



NURTURING POTENTIAL

SAKET GYANPEETH'S  
PRAMOD RAM UJAGAR TIWARI  
SAKET INSTITUTE OF MANAGEMENT  
(Un-Aided, Hindi Linguistic Minority Institution)

(Approved by AICTE New Delhi, D.T.E (MB 3158), Govt. of Maharashtra & Affiliated to University of Mumbai )

**RULES AND REGULATIONS FOR TEACHING AND NON-TEACHING STAFF**

**1. Professional Conduct:**

- a. All staff members are expected to maintain high level of professionalism and ethical conduct.
- b. Respect for colleagues, students, and administrators is paramount.
- c. Adherence to the code of ethics and standards relevant to their profession is mandatory.

**2. Attendance and Punctuality:**

- a. All staff members must adhere to the prescribed working hours.
- b. In the case of unavoidable absences, timely notification to the appropriate authority is required.
- c. Punctuality is crucial for all staff members.

**3. Responsibilities:**

**a. Teaching Staff:**

- i. Prepare and deliver curriculum in accordance with established guidelines.
- ii. Assess and evaluate students' performance fairly and transparently.
- iii. Provide timely feedback to students and collaborate with colleagues for continuous improvement.

**b. Non-Teaching Staff:**

- i. Fulfill assigned duties diligently and efficiently.
- ii. Provide support services to teaching staff and students as required.
- iii. Maintain the cleanliness and orderliness of the workplace.

**4. Communication:**

- a. Clear and open communication is encouraged.
- b. All official communication should be through approved channels.

**5. Professional Development:**

- a. Staff members are encouraged to engage in continuous professional development.
- b. Participation in relevant workshops, seminars, and training programs is encouraged.

 Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

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**6. Confidentiality:**

- a. All staff members must respect the confidentiality of information related to students, colleagues, and the institute.
- b. Unauthorized sharing of sensitive information is strictly prohibited.

**7. Dress Code:**

- a. Staff members are expected to adhere to a professional dress code.
- b. The dress code may vary based on the nature of duties but should always reflect a professional image.
- c. Wearing Institute ID card is mandatory not only in institute premises but also while on outdoor duty while representing for institutional affairs.
- d. Faculties are required to wear blazers compulsorily during lectures and special events like guest lecture, placement drives, industrial visits, FDPs, conferences like wise.

**8. Lunch Time:**

- a. **Teaching Staff:** Lunch time for all teaching staff will be from 1:30 p.m. to 2.00 p.m.
- b. **Non-Teaching Staff:** Lunch time for all non - teaching staff will be from 2.00 p.m. to 2:30 p.m.

**9. Grievance Resolution:**

- a. A formal process for addressing grievances should be followed.
- b. Grievances should be reported to the designated authority.

**10. Code of Ethics:**

- a. Adherence to a code of ethics relevant to the profession is mandatory.
- b. Any violation of ethical standards may result in disciplinary action.

**11. Health and Safety:**

- a. Staff members must comply with health and safety regulations.
- b. Report any hazards or unsafe conditions promptly.

**12. Evaluation and Performance Appraisal:**

- a. Regular performance appraisals will be conducted for all staff members.
- b. Opportunities for improvement and growth will be identified and discussed.

**13. Disciplinary Action:**

- a. Violation of rules and regulations may lead to disciplinary action.
- b. The nature and severity of disciplinary measures will be determined by the Director.
- c. All the staff members should strictly adhere to H.R Policies.

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## LEAVE POLICY (Teaching Staff)

### Objectives/Purpose: -

The Institutes intent is to provide each employee with annual time for Casual Leave, Sick Leave, and Vacation. It is understood that employees in the course of their employment will need time off to relax, refresh and have a good work life balance. However, leave is not a right but at the discretion of the Management.

#### Casual Leave: -

- This leave is granted for certain unforeseen situation or where you are required to go for one- or two-days leaves.
- The employee will be eligible to avail 10 paid Casual leaves on pro-rata basis upon completion of 90 days from the date of joining only.
- To avail these leaves employee, must submit written application to the HOI with the mandatory approval of HOD at least 3 days in advance.
- Employees are not allowed to exceed the limit of casual leaves maximum to 2 days in a month.
- Leave will be permitted considering work in hand and availability or replacement to do the assigned work. Leave sanction would be proposed by the HOI and sanctioned by the Management.
- Casual leaves can be clubbed with sick leave if there is no sick leave balance.
- Casual leaves will not be carried forward. The Institute intent to provide Casual Leaves is to reduce absenteeism.
- Casual leave cannot be clubbed with Vacation / Earned.

