-gratia of Rs. 25,000/- to the Researcher.

e. Expressly, this will not apply for the time being to SIES College of Commerce & Economics, Sion (E). Their present research proposals to University is an outcome of the direction issued by the Society for this autonomous college. They will be eligible for the ex-gratia from the second proposal onwards.

f. The institutions that submit the maximum number of proposals in a year or articles published in approved Research Journal in a year, minimum in both cases being 15, will receive the "SIES Samshodan Puraskar" for the year and one time ex- gratia of Rs. 5,000/- for each of the participating permanent teacher. It is made

clear that the teacher who have not submitted any proposal nor has featured in any article in any journal will not receive this ex-gratia. ·

- g. Where a proposal is submitted jointly between the teachers, the ex-gratia of Rs. 25,000/- will be shared equally between them.
- h. Every SIES Institution should, from the academic year 2020-21 publish an Annual Research Journal featuring all approved research proposals submitted during the year and articles of teachers that appeared in approved journals. This should be released before 30th June of the following year.

For SIESCOMS and SIES SBS

- i. UGC norms and guidelines prescribed from time to time. Research publications should have been published only in SCOPUS/ ABC Indexed Journals that appear in UGC – CARE list.
- j. All faculty are required to publish at least two papers in a year in the SCOPUS/ ABC Indexed Journals that appear in UGC – CARE list.



11. CODE OF PROFESSIONAL ETHICS FOR COLLEGE TEACHERS

1. Teachers and their responsibilities	UGC Regn 2018- Regn 17.0.I
2. Teachers and students	UGC Regn 2018- Regn 17.0.II
3. Teachers and colleagues	Refer to UGC Regn. 2018- Regn. 17.0.III
4. Teachers and Authorities	Refer to UGC Regn 2018- Regn 17.0.IV
5. Teachers and non teaching staff	Refer to UGC Regn 2018- Regn 17.0.V
6. Teachers and guardians	Refer to UGC Regn. 2018- Regn 17.0.VI
7. Teachers and Society	Refer to UGC Regn. 2018 – Regn 17.0.VII



MISCONDUCTS AND DISCIPLINARY ACTION

12. The list of misconducts include :

- a. as set out in the particular acts , rules, regulations, circulars
- b. Non compliance of the duties and responsibilities set out in Acts, rules, regulations,
- c. violation of the Code of Ethics and Work responsibilities
- d. non compliance of any procedures, directions of the management or any other authority are also included in the list of misconducts.

INSTITUTION	CATEGORY OF EMPLOYEE	LIST OF MISCONDUCTS	DISCIPLINARY ACTION AND PENALTIES
Primary school	Teaching	Rule 28(5) of the MEPS Rules, 1981 Clause 35 of the handbook	Rules 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 of the MEPS Rules
	Non teaching		
Secondary School	Teaching	Rule 28(5) of the MEPS Rules, 1981 Clause 35 of the handbook	Rules 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 of the MEPS Rules
	Non teaching		
Junior college	Teaching	Rule 28(5) of the MEPS Rules, 1981 Clause 35 of the handbook	Rules 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 of the MEPS Rules
	Non teaching		
Degree college and AICTE approved institutions	Teaching	Statutes framed under the Mumbai University Ac- CONCOI /VCD/53 of 1993 – No. 32	Statutes framed under the Mumbai University Act- Statutes 35, 36, 37, 38, 39
	Non teaching		
Other institutions Society office and Departments	Teaching	Rules framed in this Handbook	Rules framed in this Handbook
	Non teaching		

MISCONDUCT AND DISCIPLINARY ACTION AGAINST EMPLOYEES

GRADATION	OF	
		1. Non habitual : committed less than 3 times in 3 months;
		2. Habitual : committed 3 times or in excess in 3 months. Non

