



SOCIETY OF ST. FRANCIS XAVIER, PILAR, INDIA

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REF.NO: SFX / 2016 / 576

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SUB:-Revision of Service, Academic and other related Rules/Norms/Policies

The Management had for some time taken into consideration certain rules/norms/policies followed by different Institutes and decided that these need to be streamlined and revised accordingly. A study made in certain aspect found that the basic discipline in reporting for duty was being overlooked and many of the Staff Members consider the **GRACE TIME** given as their reporting time. Also many leave their designated place of work 10 to 15 minutes earlier than their scheduled closing time for finding a better position in the Queue for the Biometric attendance. Similarly availing of short leave/early going is also considered as a right instead of a facility to be availed exceptionally for some urgent unforeseen work. It was also found that the Compensatory Off rules being followed by Institutes and other related norms/rules/policies need to be revised and made uniform across all the Institutes.

In view of the above, it was found necessary to redefine certain service, academic and other related rules/norms/policies for all its Institutes w.e.f 1st January 2017.

The revised rules/norms /policies are as under:-

1. The Grace Time given over and above the reporting time will now be 5 minutes instead of 15 minutes. For physically handicapped employees with minimum 40% disability, 15 minutes of Grace Time will be given as a special case. There is no grace period for reporting half day (2nd half).
2. Staff Members are allowed to report two times in a month late by 15 minutes from their reporting time. Do not consider the 15 minutes late reporting twice a month as a right but as a facility in exceptional cases. Staff Members reporting after 15 minutes from their reporting time shall apply for ½ day leave .This applies to physically handicapped employees also.
3. Late reporting on account of reasons beyond the control of Staff Members i.e. heavy rain affecting the train/Bus services, delay in train services on account of rail fracture, train accident, strikes etc will be waived as a special case subject to receiving a common application from the concerned employees.
4. In order to ensure that all Staff Members will report in time and for discipline, there will be a deduction of ½ CL for every 3rd late reporting in a month instead of one casual leave. Head of Institutes/Head of Department /Department In-charge are required to monitor the late reporting of the staff under their control. A review of late reporting will be made prior to grant of yearly increment and the office shall include the details (month wise July to June) of late reporting of all Staff Members in their yearly increment form.



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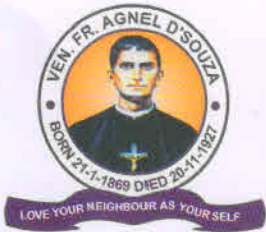
5. Staff Members are advised to leave/ record their outgoing Biometric attendance after the scheduled time. Staff Members leaving earlier than the scheduled time will forfeit half a day.
6. Head of Institutions/ Head of Department/ Department In-charge/ Sr. Staff, Sr. Faculty Members are expected to report before the scheduled reporting time and leave little later than the scheduled leaving time.
7. In exceptional cases Staff Members will be allowed to visit the Bank for work related to the S.B A/C where their Salary is being credited once a month for ½ hour which can be availed together with lunch break of ½ hour (total one hour) by recording In and Out time in the Biometric attendance system. It is mandatory to all Staff Members to record their Biometric Attendance for all in and out entries. CCTV footage will be verified in regular intervals to check the In and Out timings of Staff Members.
8. The facility of short leave or early going of one hour stands withdrawn.
9. All Staff Members are expected to leave the designated place of work five minutes earlier to their scheduled leaving time. Head of Institutes/Head of Department /Department In charge are required to ensure the same.
10. Non teaching staff including Instructional staff is eligible for Compensatory Off for working beyond working hours and also on a holiday in the Institutes. On a working day they are required to work minimum of one hour and in multiples of ½ hour beyond working hours for availing Compensatory Off. Compensatory Off of a full day is equal to full day working on a holiday or equal to number of working hours per day and half day also proportionately half of working hours.
11. Head of Institutes/ Head of Department/ and Teaching staff are entitled to Compensatory Off for working on a holiday in the institute and not for working beyond working hours. Compensatory Off of full day is equal to full day working on a holiday.
12. Staff Members are not eligible for Compensatory Off for working/attending outdoor work on a holiday i.e. outside the Institutes without written approval from the Management.
13. Staff Members are not allowed to attend outdoor duty directly without written approval from the Head of Institution/Management. They shall report to the office, and then proceed for outdoor work. Teaching Staff of FR.CRCE/ATC attending University/Board examination related work on working day in other colleges can proceed directly without reporting to the college with prior approval from the Principal. They are required to submit the attendance certificate for such work on the following day. Teaching staff attending examination work on a holiday in other colleges are not eligible for Compensatory Off.
14. Staff Members attending outdoor duty/ Faculty Members attending examination related duty in other colleges/ University are expected to return to the Institute after completing the work provided the same is over on or before half of the day or if the outdoor work is of small duration they should prefer to go out in the second half of the



