

Facilities for Teaching Staff and Non-Teaching Staff members for improvement of their Academic Qualification and other activities

	The Faculty recruited by the Institute are well qualified with required qualification and relevant work experience in the relevant field which is in sync with the policy by AICTE .This is monitored by Mumbai University through their yearly inspection visits to the Institute for their extension of approval. This is monitored by DTE We have maintained the faculty strength as per the AICTE & DTE (Higher and Technical Department, Government of Maharashtra) Norms. In addition to this, we have Visiting faculties from Industry and Corporate and from the reputed B Schools of the country. The list of the same has been attached with the proposal.
	As per AICTE and DTE Norms, we need 08 Core Faculties for intake of 120 Students. The Institute provide Full time assistance to the students during their internship. For a group of students there is one faculty Mentor who guides the students as and when required in terms of their projects, academic and managerial training part. Since we have Adjunct and Visiting Faculties in addition to above Full time faculties, we have not deployed any Part time Faculties.
	We have appropriate number of full time faculties as per AICTE and DTE Norms and also Senior Guest Faculties from the area of Industry, Corporate and Banking Sector and there is no need of appointing the part time faculties as such. We have enclosed the statement showing the faculty and student ratio as per AICTE & DTE Norms. List of the faculties is also attached for your ready reference.
	<u>International Exposure of Faculties:</u> The faculties appointed by us are qualified as per AICTE & DTE norms. For the International exposure of faculties in terms of workshops and conferences etc. we have well defined International travel policy for our faculty members. They are inspired to participate in international paper presentation and attending the conferences in order to boost the institute's brand value and enhance their individual skills. International policy for the faculty is attached as a document. We have enclosed the details of such research seminars/conferences/workshops etc. conducted & attended by the faculties.
	Average Period of Faculty retention: This statement is enclosed for your reference. Rewarding educated resources & encouragement to publish the papers & FDP's the Institute have made available. We have well-defined HR policy mentioning the rewarding pattern on publishing the papers. Faculties are supported and encouraged to develop their intellectual level and expertise in their respective domains and are encouraged to publish papers and are supported to participate in FDP's organized with some of the top notch B Schools which can add an extra cutting edge in their respective domain.

	Recruitment & Promotion Policy of Faculties: We follow the recruitment & promotion policy laid down in the HR Policy of VESIMSR in accordance with the guidelines given by DTE & AICTE. The Institute have adopted clear policy, rules and regulations for the recruitment, allocation of tasks & assigned workload to the recruited faculty. The faculties performance is appraised frequently based on the feedback and timely review of the assigned work load. Different guidelines & policies for faculty appraisals framed by AICTE & DTE like Career Advancement Scheme (CAS) has been followed & implemented to encourage & reward the faculties. Papers related to the HR Policy, guidelines are enclosed with the proposals.
	Nature & Exposure of Faculties to the world of Work: Faculties are encouraged to do consultancy for corporates. We have signed the MoU's with different organizations, corporate & Industry in different fields to facilitate faculties closed to their working and learning with the corporate. Some of our faculty members are qualified with the Professional Behavioral HR Modules like MBTI, FIRO- B and they are approaching corporate & Industry to provide training to their personnel & Higher management. We are providing Statistical solutions based on business analytics to some of the reputed financial institutions like HDFC Bank. Our faculty spends ample time in the world of work as advertised in the HR Policy of the institute.
	Faculty Development Policy: Faculties are encouraged to attend National & International Conference which is laid down in the HR Policy of the Institute. There is a provision for faculty for the option of periodic sabbatical for pursuit of and agreed program of work.
2.	Institute Policy for the engagement of Outside Experts in Curricular Activities: Our Institute policy is with the provision of inviting Industry & Corporate Guest, Guests Faculties from Renowned & Significant B Schools in order to impart the practical knowledge to the students about the business world. We invite the industry experts to deliver the Guest lectures to the students on current happenings of the national and global significance which is absolutely based on brainstorming sessions and case lets solving. There is a well-established policy of consultation with the established subject experts for extracurricular activities. We have already signed agreement with SAS India Ltd, PMI, EDI, IKSULA, HDFC MSME, and NISM. We have Board of Studies (Academic Council) which consist of expert members from the industry, Academics & Financial Institutes who constitute in designing the curriculum in sync with industry standards.
	Evidence of Research Aptitude of Faculty: Faculty student ratio is in conformity to the AICTE standards the ratio is 1:15. Our faculty member are actively participating in the paper presentation and lots of research activities too. Their paper is also being published in the journals of repute. The policy related to the publishing of their research paper is published in the Institute's HR Policy which is quite transparent. The details of such research & Paper publications are given with the proposal faculty wise.