MISCONDUCT	habitual misconduct committed more than once during a calendar year is a habitual misconduct
DEGREES OF MISCONDUCT	<ol style="list-style-type: none"> 1. Major inviting penalty of suspension, withholding of increments for more than 1 year with non cumulative effect, withholding increments with cumulative effect, denial of promotion, reduction in rank, discharge or dismissal; 2. Minor inviting penalty of reprimand, warning, censure, withholding of increment for less than one year without cumulative effect, recovery from pay or any other amount due to the employee, of the damage caused to the management due to refusal to or delay in complying with orders given by the management, either to the employee or to groups of employees or all employees.
OTHER ACTS	Action taken under the Disciplinary Rules will not prohibit or restrict any person from remedy available to them under any other law.
MISCONDUCTS	
The types of misconduct set out below are indicative and not exhaustive or conclusive	
MISCONDUCT INCLUDES	
1. BREACH	<ol style="list-style-type: none"> a. Breach of any or all codes of the SIES Code of Conduct b. Breach of any law, rules or regulations in force or rules of discipline as per the provisions of law applicable to the institutions c. Any rules or instructions in respect of administration of any department, systems, cleanliness, safety, security d. Rules and instructions in respect of use, safety and security of physical and non physical property and assets
2. THEFT, FRAUD, DESTRUCTION OF PROPERTY ETC	<ol style="list-style-type: none"> e. Theft , fraud dishonesty in dealing with SIES or the management's activities or property; f. Destroying or causing loss to the management's activities or property; g. Theft, destruction of property ,causing losses to another employee while on SIES property h. Fraud or dishonesty in relation to activities of SIES or the management i. Representations to the public about being authorised or having the necessary permissions to guarantee admissions or employment in any SIES institution, with or without monetary benefit for the employee j. Accepting monetary or non monetary gratification from persons seeking admissions or employment in SIES institutions or seeking business relationships with SIES k. Giving or receiving monetary or non monetary bribes or any other gratification as an employee of or in relation to the work

	<p>of SIES</p> <p>l. Misappropriation- whether temporary or not- of SIES finances</p> <p>m. Causing loss of reputation of the management or SIES including Heads of Institutions</p> <p>n. Defamation of the management or SIES , including Heads of Institutions</p> <p>o. Behaving in a fraudulent manner or dishonestly with employee/s , consultants, advisers, retainers</p>
3. WILFUL ACTS	<p>a. Insubordination or disobedience or non compliance or refusal to obey, of any order of the reporting head, HOD, HOI or the management. This can be while acting alone or in concert with another or others</p> <p>b. Any act or omission in non compliance or refusal to comply with codes, rules, regulations, instructions</p>
4. IN RELATION TO SUBMISSION OF FALSE DOCUMENTS, RECORDS OR FALSIFICATION OR TAMPERING WITH THESE DOCUMENTS	<p>a. Submitting false or incorrect information or documents relating to age, educational and / or professional qualifications, previous work experience, residence, references while applying for employment, on the basis of which the employee has been offered employment ;</p> <p>b. Interpolation and / or falsification and / or tampering with documents relating to age, educational and / or professional qualifications, previous work experience, residence, references, after joining services, either by self or in concert with others</p> <p>c. Aiding, assisting or abetting employees in Interpolation and / or falsification and / or tampering with documents relating to age, educational and / or professional qualifications, previous work experience, residence, references</p>
5. STRIKE ETC	<p>a. Going on a work to rule, slowing down of work, strike including work tools pen down strike, cessation of work, sitting on a dharna or squatting either inside or outside the work premises or within SIES property or outside SIES property obstructing movement to and from the property either alone or acting in concert with another or others or acting in furtherance of the same</p> <p>c. Instigating or directing or ordering or aiding or abetting other employee/s, or contract employees or employees of service providers, by verbal , non verbal or written communication, to go on a work to rule, slowing down of work, strike, including work tools pen down strike, cessation of work, sitting on a dharna or squatting either inside or outside the work premises or within SIES property or outside SIES property obstructing movement to and from the property either alone or acting in concert with another or others or acting in furtherance of the same</p>

	d. Obstructing employee/s from reporting for work , leaving post their work hours, performing their duties
6. IN RELATION TO ORDERS	<ul style="list-style-type: none"> a. Refusal to accept any orders or directions given or refusal to acknowledge receipt of any such orders or directions or communication, when such acknowledgement is required b. Negligence in or refusal, whether wilful or otherwise, to obey or implement the orders given by reporting head, HOI or management , whether by himself or acting in concert with other employee/s c. Instigating or directing or ordering or aiding or abetting other employee/s to disobey or not implement the orders given by reporting head, HOI or management d. Refusal to accept and / or acknowledge service of memos, warnings, charge sheets, disciplinary proceedings, penalties, orders of separation of service
7. IN RELATION TO TRANSFERS	Refusal to accept transfer orders and / or refusal to report at the place of transfer, within the period specified
8. IN RELATION TO ATTENDANCE	<ul style="list-style-type: none"> a. Habitual late coming b. Habitual negligence or refusal to mark attendance on the bio metric system or attendance register before the start of and at the conclusion of working hours or, extended working hours as the case may be c. Negligence or refusal to take prior written approval for lunch hours outside the work place building d. Delay in reporting or not reporting for work post the lunch break e. Negligence or refusal to take prior written approval for leaving the work place for work outside the workplace , except when the employee is required to proceed for work outside the workplace before commencement of work hours f. Delay in reporting or not reporting for work post work outside the workplace g. Not being found at the assigned work place during work hours, without any justifiable reasons h. Reporting early for work or overstaying work hours, if the same is without previous written orders or sanction of the management or reporting head or HOI. i. Manipulation of attendance records
9. IN RELATION TO LEAVE	<ul style="list-style-type: none"> a. Proceeding on leave without prior written permission from the management or the reporting Head, as the case may be b. In cases of proceeding on leave in an emergency , refusal to intimate the reporting head by an email on the first day of such leave c. Overstaying the sanctioned leave or negligence in or refusal

