



Faculty Handbook 2023 - 2024



Mahatma Education Society's
Pillai HOC Institute of Management Studies & Research

PHIMSR Faculty Manual 2023-2024

This manual provides policy guidelines and instructions for Pillai HOC Institute of Management Studies and Research (PHIMSR), Rasayani employees.

The management reserves the right to modify or amend the guidelines at any point of time. Such amendments and modifications shall be duly communicated to all concerned.

Director of PHIMSR has the authority to carry out changes / amendments to this manual in consultation with the top management.

The policies included in this manual supersede any earlier policies, whether written or oral, issued prior to 5 March, 2021

**Pillai HOC Institute of Management Studies and
Research, Pillai HOC Educational Complex, HOC
Colony, Khalapur, Rasayani, Maharashtra 410207**

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1 Preamble

1.1 About Pillai HOC Institute of Management Studies and Research

Established in 2009, Pillai HOC Institute of Management Studies and Research (PHiMSR) is affiliated to the University of Mumbai and recognised by the AICTE and the Government of Maharashtra.

One of the Asia's Largest Educational Campuses situated amongst nature, area near to upcoming Navi Mumbai International Airport and in the heart of the largest industrial belt in Rasayani.

It is the 1st Private – Public Limited Partnership in education spread over, 15 Lakh square feet constructed area on 14 acres of sprawling lush green campus, an institution built in partnership with HOCL, A Govt. of India Enterprise.

All the classrooms are air conditioned and fitted with modern education equipment and has a well-stocked library of 20,000 square feet having 5000 titles of books. Separate rooms for faculty / student's interaction and case study discussions are available. The spacious, beautiful and well maintained hostel blocks provide accommodation to all students separate for boys and girls. Regular bus service during institute timings from Panvel, Khopoli, Pen and Karjat to reach our campus. Public transport is also available from these locations. In-campus cafeteria which provides hygienic food for students, mess facility also available. Modern state of art, gymnasium is also available for the health conscious students.

1.1 About Mahatma Education Society

Mahatma Education Society (MES) embarked upon its mission of "Education For All," started its trust with providing education with the Chembur English High School in the year 1970. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman and CEO, Dr. K M Vasudevan Pillai and the forward looking, untiring energy of the Secretary, Dr. (Mrs) Daphne Pillai have now transformed the Mahatma Education Society into a vast educational enterprise, spread over six elegant campuses at Chembur, Rasayani (Sector-7), Rasayani (Sector-8), Rasayani (Sector-16), Borivali (Gorai) and Rasayani (Raigad District). MES now manages a total of 48 educational institutions providing quality education from Kindergarten

to Post-Graduate level professional courses in the faculties of Engineering, Architecture, Management, Teachers Training, Arts, Science and Commerce to more than 30,000 students with 2,000 teachers and 1,500 members of non-teaching staff.

1.2 Vision Statement of PHIMSR

- A revolution is taking place in the world because of globalizing economy, advent of information technology and aggressive competition. Knowledge and understanding imparted through management education and training should be able to create competitive managers for the international market.
- In an emerging global digital environment the millennium managers should acquire zero time capabilities, the ability to make changes with the speed of light and act swiftly upon them through practical training and application to face the challenges of a 'borderless world'.

1.3 Mission statement of PHIMSR

To develop professional managers with respect for the environment and responsible leadership in quest of excellence global perspective.

This objective is fulfilled through education, practical training and interaction in an Indian and with industry and social organisations.

1.4 Quality policy

To offer state-of-the-art education of global standards to students and professionals and train them to be competent, ethical and socially responsible citizens.

To provide congenial environment to faculty, staff and students for innovation and continuous improvement in all functional areas and processes keeping in view the environmental sustainability and societal welfare.

To continuously upgrade academic and physical infrastructure in terms of faculty, library, computing and communication facilities to stimulate learning.