	Staff Appraisal and Development Process: Nature of Staff Appraisal Process – Principle and practices of the Institute This appraisal is mainly based on self-evaluation by the individual Staff members. On such dimensions a Job Description, their achievements in past and future potential is assessed on the basis of 360 degree appraisal module in which the appraisal is done by the subordinates, direct reporting heads and then the Director. Our objective for appraisal of Staff members is to assess their performance on timely basis and help them to enhance their skills further in sync with the Institute's Goals. The employees are further motivated to attend different types of training like technical training on excel, google apps etc. and the soft skills training. They are even motivated to attend the training which are taken by some well-known industry leaders. The main objective of giving these trainings to the employees is to increase their productivity at the work place and can also enhance their skill sets. Our certified Faculty members also organizes training for the staff members on personality development and behavioral aspects. We have now propose a scheme of Education Enhancement for our Non-Teaching Staff will be financed by the Institute on their set guidelines. This scheme will allow the NTS to enroll themselves for further studies in order to enhance and support their academic Credentials. We have also started the Medical Insurance by Oriental Insurance company for our Non-Teaching staff members which is in force.
	Procedures adopted by the Institution to implement the standard policies of appraisal and development process : The institute is conducting the appraisal process yearly i.e. by the end of December every year (periodic manner) We are conducting the appraisal in a formal way that is specified prescribed format by the management. Self-Evaluation by Individual Staff and the evaluation by the HOD has been recorded with necessary comments. This yearly Appraisal form have been recorded and maintained with HR Department as a personal record document.
	Practice of B School for updating of Staff skills and qualifications The institute determines the minimum qualification for different Staff at different level. It is usual practice of the Institute to create awareness among its Staff members about Institute's aim, objectives, vision and mission and ethical procedures through lectures, training sessions in different meetings and events which are conducted in the institute. We have Vedanta Meditation center for the staff members of the Institute. We encourage the staff members to attend different training programs and workshops conducted by DTE, AICTE, social Welfare department and other private bodies. This has been taken care and had been mentioned above and has been taken care to ensure the teaching and learning support to the Institute's Staff in the institute itself. Institute have Independent Vedanta Center conducting YOGA Classes and Meditation sessions for our Staff members. In addition to this social awareness is also created amongst the participants. The Institute independently have appointed a well-qualified "Counselor" for this purpose.

There is well published/defined written HR Policy of the Teaching Staff. Major Welfare measures/facilities are enumerated here below:

Accident Insurance:

- 1) Death occurs due to accident, sum insured Policy sum insured (2 lakhs individually)
- 2) Loss of two limbs / two eyes or one limb and one eye. Policy sum insured (2 lakhs individually)
- 3) Loss of one limbs or one eye. 50% of policy sum insured (1 lakh individually)
- 4) Permanent total disablement from injuries other than those named above (P.T.D.) Policy sum insured (2 lakhs)
- 5) Permanent partial disablement (PPD) % of CSI (It varies from 1% to 75%) break up details is mentioned in attached clause form.
- 6) Weekly compensation for loss of income due to accidental (TTD) injury Rs. 1,000/- per week, maximum up to 100 weeks.
- 7) Terrorism is covered Round the clock.

VESIM have also floated the scheme under the name of Education Enhancement Scheme /Policy of Rs. 50000/- for all its Non-Teaching Staff members. Under this scheme all the Staff members who wants to pursue their studies further can avail this scheme.

VESIM always extends its helping hand to the employees who are in need of money. We offer them help by giving the loan against their salary so that their need can be served timely.

Considering the household difficulties and responsibilities, we have given the leverage of flexible reporting and departure time to all our staff members but giving minimum weekly working hours is mandatory.

We encourage our staff members to participate in the training programs which can help them to enhance their skills and can prove instrumental in increasing their overall productivity. These trainings are sponsored by the Institute.

International Exposure:

VESIM always believes in giving the International exposure not only to its teaching Staff but also to its Non-Teaching Staff Members. We have international Erasmus program for the exchange of our Student, faculties and staff members. One of our staff member was sent to NEPAL as the part of the team .

Timely Compliance of PF and Gratuity to PF & Pension authorities is done on regular basis:

Monthly remittance on this account is made regularly to the regulatory authorities.

Superannuation and Retirement Benefits:

All leave Rules laid down by University of Mumbai, DTE and the State Government of Maharashtra, have been adopted and made available. Earned Leave encashment is made to the Teaching and Non-teaching staff on their retirement, superannuation and termination of services.

Other Amenities:

- **CCD and ATM Facilities :**

We have given the amenities of CCD and ATM in the premises for all the staff members

- **Sanitary Vending Machine Facility for Female Employees:**

We have made special provisions for all the female staff by maintaining Sanitary Vending Machine Facility for Female Employees in the premises.

- Snacks Vending machine**

- We have made special snack vending machine for all the students, Faculty and Non-Teaching staff members. They can make use of this facility whenever they want.
 - Tea /Coffee Machine

Recreation Room for the Staff members. the major objective of this room is that the staff and the teaching staff members can have a sometime for discussion amongst themselves apart from work.

VESIM

Employee Performance Evaluation

(To be filled in by the HOD. Please keep the report confidential)

Employee Name _____ Review Period _____ to _____

Position _____ Department _____ Employee Number _____

Prepared by: HOD Name _____ Date _____

PURPOSE OF THIS EMPLOYEE EVALUATION:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical Improvement program. Periodically conducted evaluations will provide a history of development and progress.

INSTRUCTIONS:

Listed below are a number of traits, abilities and characteristics that are important for success OF any Institute.

For each of the items listed below, please comment on the employee's performance, providing examples of what he or she does well, along with suggestions for improvement.