	<p>to report for work on the day immediately post the end of the leave period sanctioned</p> <p>d. Neglect in or Refusal to fill in the leave application form and ensuring the same is sanctioned and signed, before proceeding on leave</p> <p>e. Neglect in or Refusal to fill in the leave application form and ensuring the same is sanctioned and signed after reporting for work post the emergency leave</p> <p>f. Negligence in or refusing to hand over work to the temporary replacement for the duration of the leave period</p> <p>g. Manipulation of leave records</p>
10.IN RELATION IDENTITY CARD	<p>a. Habitual negligence in or refusal to complete all formalities for issue or re-issue of Identity card</p> <p>b. Habitual negligence or refusal to wear the Identity card while at work</p> <p>c. Habitual loss of Identity card</p> <p>d. Habitual negligence or refusal to wear identity card while on duty at non habitual work place</p> <p>e. Use of Identity card for non SIES purposes</p> <p>f. Misuse of identity card for personal purposes or gains or for threatening, intimidating or coercing others</p> <p>g. Defacing or manipulating the entries and details on the Identity card</p>
11.IN RELATION TO DRESS CODE	<p>Negligence in or refusal to abide by the rules and instructions issued for dressing while at work on any SIES premises or outside the premises while on duty.</p>
12.IN RELATION TO USE OF OFFICE EQUIPMENT AND TOOLS – TELEPHONE, COMPUTERS, INTERNET, EMAILS , WEBSITES	<p>a. Negligence in or refusal to abide by the rules and instructions issued or operations manual of the equipment manufacturer for use of the office equipment and work tools</p> <p>b. Permitting non authorised persons to use the office tools and equipment</p> <p>c. Permitting non authorised persons to use the internet and email facilities</p> <p>d. Sharing log in ids and passwords with non authorised persons for use of computers, emails, email service providers (eg Outlook) and other SIES electronic property</p> <p>e. Negligence or refusal to log out of emails and email service providers (Eg Outlook) and password protect the computer while away from the work desk</p> <p>f. Refusal to share sign in ids and passwords with authorised persons</p> <p>g. Tampering including manipulating, reprogramming, interfering with the source codes, operating systems and software installed on the computers and other electronic devices</p> <p>h. Misplacing or losing software licences, disk packaging, warranties, guarantees</p>

	<ul style="list-style-type: none"> i. Sharing software licence details with non authorised persons, including employees j. Negligence or refusal to update all installed software and anti virus software, if the same is programmed to be updated manually k. Using unverified external storage devices on the office computers and electronic devices l. Tampering , including manipulating the online storage systems and drives m. Introducing spam mails into the official electronic communication devices, including computers n. Using the computers, electronic equipment and software for surfing , viewing, checking downloading non work related content o. Introducing or installing mal ware, spyware, hacking tools on to the office equipment p. Use of computers and electronic devices which results in spam mail q. Uninstalling software, applications or operating systems r. Installing non permitted / non approved software, applications or operating systems s. Negligence or failure or refusal to report non functioning or malfunctioning office equipment t. Deleting with and tampering with the clocks on the computers u. Deleting or tampering with emails sent and received v. Changing the content and layout of the website/s
<p>13.IN RELATION TO USE OF CELLULAR PHONES, COMPUTERS, INTERNET, PERSONAL DATA CARDS AND CONNECTIONS , SOCIAL MEDIA, SOCIAL AND MASS MESSAGING MEDIA , OFFICE SPACE FOR PERSONAL PURPOSES</p>	<ul style="list-style-type: none"> a. Using SIES , management or email and log in ids allotted to the employee for non work related and for personal purposes b. Using the internet or any other electronic devices without using SIES , management or email and log in ids for personal purposes – whether from the device allotted to the employee or, from any other device c. Using the office telephones for making or answering telephone calls d. Using self or other employee's cellular handsets for initiating or replying to calls, except in emergencies e. Using office computers, internet connection, office allotted or personal data cards, office allotted or personal computers, office allotted or personal tabs, office allotted or personal cellular phones or any other office allotted or personal devices for personal use, including surfing the internet, receiving and sending emails , skypeing, facetiming, whatsapp calling, whatsapp messages, google chats and hangouts, Instagram, facebook, hike, or any other social media or mass messaging or mass media applications, using these devices for reading newspapers, news content, magazines, alerts for personal work, using the device / application calendars and reminder

