



FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES

AGNEL TECHNICAL EDUCATION COMPLEX

SECTOR 9-A, VASHI, NAVI MUMBAI – 400 703.

(AICTE APPROVED, UNIVERSITY OF MUMBAI AFFILIATED, NAAC
ACCREDITED)



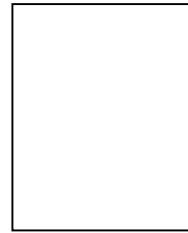
STAFF HAND-BOOK

ON

SERVICE REGULATIONS

Agnel Technical Education Complex

EMPLOYEE PROFILE



Name : _____

Employee ID No. : _____

Department : _____

Designation : _____

Address : _____

Contact No. : Tel. : _____

Mobile : _____

Blood Group : _____

Date of Birth : _____

Date of Joining : _____

Date of Retirement : _____

PF Number : _____

Aadhar Number : _____

PAN Number : _____

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ABOUT AGNELS MOVEMENT

OUR AIM:

To promote brotherhood of mankind through our Educational, Cultural and Charitable Institutions.

On 9th of June 1957, the Fr. Agnel Ashram was established at Land's End, Bandstand, Bandra in Mumbai with a vision to foster love and understanding among the various communities in India and also to contribute to development and self-reliance through education.

Under the inspiration and guidance of the founder Fr. C. Rodrigues and a dedicated few, the movement started with an orphanage and a trade school in carpentry. From this humble beginning today this movement has grown into a universal family (Vasudaiva Kutumbakam) which aims to promote a universal family bonded with love, brotherhood and compassion. Under the guidance of Agnel Ashram Fathers, it caters to full-fledged schools, industrial training centres, polytechnics engineering colleges at the bachelor and post graduate levels and a School of Management and has spread its wings with large technical complexes at Vashi in Navi Mumbai, Bandra in Mumbai, Verna in Goa, New Delhi, Noida, Greater Noida, Ambernath and in Pune. Every Centre has the unique distinction of having an orphanage where needy orphans of all age groups are housed, clothed, fed and educated free of cost till they find a suitable profession and settle in life.

This Movement believes in the truth that the school is an extension of Home and today the Agnel Ashram Family comprises of over 30,000 students nurtured by selfless and dedicated service of the faculty who are committed and focused.

OUR MISSION:-

To develop each student to be a complete person, guided by a value system drawn from a strong, confident and lucid attitude, nurtured by knowledge of the self and surroundings and projected from the larger perspective of society and the environment.

We aim to develop confident and motivated individuals who share a strong bond with nature and humanity blended with a passion for the art of self-management.

OUR VISION:-

Our value for Excellence and concomitant quest for continuous improvement in every field of our education and work shapes our vision.

AGNELS NETWORK

AT BANDRA (MUMBAI):-

1. Fr. C. Rodrigues College of Engineering – Graduate & Post-Graduate
2. Agnel Technical College (Polytechnic) – Diploma Courses
3. Agnel Junior Technical College
4. Agnel Industrial Training Institute
5. Fr. Agnel Technical High School
6. Agnel Trade School (certificate courses)
7. Agnel Motor Training School
8. Agnel Technical Institute
9. Computer Centre
10. Fr. Agnel Balbhavan
11. Agnel Placement Services

AT VASHI (NAVI MUMBAI):-

1. Fr. C. Rodrigues Institute of Management Studies
2. Fr. C. Rodrigues Institute of Technology
3. Fr. Agnells School of Law
4. Fr. Agnel Polytechnic
5. Fr. Agnel Industrial Training Centre
6. Fr. Agnel Multipurpose School & Junior College (English Medium)
7. Fr. Agnel Multipurpose School & Junior College (Marathi Medium)
8. Fr. Agnel Production Cum Training Centre
9. Fr. Agnel Balbhavan

AT NEW DELHI:-

1. Fr. Agnel School & Junior College
2. Fr. Agnel Polytechnic
3. Fr. Agnel Community Polytechnic
4. Fr. Agnel Institute of National Integration
5. Fr. Agnel Balbhavan, Grater Noida, U.P.