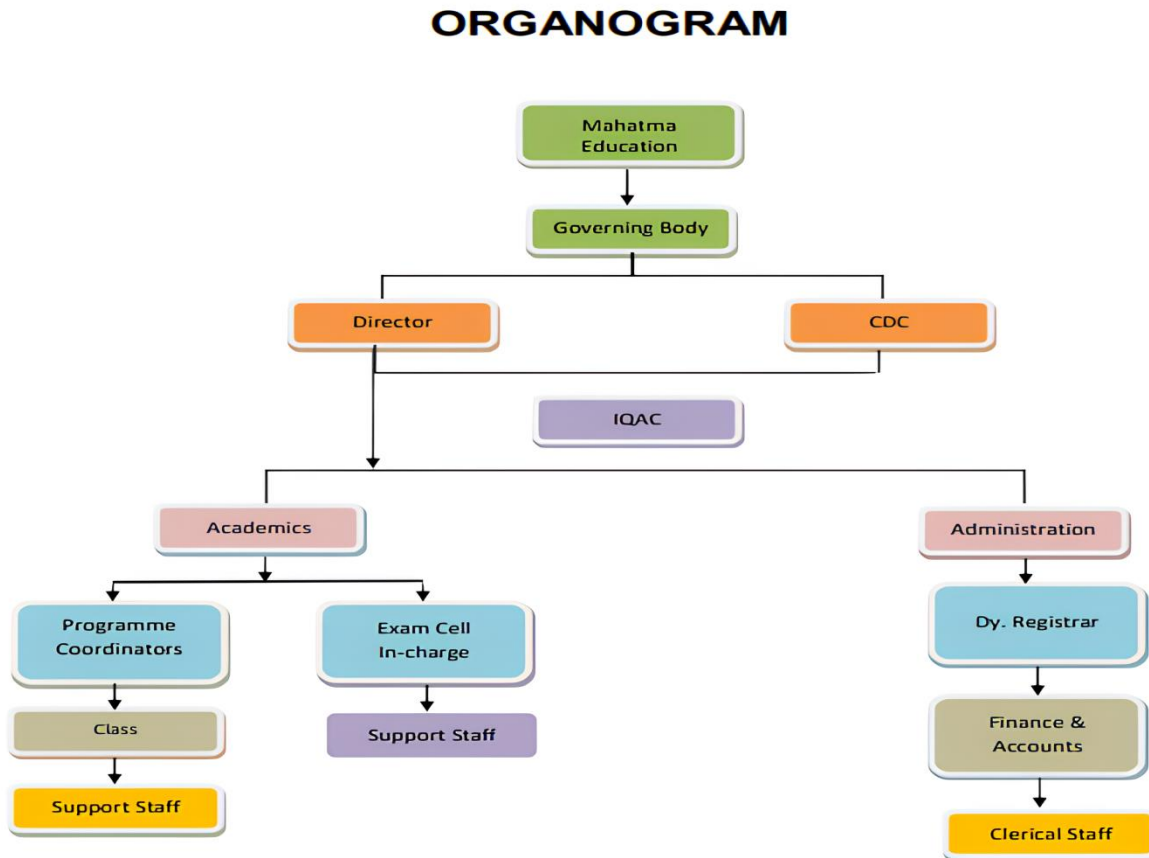
To establish strong linkages with industry, academic and social institutions and corporate world.

To offer enabling environment for research, consultancy and management development programmes.

To think rigorously and encourages you to put your thinking into action.

2. Functioning of PHIMSR

2.1 Organization chart



2.2 Functioning

1. Director is responsible for all the programmes conducted under PHIMSR. Director is assisted by the Registrar and different vertical heads in the management of PHIMSR. 2. The Registrar of PHIMSR plays a key role in ensuring liaison and compliance with the statutory bodies namely Directorate of Technical Education, Fee Regulating Authority, Pravesh Niyantaran Samiti, University of Mumbai and All India Council for Technical Education. The Registrar plays an active role in facilitating academic admissions of the institute in all streams. The Registrar is the administrative face of the institute under whose jurisdiction the service matters of PHIMSR members shall fall.

2.3 Responsibility of Director

1. Preparing the academic calendar in consultation with other committee members 2. Ensuring all lectures and end semester examinations are conducted as scheduled 3. To make

sure strict adherence and compliance to University norms, rules and regulations

4. Overlooking the updation of the digital archives every semester and 5. Ensuring strict compliance with confidentiality requirements.

3. Faculty

3.1 Recruitment

1. Recruitment of the faculty is done as per need and anticipated future requirement. To ensure recruitment from a wide pool of talents, advertisements will be placed in a leading national newspaper, in compliance with the University of Mumbai norms. Selection of the faculty is done by a committee comprising the Director and representatives from the Mahatma Education Society (MES), conforming to the statutory guidelines in force.
2. Selection will be done based on experience, qualification, paper publications and any other requirements as per the discretion of the selection committee. The candidate may also be asked to analyze a case or give a demonstration lecture on the area of subject matter which he / she may teach.
3. Faculty for various positions will be required to have suitable educational qualification and experience as stipulated by All India Council for Technical Education / University Grants Commission / Directorate of Technical Education / Mumbai University. (Refer annexure-1, for guidelines).

3.2 Approval of faculty by the University

Institute will ensure that, within the best of its capacity and within the rules of the affiliating university, approves all the faculty. Even in cases where the University delays to approve the faculty despite possessing the necessary qualifications, experience and competence, the faculty shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

3.3 Roles and responsibilities of faculty

- During the beginning of every academic session, faculty will prepare a lecture plan, ensuring complete coverage of the syllabus as prescribed by the University of Mumbai. This teaching / lecture plan shall be approved by the Director.
- The workload of the faculty shall be decided by the Director / Head Academics depending on the availability of faculty and other constraints.
- The faculty shall teach the concepts through case studies. Faculty are expected to discuss relevant and recent case studies as far as possible.
- The faculty is required to utilize the lecture hours in the most productive and meaningful manner and remain in class till end of session
- The faculty shall report at least 15 minutes before the commencement of the class

and shall leave the institute no earlier than 15 minutes after the end of the last session.

- No compromise on punctuality, regularity and timely presence in class
- Faculty shall provide adequate study materials on every unit to students.

The faculty also shall suggest suitable reference materials to the students.

