

Index

1. Recruitment and Employment Policy	1
2. Employee Designations.....	1
3. Recruitment & Selection Process	1
4. General Working conditions	1
5. Attendance.....	3
6. Leave Facilities.....	4
7. Promotion Policy	6
8. Workshop, Seminars, FDPs	6
9. Miscellaneous.....	7
10. Duties of Teaching Staff	7
11. Code of Conduct	8
12. Misconducts	10
13. Disciplinary Actions/ Punishments	11
14. Applicability of this Code of Conduct.....	12
15. Staff Welfare Scheme	12

ISMS SBS EMPLOYEE POLICY

1. Recruitment and Employment Policy:

Recruitment for various posts in the institute will be from persons with requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the position. The Institute generally follows the qualifications, pay scales and other guidelines issued by the University, the All India Council for Technical Education (AICTE) and Government of Maharashtra Resolutions, from time to time in this regard.

2. Employee Designations:

Employees shall be designated as per the University/AICTE/Govt. guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable.

3. Recruitment & Selection Process:

3.1 Advertisement

All vacant posts which need to be filled in will be generally advertised in local Newspapers and recruitment is done as per the guidelines of affiliating university.

3.2 Selection Process/Selection Committee

Eligible candidates will be interviewed and recommended for selection by the Selection Committee appointed for the purpose by the Management/ Affiliating University.

Based on the report of the Selection Committee candidates selected will be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness certified by a Registered Medical Practitioner from the panel appointed by the Competent Authority.

3.3 Grade & Pay Structure-

The grade and pay structure including normal increments in salary to the employees shall be as per State Government, AICTE, PCI & Affiliating University norms.

4. General Working conditions:

4.1 Working Days:

- All employees shall observe the duty hours as applicable to their respective category in the Institute and as may be informed from time to time.
- Teaching Staff: 6-day week (Mon to Sat.)
- Non-teaching (Technical & Office) Staff: 6 day week (Mon to Sat.)
- The above working days are subject to change as may be decided by the Management/Director at any time by issuing a communication and without paying any additional remuneration.

ISMS SBS EMPLOYEE POLICY

5. Attendance:

5.1 Recording of Attendance:

- All employees are required to record their daily attendance (both “IN” and “OUT” time) by signing on the attendance muster / ERP biometric as the case may be.
- In case an employee has forgotten to record his/her attendance, he/she is required to regularize the same by either on the same day or latest by the following working day by giving a letter duly authorized by the Management/Director to the Office/HR section.

5.2 Late reporting for duties:

- All employees are required to be at their workplace in time at the start of their respective working shift.
- Any employee reporting late for duties by more than 15 minutes of the start of the shift on more than 3 occasions in a month will lose One day’s casual leave which will increase in the same proportion for every subsequent 3 occasions.
- An employee reporting late for work beyond one hour (15 minutes) will lose half day’s casual leave for each such occasion.
- Habitual late reporting for duties will amount to misconduct liable for disciplinary action Notwithstanding the above, the Management/Principal may condone late coming for genuine reasons, viz. disruption/delay of the public transport system, heavy rains, or such other reasons. An employee may also seek prior sanction from the Competent Authority to report late to work or to leave early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the attendance section.

5.3 On duty:

- An employee on duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by enter in the register on duty along with application form and submit the same to the Administration section duly sanctioned by the Competent Authority, along with proofs of the on duty. Failure to regularize the absence while on duty will result in marking the same as leave without pay.

5.4 Weekly Off:

- The weekly off at the Institute at present is Sunday. However, the Management reserves the right to change the weekly off depending on need, at any time in future by issuing a suitable communication. Notwithstanding the above, the Management at any time, may introduce a staggered weekly-off system for a section of employees or an individual employee, depending on the nature of work. An employee will not be entitled to any additional compensation for working on staggered weekly off basis.

5.5 Paid Holidays:

- Presently the Institute grants paid public holidays which include also the national holidays, as declared by the University and Govt. of Maharashtra. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the institute.

ISMS SBS EMPLOYEE POLICY

5.6. Vacation:

- These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director.
 - Vacation Leave (VL) is applicable to only the members with eligible service.
- The calendar for an academic year including vacation shall be as fixed by the Institute/ University from time to time.
- The total number of VL days for members of faculty (teaching staff) is limited to 10 weeks or max 70 (Seventy), for a continuous service of 12 months in the institution.
 - These 70 days can be availed for a maximum of 25 days in the winter vacation months of November or December. The balance 45 days can be availed in the summer vacation period in the months of May, June or July. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Director.
 - The Director may reject the vacation/part of the vacation to a teacher if his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unconsumed vacation due to a teacher will be converted into equal to one of half of such unutilized vacation. (Half of unutilized vacation will be converted into Earned Leave.)