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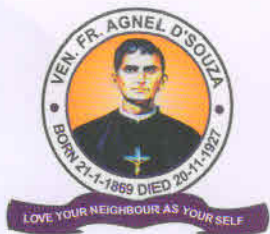
- day. For work related to simple delivery of letter and obtaining the acknowledgment, Institutes are required to use the services of peons only.
15. There should be proper authorization for working on a holiday (applicable to all) or for working beyond working hours (applicable to Non-teaching and Instructional staff) from the respective Head of Institute/HOD/ Department In-charge of the staff Member. A written authorized communication is required to be given one day in advance for working on a holiday to the Security and to the office of the Director and the Superior.
 16. Compensatory Off has to be availed within a period of six months from the date of working failing which it will be considered as Lapsed. Compensatory Off can be affixed or suffixed with any leave/holidays provided the total number of leave applied does not exceed 3 days, and if it exceeds, the intermediate holidays will be considered as leave and not as holidays. However intermediate holidays between Earned Leave and Sick Leave availed together with Compensatory off will be considered as leave. Compensatory off can be availed for minimum of $\frac{1}{2}$ day and in multiples of $\frac{1}{2}$ days.
 17. Compensatory Off leave defined for Campus placement work held beyond working hours or on a holiday and University examination duty beyond working hours or on a holiday will continue to be the same which are being followed at present. However the same needs to be approved again by the Management on or before 1st Jan 2017 (applicable to Engineering College). Institutes are not allowed to have any different policies other than the one specifically approved by the Management.
 18. All Institutes will have casual leave of 08 days in a calendar year. At a time maximum of 3 days of Casual leave can be availed provided the same is available to the credit proportionately. Casual leave can be affixed or suffixed with compensatory off / holidays, provided the total number of leave applied does not exceed 3 days and if it exceeds, the intermediate holidays will be considered as leave and not as holidays. There will be no provision for encashment of casual leave, a practice followed in Security Department.
 19. Rules related to Earned leave, sick leave (applicable for all Institutes) and vacation (applicable for ATC and FR.CRCE) will continue to be the same as being followed at present. Any leave which is not authorized by the Department In-charge/Head of Department/ Head of Institutes/ Management (as applicable) shall be treated as **unauthorized leave without pay**.
 20. All types of leave/application (casual leave, Earned leave, vacation leave, CO and outdoor duty) are required to be applied in advance. Vacation leave can be availed only after completion of academic term and examination related work except one week of vacation granted by the appropriate authorities during Ganapati Festival.
 21. Application for availing sick leave is required to be submitted on the day of reporting for duty with medical fitness certificate (medical fitness certificate for one day sick leave is not required). Staff Members availing sick leave are required to give a communication (phone/ sms or email) to the respective office informing the nature of



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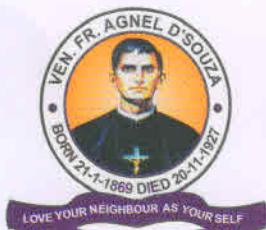
- sickness. Teaching staff availing CL/CO/Sick leave are required to make alternative arrangements for the lecture class/practical scheduled on the particular day of leave. Head of Institutions/Head of Department/Department in charge are required to ensure that the staff members adhere to the rules of applying for leave as specified.
22. Head of Institutes (Principals), Head of department/Department In-charge (applicable for ITI/ITC/AITTED) are required to obtain prior approval for all types of leave / outdoor visits from the Director or in his absence from the Superior. For sick leave they are required to communicate by phone/ sms.
 23. Overtime facility now existing in some Institutes stands withdrawn and instead compensatory off shall be availed as per rules. If any exemption to this rule is to be made as an exceptional case, the same is required to be presented to the management for consideration and approval. This will be applicable only to those who can't avail compensatory off or availing of compensatory off will affect the working of the said Institute.
 24. Leave rules etc. for contractual employees (Annual Contract), Trainees and temporary staff will be defined in their letters of appointment.
 25. Use of Mobiles by the Teaching Faculty at the time of Lecture/practical classes in Lab. (applicable to instructional staff also) and by students in their Institute's premises is strictly prohibited. Head of Institutions/Head of Department/Department in charge are required to ensure that the same is implemented in letter and spirit. It is the duty of each Staff Member to ensure that students do not use the mobiles in the Institute's premises/class rooms/ labs/ Library etc. Head of Institution/Head of Department/ Department In-charge should counsel the students. Rules related to students disobeying the reasonable order should be followed i.e. confiscating mobile for 5 working days and returning the same with a written undertaking and a fine of Rs.100/-.
 26. All the Staff Members have been issued Identity cards by their respective Institutes and it is mandatory to wear the same when they are present in the institutes. Similarly it is also mandatory for students to wear their Identity cards when they are present in the respective institutes. Decline in students discipline is a matter of concern and therefore it is the duty of each Staff Member to ensure that students wear the Identity cards in the Institute premises/class rooms/ labs/ Library etc.
 27. It is also noted that the student's attendance performance in attending Lectures / practicals is found to be below satisfactory. Teaching Faculty should take initiative in finding ways to improve the same. Rules related to the minimum attendance requirement need to be strictly followed. Students particularly male students presenting in unacceptable hair style etc should be counseled by teachers and to be asked to correct the same. Presentation/Conduct/discipline is equally important in the Institute.
 28. Staff Members are not allowed to engage in any academic related work in any other Institutes other than where their appointments are made or in any other work outside. Taking Lectures/ practical/Tuitions/ workshop/examination supervision/setting or