3.4 Code of conduct for faculty

- Faculty should conduct themselves in a most professional and dignified manner. They are expected to be well mannered, well groomed and pleasantly disposed.
- Faculty shall exercise restraint and tact while dealing with students in general and offenders in particular.
- Faculty will be fair and just in dealing with the students and also in evaluating / assessing the students.
- Faculty shall be easily accessible to students for counseling and consultation.
- Faculty shall regularly update attendance trackers and relevant MIS reports
- Faculty are expected to keep themselves updated with recent developments through newspapers, journals, magazines and the internet. They are also expected to attend seminars/ workshops / conferences in their area of specialization.
- Faculty shall actively participate in research and other institutional developmental activities. They shall publish research papers / articles in national / international journals and publications.
- Faculty shall play a proactive role in the admission process, MDPs, committee activities and any other institute activities assigned
- They shall promote the institute and help in credibility building exercises.
- Faculty shall play an active role in the job-placement of students and also in the summer / internship placements through their contacts and network.
- The policies of the institute shall be uniformly followed by everyone.
- All faculty are expected to enter bio-metrics and sign the register while entering and leaving the college

3.5 Responsibility of coordinators

- To act as an interface between the management and the students whom they are coordinating.
- To ensure classes are held as per the time-table and in case of cancellation alternate arrangements are made
- To monitor the attendance of the students under them

- To ensure active participation of students under them in various academic, co curricular and extracurricular activities
- To act as an interface between the visiting / adjunct faculty and the management.
- To liaison with discipline committee and ensure that decorum is maintained • To ensure that innovation in curriculum is institutionalized and is carried out on an ongoing basis.
- To ensure that institute industry interface takes place concurrently through seminars, expert visits and guest lecturers.

3.6 Workload

1. University of Mumbai and AICTE guidelines shall form the basis for deciding the workload norms of the faculty.
2. The workload of non-teaching staff shall be decided by the Registrar of the institute viz. the administrative requirements.

3.7 Faculty Development Programmes (FDP):

- Faculty Development Programmes shall be conducted during the beginning of each academic year. This programme may last for about 1 week to 10 days. • Each faculty member is required to conduct 2 FDP/MDP in a year.
- FDP-Coordinator is responsible for conducting FDP as per the schedule • The content of the FDP may be decided from the following (The area is only indicative):
 - a) Current trends in the management technique
 - b) Emerging trends in the business / industry
 - c) Specific domain specialisation
 - e) Entrepreneurship and
 - d) Feedback from the faculty.
- Appropriate in-house / external faculty for conducting the FDP shall be identified and the FDP schedule shall be prepared and circulated to the faculty well in advance.
- FDP- Coordinator shall ensure that faculty members attend all the programmes.
- FDP-Coordinator shall obtain feedback from the participants after the completion of the programme, for identifying improvement areas and also to identify areas for future FDP.
- Faculty may apply for full or partial funding upto Rs 10000/- from the college budget for the training or certification, which will be reviewed and approved by the

director based on the scope and relevance to the institute of the training programme. Exceptions to the above can be provided by the Director for special cases.

4 Institutional Committees

Academic activities are carried out through committees, which are created to decentralize the authority and also to encourage participative management across the institution. Each committee shall meet at regular intervals (at least two in an academic year) to plan and review its activities. Documented records of the minutes of the meeting are to be maintained.

Roles and responsibilities of committees

PHIMSR has created several committees with clear objectives and responsibilities in order to achieve its Vision and mission. Since faculty hold various responsibilities in these committees, this gives them an opportunity to develop their skills in administration and decision making.

Objectives

1. To decentralize the authority and to encourage participative management across the institution; 2. To improve the day to day functioning and efficiency of various academic activities; 3. To distribute responsibility and to ensure accountability at every level in the organization; and 4. To establish seamless and harmonious culture across the organization.

In the beginning of the academic year, committees are duly constituted by the Director in consultation with the faculty. After every two years, committees may be reconstituted if required. The outgoing committee members shall hand over the responsibilities and relevant documents to the new committee members in the presence of the Director.

The procedure for constituting a committee

A notice is circulated among the faculty inviting them to choose a committee of his / her choice. Director shall review the choice made by the faculty and if found suitable shall approve. In case the Director is not satisfied, shall exercise his discretion and assign the responsibility to someone else. Director reserves the right to appoint any faculty to any post even if they hadn't opted for it.

4.1 MES Board of Trustees

Rules and regulations for governance are framed by the governing body and the board of trustees is the apex governing body.

4.2 Board of Governance

The trust and the society has a Board of Governance (BoG) which assists the Board of Trustees in the management of the institute. The Board of Governance includes eminent personalities, renowned academicians and other experts from different fields. BoG evolves policies and strategies. BoG includes Chief Executive Officer, Chief Operating Officer, Deputy Chief Operating Officer, Chief Financial Officer and heads of various institutes

Primary responsibilities of BoG

1. Planning and policy development;
2. Financial and legal compliance;
3. Review and approval of budgets;
4. Review and approval of non-budgeted expenditures;
5. Review and approval of major infrastructural changes;\
6. Starting of new programmes / courses
7. Final approval of appointments and promotions of faculty.

4.3 Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell was formally formed in July 2019 with the objective of nurturing and promoting quality culture in the delivery of management education. It is the endeavour of IQAC to provide high quality of management education as per the expectation of all stakeholders by evolving and establishing suitable mechanisms.

IQAC –vision, objectives, strategies, functions and benefits to PHIMSR are already stated in the IQAC policy. PHIMSR-IQAC is constituted accordingly.

The structure of IQAC is formalised as given below as per the directives of NAAC;

1. Chairperson - Director
2. Management Representative
3. Administrative Officer
4. Faculty
 - a) Controller of Examinations
 - b) NAAC coordinator
 - c) Training & Placement
5. Librarian
6. Local society Representative
7. Alumni Representative
8. Parents Representative
9. Students Representative
10. Industry Representative
11. IQAC Coordinator

Objectives

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution;
2. To promote appropriate measures for institutional functioning towards quality enhancement through internalisation of quality culture and institutionalization of best practices.