AT PUNE (MAHARASHTRA):-

1. Fr. Agnel Balbhavan
2. Fr. Agnel Multipurpose School

AT VERA (GOA):-

1. Padre Conceicao College of Engineering
2. Fr. Agnel Polytechnic
3. Fr. Agnel Industrial Training Institute
4. Fr. Agnel Trade School
5. Konseisanv Balgram
6. Fr. Agnel Multipurpose Higher Secondary School
7. Fr. Agnel Multipurpose High School
8. Fr. Agnel Multipurpose K.G. and Primary School

AT AMBERNATH (MAHARASHTRA):-

1. Fr. Agnel Multipurpose School

ABOUT OUR INSTITUTE

FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES

Fr. C. Rodrigues Institute of Management Studies was established in the year 2001, which is a part of the Agnel Group of Institutions. The Institute is accredited by NAAC in 2019. The Institute offers Master of Management Studies Two Years full Time course with four specialisations – Finance, Marketing, Human Resource and Operations. The Intake capacity is 60 students per batch. The Institute has excellent networking with industries in and around Mumbai and Navi Mumbai which translate into regular industry interface and excellent summer internships and placements. The Institute has State-of-the-Art facilities for the MMS students. The Institute believes in providing excellent business education stressing on individualised attention the institute on a continual basis develops innovative participative teaching learning processes to ingrain desired managerial and leadership skills of high order.

“Vision of the Institute”

To be an eminent management institute that develops socially responsible leaders.

“Mission of the Institute”

- M01: To augment students learning process by offering innovative pedagogy and experiential learning.
- M02: To create ethical leaders who endorse inclusivity and diversity.
- M03: To equip students with industry relevant skills that meet organizational expectations

“Program Educational Objectives”

- PEO1: To impart knowledge of management theories and practices to solve the problems in organizations.
- PEO2: To equip the students with analytical and critical thinking ability for decision making.
- PEO3: To instill students with value-based leadership and develop them to be responsible citizens

INDUCTION, PROBATION AND CONFIRMATION

The organisation recognizes that the first day in the employment life of an employee is a memorable day in the relationship between the employee and the employer. Hence some guidelines are suggested below:

1. On the first working day, an employee will report to his immediate superior.
2. The immediate superior will arrange to introduce the employee to his colleagues and other superiors and staff. Thereafter, the employee will be shown his workstation and will be provided with whatever assistance is necessary for settling down including stationery etc.
3. All entry formalities like filling up of PF forms, opening of bank account etc. will be completed.
4. The employee will have to submit a joining report alongwith the documents required in terms of the appointment letter.
5. The employee will be on probation for the period as stated in his appointment letter and upon satisfactory completion of the probation (HOD to certify) the employee will be normally confirmed in his service.
6. Once confirmed, the regular increments will be considered annually based upon Performance Appraisal.

CODE OF CONDUCT

Every employee is expected to adhere to the Agnel culture and the discipline and ethics of work. The commission of the following acts shall amount to misconduct and shall be liable to punishment such as fine, demotion, suspension or even dismissal from services without any compensation or notice:-

1. Wilful insubordination or disobedience, whether or not in combination with another of nay lawful and reasonable order of a superior.
2. Theft, fraud or dishonesty in connection with employer's business or property or the theft of property of another workman / student etc. within the premises of the Institution.
3. Taking or giving bribes or any illegal gratification.
4. Late attendance of more than TWO occasions a month.
5. Engaging in personal business within the premise of the Institution.
6. Drunkenness, riotous, disorderly or indecent behaviour on the premises of the Institution including at the accommodation provided, if any to the employee.
7. Commission of any act subversive of discipline or good behaviour on the premises of the Institution.
8. Habitual neglect of work.
9. Habitual breach of any rules or instructions for the maintenance and running of any department.
10. Wilful damage to any property of the Institution.
11. Holding private meetings inside the Institution without prior approval of the Management.
12. Disclosing to any unauthorised person any information in regard to the Institution's internal affairs, which may come to the knowledge or possession of the employee in the course of this work, without Management's written approval.
13. Smoking or spitting on the premises of the Institution where it is prohibited by the employer.
14. Refusal to accept a charge-sheet, order or other communication served by the competent Authority of the Institution.
15. Unauthorised possession of any lethal weapon in the Institution.
16. Absenting oneself from duty without intimation or without permission.
17. Leaving the office early without prior permission.