6. Leave Facilities:

6.1 General

- All leaves are calculated on the basis of calendar year from 1st January to 31st December every year in case of non-teaching staff and academic year from 01st June to 31st May for teaching staff.
- No leave can be claimed as a matter of right. All leaves require specific sanction from the Director as per leave sanctioning procedure.
- Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.
 - Unutilized earned leave at the end of the year shall be carried forward to the following year.
 - Earned leave can be accumulated up to 300 days. Leave in excess of 300 days shall automatically lapse.
 - Application for earned leave shall be submitted to the sanctioning Authority i.e. Group Head/Director at least 15 days in advance.
 - The maximum earned leave that may be sanctioned at a time, shall not exceed 30 days in one academic year.
 - Earned leave shall not be sanctioned for less than 3 days at a time and not more than 3 occasions in a year.
- The following kinds of leave would be admissible to employees:

A. Casual Leave:

- Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 08 (eight) days casual leave in a calendar year. Employees joining in-between the calendar year will be granted casual leave on a pro-rata basis.
- Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave.
- Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time.
- Casual leave can be granted for half a day.
- Casual leave can neither accumulate nor encashed.
- Casual leave shall be applied for in advance in writing. However in exceptional circumstances where leave cannot be applied in advance before the leave begins. The employee may apply for the sanction ex-post facto.

ISMS SBS EMPLOYEE POLICY

- In exceptional circumstances leave sanctioning authority may grant ex-post fact sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence.
- Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.
- Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine.
- If no casual leave is balanced in the account of an employee, the Director may at his sole discretion grant leave without pay.

B. Earned Leave:

- The number of days of EL for Non-Teaching Staff is restricted to 30 days per year which should be availed within the corresponding year.
- A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31st May. i.e. from 1st June of a calendar year to 31st May of the following academic year.
- However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on a pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained
- In case a staff member, after availing EL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Leave Without Pay (LWP) and proportionate salary will be deducted from any payment due to him/ her or will be recovered from the said staff member.
- While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

C. Sick Leave:

- All permanent employees (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds.
- If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application which may be sent through a messenger/courier or by registered post.
- The Institute shall have at all times a right to verify the medical certificate produced by the employee. If such verification does not satisfy the Institute authorities that the sick leave applied for is not on proper grounds, the Institute may refuse to grant such sick leave.
- At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner.

D. Maternity Leave:

- A lady employee who has been confirmed and who does not have two or more children living as on the date of the application, shall be entitled for maternity leave on full pay for a period till 135 days from the date of its commencement and can avail twice in the entire career.

Can be re-framed as *(Lady employee who has been confirmed shall be entitled for maternity leave)*

- Any increment/salary increase which may fall due to a lady employee during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duties.
- Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 60 days, excluding maternity leave.

ISMS SBS EMPLOYEE POLICY

- A lady employee who has not been confirmed shall also be eligible for maternity leave. subject to the provision of this clause, as under:
- A lady employee who has completed two years of continuous service and is appointed on probation shall get maternity leave on half pay.
- In the case of miscarriage or abortion, including abortion, included under the Medical Termination of Pregnancy -Act, 1971, maternity leave not exceeding six weeks shall be admissible in the production of a medical certificate.
- In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the Institute may refuse to grant such sick leave.
- At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner.
- In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation. The above leave provisions are applicable to Permanent employees only.

Note: Maternity leave is approved after submission of medical certificate from gynaecologist doctor only.

E. Paternity Leaves:

- Paternity Leaves of 15 days may be granted to male teachers during confinement of their wives provided, limit is up to two children's.

F. Quarantine leaves:

- These are exceptional leaves, depending on the situation.

6.2 Leave Sanctioning Authority:

The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under:

- All types of leave to the Teaching and Non-Teaching Staff – Group Head/Director/HR

7. Promotion Policy:

- As per the rules of University, post is declared and after selecting eligible candidates based on merit, post is filled.
- In case of unfilled post, CDC conducts the interview and promotion is given to eligible candidates. Some internal candidates fulfilling the requirement are given promotion considering recommendations of HOD and the Director.
- Deserving internal candidates about to complete eligible qualifications are given promotion. Senior scale is given to internal candidates under career advancement on a case to case basis.