#### Medical Leave/Sick Leave: -

- These are the leaves which are availed when employees are unable to perform employment duties because of sickness, disability, or injury.
- Medical Leave/Sick leave is used for medical appointments to employee himself/herself.
- 1 leave will be considered as Medical Leave/Sick leave only if employee produces valid supporting documents for verification and subject to approval of the Management. (e.g. doctor's prescription)
- The employee will be eligible to avail 10 paid Medical Leave/Sick Leave only after successful completion of Two years (24 months) duration in the Institution.
- If you are sick, intimation of availing sick leave should be informed to the HOI either by email, call, and message or through your family member immediately.
- Medical Leave/Sick Leave will be only approved by HOI only if employee produces legitimate supporting documentation to the HOI. (i.e. a Medical Certificate from the Certified MBBS Doctor with a note of Fitness to resume the work is necessary if the sick leave is beyond 3 days)

- Medical leaves will be carried forward for 3 years, post that it will lapse if the employee does not avail the benefits.
- Medical Leave/Sick leave may not be used while employees who are on vacation leave, with the exception that an employee who is hospitalized while on vacation leave may be granted sick leave only after providing supporting documentation to the immediate supervisor/HOD/HRM.

↳ **Compensatory off: -**

- This leave is granted if the person come on work during the holidays, in this case employee can take off on some other day with prior intimation.

↳ **Leave without pay: -**

- If an employee does not have any leave to his/her balance and the situation warrants him to take the leave, the leave is granted by the Institute will be considered as loss of pay or leave without pay.
- To avail CL/ML employee must meet the above-mentioned criteria or else it will be treated as loss of pay or leave without pay.

↳ **Sandwich Leave: -**

- These are the leaves under which the non-working weekend days get added to the total leaves if an employee takes leave in the midst of two general leaves or his leaves fall near to the week off. (For Example: -If an employee takes leaves on Saturday and Monday then the Sunday will be considered as a leave and such consecutive leaves are treated as loss of pay or leave without pay, same goes with public holiday)
- Employee can adjust his/her sandwich leaves with their casual leaves to balance.

**Note: -**

- The employee will be eligible to avail ML once he/she completes Two years (24 months) in the institute.
- Employees are not permitted to take any Casual leave during Admission and Examination period. Only Medical leave can be approved after providing supporting documentation.
- Employees can avail themselves of all the balance leaves in month of March and April, only if the syllabus and student relevant work is completed.
- Any leave will be appointed across 12 month & if anybody leaves in mid of the years leave will be deducted accordingly.

**Full Forms:**

HOI – Head of Institute

HOD – Head of Department

HRM – Human Resources Manager



**>List of Holidays are as follows: -**

Sr.no	Holidays	Days
1	Makar Sankranti/Pongal	1
2	Republic Day (26 <sup>th</sup> January)	1
3	Chhatrapati Shivaji Maharaj Jayanti	1
4	Maha Shiv Ratri	1
5	Holi (Dhule Vandan)	1
6	Good Friday	1
7	Gudi Padwa	1
8	Ambedkar Jayanti	1
9	Ram Navami	1
10	Maharashtra Day	1
11	Summer Vacation	15
12	Ramzan Eid (Eid al-Fitr)	1
13	Buddha Poornima	1
14	Bakri Id (Id-Uz-Zuha)	1
15	Independence Day (15 <sup>th</sup> August)	1
16	Parsi New Year (Shahen Shahi)	1
17	Moharum	1
18	Onam/Pongal	1
19	Raksha Bandhan	1
20	Gopal Kala	1
21	Ganesh Chaturthi	5
22	Anant Chaturdashi	1
23	Gandhi Jayanti	1
24	Dussehra	1
25	Ramzan Id	1
26	Diwali Vacation	15
27	Guru Nanak Jayanti	1
28	Maha Parinirvana Day (6 <sup>th</sup> December)	1
29	Christmas Vacation	6