EMPLOYEE TRAINING & DEVELOPMENT

The Institution believes in continuous development of the human resources and would create conditions enabling opportunities for training in the skills and attitudes of its employees. The Institution strongly believes that it is in the development of the skills and attitudes of the employees lies the welfare of the Institution and the society at large.

The Head of the Department shall prepare and offer suitable training courses to its staff depending upon the utility. After attending the training, every employee is required to give a written feedback on the effectiveness of the training received by him.

If desired by HOD, the employee may be asked to give presentation also before his superiors. Fellow colleagues or subordinates to share his experience.

In case of outstation training programmes attended by an employee, his travelling expenses will not be reimbursed until he has given a written feedback / presentations.

TRAINING / SEMINAR ATTENDANCE REPORT:

As a part of continuous upgradation of skills and to provide value –additions, the Institution shall sponsor its staff to seminars and conference. Upon returning from such seminars / conferences, the concerned staff should submit a report containing briefly the highlights of the programme attended. He should also set out how the programme would help him improve his knowledge / skills. In case it is felt that the programme was not useful. The report should state so. Such feedback would help the Management to finalise its future plans suitably.

LEAVE RULES

All employees are eligible for leave as under:

Sl.	Particulars	Casual Leave (CL)	Earned Leave (EL)	Sick Leave (SL)
01.	No. of Days	8 days in a calendar year	30 days in a calendar year	10 days in a calendar year
02.	Eligibility	From the date of joining – can be availed pro-rata after the first 3 months	From the date of joining – but can be availed only after 12 months.	From the date of joining but can be availed only after 12 months
03.	Accumulation	Not allowed	Maximum 300 days	Maximum 100 days
04.	Frequency	Maximum 3 days at a time but by suffering and prefixing to holidays / weekly-offs the total absence should not exceed 10 days	Prefixing and suffixing to holidays is allowed but intervening holidays / weekly offs will be treated as Earned leave	If sick for 2 or more days then against production of Medical certificate from a Registered Medical Practitioner
05.	Combination	Not permitted	Permitted except with C/L	Permitted except with C/L
06.	Date of application	2 days in advance	2 weeks in advance	Prior permission to be obtained if possible or else informed over phone followed by leave application.
07.	Leave encashment	Not allowed	Allowed only upon retirement. For non-teaching staff encashment is allowed during service period also.	Not allowed

Note:

- 1) In case of teaching staff, Vacation of total 70 days in a calendar year is available after completing 2 years of service-during Summer vacations.
- 2) For female employees, Maternity Leave for 90 days, if required, shall be given after completing 2 years of service – on two occasion during their career. If this leave is required after 1 year of service, the same shall be considered on half-pay basis.
- 3) An employee may be required to work on any Sunday or holiday for which compensatory off will be granted which can be availed within 30 days of such working.

RULES FOR LOCAL TRAVEL / OUTSTATION TRAVEL

Although there is no intention to spell out the class of eligibility for travel (local or outstation) for various employees of the Complex, the following provisions shall apply.

1. As far as Local Travel is concerned, the employee should prefer the train facility or bus facility and keep the costs to the minimum. Depending on the exigencies / situation as employee may be permitted other mode of travel by the Principal / Director / Executive Officer / Managing Director.
2. Outstation Travel should be undertaken only in case of absolute need and the employee would be reimbursed the actual cost incurred as per his entitlement. The employee shall apply in writing in the "Tour Advance Form" for taking advance.
3. The class of travel by train shall be got approved by the Principal / Director / Managing Director in advance.
4. In case of Outstation Travel the employee will be reimbursed the actual cost of boarding and lodging subject to the same being reasonable. Every employee shall practice austerity as a general rule in incurring these expenses.
5. The Management may permit deviations wherever necessary under exigencies.

STAFF WELFARE MEASURES

The following other facilities are available to the staff:-

- a) Residential accommodation in deserving cases.
- b) Schooling for 2 wards (fees exemption applicable as per prevailing rules) upto junior college level.
- c) Gymnasium facility for use of staff and their family.
- d) A meditation centre.
- e) Access to Resource Centre / Computer Lab. With Internet facility /Wi-Fi Zone till 11 pm Night
- f) Cafeteria for meals, snacks & refreshments.
- g) Free Library membership
- h) Medical Centre with subsidized facilities on consultation, pathological tests and X-Ray.
- i) Clouds Café for snacks and refreshments.