	settings for non work related purposes , attempting online exams, quizzes downloading and / or storing content
14.IN RELATION TO ANY GROUPS ON ANY ELECTRONIC MEDIA WITHOUT PERMISSION	<ul style="list-style-type: none"> a. Creating any 'SIES groups – institution wise, department wise or for the entire SIES employee strength on any social media, without prior written permission from the management on any social media or mass messaging systems or applications b. Using such permitted groups for transmitting and receiving non official and non work related communication, from group members, students, employees, service providers c. Using such permitted groups for criticising, defaming, mocking, abusing SIES management, policies, activities, decisions, HOIs, HODs, fellow employees, institutions, students, consultants, retainers, advisors, service providers, any activities or functions organised or supported by the management from group members, students, employees, service providers d. Adding to such sanctioned groups, persons who are not employees of SIES e. Refusing to delete employees who have separated from SIES f. Forwarding or sharing on other groups and mass media messages posted in this group
15.IN RELATION TO MISREPRESENTATION OF AUTHORITY WITH OR WITHOUT ANY PERSONAL BENEFIT	<ul style="list-style-type: none"> a. Representing or projecting authority to represent or speak or take decisions on behalf of the Society , its institutions or the management ; b. Representing or projecting authority to take decisions or ensure admissions in any institutions c. Representing or projecting authority to take decisions for or ensure employment in the Society or any of its institutions d. Representing or projecting authority to take decisions for or ensure engagement of service providers e. Representing or projecting authority to take decisions to award or for grant of scholarships, free ships etc to students f. Representing or projecting authority to take decisions or ensure grant of leave or monetary benefits or assistance of employees g. Representing or projecting authority to give interviews, write articles, blogs on behalf of the Society, its institutions or the management
16. IN ACTS RELATING TO OR INVOLVING FINANCES , GIFTS	<ul style="list-style-type: none"> a. Misappropriation, temporary or otherwise, of the finances of the Society or its institutions or of employees b. Use of Society or institution finances for personal purposes or gain c. Accepting remuneration , reward, gift or any other financial

	<p>benefit or any other benefits, either directly or indirectly for releasing payments, processing terminal dues forms, releasing salaries or compensation of employees, consultants, advisers, retainers, service providers</p> <p>d. Accepting remuneration , reward, gift or any other financial benefit or any other benefits, either directly or indirectly for recommending or processing investments of Society or institution funds</p> <p>e. Falsification of accounts</p> <p>f. Offering or giving financial or non financial inducements to persons, including employees, for personal gains</p> <p>g. Offering or giving financial or non financial inducements to others while claiming to represent the Society, management, its institutions or employees</p> <p>h. Accepting any financial or non financial benefits from parents, students, service providers, in relation to their work with the society or admissions or employment</p> <p>i. Offering financial or non financial benefits to statutory or regulatory authorities while claiming to represent the Society, management, its institutions or employees</p> <p>j. Submitting vouchers for reimbursement of expenses when such expenses have not been incurred or have not been authorised by the management</p> <p>k. Falsification of or tampering with bills received from professionals, service providers etc</p>
<p>17. IN RELATION TO SEXUAL HARASSMENT AT THE WORKPLACE</p>	<p>Any one or more of the following unwelcome Acts or behaviour (whether directly or, by implication)</p> <p>a. physical contact and advances</p> <p>b. display of genitals to a lady</p> <p>c. touching a lady's genitals</p> <p>d. stalking</p> <p>e. a demand or request for sexual favours</p> <p>f. making sexually colored remarks</p> <p>g. showing pornography</p> <p>h. any other unwelcome physical, verbal or non verbal conduct of sexual nature</p> <p>i. implied or explicit promise of preferential treatment in her employment</p> <p>j. implied or explicit threat of detrimental treatment in her employment</p> <p>k. implied or explicit threat about her present or future employment status</p> <p>l. interference with her work or creating an intimidating or offensive or hostile work environment for her</p> <p>m. humiliating treatment likely to affect her health or safety</p>