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- Typing question paper of examination etc. in other institutes or outside either during working hours or after working hours or on a holiday, with or without remuneration and without Management's written approval/ consent is strictly forbidden.
29. Unnecessary expenditure of whatsoever nature is to be avoided/controlled in order to reduce the deficit in Institutes. Tea has been served to all Staff Members twice a day as a gesture of good will but giving breakfast/snacks/lunch biscuits etc for internal staff for any type of work including examination related duty is not justified. Such practices need to be discontinued. However giving good hospitality to visitors of examination related or placement related or any other important work of the Institutes shall be maintained. For considering exemption if any to the above, Head of Institution are required obtain prior approval from the Management from time to time.
 30. The present norms of Integrated Revenue Generation (IRG) stands discontinued from 1st January 2017 and they will be replaced by a new format. The basic concept of conducting IRG courses to meet the deficit of the Institutes to which staff member belongs has been overlooked. In Agnel Technical College 10% of the admissible expenditure in addition to the entire portion of inadmissible expenditure is to be borne by the Institute/Management. Over the years there is a huge increase in salary on account of various pay commissions and Staff Members can't expect the Management to bear the huge amount of deficit from Society or from its other units. Therefore it is necessary for all the institutes to conduct IRG related courses for self reliance without much expectation in return.
 31. Deputing to Faculty development Programme or conducting a Faculty Development Programme requires Management's prior sanction. At a time, one Faculty Member can be deputed for attending a Faculty development Programme either in house or outside, for their respective subject only. Faculty Member who attends the programme is expected to share the knowledge/ information with other connected Faculty Members. The Faculty Development programmes are expected to be conducted on **No profit or No loss basis**. Therefore it is necessary to exercise control over its expenditure.
 32. Head of Institution/ Head of department/ Department in charge should ensure that all expenditure is kept within the sanctioned budget.
 33. Students attending the project related work or any other work should not remain in the college beyond 7 pm and a peon should remain till that time for final closing of the Class room/ Lab.etc. For any work beyond 7pm, one staff member in-charge of the project shall remain with the students or should work out some mechanism in monitoring the activities. It will be the responsibility of Head of institutes/HOD/ Staff Member in-charge for any untoward incident that can occur during the project work in progress or during the presence of students in the college campus. For remaining beyond 7 pm on working day and for students to remain in college on a holiday prior approval from the Management is to be obtained and a copy of the approval is to be



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given to the Security. In any case female students are not allowed to remain in the college beyond 6.00pm on all days.

34. Rules related to Industrial visits of students laid down by appropriate Govt. authority's need to be strictly adhered to.
35. Staff Members are requested to note that on account of security reasons, the security staff will not allow any person visiting the Institute for marketing their products such as credit card etc, delivery of material booked online, supply of food from restaurants, or any person visiting to meet etc. Staff Members can instruct them to call when they reach the security gate so that they can take delivery of things near the security. However any relatives/friends visiting to meet any Staff member will be allowed provided they accompany them from the Security gate or inform security to allow them to enter the Institute for a short meeting.

Staff Members are requested to note the above revised service, academic and other related rules/ norms/policies in the right spirit for smooth functioning of the Institutes.

Head of Institute/Head of Department/Department In-charge are requested to bring to the notice of all staff members under their control the above revised service, academic and other related rules/norms/ policies applicable from 1st January 2017.

The above revised service, academic and other related rules/norms/ policies will remain in force till they are further modified/ altered as and when deemed fit.

All are requested to co-operate, comply and endeavour to make for good discipline.

(Fr. Nazareth Fernandes)
Local Superior

(Fr. Valerian D'souza)
Director

CC to Principals of all Institutes & Head of Departments/Department in charge of

- ✓ 1. Fr. Conceicao Rodrigues College of Engineering.
2. Agnel Technical College (Polytechnic).
3. Agnel Industrial Training Institute.
4. Agnel Industrial Training Centre/Trade Course.
5. AITTED.
6. Agnel Ashram.
7. Financial Controller/Internal Audit.

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