Responsibilities

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. Enhancement of academic quality and performance;
3. Ensuring proper mix of teaching methods to ensure proper transfer of learning;
4. Ensuring transparency and credibility of evaluation processes and procedures;
5. Ensuring availability, adequacy and maintenance of infrastructure and services.

Functions

1. Development and application of quality metrics, benchmarks and parameters for various academic and administrative activities of the institution;
2. Facilitating the creation of a learner-centric environment conducive for quality education;
3. Developing and maintaining a system for collecting feedback from students, parents and other stakeholders at regular intervals. Also, ensuring analysis of the feedbacks received, identification of appropriate corrective measures in time and monitoring the impact of the corrective measures;
4. Dissemination of information on various quality parameters of higher education;
5. Organization of inter and intra institutional workshops, seminars, conferences on quality related themes;
6. Ensuring appropriate documentation of all concerned activities;
7. Acting as a nodal agency of the institution for coordinating quality related activities, including adoption and dissemination of best practices;
8. Development of quality culture in the institution
9. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines of NAAC

Benefits

1. Ensures focus and clarity on all activities of the institution that may lead to the incremental quality enhancement;
2. Ensures internalization and institutionalization of quality culture;
3. Seamlessly connects and enhances coordination between various activities of the institution;
4. Builds the discipline for documentation and enhances internal communication processes.

4.4 Admission Committee

Objective

1. To facilitate fair admission process;
2. To provide guidance and counselling regarding the various options available to the students, parents and other stakeholders.
3. To ensure that the entire process of admission is carried out as per the rules and regulations of the Admission Regulating Authority of Maharashtra.

Composition

1. Director - Chairperson
2. Member nominated by MES Governing Body;
3. Registrar
4. 2 members from Senior Faculty
5. 2 support staff

4.5 Anti – Ragging Committee

Objective

1. To familiarize and educate the students regarding anti – ragging laws, policies, and procedures that are in force from time to time;
2. To prevent the students from indulging in ragging;
3. To sensitise the student community towards developing empathy for the new students;
and
4. To ensure a ragging-free campus.

Composition:

1. Chairman- Director
2. 2 senior faculty members , one of them a female
3. 2 students nominated by the Director (1 male and 1 female)

4.6 Committee for SC / ST

Objective

1. To create and maintain a safe, healthy and supportive environment for students and employees from SC / ST communities;
2. To address the concerns, complaints and issues of the students and employees from the SC / ST communities and to prevent ill – treatment and atrocities against them; 3. To liaison with appropriate authority in case of any need.

Composition

1. Senior faculty as the Chairperson;
2. 2 members from Senior Faculty, at least one from the SC / ST community; and
3. 2 Students, nominated by the Director.

4.7 Grievance and Internal Complaints Committee

Objective

1. To redress complaints and grievances received from faculty, staff and students regarding employment, administration and academics;
2. Investigate the grievances and recommend suitable measures to the Director

Composition

1. Director - Chairperson
2. Registrar
3. 3 members from Senior Faculty, at least one from a woman faculty
4. Member of a non-teaching staff
5. 2 students nominated by the Director

4.8 Academic Quality Assurance Committee

Objective

1. To ensure smooth and orderly conduct of internal and external examinations as per the guidelines issued by the University of Mumbai from time to time;
2. To ensure timely evaluation of test and examination answer sheets;
3. To ensure timely declaration of results as per the University norms;
4. To ensure coordination with all departments for the timely dissemination of examination related information to students; and
5. To ensure timely distribution of mark sheets at the end of the semester.

Composition

1. Director - Chairperson
2. Controller of Examinations
3. 4 Members from Senior Faculty
4. 1 Non- Teaching staff

4.9 Discipline and Unfair Means Committee

Objective

1. To ensure students adhere to the laid down code of conduct;
2. To ensure students conduct themselves in a professionally acceptable manner inside the classroom and campus;
3. To take appropriate disciplinary measures / actions wherever required as per the norms;
4. To ensure that the students don't indulge in any kind of malpractices during internal and semester end examinations;

Composition

1. Director - Chairperson
2. Minimum 3 senior faculty members

4.10 Women Development Committee

Objective

1. To create and maintain a safe, professional and supportive environment for women and

girl students in the campus;

2. To address issues faced by women at work place , to organize awareness programmes and take preventive measures to protect women from sexual harassment;
3. To organize workshops on issues affecting women in general;
4. To sensitize staff and students on gender equality on campus; and
5. To liaison with statutory bodies on matters concerning women.

Composition

1. Senior woman faculty as the Chairperson
2. 2 Senior Faculty , at least one of them shall be a woman
3. 2 Female students nominated by the Director

4.11 Corporate Relations Committee

Objective

1. To coordinate and conduct campus placement process;
2. To identify internship opportunities for the students; and
3. To strive for campus placement to as many students as possible

Composition

1. Chairperson - Director
2. Placement Incharge
3. 3 Senior Faculty members
4. One support staff
5. 10 students nominated by the Director.