	<p>n. As defined under The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013</p> <p>o. UGC (Prevention , Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015</p> <p>p. As set out in any other law relating to sexual harassment</p>
18. IN RELATION TO SEXUAL OFFENCES AGAINST CHILDREN	<p>a. Committing any type of sexual assault against children, including those set out in the Protection of Children from Sexual Offences Act, 2012;</p> <p>b. Any other act which can be construed as sexual assault of a child</p>
19. IN RELATION TO USE OF CORPORAL PUNISHMENT AGAINST CHILDREN - IRRESPECTIVE OF PARENTAL CONSENT	<p>a. Physical punishment, including beating or any punishment involving physical contact with the child for the purposes of punishing the child ;</p> <p>b. Making the children perform tasks, not part of the curriculum, which can include physical stress or activity</p> <p>c. Verbal punishment , including shouting, using inappropriate language, threats, intimidation , coercion or any action which is inappropriate or deemed to be inappropriate</p> <p>d. Non verbal punishment, including intimidating the child by gestures</p>
20. IN RELATION TO USE OF INAPPROPRIATE LANGUAGE ETC	<p>a. Use of abusive, vulgar, defamatory, insulting words , sentences or language while speaking to, speaking about or referring to the management, Heads of Institutions, employees, parents, students , consultants, retainers, advisors , service providers, visitors, either on a face off, over the telephone or any other medium of communication</p> <p>b. Disrespect or discourtesy shown to the management, Heads of Institutions, employees, consultants, retainers, advisors , parents, students, service providers, visitors</p>
21. IN RELATION TO VIOLENCE INCLUDING THREATS, DISORDERLY BEHAVIOUR ETC	<p>a. Threatening violence, including intimidation, restraint and coercion, to the management, Heads of Institutions, employees, consultants, retainers, advisors , parents, students, service providers, visitors</p> <p>b. Committing violence, including physical violence and acts of restraint, against management, Heads of Institutions, employees, consultants, retainers, advisors, parents, students, service providers, visitors</p>
22. REPORTING TO WORK UNDER SUBSTANCE INFLUENCE AND USE OR SALE OR PURCHASE OR CONSUMPTION OF	<p>a. Reporting for work under the influence of liquor or any narcotic substances, recreational or non recreational drugs (except in cases of non recreational drugs of the correct dosage required to be consumed under medical advice and supervision)</p> <p>b. Consuming liquor or any narcotic substances, recreational or non recreational drugs (except in cases of non recreational</p>

<p>LIQUOR, CIGARETTES, TOBACCO PRODUCTS, PROHIBITED SUBSTANCES ETC ON SOCIETY PROPERTY</p>	<p>drugs of the correct dosage required to be consumed under medical advice and supervision), whether in isolation or in concert with others</p> <p>c. Instigating or directing or ordering or aiding or abetting other employee/s, students or contract employees or employees of service providers to consume liquor or any narcotic substances, recreational or non recreational drugs</p> <p>d. Using or smoking cigarettes or other tobacco related substances</p> <p>e. Instigating or directing or ordering or aiding or abetting other employee/s, students, contract employees or employees of service providers to use or smoke cigarettes or other tobacco related substances</p> <p>f. Use of society property for purchase or sale of liquor, cigarettes, tobacco related products, narcotic substances, recreational or non recreational drugs</p>
<p>23. IN RELATION TO MAINTAINING HYGIENE ON THE SOCIETY PROPERTY</p>	<p>a. Spitting on the premises</p> <p>b. Neglect or failure to obey instructions for hygiene on the property</p>
<p>24. IN RELATION TO SAFETY AND SECURITY</p>	<p>a. Disregarding , neglecting or failure to obey and implement instructions given for personal security and safety and for disciplined working environment</p> <p>b. Disregarding , neglecting or failure to obey and implement instructions given for equipment and property safety and security</p>
<p>25. IN RELATION TO DAMAGE TO, LOSS OF PROPERTY</p>	<p>a. By disregarding safety instructions</p> <p>b. By disregarding operating instructions</p> <p>c. By overt and covert negligence</p> <p>d. By covert or overt acts rendering the property unusable or which requires property to be sold or discarded for no sale value</p> <p>e. Destroying physical assets or damaging them by acts of violence or inciting , instigating ordering or aiding or abetting other employee/s, students, contract employees or employees of service providers in acts of covert or overt violence</p> <p>f. Failure to report damage or potential damage to the property and assets of the society</p>
<p>26. IN RELATION TO GAMBLING ETC</p>	<p>Gambling, placing bets, playing cards or other games, on the society property</p>
<p>27. IN RELATION TO WEAPONS</p>	<p>Carrying or inciting , aiding and abetting others in carrying, onto society property, guns, knives, blades or other instruments capable of inflicting violence, injury or death on others.</p>
<p>28. IN RELATION TO STATUTORY AND REGULATORY DUE DILIGENCE</p>	<p>a. Failure or neglect to deposit tax deducted at source, GST, service charges etc within the prescribed time limits</p> <p>b. Failure or neglect in collecting or issuing tax deduction certificates, GST certificates, interest certificates, bank</p>