Quality of Work and Accuracy	
Computer Skills	
Punctuality	
Quantity or Volume of work	
Professional Communication	

Initiative	
Problem Solving	
Teamwork	
Co-worker Relations	
Professional Growth & Development	
Work Ethic	

Comments by HOD:

**Signature – HOD
Registrar**

Signature – HR Manager

Signature –

Date:

Place:

Vivekanand Education Society Institute of Management Studies and Research
SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) for Teaching Staff

Revised 2017-18

Category-wise weightage of activities

Category	Nature of Activity	<u>Maximum Score</u>
I	Teaching, Learning and Evaluation related activities	40
II	Research and Academic contributions	40
III	Co-curricular, extension and Professional Development related activities	20

Category I: Teaching, Learning and Evaluation related activities

A. Teaching, Learning and Evaluation related activities 40 points

1. Teaching: 15point

	Course No. & Title	No of classes per week allocate	No of classes conducted as per allocate	% of Classes taken as per documented record
MMS				
PGDM				

2. Use of Participatory and Innovative Teaching-learning Methodologies, Updating of Subject content, Course Improvement etc: 5 points

Sr. No.	Name of the paper	Type of innovative T/L methodology	Self-Appraisal Score

3. List of project Supervised: MMS/PGDM: 10 points

Course	Number of project allotted	Number of project supervised	Viva conducted as per compliance	Self-Appraisal Score
MMS				
PGDM				

4. Evaluation & Assessment:

10 points

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	Self-Appraisal Score
1	Semester / Annual Examination work			
2	Internal / continuous assessment work			
3	Examination work such as coordination, or flying squad duties etc.			

Category	Nature of Activity	Unit of assessment	Max Score	Verified API Score
1.	Teaching		20	
	Lectures, seminars, tutorials, practical's, contact hours undertaken taken as percentage of lectures allocated	Lectures / Practical / Tutorials (max 15 for 100 % performance and proportionate score up to 75 % performance, below which no score may be given)	15	
2 A	Preparation and Imparting of knowledge /instruction as per curriculum; syllabus enrichment by providing additional resources to students	As per document	05	
2B	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc.	As per document	05	
3.	Research Supervision	Students supervised as per allotment (If 100% compliance =Max 5)	10	

		Viva Conducted as per allotment 100% =Max 5) 10 for 100 % performance and upto 75 % performance=3, below which no score may be given)		
4.	Evaluation& Assessment		10	
4A	Question paper setting, moderation and related work external assessment	End semester / Annual Examination work as per duties allotted. (; Evaluation of answer scripts - 3points; Question paper setting – 2 points).(100% compliance = 5 points)	5	
4B	Invigilation/supervision and related examination duties	Invigilation -5 points as per duty allotted	5	
4C	Evaluation/assessment of answer scripts and assignments related to internal assessment, and re-evaluation	Examination / Evaluation responsibilities for internal / continuous assessment work as allotted. (100% compliance = 5points)	5	
	Total Score		40	
	Minimum API Score Required		24	

CATEGORY-II: RESEARCH AND ACADEMIC CONTRIBUTIONS

1. Research contribution

20 points

1 A .(i)International Journal /National Journal

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main Author	Self-Appraisal Score

(ii) Paper presented:

International Conference/National Conference

Sr. No	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether international/ national/state/ regional/ college or university level	Self-Appraisal Score

1B Technical Reports prepared/Books/chapter in books:

(i) Articles / Chapters published in Books

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	Self-Appraisal Score

2. Sponsored Research projects/Consultancy:

10 Points

(A) Sponsored research projects

(B) Consultancy projects

(C) Completed Projects : Quality Evaluation

(D) Major Policy document of Govt. Bodies at Central and State level

3. Research Guidance:

05 points

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	Self-Appraisal Score
M. Phil or equivalent				
Ph. D. or equivalent				

4. Training Courses, Teaching-Learning-Evaluation Technology Programs, Faculty Development Programs /Seminar/Conference/Workshop (Not less than one week duration): 05 points

Sr. No.	Programme	Duration	Organized by	Self-Appraisal Score

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Category	Nature of Activity	Unit of assessment	Max Score	Verified API Score
1.	Research Contributions		20	
1A	Research Papers published	A. Refereed Journals.(if listed in ADBC / Scopus =Max 20 and Other reputed journals =Max 10 per paper B. .Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.= Max 5 per paper Conference proceedings as full papers, etc.(Abstracts not to be included) With Presentation = Max 5 And “In absentia= Max 3) C. Case Writing (Cases Published by Harvard & Ivey School = Max 20 / Other cases published national / International journals Max 10	10 5 5	
1B	Research Publications (books, chapters in books)	A. Text or Reference Books Published by International approved by Institute Publishers with an established peer review system. B. Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers. C. Subject Books by Other local publishers with ISBN/ISSN numbers. D. Chapters contributed to edited knowledge based volumes published by International Publishers	15 5 5 10	

		E. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers	5	
		F. Full featured Article National/International Paper/Magazine	5	
2	RESEARCH PROJECTS		10	
2A	Sponsored Projects carried out/ongoing	Major Project's amount mobilized with grants above 5.0 lakhs. Major Project's amount mobilized with grants above 3.0 lakhs upto 5.0 lakhs. Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	5 3 2	
2B	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.0lakhs	5	
2C	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency)	5	
2D	Projects Outcome /Outputs	Major Policy document of Govt. Bodies at Central and State level	5	
3	RESEARCH GUIDANCE		5	
	RESEARCH GUIDANCE	M.Phil. Degree awarded per student Acceptance of Proposal Thesis submitted per student Ph.D Degree awarded per student	1 1 1 2	
4	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS		5	
4A	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs, Soft Skills development	3 Days Duration per program Two days duration per program	2 1	

	Programs, Faculty Development Programs			
4B	Papers in Conferences/Seminars/workshops	Participation and Presentation of research papers International conference National level Regional/State level Local –University/College level	3 2 1	
4C	Invited lectures or presentations for conferences/ / symposia	International National level	3 2	
	Total Score		40	
	Minimum API Score Required		24	

C. Co-curricular, extension and professional development: 20 points

Sr. No	Nature of Activity	Description of Activity	Self-Appraisal Score
1	Student related co-curricular, extension and field based activities		
2	Dept level administration / Institutional level administration		
3	Awards/Distinguish / Honours / Patent/ Special Lecture delivered/ Experts of Committees outside Institute:		
4	Overall contribution to the collective/corporate life of the institution/Professional Development Activities (any other contribution)		