8. Workshop, Seminars, FDPs:

- The management expresses that all its staff members continuously upgrade their knowledge and skill levels with the latest developments in the field of Management and Computer Applications. It is therefore expected that teachers not only participate in workshops, seminars and faculty development programs conducted outside, but they themselves organize and conduct such workshops, seminars and for our teaching and non-teaching staff in the Institute as well as for outside participants.
- Whenever staff members are deputed for Workshops, Seminars, FDP's, etc. besides granting full attendance on such days as outdoor duty, 100% of registration fees, reimbursed by the Institute on production valid documents. The faculty shall be granted on duty leave for attending FDP's, Conferences and Workshops etc.

9. Miscellaneous

9.1 Wearing of Identity Badges

All employees who have been issued Identity Badges are required to wear and display them on their person at all times while they are in the Institute premises without fail.

9.2 Remuneration for Examiner-ship:

The teachers shall be entitled to remuneration only in respect of examinations conducted by the University or by the Institute on behalf of the University. For Internal assessment/home examinations/unit tests being conducted by the Institute at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the faculty members irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

9.3 Service Book:

A service book shall be maintained in respect of each staff member in the prescribed format a copy of which will be given to the staff member with permission of Management/ Director only for justifiable reason.

9.4 Release from Service:

An employee may be released from the service of the Institute as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed and made applicable to the employees.

9.5 Handing over Charge:

An employee before leaving the service shall hand over charge of his/her post department to a duly authorised person and shall return to the Institute/Library/Department all books, furniture, materials, equipment's, identity card, etc. issued to him/her and shall pay up in full all charges due. If he/she fails to do so, the Institute shall recover the amount due from such teacher on account of the above items from his/her final dues.

The last salary/dues if any shall not be paid to the teacher concerned until a INSTITUTIONAL POLICIES AND PROCEDURES clearance certificate in the prescribed format duly filled and signed by all concerned is submitted to the Accounts Section.

9.6 Superannuation / Retirement Age:

The age of superannuation/retirement for a teacher and all other employees as per present rules are 60 years, For Non-teaching staff 58 years and for the Director 65 years.

10. Duties of Teaching Staff:

- Faculty Member shall comply with the provisions of the Act, Statutes, ordinances, Regulations, Rules and other directions or orders issued thereunder from time to time from the Management Director/University/AICTE/PCI , and the central and State Government.
- A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the head of the Department/Director shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission of grant of leave.

ISMS SBS EMPLOYEE POLICY

- A teacher shall help the Director to enforce and maintain discipline amongst the students.
- A teacher shall perform any other co-curricular and extra-curricular work related to the Institute as may be assigned to him/her from time to time by the Director of the Institute without any extra remuneration.
- In addition to the above work, the teacher shall spend the remaining time on guiding the students, preparation of research and/or investigation, extracurricular activities of students and institutions required and assisting Central Administration, whenever required in the interest of the students of the institution and in the building up of high standard of academic and administrative set up.

11. Code of Conduct:

- All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time.
- In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Director of the Institute should be respected and loyally carried out.
- Every member of the staff being an educator is bound to give good examples to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behaviour.
- Every member of the staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general
- Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behaviour by giving a personal example.
- All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- An employee who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should handover to the students or any unauthorised persons without prior permission of the Management/Group Head/Director.
- The behaviour of an employee with male and female students and with co employees shall be modest.
- An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Director in writing.
- An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- An employee shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent Authority/Management and shall not refuse an order of transfer from one job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the students or criticising any decision of the Director or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or employees.

ISMS SBS EMPLOYEE POLICY

- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- When an employee is called upon by the Director to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Director.
- In addition to ordinary Institute work, staff will be required to participate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution finds it necessary to give.
- An employee shall report for duty when leave has been refused or when leave has been cancelled.
- The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Group Head/Director or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/ She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Group Head/Director.
- The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Director to be prejudicial to the academic and administrative
- The employee without the express sanction of the Management/Director, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from a person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.

ISMS SBS EMPLOYEE POLICY

- A teacher shall perform his/her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institutes other than that are prescribed by the University.
- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute.
- A teacher shall have freedom of thought and expression. He/ She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Group Head/Governing Body/Management. A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimise students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/ She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion.
- Failure to conform to the above mentioned norms shall be construed as misconduct.

12. Misconducts

The following acts and omissions, on the part of an employee shall amount to misconduct.