PERFORMANCE APPRAISALS

The Institution has a scheme of Annual Performance Appraisal (APA) of the staff. The APA forms shall consist of three parts:- (a) staff appraisal by the employee (b) Appraisal by reporting authority and (c) Comments of the reviewing authority.

The lacunae or adverse remarks if any in respect of any staff member will be shared with the concerned staff and sufficient notice will be given to rectify / improve the position.

RESIGNATION PROCEDURE

The Resignation letters must be addressed to the Managing Director through the Head of the Department. If the resignation is accepted, the MD will approve the resignation and date of relieving of the employee which shall be communicated in writing to the employee concerned.

ON AN EMPLOYEE RESIGNING FROM THE SERVICE OF THE INSTITUTION:

Full and final settlement (except PF) will be made within 30 days of acceptance of resignation by the Management. Before the settlement, the employee should obtain and submit the following clearances: -

- a. No dues clearance from the accounts department.
- b. No dues clearance from the central library
- c. If an employee is in possession of any material / key / stationery etc. of the Institution, a list thereof as a proof of returning the same duly back to the In-charge in the Institution.
- d. If an employee is in occupation of a residence provided by the Institution, the same should be vacated and vacant possession with the keys to the premises should be given to the Institution.
- e. This staff Hand Book should be returned back to the Issuing authority.

In case an employee is terminated from services, his full and final settlement will be made immediately upon receipt of the above clearance from him.

Note:-

1. If a confirmed employee gives notice of less than 30 days, his notice period will be adjusted against the Earned Leave to his credit; and if there is no leave to his credit, he has to pay one month's basic salary.
2. The format of clearances required to be taken shall be provided to the employee upon request.

RETIREMENT:

The normal age of retirement for non-teaching staff is 58 years and teaching staff is 60 years of age, unless otherwise specifically stated in the appointment letter. Upon retirement the full and final settlement (except PF) will generally be made on the date of retirement / relieving from duty. A retired employee may be given chance to continue his / her services on contract basis, depending upon his efficiency, health conditions and his or her specific request.

AGNEL ASHRAMS – ADDRESSES

MUMBAI:

Fr. Agnel Ashram,
P.B. 6656, Bandstand, Bandra (West), Mumbai – 400 050.
Ph.: 022 26423841 Fax: 022-26516831 Email: agnelaim@eth.net

VASHI

Agnel Technical Education Complex,
Sector 9-A, Vashi, Navi Mumbai – 400 703.
Tel: 022 27664116 Fax: 022 27660619 Email: agnelbiz@gmail.com

GOA

Fr. Agnel Ashram,
Verna, Goa 403722
Tel: 0832 2782229 Fax: 0832 2782215 Email: agnelgoa@satyam.net.in

NEW DELHI:

Fr. Agnel School & Polytechnic
Gautam Nagar, New Delhi – 110 049
Tel: 011 26863286 Fax: 011 26859283 Email: agneldel@del2.vsnl.net.in

GRATER NOIDA

Pocket F Sector Peta II Gautam Buddha Nagar, Greater Noida , U.P. 201306
Tel: 0120 24326557 Fax: 0120 24326525 Email: agneldel@del2.vsnl.net.in

NOIDA

Fr. Agnel School
Plot No.2 & 3, Institutional Area, Sector 62, Noida, Uttar Pradesh
Tel: 0120 24400068

PUNE:

Vidyankur, Wadgaon Sheri, Sainikwadi, Nagar Road, Pune 411 014
Tel: 9520 27032344 Fax: 9520 27032644 Email: peteragnel@catholic.org

AMBERNATH:

Kochgaon, Ambernath – 421 501
Tel: 95251 2893804, 2683033

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VASHI, NAVI MUMBAI 400 703.