Category III: Co-curricular, extension and professional development related activities

Category	Nature of Activity	Particulars	Max Score	Verified API Score
Category III	Co-curricular, extension and professional development related activities			
1 A	Discipline related co-curricular activities (e.g.field work, study visit, student seminar, events,career counseling etc.)		05	
1B	Other co-curricular activities (Cultural, Sports, etc.)		05	

2	Extension and dissemination activities (public lectures, talks, seminars, popular writings. Arrange in Institute 1 point per activity		05	
3A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge) Seminar Organized/ Conference organized		05	
3B	Participation in Board of Studies, Academic and Administrative Committees. Editor of Journal/ Reviewer		03	
4	Overall contribution to the collective/corporate life of the institution (any other contribution towards Placement= Max3, Admission = Max 2 and Internship = 1		05	
	Total Score		20	
	Minimum API Score Required		12	

Grade point index from student feedback:

Signature of faculty member

D. General

(a) Future Planning

(b) Input required for self-improvement

(c) Willingness to take responsibilities

(d) Outstanding achievement not covered above

Signature of Senior Member

Summary Sheet for Faculty Performance

Appraisal for the Academic Session 2015-2016

Name:

Designation:

Department:

Table to be fill by the committee members

Sr No	Factor of Appraisal	Maximum grade point permitted	Actual grade point obtained as per confirmation authority
Category I	Teaching, Learning and Evaluation related activities	40	
Category II	Research and Academic contributions	40	
Category III	Co-curricular, extension and Professional development	20	

Total grade point obtained:

Department Head

DIRECTOR

VESIM

Date: 24.05.2019

Subject: Note for Governing Body Approval

Medical Insurance for Teaching Staff up to Rs. 5 lacs on sharing basis premium (i.e half premium by management and half by VES)

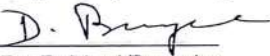
The health Insurance benefit provide employees' well-being. It is a Social Security rendered by the employer.

VESIM Business School towards this has decided to provide medical Insurance to its teaching staff for an amount of Rs 500,000. It is a family floater, which includes the employee, their spouse, 2 children under 25 years of age, and their dependent parents.

It has been agreed by the faculty members that they shall bear 50% of the premium value, which would be deducted from their salary. Remaining 50% of the premium would be taken care by the institute.

Both Employer and employee can get the benefit of tax exemption of this premium value.

Proposed By:

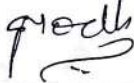


Dr. Debjani Banerjee
Associate Dean- Accreditation
&
Head IQAC



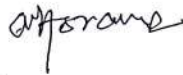
Dr. Sandeep Bhardwaj
Dean- Academics

Recommended By:



Dr. Satish Modh
Director





Approved By:

President VES/Chairman Governing Body,
VESIM

Subject: Note for Governing Body Approval

Hiring of Research Associates

Research Associates are Academic Student Employees (ASEs) hired by faculty to assist in carrying out a particular research agenda. ... While a Research Associate is expected to contribute in many ways to the research project, typical responsibilities include the following: Conduct literature reviews, help in preparing research questionnaire, collecting samples and assist in analysis. The provision of Rs. 5 lakhs yearly will be maintained .

While a research associate is expected to contribute in many ways to the research project, typical responsibilities include the following:

- Conduct literature reviews
- Collect and analyze data
- Prepare materials for submission to granting agencies and foundations
- Prepare materials for Research Committee review
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Provide ready access to all experimental data for the faculty researcher and/or supervisor
- Request or acquire equipment or supplies necessary for the project
- Manage and respond to project related email
- Prepare, maintain, and update website materials
- Supervise graduate students working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the graduate students and the faculty researcher)
- Attend project meetings

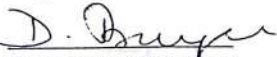
- Attend area seminars and other meetings as necessary
- Summarize project results
- Prepare progress reports for funding agency
- Prepare other articles, reports, and presentations
- Monitor the project budget

Other duties and responsibilities may be assigned by individual researchers. Quarterly work requirements and schedules must be discussed with the Supervisor to ensure that the work priorities can be accomplished in the 20 work hours/ week scheduled for the quarter. Concerns about any additional responsibilities should be discussed first with the supervisor (faculty researcher).

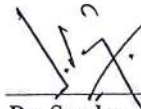
Based on the Research that a faculty gets, RA would be allotted.

They need to get a payment of Rs 5000/ month.

Proposed By:



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Associate Dean- Accreditation
&
Head IQAC



Dr. Sandeep Bhardwaj
Dean- Academics

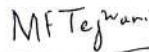
Recommended By:



Dr. Satish Modh
Director



Approved By:



President VES/Chairman Governing Body,
VESIM

VESIM

Date: 24.05.2019

Subject: Note for Governing Body Approval

Professional Membership by Faculty Members.

Faculty members by joining an association as members would gain competitive advantage because they would become active, informed members within their functional area. It would help them to develop network and get to know important industry trends, new legislative rulings, and advances in technology. Educational networking puts them in contact with other educators, educational administrators, and legislators that advocate various trends to be opted as per contemporary needs.

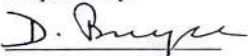
Joining professional groups facilitates faculty development. Any Accrediting body encourages the same.