4.12 Social Service Committee

Objective

1. To sensitize and inculcate empathy for the challenges faced by the underprivileged
2. To inculcate moral values among the students and make them aware of the difficulties and hardships faced by the people in the society;
3. To develop empathy and concern for the society;
4. To develop sensitivity and concern among the students towards weaker sections, gender equality, environment and surrounding

Composition

1. One Senior Faculty as the Chairman
2. At least 2 Faculty members
3. As many student volunteers as required.

4.13 Research Monitoring Committee

Objective

1. To arrange lectures and seminars periodically to provide academic support and guidance to students on research related areas;
2. To identify areas of research and encourage faculty and students to work in those areas;
3. To encourage faculty to submit research projects to funding agencies and generate funds;
4. To explore possibilities of research collaborations nationally and internationally;
5. To arrange conferences, talks and interactions with the eminent personalities from industry, research organizations and other institutions for the better understanding of research methodologies;

Composition

1. Chairman- Senior faculty
2. 4 faculty as members

4.14 Cultural and Extracurricular Activities Committee

Objective

1. To identify and encourage students with exceptional talents and give them a platform to showcase their talents and inspire others;
2. To promote and arrange extracurricular and sports activities for the overall development of the students:
3. To encourage students to participate in intra and inter college competitions
4. To organize in-house competitions and tournaments

Composition

1. Chairman - Senior faculty
2. 5 faculty members
3. As many students as required

4.15 Library Committee

Objective

1. To prepare the annual budget for the library and ensure the allocation of funds;
2. To ensure that uninterrupted library services are available to the student and the faculty;
3. To ensure the optimum utilization of library services by all the stakeholders.;
4. To ensure that all required library resources- books, reference books, periodicals, journals, e-books and others are available to all the stakeholders.

Composition

1. Chairman- Librarian
2. 3 faculty as members

4.16 Entrepreneurship Cell

Objectives

1. To promote entrepreneurial culture among the students;
2. To act as an interface for providing information and other services to budding student entrepreneurs;
3. To organise workshops and lectures periodically to develop and sustain interest and promote entrepreneurship;
4. To function as a guide for students with creative ideas which can be transformed into successful start-ups;
5. To mentor and guide the interested students;
6. To organise events and competitions related to entrepreneurship

Composition

1. Chairman - Senior faculty
2. 4 faculty as members
3. As many students as required.

4.17 Alumni Committee

Objectives

1. To act as an interface between the institution and the alumni;
2. To maintain and foster the association for the betterment and welfare of the institution;
3. To encourage frequent interactions between the students and the alumni; and 4. To seek the patronage of the alumni in facilitating mentoring, job placement, internship and fund raising for the institute.

Composition

1. Chairperson - Placement incharge
2. Faculty as members.
3. As many students as required.

4.18 IT Support Cell

Objectives

1. To assist and manage in conducting online classes through- Zoom, Google Meet and other online platforms;
2. To maintain the online infrastructure and resources;
3. To provide training related to usage of online platforms for reaching out to the students

Composition

1. Chairman - Senior faculty
2. 5 faculty as members
3. As many students as required.

4.19 Website and Social Media Committee

Objectives

1. To keep the institute's website and social media platforms- Facebook, YouTube, Twitter, LinkedIn, Instagram etc updated and dynamic:


2. To provide all information regarding the functioning of the institute to all the stakeholders

Composition


1. Chairman- Senior faculty
2. 5 faculty as members
3. AS many students as required

5. Academics

5.1 Perspective and strategic plans



Mahatma Education Society's
Pillai HOC Institute of Management Studies and Research



PHIMSR in 2029 [Perspective Plan (From July 2024 to 2029)]

| Goal | Short Term | Medium Term | Long Term | Resources | Key Person | Time |
|---|---|--|---|---------------------------------|------------------------------------|----------------------|
| NBA Accreditation | NAAC, FDPs on OBE, Developing Outcomes based on Institutions Need | Pilot study and Regular Audits | Accreditation in August 2028 | Experts, IT (Software) | IQAC Co-coordinator/ | 3 Years and 3 Months |
| ERP | Attendance | Accreditation | All Processes | IT Support | Management/ Director | 3 Years |
| Autonomous | NAAC Accreditation | Orientation for Preparation of International Accreditation | NBA and International Accreditations | Entire Team PHIMSR | IQAC Co-coordinator/ | 3 Years and 6 Months |
| Innovation/ Entrepreneurship & Sustainability | Strengthen Institutional Innovation Council with higher star rating/ Sustainability Principles across semesters | Projects on Innovation and Planning for Incubation Center/ Govt. and Private Funded Projects on Sustainability | Recognized outcomes and participation in forums for Innovation and Sustainability | Entire Team PHIMSR | Management/ Director/ IIC Convener | 4 Years and 6 Months |
| International Accreditation | NBA Preparation | Orientation for Preparation of International Accreditation through Workshops | International Accreditation (s) | Entire Team PHIMSR | IQAC Co-coordinator/ | 4 Years |
| Program Extension | NAAC Accreditation and Consolidation of full strength | Consolidation of full strength | PGDM or PMP | Teaching and Non-Teaching Staff | Management and Director | 4 Years |
| Research and Consultancy | Research Centre and more research publications by all the faculty members and | Enrolment of all the faculty members for PhD and increasing industry interface for consultancy | Minimum 50 of faculty members with PhD and minimum 10 lakhs p.a. consultancy | Teaching Staff | Management and Director | 5 Years |

Director is responsible for preparing the perspective and strategic plans. Director prepares these plans based on the inputs received from the Management **Council** and **Academic Advisory Council**. After due deliberation, perspective and strategic plans are prepared, approved and released for implementation.