	<p>statements</p> <ul style="list-style-type: none"> c. Failure or neglect in completing financial statements on time, leading to delay on the part of internal and/ or external auditors in completing audit and finalisation of accounts and submission of returns d. Failure or neglect in payment of taxes including property taxes, ground rent, water charges, lease rentals, electricity bills, telephone bills, service provider bills within the prescribed time limits e. Incorrect computation, deduction and deposit of various taxes f. Failure or neglect to : deposit profession tax, provident fund, gratuity scheme premium, medical insurance premium within time prescribed and submit, where required, statutory returns post such deposit g. Failure or neglect in renewing insurance premium for society assets h. Failure or neglect in verifying licences and permissions of various service providers i. Failure or neglect in renewing licences, applying for extensions of affiliations and approvals, recognitions within the time prescribed j. Failure or neglect , where necessary, in applying for NOCs or permissions from the appropriate authorities for filling in vacancies in institutions k. Failure or neglect , where necessary, in submitting papers for approval of new employees l. Failure to complete admission process at college and statutory level, within the time prescribed m. Failure and neglect in admission of non eligible candidates and non admission of eligible candidates across all institutions n. Failure and neglect in advising management on renewal of various contracts and ensuring completion of such renewal o. Failure and neglect in advising management of non performance of service providers
<p>29. IN RELATION TO CONFIDENTIAL OR PROPRIETARY INFORMATION OR INFORMATION NOT AVAILABLE IN PUBLIC DOMAIN OR TO NON EMPLOYEES</p>	<ul style="list-style-type: none"> a. Covertly or overtly releasing or aiding, abetting or inciting the release or disclosing confidential or proprietary information in relation to the Society, management and its institutions, its processes, administrative decisions, academic decisions, financial decisions, statutory and regulatory compliances, to persons not authorised to demand or receive such information or to third parties or on social media or in public domain b. Disclosing information of Society and institution activities and its management and employees, not available in public domain, to persons not authorised to demand or receive such information or to third parties or in social

	media or in public domain
30. IN RELATION TO ORGANISATION OF ACTIVITIES NOT AUTHORISED BY THE MANAGEMENT	a. Organising associations or groups of employees, whether as a registered group or as an informal group for non work related or affiliated activities, collecting funds for such activities, organising and conducting meetings for such activities
31. IN RELATION TO ADMINISTRATIVE OR OFFICIAL INSTRUCTIONS	a. Failure or neglect or refusal to obey or implement the administrative or official instructions b. Aiding, abetting, inciting or instigating other employees to refuse or disobey or not implement the administrative or official instructions
32. IN RELATION TO SKILL ENHANCEMENT PROGRAMS ETC	Failure to, neglect in or refusal, whether for the entire duration or a part of the duration, to attend workshops, seminars, skill enhancement programs, as directed by the management .
33. DEFIANCE OR BREACH OF LAWS, RULES AND REGULATIONS	Any act or omission by the employee, whether it impacts his employment with the Society or its institutions, if it is in breach of laws, rules and regulations applicable to individuals
34. GENERAL MISCONDUCT	a. Incompetence b. Misconduct not covered under any of the other heads c. Moral turpitude

13. PROCEDURE FOR IMPOSING PENALTY

Institution	Category of employee	Nature of penalty	Procedure if employee has to be suspended	Procedure for holding disciplinary inquiries	Action to be taken post receipt of report of Inquiry Committee and findings
Primary school	Teaching		MEPS Rules 34, 35,	MEPS Rules 36, 37 (1) to (5)	MEPS Rule 37(6)
	Non teaching				
Secondary School	Teaching				
	Non teaching				
Junior college	Teaching				
	Non teaching				