VESIM shall allow its faculty members to join Profession bodies from their functional domain for which a registration fee of Rs 2000/- would be approved for a faculty/ annum

Eligibility

1. In order to get this benefit the faculty should complete their probation period.
2. They should stay atleast for 2 years post joining the professional body, else refund the joining fee.

Proposed By:



Dr. Debjani Banerjee
Associate Dean- Accreditation

&

Head IQAC



Dr. Sandeep Bhardwaj
Dean- Academics

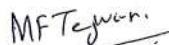
Recommended By:



Dr. Satish Modh
Director



Approved By:



President VES/Chairman Governing Body,
VESIM

FOR TEACHING STAFF:

- 1) Residential Faculty Development Program (for the tenure of 2 months and above):
Faculties shall be permitted to attend Residential FDP Program (only from the premium Institutes) for self enhancement, only after the completion of their Probation period.

In case if any faculty resigns within the period of 2 years from the date of FDP, he/she will have to bear all the cost incurred by the Institute for attending such FDP.

The faculty needs to sign an Undertaking in this regards, on the **Non Judicial Stamp Paper** of Rs. 100/- and submit the same to the Manager Human Resources /Registrar before proceeding on such FDP. The sanctioning/approval of the FDP by the Director and intimation of the same should be given well in advance to the HR department to avoid the Academic and Administration inconvenience.

- 2) International Conference: The faculty can attend the International Conference after the completion of one year of their continuous service, once in the two Academic Years, for which the cost up to the limit of Rs. One lakh will be borne by the Institute and the necessary out door leave will be sanctioned to the faculty to attend such International Conference. In case, if any faculty resigns within the period of 2 years from the date of this International Conference, he/she will have to bear all the cost incurred by the Institute for him/her for attending such conference; failing which the faculty shall not be relieved from the services.

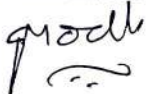
If the amount on this account in the Yearly Budget Allocation remains unused in 2 years, then this budgeted amount will automatically get lapsed.

The faculty needs to sign an Undertaking in this regards, on the **Non Judicial Stamp Paper** of Rs. 100/- and submit the same to the Manager Human Resources /Registrar before proceeding on such Conference. The sanctioning/approval of the Conference by the Director and intimation of the same should be given well in advance to the HR department to avoid the Academic and Administration inconvenience.

This Amendment supersedes the earlier provisions in this regards available in the HR Policy. However the financial limits mentioned in the HR Policy will remain unchanged.

Note: Budget Utilisation shall be availed by the faculties, Financial Year wise and not Academic Year wise

Recommended By:



Director



Date: 07th July 2018

Approved by:



Chairman
Governing Council

Subject: Note for Governing Body Approval

Teacher Assistants

Duties.

Teacher assistants typically do the following: Reinforce lessons presented by **faculty** by reviewing material with students one-on-one or in small groups. Enforce school and class rules to help **teach** students proper behavior. Help **faculty members** with recordkeeping, such as tracking attendance and calculating grades etc.

Teacher Assistant's role:

- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Enforce class rules to establish the teaching pedagogy adopted.
- Help teachers with recordkeeping, such as tracking attendance and calculating grades
- Help teachers prepare for lessons by getting materials ready or setting up equipment, such as smart board etc.
- Help supervise students in class, between classes, and on field trips.
- Help establish bridge gap between teacher and student to increase better learning.

Generally, teachers introduce new material to students, and teacher assistants help reinforce the lessons by working with individual students or small groups of students. For example, after the teacher presents a lesson, a teacher assistant may help a small group of students as they try to master the material.

Teachers may seek feedback from assistants to monitor students' progress. Some teachers and teacher assistants meet regularly to discuss lesson plans and student development. Teacher assistants sometimes help teachers by grading tests and checking homework.

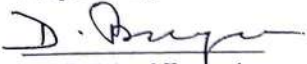
With students who have any form of disabilities, assistants would work with them in separate classes and thus bring to the notice of the teacher to help out the student.

Ideally a Teaching Assistant needs to work for 20 hours in a week and the record of this timing would be maintained by the Teacher with whom they would be attached.

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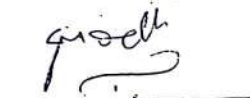
Proposed By:



Dr. Debjani Banerjee
Associate Dean- Accreditation
&
Head IQAC


Dr. Sandeep Bhardwaj
Dean- Academics

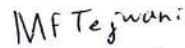
Recommended By:



Dr. Satish Modh
Director



Approved By:



President VES/Chairman Governing Body,
VESIM



Vivekanand Education Society's Institute of Management

Studies & Research

("A" Grade awarded by DTE Govt. of Maharashtra, Affiliated to University of Mumbai & Approved by AICTE)

Date: 31/12/2016

To,
The Director
Vivekanand Education Society's
Institute of Management Studies
Chembur (East)

Subject: Proposal for sponsoring the Professional Programs for the enhancement of our Non-Teaching Staff members

Dear Sir,

I am attaching herewith a proposal for the sponsorship of the Professional Programs for the enhancement of our Non-teaching Staff members.

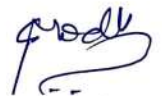
I would like to submit that this was already discussed in last LMC and GBM Meetings including the meeting held on 7th January 2017.

In furtherance to this I would like to request you to please go through the said proposal and advise on the same. If approved, this shall form a part of HR Policy to be framed for Non-Teaching Staff. This can be implemented with immediate effect irrespective of approved HR Policy.