TRAINING SPONSORSHIP FORM
(To be filed in by the employee and given to the HOD

NAME OF THE STAFF/ NOMINEE : _____

TITLE OF THE COOURSE : _____

ORGANIZED BY :- _____

DATES:

DURATION:

COST INVOLVED:

VENUE : -

JUSTIFICATION FOR NOMINATION (attach brochure)

Date:

Signature of the Employee

Comments / Recommendation of Head of the Department

Date:

Signature of HOD

APPROVED BY: _____

DIRECTOR / MANAGING DIRECTOR

Date : _____

FR. C. RODRIGUES INSTITUTE OF TECHNOLOGY

EMPLOYEE PROFILE

Name: _____
Employee ID: _____ Department: _____
Designation: _____ Date of Birth: _____
Address: _____
Mobile: _____ E-mail: _____
Date of Joining : _____ Date of Retirement: _____
Contract Start Date: _____ Contract End Date: _____
(For Ad Hoc Staff Only) (For Ad Hoc Staff Only)

LEAVE RULES

Particulars	Casual Leave (CL)	Earn Leave (EL)	Sick Leave (SL)
No. of days in a Calendar Year	8 (For TS & NTS)	30 (For TS & NTS) For TS only during Probation Period	10 (For TS & NTS)
Eligibility	From the date of joining Can be availed only after 1 month	From the date of joining Can be availed only after 12 months	From the date of joining Can be availed only after 12 months
Accumulation	Not Allowed	Maximum 300 days	Maximum 120 days
Frequency	Max 3 days at a time per month. By suffixing & prefixing to holidays & weekly-offs the total absence should not exceed 10 days	Suffixing & prefixing to holidays/weekly-offs is allowed but intervening holidays/weekly-offs will be treated as EL's	If sick for 2 or more days, then against production of Medical Certificate from a Registered Medical Practitioner
Combination	Not Permitted	Suffix & Prefix Permitted except with CL	Suffix & Prefix Permitted except with CL
Application Schedule	1 day in advance or prior intimation followed by leave application	3 – 4 days in advance	Prior permission to be obtained if possible or else intimation via phone followed by leave application
Leave Encashment	Not Allowed	For TS, allowed only on retirement. For NTS encashment is allowed during service period (Applicable Conditions 4, 5 & 6 below)	Not Allowed

IMPORTANT INSTRUCTIONS

1. In case of teaching staff VL of 70 days is available in a Calendar year (during Summer & Winter Vacations), **in lieu of EL applicable during Probation Period**, post completion of 2 years of service.
2. For Female employees, Maternity Leave of 90 days, if required, shall be given after completing 2 years of service on two occasions during their career. If this leave is required after one year of service, the same shall be considered on half-pay basis.
3. An employee may be required to work on any Sunday or holiday for which Compensatory Off will be granted (with prior approval from competent authority), which **should be availed within 60 days of such working**.
4. Maximum 30 days of EL encashment is permissible in a Calendar **year provided EL equivalent to the no. of days of encashment has been availed before encashment**.
5. When an employee resigns or retires from service, he will be entitled to encashment of EL to his credit (**maximum 300 days including EL's already encashed**).
6. EL's in excess of prescribed limit, if any, will have to be availed before resignation / retirement provided maximum leaves does not exceed 60 days annually.
7. Although EL's & SL's are provided on a pro-rata basis, twice a year, they cannot be exhausted and it is mandatory to maintain leave balance in proportion to the remaining months, every calendar year.
8. For Ad Hoc staff 28 days leave (**Accumulation not allowed**) is allowed per **contract period of 11 months**, inclusive of contract start & end date. **Maximum days of leaves allowed per month is subject to prior approval by competent authority**. By suffixing & prefixing to holidays & weekly-off the total absence **during Academic Activities should not exceed 10 days per month**.
9. FCRIT Research Scholars will strictly adhere by the following schedule:

EARNED LEAVE RECORD (EL)

Record Period From: _____ To: _____ Allotted EL = 30 (15 on 1.1.22 + 15 on 1.7.22)

Balance on 01.01.2022:	Availed in 2022:	Balance on 31.12.2022:
1000	1000	1000

[illegible]

COMPENSATORY LEAVE RECORD (CoL)

Record Period From: 1st January 2022 To: 31st December 2022

[illegible]

VACATION LEAVE RECORD (VL)

Record Period From: 1st January 2022 To: 31st December 2022 Allotted VL = 70

Summer Vacation: 40

Winter Vacation: 30

[illegible]

AD HOC STAFF LEAVE RECORD (AdL) / DUTY LEAVE RECORD (DL) (for regular staff)

Contract Period From: _____ **To:** _____

Allotted AdL = 28

[illegible]

Visit us at :

www.fcrims.com



Agnel Technical Education Complex

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