5.2 Academic calendar:

- Director is responsible for preparing an academic calendar in the beginning of the academics, in consultation with all the coordinators.
- All events like- guest lectures, industrial visits, in-house seminars/ conferences, management events etc shall be scheduled in the calendar.
- Coordinators / faculty shall ensure that activities concerning their area are conducted as per the calendar.

5.3 Academic monitoring:

- It is the responsibility of the coordinators to ensure that the faculty complete their syllabus as per the schedule.
- Coordinators shall arrange extra sessions for those faculty, who need extra sessions to complete their syllabus, wherever possible.
- Minutes of the meeting shall be circulated to all faculty for information, necessary action and follow up.

6 Policies

Policies are formalized guidelines that present a broad overview of *operating procedures* in an organization. Policies are created to ensure clarity, transparency and consistency in day-to-day functioning of the institute.

6.1 Academic Administration Policy

Academic Administration involves dealing with students from different streams and faculty with different domain expertise. The process of academic administration is complex and is sensitive which has serious ramifications if not handled properly. In order to ensure smooth academic administration, PHMSR has laid down a precise administration policy, which will be binding on all faculty and Director.

Policy for faculty

1. Shall accord top most priority for timely conduct of class lectures, internal assessments and for carrying out semester end evaluation;
2. Shall prepare well in advance for the lectures, assignments to be given to the students, internal assessments, and study materials to be provided to the students and semester end examinations.
3. Shall ensure that student's attendance and absenteeism is monitored and reported; 4. Strictly adheres to the code of ethics while discharging his / her duties and responsibilities;
5. Shall respect student's rights and dignity;
6. Shall display gender sensitivity;
7. Shall ensure students in his / her class display gender sensitivity;
8. Shall refrain from discussing any politically or religiously sensitive issues during

- delivering lectures and interacting with the students;
9. Shall ensure completion of all kinds of assessments and evaluations within the stipulated time frames; Shall be environmentally sensitive and promote the concern among the students: 11. Shall maintain all concerned records up to date;
 12. Shall ensure that student mentoring activities are carried out with a high sense of responsibility and commitment;
 13. Shall escalate any issue of concern to higher ups / concerned authority; 14. Shall ensure that students maintain classroom discipline and decorum.

6.2 Anti-Ragging Policy

1. Ragging in any form is not tolerated and is totally banned in the college premises, hostels and inside and outside the campus;
2. Ragging, attempt to rag and abetting ragging in the institution, hostel and its premises is not allowed and it is considered as a serious criminal offence;
3. If any student is found indulging in ragging or abetting ragging will be viewed seriously and dealt with the applicable provisions of the criminal law;
4. Anti-ragging committee and anti-ragging squads are constituted in the college to enforce the orders and directives issued by the Hon'ble Supreme Court of India, AICTE, UGC, Government of Maharashtra, Director of Technical Education, University of Mumbai and other statutory bodies for taking the preventive measures for curbing the menace of ragging.
5. Parents, guardians and students are requested to report the incidents of ragging, if any, to faculty, members of the anti-ragging committee and squad of the college immediately without any fear or hesitation so as to enable the college authorities to take immediate appropriate actions.
6. The Anti-ragging committee shall ensure that posters and banners are displayed in the college and hostel premises to propagate the seriousness of the offence and also to instill confidence among the first year students.

6.3 Teaching Learning and Evaluation Policy

An effective teaching learning process assumes significance and priority for ensuring expected transfer of learning. PHIMSR, in its more than two decades of existence in management education field, has adopted several student-centric approaches like mentoring, Project Based Learning (PBL), explorative learning through case studies, experiential learning through internships and industry visits, professional and soft-skill developments through guest lectures and sensitizing to social needs through voluntary association with various not for profit organizations. Recently, voluntary meditation is encouraged among the students and faculty for stress management and self development.

The curriculum for Master of Management Studies is designed by the University of Mumbai and PHIMSR being affiliated to the University, strictly follows the curriculum. Internal assessments and end semester examinations are conducted and evaluated as per the guidelines issued by the university.

PHIMSR ensures the following to make the teaching learning and evaluation process meaningful and effective:

1. It is mandatory for every faculty to prepare the course plan well in advance before the commencement of academic session;
2. All faculty shall maintain a lecture log, recording the activities and topics covered in each session;
3. Each faculty shall ensure that the pedagogy used is appropriate to meet the Programme Outcomes (POs) and Course Outcomes (COs);
4. At the end of the academic session Director shall review the effectiveness of the assessment (internal and external) in meeting the COs and POs. Based on the feedback appropriate changes shall be carried out in the evaluation mechanism.
5. One way of assessing student learning outcomes is through the performance in examinations.
6. Controller of Examination and AQAC shall ensure that the internal and external assessments are carried out regularly and in a time bound manner.
7. Controller of Examination and AQAC are responsible for following regulatory mechanisms prescribed by the university and also for the timely declaration of assessment results and other follow-up actions;
8. AQAC and Director shall strive to adopt newer and better methods of assessment and evaluation;
9. Institution shall be fair, transparent and consistent in all its academic evaluations and assessments.

6.4 Salary Policy

In general, the fixation of initial salary is subject to statutory requirements like government pay scales (Current is 6 th. pay rule), University of Mumbai norms and All India Council of Technical Education (AICTE). Salary is fixed as per the discretion of the management.

Higher remuneration may be considered based on the merit of the case. Special pay may be given to the faculty, who perform additional duties.