Regards


Sonali Choudhary
(Proposed By)





Director
(Approved By)



Vesim Business School

495-497, Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai - 400 074. INDIA. Tel.: +91 22 6789 3000

Email id : mailus.vesim@ves.ac.in • Website : www.vesim.ves.ac.in

PROPOSAL

I would like to bring to your kind concern that the Non-Teaching Staff members of VESIM comprises of many team members who wants to pursue their further studies and often expresses their interest to attend the workshops, seminars etc, but because of exorbitant registration and course fee it becomes an obstruction for them to undergo/pursue these professional courses/trainings/workshops/seminars.

Our teaching staff members' gets immense opportunities to enhance their skills, knowledge by attending the FDP's, workshops, seminars, and National and International conferences which helps them to add weightage in their curriculum for their career growth . After the completion of their 5 years tenure in the institute, the teaching staff are also given good salary hike under the "Career Advancement Scheme" which is quite commendable . The institute is really grooming and shaping its faculty members by providing them a platform to prove their capabilities and improve their academic expertise.

In order to boost the morale of our non-teaching staff members, I would like to put forth the proposal of 'Self-development Scheme' for Non-teaching Staff members working at VESIM, requesting the head of the institute and the management to look in to this proposal and give their guidance ,so that we can take collective initiative in grooming our staff members by enhancing their skills and knowledge .This will help the non-teaching staff to study further and they can use their expertise for achieving the organizational goals and serving the institute in a better way.

Following points of terms, conditions and rules shall be taken into account for giving this benefit to the Non-Teaching Staff:

- 1) The course fee of the program should not exceed Rs. 50000/- per course in span of every 3 years
- 2) If an employee doesn't want to pursue any professional course, then he/she can attend any training program/workshops or seminars (maximum 2 such workshops, seminars per year) up to the limit of sanctioned amount, provided, that such training/workshops/seminars should be approved by the Director or Registrar.
- 3) This facility will be given either for pursuing any professional course or for attending the workshops/trainings, both shall not be permitted.
- 4) Distance learning /online courses / Correspondence courses registered by the employee should be from recognized university.
- 5) There will be no reimbursement of fees for entering into any competitive exams and the exams like NET/SET/SLET/PET.
- 6) Reimbursement of the fees for pursuing Ph.D will be borne by the institute only up to the limit of prescribed amount which shall be sanctioned by the management. If the course fee exceeds the sanctioned limit/amount, then the extra amount will have to be borne by the employee himself /herself.
- 7) The fees will be reimbursed only if the employee has cleared all the examinations.
- 8) The Staff member is bound to be with the institute during the duration of the enrolled course and he/she needs to submit the declaration stating that, after the completion of the course he/she

will serve the institute for the continuous period of at least 2 years from the date of clearing his/her examination failing which the expenses incurred shall be recovered from the employee at the time of his/her relieving.

- 9) The mark sheet of each semester is required to be submitted by the staff members.
- 10) The details regarding the admission is required to be submitted to the HR Department.
- 11) The course fee will be first paid by the employee, the reimbursement of the same will be done after the successful completion of the course/semester, but in case of training /workshops the amount can be collected in advance after filling of the necessary event form and approved by the director/registrar.

This shall be subject to sanction by the Director and/or Management.



Dr. Satish Modh
(Approved By)



Date: 31/12/2016

2.2 Facilities for Teaching Staff and Non-Teaching Staff members for Improvement of their Academic Qualification and other activities

2.2.1	The Faculty recruited by the Institute are well qualified with required qualification and relevant work experience in the relevant field which is in sync with the policy by AICTE .This is monitored by Mumbai University through their yearly inspection visits to the Institute for their extension of approval. This is monitored by DTE We have maintained the faculty strength as per the AICTE & DTE (Higher and Technical Department, Government of Maharashtra) Norms. In addition to this, we have Visiting faculties from Industry and Corporate and from the reputed B Schools of the country. The list of the same has been attached with the proposal.
2.2.2	As per AICTE and DTE Norms, we need 08 Core Faculties for intake of 120 Students. The Institute provide Full time assistance to the students during their internship. For a group of students there is one faculty Mentor who guides the students as and when required in terms of their projects, academic and managerial training part. Since we have Adjunct and Visiting Faculties in addition to above Full time faculties, we have not deployed any Part time Faculties.
2.2.3	We have appropriate number of full time faculties as per AICTE and DTE Norms and also Senior Guest Faculties from the area of Industry, Corporate and Banking Sector and there is no need of appointing the part time faculties as such. We have enclosed the statement showing the faculty and student ratio as per AICTE & DTE Norms. List of the faculties is also attached for your ready reference.
2.2.4	International Exposure of Faculties: The faculties appointed by us are qualified as per AICTE & DTE norms. For the International exposure of faculties in terms of workshops and conferences etc. we have well defined International travel policy for our faculty members. They are inspired to participate in international paper presentation and attending the conferences in order to boost the institute's brand value and enhance their individual skills. International policy for the faculty is attached as a document. We have enclosed the details of such research seminars/conferences/workshops etc. conducted & attended by the faculties.