Degree college and AICTE approved institutions	Teaching			Statutes framed under the Mumbai University Act- Statutes 35, 36, 37, 38, 39	Statutes framed under the Mumbai University Act- Statutes 35, 36, 37, 38, 39
	Non teaching			Framed under Standard Code	Framed under Standard Code
institutions not requiring affiliation / approval, Departments and Society Office				Rules framed in this Handbook	

PROCEDURE FOR INSTITUTIONS NOT REQUIRING AFFILIATION / APPROVAL, DEPARTMENTS AND SOCIETY OFFICE

1. The HOI or HOD, as the case may be, will inform the Hon. Secretary, through the HRD, in writing, along with supporting documents/ evidence of the misconduct allegedly committed by the employee.
2. The Hon. Secretary will forward the letter received from the HoI/ HoD with his recommendations, to the Managing Council, as to whether the misconduct complained of warranted disciplinary action and the category in which the misconduct alleged would be covered. The Managing Council, after considering the complaint of misconduct and the recommendation of the Hon. Secretary, would take a decision as to whether to proceed with any disciplinary action against the employee and, would also decide under which category – major or minor- the misconduct was categorised.
3. The Managing Council would also authorise the Hon. Secretary to initiate disciplinary proceedings against the employee allegedly committing a misconduct.

4. Minor Penalty

Procedure for Imposition of Minor Penalty

1. On receipt of the advice from the HR Sub Committee, within 10 days, issue a written show cause notice to the employee, to be signed by the Hon. Secretary or setting out the act/s of misconduct and asking him to show cause within 7 days of receipt of the show cause notice, the reasons why a minor penalty should not be imposed on him.
2. On receipt of the reply before the expiry period or, in the case of no reply, proceed to impose a minor penalty on the employee.
3. The order of penalty to be served on the employee by a written communication served on the employee.

4. The minor penalty should be entered in the employee's service records.

Major Penalty

Procedure for Imposition of Major Penalty

1. On receipt of the written advice from the HR Sub Committee, within 10 days, issue a written show cause notice to the employee, to be signed by an authorised signatory, setting out the act/s of misconduct and asking him to show cause, within 7 days of receipt of the show cause notice, the reasons why a major penalty should not be imposed on him.
2. On receipt of the reply before the expiry period, authorised signatory will forward the reply to the Disciplinary Authority, within 2 days.
3. The Disciplinary Authority will decide whether to accept or reject the employee's reply to the show cause notice.
4. If the employee's explanation to the show cause notice is rejected, or if no reply is received from the employee on the last date for submission of reply, the Disciplinary Authority shall proceed to issue a show cause notice to the employee, within 7 days, setting out in detail the acts of misconduct committed and call upon the employee to submit a written explanation to the show cause notice.
5. If the employee's reply to the show cause notice is received on or before these 7 days, the Disciplinary Authority shall place this reply before the Managing Council. If no reply to the show cause notice is received on or before these 7 days, this should also be reported to the Managing Council.
6. The Managing Council will decide at its next meeting or, by a Circular Resolution, whether any action should be taken against the employee charged with the misconduct.
7. If the Managing Council decides to accept the employee's explanation and impose a minor penalty or, if the Managing Council decides to drop the charges without any penalty, the same should be communicated by the Disciplinary Authority in writing to the employee.
8. Despite not receiving a written explanation from the employee, if the Managing Council decides to drop the charges without any penalty, the same should be communicated by the Disciplinary Authority in writing to the employee.
9. If the Managing Council rejects the explanation given by the employee and decides to hold disciplinary proceedings to inquire into the acts of alleged misconduct, they shall authorise the Hon. Secretary to issue a charge sheet to such employee.
10. The Managing Council will take a decision on whether to place this employee under suspension and if they decide to do so, they will issue an order of suspension to the employee. Such suspended employee will be entitled to Subsistence Allowance under the applicable Rules.
11. Notices to the employee should be by Speed Post A.D.
12. The Managing Council shall also appoint an Inquiry Officer. They shall issue a letter to the Inquiry Officer of his appointment and seeking his consent.
13. The Inquiry Officer shall be given all office and administrative assistance for conducting the disciplinary inquiry

Inquiry Proceedings

Disciplinary Inquiry into the Acts of Alleged Misconduct

1. The Hon. Secretary shall issue a charge sheet to the employee, setting out the acts of misconduct and the charges against him. The charge sheeted employee should be

directed, in the charge sheet to submit his written explanation to the Inquiry Officer. The charge sheet should be served on the employee by Speed Post A.D.