Various allowances are fixed at the discretion of the management based on employee's contribution

Travelling allowance incurred on account of the institution is reimbursed. Visiting faculty remuneration is fixed on a case to case basis depending on individual merit. Salary increments may be considered once during the academic year, based on the appraisals.

6.5 Faculty Appraisals Policy

Faculty Performance Evaluation will be carried out by the Director once in a year. Faculty will be assessed based on the following parameters:

- a) Timely completion of syllabus;
- b) Contribution / initiatives taken in research / consultancy;
- c) Seminars, conferences and workshops organized / attended;
- d) Research papers / articles published in journals of national and international repute;

- e) Number of books / chapters published;
- f) Activities undertaken / initiatives taken in the interest of the institute;
- g) Contribution towards accreditation, affiliation and other related activities;
- h) Student mentoring / counselling;
- i) Contribution towards arranging internships / placements;
- j) Contribution / extent of involvement in committee activities; and
- k) Student feedback

Training and Placement Officer will be assessed based on the performance in the areas of placement performance, participation of companies in the recruitment drive, alumni coordination and arrangement of internships to the students.

6.5.1 Performance Appraisal of Teacher/Non-Teaching Staff

Performance appraisal of the non-teaching staff is carried out once in a year by the Registrar. Assessment is done based on the parameters like- job performance, initiative, relationship with

faculty and students, job knowledge and other related parameters. If you have joined in between the year the leave policy will be prorated accordingly.

6.6 Leave and Holidays Policy

- a) Public holidays shall be notified by the management, complying with the requirement of University of Mumbai / statutes in force from time to time b)

Faculty are eligible to avail the following leaves in a year:

- a. 8 days of casual leave
- b. 10 days of sick leave
- c. 30 days of vacation*
- c) Non-teaching staff are eligible to avail the following facilities in a year:
 - a. 8 days casual leave
 - b. 10 days sick leave
 - c. 30 days privileged leave*
- d) The availment of the above leaves are subject to the following conditions:
 - a. Only 4 days of casual leave can be availed in a semester
 - b. Only 2 days of casual leave can be availed at a time
 - c. No prefixing or suffixing of casual leave with sick leave
- e) Faculty/staff will become eligible to avail sick leave only after completion of one

year. Sick leave beyond 2 days is to be supported by a medical certificate issued by a registered medical practitioner.

(* 30 days of leaves in a year may be split as per the discretion of the Director, needs to be availed in one go. A minimum of 8 leaves and a maximum of 30 leaves needs to be taken at one go. Maximum of 30 leaves can only be taken if the faculty doesn't have any lectures or other institute related commitments.)

- f) If the faculty/staff has exhausted all the leaves, the excess days availed shall be treated as leave without pay.
- g) Sanction of leave shall be taken in advance from the Director after which the leave card shall be filled and submitted to the Registrar. In case of emergency, sanction shall be obtained through phone call / SMS well before the commencement of class and leave cards shall be filled on the day the faculty resumes duty. In case of non-teaching staff, sanction of leave shall be taken in advance from the Registrar after which the leave card should be filled and submitted to the Registrar.
- h) Whenever a faculty intends to avail leave, the faculty shall make appropriate alternate arrangements and provide an alternative lecture plan emailing Director, Registrar and academic in-charge to ensure smooth conduct of the class in his / her absence.
- i) Sick leave can be carried forward for the next year however carried forward leaves can be utilised only in case of emergencies and critical illness with appropriate documentation.
- j) Only sick leave can be carried forward.
 - k) Institute timings for teaching staff shall be 9:15 am to 6:30 pm. A 15 minute cushion period till 9:30 am shall be permitted. In case of early/late arrival total hours covered needs to be 8:00 hrs for the day to be considered as a full day.
- l) For a consideration of half-day, minimum 4 hrs needs to be spent in college/institute related activities and leave cards need to be updated within 3 working days.
- m) Institute timings for non-teaching staff shall be 10:00 am to 6:00 pm.. In case of early/late arrival total hours covered needs to be 8:00 hrs
- n) Faculty need to be in service for a year to avail Privilege leaves
- o) Faculty shall be present at the institute on the following days:
 - Teacher's day
 - Independence day
 - Republic day

- Community Service Day
- Sports day
- Examination days
- Euphoria
- Any other day as decided by the management

p) Compensatory- off Policy

a. Staff members taking offline lectures on Sundays will be eligible for one day compensatory off

b. Staff members reporting to the institute (as per instructions of Director/Registrar) for official work on any holiday will be eligible for compensatory off.

c. Staff members working online(from home or elsewhere, as per approval of Director/Registrar) on any holiday/ Sunday may choose to either report late or leave early commensurate to the number of hours worked on the said holiday/Sunday

* Please note that all compensatory leaves are valid only for a period of 30 days only.

Compensatory leave needs to be updated on the leave card/ Attendance Register.

q) O D- Policy

a. All OD needs to be recorded in the leave card and needs to be pre approved by Director/Registrar

Adjunct faculty

r) Will not be granted any leaves hereafter, however 30 days Earned leave will be allowed for (Mid Term)winter and (End Term)summer for 15 days each..during non-instructional days approved by Director.

s) Incase of any leaves taken for any unforeseen circumstances or if the regular clock hours are not completed, adjunct faculty need to complete their assigned teaching hours, assigned activities within the month, else the days will be adjusted as loss of pay.

PN: All faculty are expected to enter bio-metrics and sign the register while entering and leaving the college all the time.