- Any action by the employee contrary to the provisions prescribed in the foregoing Rules/Code of Conduct.
- Going on illegal strike, abetting including instigation or action in furtherance thereof.
- Theft, fraud or dishonesty.
- Habitual break of any standing orders, rules.
- Willful or negligent damage to the Institute property.
- Refusal to accept notices, circulars, charge-sheet, order or other communications served according to the rules.
- Conviction in a court of law, involving moral turpitude.
- Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute.
- Neglect of work or negligence in discharging any duty or any loss or damage caused to the Institute due to negligence in duty or failure to give the day's turnout.
- Violence or inciting violence.
- Stopping work whether singly or with other employees or insisting anyone else not to work.
- Allowing anyone within the prohibited premises of the Institute or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- Falsification or tempering any paper or record of the Institute.
- Obtaining employment in the Institute by misrepresentation of facts.
- Making any false or exaggerated allegation against any employee or superior authority.
- Committing nuisance during the working hours by being found intoxicated or otherwise.

ISMS SBS EMPLOYEE POLICY

- Misappropriation of any amount or movable property of the Institute.
- Committing any act involving moral turpitude.
- Commission of any act subversive of discipline and good behaviour on the premises of the establishment.

13. Disciplinary Actions/ Punishments:

13.1 . Suspension, Compulsory Retirement, Termination or Removal / Dismissal from Service:-

A teacher / employee who is confirmed in service is liable to be suspended or compulsorily retired or removed/dissmised from service or his services are liable to be terminated on one or more of the following grounds:

- a) Misconduct
- b) Moral turpitude
- c) Willful and persistent negligence of duty
- d) Permanent Physical or Mental unfitness, and
- e) Incompetence

13.2 Explanations:

a) “Misconduct”: shall include the following-

- (i) Breach of the terms and conditions of service laid down by these directions;
- (ii) Violation of the Code of Conduct

b) “Moral turpitude” shall include the following

Any misbehaviour derogatory to the status and dignity of a teacher /employee.

c) “Willful and persistent negligence of duty” shall among other things include the following:-

- (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus;
- (ii) Persistent and habitual absence from duty without prior permission;
- (iii) Failure to discharge any of the duties laid down by these directions or assigned by the Competent Authority.

d) “Permanent physical or mental unfitness” shall require the following:-

Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management.

e) “Incompetence” shall include the following:-

- i) Failure to keep up academic progress and to keep his knowledge up to-date inspite of repeated instructions in that behalf and provision of facilities;
- ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his/her control.

ISMS SBS EMPLOYEE POLICY

13.3. Penalties:

Notwithstanding anything mentioned in clause A) above and without prejudice to the provisions of these rules/law/act, any teacher/employee guilty of misconduct, moral turpitude, delay in disposal of assignments, willful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for any of the following penalties namely:-

- Warning, Reprimand or Censure.
- Fine,
- Withholding of Increments or promotion including increment at the assessment stage,
- Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order.
- Reduction to a post in the lower pay-scale to a lower stage of increment in his own pay-scale.
- Compulsory retirement.
- Termination of service.
- Removal/dismissal from the services of the Institute.
- Disciplinary action will be taken against an employee only after giving sufficient opportunity to present his/her own reasons against the action proposed to be taken.

13.4 Authority competent to impose penalties:

The power to impose penalties on teachers/employees shall vest with the Management/Group Head/Director of the Institute.

14. Applicability of this Code of Conduct:

The code of conduct enshrined in these rules is applicable to all employees of the Institute, including ad-hoc and contractual employees.

15. Staff Welfare Scheme:

15.1 Provident Fund (PF):

All permanent eligible employees as well as those on probation and on the roll of institute shall be covered under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

15.2 Group Gratuity cum Life Insurance Scheme (GG-cum-LIC)

All permanent employees shall be covered under the Group Medclaim policy. However, the Management reserves the right to switch over to any other scheme which may be more beneficial to the employees, in future. Benefits of the above scheme and the obligations arising thereof, shall be separately communicated to the employees.

ISMS SBS EMPLOYEE POLICY

15.3 Pension Scheme:

All non-teaching permanent Employees on the roll of institute are eligible for pension schemes.

A. General:

For matters not specifically provided for in these terms and conditions of service or in case of any difference or dispute in the interpretation, construction or import of any word, term, clause or sentences the decision of the Governing Body/Management of the Institute shall be final and binding on all concerned.

B. Amendments:

The Governing Body/Management of ISMS from time to time, add, alter or otherwise amend these terms and conditions of service.

**Approved By,
ISMS Sankalp Business School**



Group Head



Director