2.2.5	Average Period of Faculty retention: This statement is enclosed for your reference. Rewarding educated resources & encouragement to publish the papers & FDP's the Institute have made available. We have well-defined HR policy mentioning the rewarding pattern on publishing the papers. Faculties are supported and encouraged to develop their intellectual level and expertise in their respective domains and are encouraged to publish papers and are supported to participate in FDP's organized with some of the top notch B Schools which can add an extra cutting edge in their respective domain.
2.2.6	Recruitment & Promotion Policy of Faculties: We follow the recruitment & promotion policy laid down in the HR Policy of VESIMSR in accordance with the guidelines given by DTE & AICTE. The Institute have adopted clear policy, rules and regulations for the recruitment, allocation of tasks & assigned workload to the recruited faculty. The faculties performance is appraised frequently based on the feedback and timely review of the assigned work load. Different guidelines & policies for faculty appraisals framed by AICTE & DTE like Career Advancement Scheme (CAS) has been followed & implemented to encourage & reward the faculties. Papers related to the HR Policy, guidelines are enclosed with the proposals.
2.2.7	Nature & Exposure of Faculties to the world of Work: Faculties are encouraged to do consultancy for corporates. We have signed the MoU's with different organizations, corporate & Industry in different fields to facilitate faculties closed to their working and learning with the corporate. Some of our faculty members are qualified with the Professional Behavioral HR Modules like MBTI, FIRO- B and they are approaching corporate & Industry to provide training to their personnel & Higher management. We are providing Statistical solutions based on business analytics to some of the reputed financial institutions like HDFC Bank. Our faculty spends ample time in the world of work as advertised in the HR Policy of the institute.
2.2.8	Faculty Development Policy: Faculties are encouraged to attend National & International Conference which is laid down in the HR Policy of the Institute. There is a provision for faculty for the option of periodic sabbatical for pursuit of and agreed program of work.
2.2.9	Institute Policy for the engagement of Outside Experts in Curricular Activities : Our Institute policy is with the provision of inviting Industry & Corporate Guest, Guests Faculties from Renowned & Significant B Schools in order to impart the practical knowledge to the students about the business world. We invite the industry experts to deliver the Guest lectures to the students on current happenings of the national and global significance which is absolutely based on brainstorming sessions and case lets solving. There is a well-established policy of consultation with the established subject experts for extracurricular activities. We have already signed agreement with SAS India Ltd, PMI, EDI, IKSULA, HDFC MSME, and NISM. We have Board of Studies (Academic Council) which consist of expert members from the industry, Academics & Financial Institutes who constitute in designing the curriculum in sync with industry standards.

2.2.10	Evidence of Research Aptitude of Faculty : Faculty student ratio is in conformity to the AICTE standards the ratio is 1:15. Our faculty members are actively participating in the paper presentation and lots of research activities too. Their paper is also being published in the journals of repute. The policy related to the publishing of their research paper is published in the Institute's HR Policy which is quite transparent. The details of such research & Paper publications are given with the proposal faculty wise.
3.10.1	3.10 Staff Appraisal and Development Process : Nature of Staff Appraisal Process – Principle and practices of the Institute This appraisal is mainly based on self-evaluation by the individual Staff members. On such dimensions a Job Description, their achievements in past and future potential is assessed on the basis of 360 degree appraisal module in which the appraisal is done by the subordinates, direct reporting heads and then the Director. Our objective for appraisal of Staff members is to assess their performance on timely basis and help them to enhance their skills further in sync with the Institute's Goals. The employees are further motivated to attend different types of training like technical training on excel, google apps etc. and the soft skills training. They are even motivated to attend the training which are taken by some well-known industry leaders. The main objective of giving these trainings to the employees is to increase their productivity at the work place and can also enhance their skill sets. Our certified Faculty members also organize training for the staff members on personality development and behavioral aspects. We have now propose a scheme of Education Enhancement for our Non-Teaching Staff will be financed by the Institute on their set guidelines. This scheme will allow the NTS to enroll themselves for further studies in order to enhance and support their academic Credentials. We have also started the Medical Insurance by Oriental Insurance company for our Non-Teaching staff members which is in force.
3.10.2	Procedures adopted by the Institution to implement the standard policies of appraisal and development process : The institute is conducting the appraisal process yearly i.e. by the end of December every year (periodic manner) We are conducting the appraisal in a formal way that is specified prescribed format by the management. Self-Evaluation by Individual Staff and the evaluation by the HOD has been recorded with necessary comments. This yearly Appraisal form have been recorded and maintained with HR Department as a personal record document.
3.10.3	Practice of B School for updating of Staff skills and qualifications The institute determines the minimum qualification for different Staff at different level. It is usual practice of the Institute to create awareness among its Staff members about Institute's aim, objectives, vision and mission and ethical procedures through lectures, training sessions in different meetings and events which are conducted in the institute. We have Vedanta Meditation center for the staff members of the Institute. We encourage the staff members to attend different training programs and workshops conducted by DTE, AICTE, social Welfare department and other private bodies.

This has been taken care and had been mentioned above and has been taken care to ensure the teaching and learning support to the Institute's Staff in the institute itself. Institute have Independent Vedanta Center conducting YOGA Classes and Meditation sessions for our Staff members. In addition to this social awareness is also created amongst the participants. The Institute independently have appointed a well-qualified "Counselor" for this purpose.



Director, VESIM



VESIM

Date: 24.05.2019

Subject: Note for Governing Body Approval

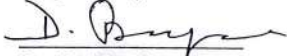
Financial Empowerment to Associate Deans

The concept of Financial Empowerment to Departmental Heads, is viewed by every accrediting statutory body as a step towards decentralization and delegation of power for healthy institutional growth.

Every Functional Department has to perform certain student development activities to ensure fulfilment of Departmental achievement in attaining program objective and fulfilling Institute's Vision.

VESIM Business School aims to enable every Associate Dean Financial Empowerment of Rs 10000/- in a year to organize student driven activities for Institutional growth.