Bi-Weekly off*:

Teaching staff - For Saturdays 50% of faculty will be present on 1st & 3rd Saturday and the other 50% on 2nd & 4th Saturday.No interchange of the leaves for Saturday's will be allowed.

If a holiday is taken on a non assigned Saturday, leave will be marked for the same. 5th Saturday will working for all.

Non teaching staff - Can take one leave from 1st-15th & 2nd leave from 16th -30th /31st of every month.

. Please note only one member of staff can be on leave at any one time.

* The above leaves will be subject to prevalent work conditions and cannot be carried forward.

6.7 Mentoring Policy

- Every faculty shall act as a mentor to a group of students allotted to them.
- Every mentor shall keep the details of the students assigned.
- Faculty as a mentor shall assume the role of a guide, philosopher and a friend.
- Faculty as a mentor shall counsel their mentees, support and provide necessary encouragement. Mentors also shall closely monitor the progress of their mentees.
- Faculty should be available for students at any time between the hours of 8:00 am to 8:00 pm for their mental, emotional and professional support so we can develop the college to be a student-centric college.
- For effective mentorship weekly interaction with mentees is essential during summer internship.

6.8 Summer Internship Project (SIP) Policy

- a) All students have to compulsorily undergo two months intensive summer training programme in an industry.
- b) The primary responsibility for SIP is with the Placement Department. However, faculty- core / visiting / adjunct- are also expected to play a proactive role in arranging internships through their own contacts.
- c) As far as possible, efforts will be made to create a match between the student's specialization and the industry. (Example- A student interested in pursuing a career in Human Resource may be accommodated in a HR department, a finance student in a financial institution etc).
- d) Each faculty shall be given the responsibility of monitoring the progress of students, during their internship.
- e) The faculty is expected to monitor /coordinate with the students under him / her through online meetings, e-mails, telephone etc.
- f) The faculty shall guide the students in the preparation of the project report as per

the requirement.

- g) The faculty shall ensure that the students who are under him / her complete their internship successfully and in time

6.9 Specialization Projects Policy

- a) All students have to compulsorily undertake three projects in the second year of their course.
- b) Faculty shall strictly adhere to all circulars and guidance provided by MU when guidance is provided to the students.
- c) Each faculty shall be given the responsibility of guiding and monitoring the progress of 15 to 20 students.
- d) Academic Quality Assurance Committee (AQAC) shall ensure that there is no duplication of project work.
- e) Faculty shall ensure that the students carry out an original and an independent project work.
- f) The faculty shall monitor the progress of the project work as per the schedule and time frame.

6.10 Industrial Visits Policy

- a) PHIMSR actively encourages its students to participate in industrial visits to learn the practical aspects of the business.
- b) Coordinators are responsible for identifying and arranging suitable local industry visits. c) Adequate number of male and female faculty as decided by the Director shall accompany the students for the industrial visits.
- d) Industrial visits shall be planned in advance; at least 2 months notice is preferred. e) All outside industrial visits / tours shall be organized only by the authorised travel agents approved by the Director
- f) Tour / visit service provider shall take all necessary insurance coverages for the industrial visit / tour and shall indemnify the institute from all possible liabilities
- g) It shall be ensured that at least two local visits are arranged in every semester.
- h) Feedback shall be collected after the visit and shall be analysed for possible improvements.

6.11 Policy for remedial / extra classes for slow learners

- a) It is the responsibility of the coordinators to identify and support the students who experience difficulty in coping up with the subjects or any aspect of teaching / learning process;

- b) The concerned coordinator shall bring the difficulties experienced by his / her students to the attention of the concerned faculty and also to the concerned mentor;
- c) If required, the coordinator shall request the involvement of the concerned parent and seek cooperation.
- d) Weaker students can be identified through their performance in internal tests, semester end examinations and through the feedback of the subject teacher
- e) The coordinator shall organize remedial lectures, extra classes for the identified slow / weak students

6.12 Research Projects and Consultancy Policy

Code of conduct for Research Projects

1. Faculty shall ensure that the data is authentic and reliable;
2. Faculty shall comply with norms, procedures and guidelines issued by the university.
3. Faculty shall comply with confidentiality and anonymity requirements
4. Research data and all materials intended for publication shall be screened for similarity using plagiarism checking software. It shall be ensured that the similarity index is less than 15%;
5. Faculty are advised to publish their work in journals approved by UGC

Code of conduct for consultancy projects

1. All professional engagements with external organizations like- collaboration, consultancy, MDPs and training programmes are to be undertaken only after an appropriate contract;
2. All Non- Disclosure Agreements (NDA) are to be strictly adhered to:
3. Faculty members are encouraged to go for Memoranda of Understanding (MOU) with industries for consultancy and other engagements like internships and job placements for the students:
4. Faculty are encouraged to generate revenue from both the

Alumni:

- PHIMSR maintains excellent and cordial relationships with the alumni. The alumni association is a registered body.
- Placement in-charge and faculty are responsible for maintaining regular contact with the alumni. They are also responsible for updating information regarding alumni.
- Invite alumni for all important activities.
- Develop constant communication with alumni for data upgradation
- Invite for special address / guest lectures , events and other activities.

- Conduct alumni conclave once a year by inviting all alumni members

PHIMSR Faculty & Staff Handbook (June 2022) is prepared for faculty to follow the rules and regulations as mentioned in the policy. The policy is subject to change / alter from time to time and will be intimated to all for the changes made.