



The Byramjee Jeejeebhoy College Of Commerce

(Affiliated to University of Mumbai)
33, M. Karve Marg, Opp. Charni Road Rly. Station
Mumbai 400 004.
Tel. 2388 9094 / 2385 1928
Email : byramjee_college@yahoo.com

Public Trust No. : C137

Ref. No. _____

Date _____

Criteria 6.3.1 Faculty Empowerment Strategies



The Byramjee Jeejeebhoy College Of Commerce

(Affiliated to University of Mumbai)
33, M. Karve Marg, Opp. Charni Road Rly. Station
Mumbai 400 004.
Tel. 2388 9094 / 2385 1928
Email : byramjee_college@yahoo.com

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Date _____

6.3.1

The institute has effective welfare measures and performance appraisal system for teaching and non-teaching staff

INDEX

Sr. No	Particulars
1	Performance appraisal for Staff members (Teaching and Non-Teaching)
2	Motivation to Staff through Awards
3	Study Leave given to Teaching Staff for preparation of Ph.D. Viva
4	EPF
5	First Aid Box is available in the college
6	Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
7	Uniforms – Non-Teaching Staffs
8	Job Securities by HEI's
9	Manual – Rule Book
10	Spacious Ambience
11	Work Culture
12	Holistic Development
13	Educational Environment
14	Staff Picnic
15	Travelling Allowance

M. Karve

In-Charge Principal
The Byramjee Jeejeebhoy
College of Commerce





The Byramjee Jeejeebhoy College Of Commerce

(Affiliated to University of Mumbai)
33, M. Karve Marg, Opp. Charni Road Rly. Station
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The Byramjee Jeejeebhoy College of Commerce with huge and valuable experience and contribution to education opened the Institute of Commerce, Charniroad, Mumbai.

The Byramjee Jeejeebhoy College of Commerce is HEI who has effective welfare for staffs.

1. Performance appraisal for staff: Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.
2. Motivation to Staff: HEI motivates staff members through awards and appreciation.
3. Study Leave is given for preparation of NET/SET exams.
4. EPF for staff: Management contributes the amount.
5. First Aid Box is available in the college.
6. Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
7. Uniforms – Non-Teaching Staffs: HEI provides uniforms to all non - teaching staff.
8. Job Securities by HEI's: Approvals, permanent orders to employees.
9. Manual – Rule Book: Manual – Rule Book for services, leaves, promotions, etc. by rule book.
10. Spacious Ambience infrastructure for staff: Up to mark ambience for staff.
11. Work Culture: HEI encourages healthy atmosphere for better work output.
12. Scope of Holistic Development: HEI motivates for research, book writing, book writing, book publications, teaching facilities, library, gym, help each staff for its holistic development.
13. Educational Environment: HEI has educational environment which includes curriculum enrichment, teaching and learning, innovation, ecosystem, cultural, sports, social involvement of staff for the students.
14. Staff Picnic: Management contributes the amount for staff picnic.
15. Travelling Allowances: HEI contributes in travelling allowance during official work.


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Performance Appraisal System for Teaching and Non- Teaching

Staff HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non – teaching staff. HEI identifies their performance and methods to improve the performance and quality of staff.

The Byramjee Jeejeebhoy College of Commerce, Charniroad, Mumbai for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis and periodic review.

Goal Setting: Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical and social involvement. HEI keen on this arrangement for performance appraisal.


Evolution Standards: HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

Staff Analysis HEI has its team of experts for analysis of analysis of the performance, involvement, output, progression, student's relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

Periodic Revival: Periodic Revival is carried out at two levels. At basic level, principal of college along with seniors from other HEI. The periodic review of non-teaching is carried out by audited statement, etc.

Employee's behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff.