2. The Management should also send the copies of the show cause notice and reply submitted (if any) by the employee to the show cause notice.
3. On receipt of the charge sheet and after the expiry of the time prescribed for submitting his reply (with or without the receipt of the reply), the Inquiry Officer will issue notice to the parties, within 10 days, scheduling the first hearing of the inquiry.
4. The charge sheeted employee, may, if he chooses to exercise his option, be represented by a SIES employee during the disciplinary inquiry proceedings, subject to his seeking and being granted permission by the Inquiry Officer.
5. The management may, if they choose to exercise the option, be represented by a Presenting Officer during the proceedings.
6. On the first date of the inquiry proceedings or, any extended time to be granted by the Inquiry Officer, the management and the employee shall file their documents along with an index and duly paginated and a list of witnesses and supply copies of the documents submitted to the other side.
7. The management will first examine their witnesses, and the charge sheeted employee will be given an opportunity to cross examine the management witnesses. On completion of the evidence of their last witness, the management is required to file an application before the Inquiry Officer, detailing the closure of their evidence.
8. On closure of the management's evidence, the charge sheeted employee can examine his witnesses. On completion of the evidence of this last witness, the charge sheeted employee is required to file an application before the Inquiry Officer, detailing the closure of his evidence.
9. The examination in chief of witnesses should be recorded by a duly notarized affidavit in lieu of examination in chief. Either party has the right to file an application for striking off the entire affidavit or portions thereof, if the same are not relevant for the charges set out in the charge sheet.
10. The inquiry proceedings shall be recorded on a computer and the Inquiry Officer shall supply the print outs of each day's proceedings to both sides and shall obtain their signature/s on the same.
11. The signatures of witness shall be obtained on each page of their notes of cross examination.
12. The Inquiry Officer shall record the refusal by either or both parties to endorse receipt of copies and documents.
13. On completion of the evidence of both parties, the Inquiry Officer shall direct the parties to submit their written representations in respect of the charge sheet and the inquiry proceedings, within 7 days.
14. On completion of the 7 days given to the parties for submitting their written representations (with or without receipt of the written representations), the Inquiry Officer shall proceed to conclude the inquiry proceedings , prepare his inquiry report and findings within 30 days thereafter and transmit the same, along with the record and proceedings of the inquiry, to the Managing Council, through the Honorary Secretary by hand delivery or Speed Post A.D.

Procedure Post Receipt of The Inquiry Officer's Report and Findings

Placing the Report and Findings before The Managing Council And Their Decision-Making Process

1. The Hon. Secretary shall circulate to the Managing Council members the report and findings of the Inquiry Officer and shall also table the report and findings at the meeting of the Managing Council held after the receipt of the Inquiry Report and findings.
2. The Managing Council members shall record whether to accept the Inquiry Report and findings or reject this either wholly or in part.
3. If the Managing Council members decide to reject the Inquiry Report and findings, either wholly or, in part, they are required to record reasons for the same.
4. The Managing Council shall decide whether to impose any major penalty on the charge sheeted employee and if they decide to impose a major penalty, they shall also decide the penalty to be imposed.
5. If the Managing Council decides to exonerate the charge sheeted employee of the charges despite the report and findings of the Inquiry Officer holding the employee guilty of all or some of the charges, they shall record reasons for the exoneration. If they decide to exonerate the employee, they shall pass orders for paying the employee the difference between his subsistence allowance and the salary to which he is entitled.
6. The Managing Council shall authorise the Hon. Secretary to issue the order of imposition of major penalty to the employee or the order of exoneration, as the case may be. This order should be communicated in writing to the employee within 7 days.

Option to the Employee to Seek Review of the Penalty imposed on him/her Employee's Option to Seek Review

1. An employee, on whom a major penalty has been imposed, may exercise an option to seek review of the order of penalty. The employee seeking review is required to submit the same to the Managing Council, through the Hon. Secretary, within 7 days.
2. On receipt of the review application, the Managing Council shall proceed to examine the review application, within 15 days thereafter.
3. The Managing Council has the right to reject the Review Application or modify the penalty imposed on the employee, recording the reasons for their decision. They shall authorise the Hon. Secretary to communicate to the employee, the order on his Review Application.
4. The order on the Review Application should be communicated to the employee within 7 days.

CONSTITUTION OF COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT AT THE WORKPLACE

1. For society office and its departments, the non affiliated educational institutions and the schools, the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 apply
2. For affiliated colleges, UGC Regulations on sexual harassment at workplace apply.