Proposed By:

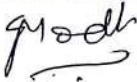


Dr. Debjani Bajerjee
Associate Dean- Accreditation
&
Head IQAC



Dr. Sandeep Bhargdewaj
Dean- Academics

Recommended By:



Dr. Satish Modh
Director



Approved By:



President VES/Chairman Governing Body,
VESIM

VESIM

Date: 24.05.2019

Subject: Note for Governing Body Approval

Seed Funding for Research (Rs Ten Lakhs)

Seed Grant Scheme

Introduction

The Seed Grant scheme of VESIM Business School is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and/or to facilitate the start of research programs which will potentially develop into creative ventures on their own through external funding. It is expected that this scheme will run until the end of April every year after which it will be reviewed. (An interim review after one year of policy implementation will be performed)

Objectives-

1. To aid a faculty to start a research program that has the potential to sustain by attracting funds from external agencies.
2. To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
3. To promote inter-faculty collaboration in emerging areas.
4. To promote generation of IPR of certain process development.
5. To attract and retain talent.

Seed Fund

1. Grants shall be awarded with a maximum value of Rs.10 Lakhs.
2. The duration of the Grant will be of 2 years, with a review every six monthly It could be extended by another year after a complete review of the outcomes.

Eligibility

1. Any faculty member of VESIM holding a PhD degree with a proven track record of quality research and employed in VESIM for at least two semesters.
2. Any group consisting of faculty of VESIM and collaborators from other institutes who shall provide an undertaking that they will submit a proposal for an externally funded program with the same proposers

during or within 6 months of the completion of the seed funded project. External collaborator cannot be Co-PI in the seed grant. However, where required, letters from such collaborators may be attached in the proposal with commitment (such as facility use) clearly specified. They should also demonstrate that they do not have funding from external agencies for their proposed research.

3. Any group comprising VESIM faculty, PhD scholars, graduate students, belonging to VESIM with the principal investigator (PI) being a VESIM faculty with PhD. Only VESIM faculty can be PI. Participation by students of any category is encouraged but they may be only named as personnel in the project.

4. At any time, a PI can submit only one application. However, he/she can be a coinvestigator in more than one proposal.

5. The PI at the time of submission of application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.

6. Faculty members having Research Initiation Grant are eligible to apply.

Application Process

1. The call for proposals may limit research funding to a few strategic areas.

2. Pre-proposals should be submitted for short-listing.

3. The short-listed applicants will be asked to submit a full proposal of maximum 7 pages including figures and references.

4. The full proposals will be reviewed by a selection committee. The PI will be invited to make a presentation before the selection committee.

5. Decision on the grant award will be announced.

Selection Criteria

1. Innovative interdisciplinary research

2. Team of faculty members whose expertise is complimentary.

3. Promise of sustainable research and development attracting external funds.

4. Budget matches the claimed outcomes. Potential to generate intellectual property.

Conditions:-

1. The decision of the selection committee will be conveyed to the PI who will be the contact person for all administrative matters regarding the project.

2. The PI is responsible for the conduct of the research in accordance with the institute research policy.

3. Procurement, utilization and maintenance of equipment will be as per institute policy

4. The funds have to be utilized within the stipulated period.

5. The grant money has to be utilized in accordance with the approved budget.

6. The PI should submit a progress report every six months in the prescribed format for evaluation by the committee mandated to monitor individual projects. In case it is found that proper efforts are not being made further release of funding may cease.

7. The PI will also be required to report progress or outcomes at the end of one year after the termination of the seed grant, including grants received and publication/IPR arising out of the seed grant.

8. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.

9. In case PI leaves the institute before the completion of project, a co-investigator from VESIM will assume responsibility as PI. No collaborator from another institution can become PI under this condition

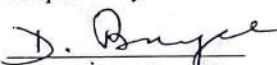
Expected Deliverables

1. Externally funded projects should be generated as outcome of seed grant scheme.

2. Publication in peer-reviewed, Scopus and A rated journals/intellectual property generation.

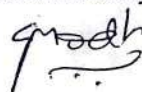
Further, it is understood that any IP emerging out of research funded by VESIM will be owned by VESIM. Such IPR will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by VESIM with the inventors.

Proposed By:


Dr. Debjani Banerjee
Associate Dean- Accreditation
&
Head IQAC


Dr. Sandeep Bhardwaj
Dean- Academics

Recommended By:


Dr. Satish Modh
Director



Approved By:


President VES/Chairman Governing Body,
VESIM

VESIM

Date: 24.05.2019

Subject: Note for Governing Body Approval

Teacher Assistants

Duties.

Teacher assistants typically do the following: Reinforce lessons presented by **faculty** by reviewing material with students one-on-one or in small groups. Enforce school and class rules to help **teach** students proper behavior. Help **faculty members** with recordkeeping, such as tracking attendance and calculating grades etc.

Teacher Assistant's role:

- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Enforce class rules to establish the teaching pedagogy adopted.
- Help teachers with recordkeeping, such as tracking attendance and calculating grades
- Help teachers prepare for lessons by getting materials ready or setting up equipment, such as smart board etc.
- Help supervise students in class, between classes, and on field trips.
- Help establish bridge gap between teacher and student to increase better learning.

Generally, teachers introduce new material to students, and teacher assistants help reinforce the lessons by working with individual students or small groups of students. For example, after the teacher presents a lesson, a teacher assistant may help a small group of students as they try to master the material.

Teachers may seek feedback from assistants to monitor students' progress. Some teachers and teacher assistants meet regularly to discuss lesson plans and student development. Teacher assistants sometimes help teachers by grading tests and checking homework.

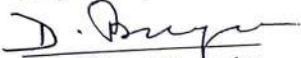
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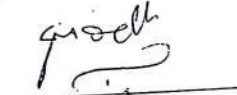


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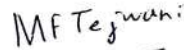
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