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PERFORMANCE APPRAISAL FORM OF NON-TEACHING STAFF



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Performance Appraisal of NonTeaching Staff

Performance Appraisal of -Teaching Staff				
PERFORMANCE APPRAISAL OF STAFF				
Period From June 2022 to My 2023				
1	Name of the Employee			
2	Date of Birth		3	Qualification at the time of joining in BJCC College
	10.02.1976			B. Com
4	Designation in BJCC College	Jr. Clerk		
5	Date of joining in BJCC College	June 1998		
6	Department	Non Teaching Staff		
a	to review the performance of the employee for the past academic year	Good		
b.	to judge the gap between actual and the desired performance	Good.		
c.	To diagnose the strengths and weakness of the individuals so as to identify the training and development need of the of the future			
d.	to provide feedback to the employee regarding their past performance.			
8	Key Result Area (Duties & Responsibilities)	Online continuation affiliation AISHE PORTAL MIS PORTAL DBT Scholarship Portal.		
9	Daily task Completion	ON TIME		

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PERFORMANCE APPRAISAL FORM OF TEACHING STAFF



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PERFORMANCE APPRAISAL OF FACULTY					
Period From June 2022 to May 2023					
1	Name of the faculty	DR. VAISHALI MADHUKARPHI			
2	Date of Birth	06/11/1974	3	Qualification at the time of joining in BICC College	M.COM, NET
4	Designation in BICC College	ASSISTANT PROFESSOR			
5	Date of joining in BICC College	24/11/2003			
6	Teaching / Learning assignment handle during the year				
	Student	Class	Semester		
	FYB.COM	FYB.COM	I, II		
	SYB.COM	SYB.COM	III, IV		
	TYB.COM	TYB.COM	V, VI		
7	Academic Achievement/ Accomplishments (If Any) during the year (book published/ articles published, additional Qualification obtained/ Reorganization)				
	M. PHIL - 2010 → YCMOU				
	P. HD - 2019 → UNIVERSITY OF MUMBAI				
8	Faculty Development (Sminar/ programs attended)				
Sr.no	Title of seminar/ programme	Period From	Period To	Venue	Conducted by

Misra
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STUDY LEAVE GIVEN TO TEACHING STAFF FOR PREPARATION OF PH.D. VIVA

THE BYRAMJEE JEEJEEBHROY COLLEGE OF COMMERCE

33, M. KARVE MARG, MUMBAI - 400 004.

CASUAL / MEDICAL LEAVE APPLICATION FORM

(Teaching / Non-Teaching Staff)

The Principal,
The Byramjee Jeejeebhoy College of Commerce,
Mumbai - 400 004.
Madam,

Date : 28/3/2016

I have to request you kindly to grant me CASUAL / MEDICAL LEAVE as stated below :-

For one day on _____

For 4 days from 30/3/2016 to 2/4/2016 (Both days inclusive)

Reasons : phd viva

Thank you,

Yours faithfully

Full Name Balram C. Ganuda

Signature

Department : Account

Designation : Asst prof

REMARKS BY THE HEAD OF THE DEPARTMENT

Day & Date	Class & Division	Period/Tutorials (mention time)	Alternative arrangement made

Date 28/3/2016

Signature

OFFICE REPORT

(i) Casual / Medical Leave previously taken during the year : _____

(ii) Whether Leave is due according to rules : _____

Registrar

Date 28/3/2016

PRINCIPAL

In-Charge Principal
The Byramjee Jeejeebhoy
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Murphy
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MOTIVATION TO STAFF THROUGH AWARDS



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EPF – Employee Provident Fund

DEPARTMENT OF SALES TAX			
GOVERNMENT OF MAHARASHTRA, INDIA www.mahavai.gov.in			
			
CHALLAN MTR FORM NO.6 (See Rule 11, 11C, 17, 20, 22(4) and 27B of the Profession Tax Rules, 1975) ACCOUNT HEAD:- 00280012			
GRN	MH010622427202324E	Form-ID	FORM3B
Department	Department of Sales Tax	Date	08-11-2023
Type of Payment	PTRC ACT	Payee Details	
Location	MAZGAON	Dept-ID Dealers TIN	27795037063P
IRN No.	URN10018737393TR	BRN No.	233106055597
Period		Full Name of the Dealer	THE BYRAMJEE JEEJEEBHOY PARSEE CHARITABLE INSTITUTION
From	To		
01-11-2023	30-11-2023		
Account Head Details	Code	Amount In Rs	Remarks if any:- Regular Payment
Amount of Tax		0	Amount In Words Rupees Three Thousand Six Hundred Only
Amount of TDS		0	
Interest Amount		0	
Penalty Amount		0	
Composition Money		0	
Fine		0	
Fees		0	
Advance Payment		3,600	
Amount Forfeited		0	
Deposit		0	
Total		3,600	
Payment Details		For use In Receiving Bank	
Name of Bank	BANK OF MAHARASHTRA	Bank CIN No.	02300042023110680553
Name of Branch		Date	06-11-2023
		Time	10:28:50 AM
Mode of Pay	e-Payment		

Disclaimer: Payment confirmation is subject to RBI Clearance.

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EPF Employee Provident Fund

DEPARTMENT OF SALES TAX				
GOVERNMENT OF MAHARASHTRA, INDIA www.mahvat.gov.in				
				
CHALLAN MTR FORM NO.6 (See Rule 11, 11C, 17, 20, 22(4) and 27B of the Profession Tax Rules, 1975) ACCOUNT HEAD:- 00280012				
GRN	MHD11769017202223E	Form-ID	FORM3B	
Department	Department of Sales Tax	Date	22-02-2024	
Type of Payment	PTRC ACT	Payee Details		
Location	MAZGAON	Dept-ID Dealers TIN	27795037063P	
IRN No.	URN10015976272TR	BRN No.		
Period		Full Name of the Dealer	THE BYRAMJEE JEEJEEBHOY PARSEE CHARITABLE INSTITUTION	
From	To			
01-12-2022	31-12-2022			
Account Head Details		Code	Amount In Rs	Remarks if any:- Regular Payment
Amount of Tax			3,600	
Amount of TDS			0	
Interest Amount			0	
Penalty Amount			0	
Composition Money			0	
Fine			0	
Fees			0	
Advance Payment			0	
Amount Forfeited			0	
Deposit			0	
Total			3,600	Amount In Words Rupees Three Thousand Six Hundred Only
Payment Details		For use In Receiving Bank		
Name of Bank	BANK OF MAHARASHTRA	Bank CIN No.	02300042022120791964	
Name of Branch		Date	07-12-2022	
		Time	04:21:17 AM	
Mode of Pay	e-Payment			

Disclaimer: Payment confirmation is subject to RBI Clearance.

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EPF Employee Provident Fund



Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भौकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 04/12/2023 10:14:

Payment Confirmation Receipt

TRRN No :	3102312002001
Challan Status :	Payment Confirmed
Challan Generated On :	03-DEC-2023 11:05:07
Establishment ID :	MHEAN0026639000
Establishment Name :	BYRAMJEE JEEJEEBHROY PARSEE CHARITABLE INSTITUTION
Challan Type :	Monthly Contribution Challan
Total Members :	59
Wage Month :	NOV-2023
Total Amount (Rs) :	4,02,316
Account-1 Amount (Rs) :	3,27,403
Account-2 Amount (Rs) :	4,080
Account-10 Amount (Rs) :	66,751
Account-21 Amount (Rs) :	4,082
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Maharashtra
CRN :	014041223060651
Payment Date :	04-DEC-2023
Payment Confirmation Date :	04-DEC-2023
Total PMRPY Benefit :	0



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COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION)

TRRN 3102312002001
ECR Id 97975539
LIN : 1858255969

Establishment Code & Name MHBAND026639000 BYRAMJEE JEEJEEBHUY PARSEE CHARITABLE
Address : 33, MAHARSHI KARVE ROAD,, GIRGAON, MUMBAI, MUMBAI CITY, MAHARASHTRA

Dues for the wage month of November 2023

Total Subscribers :	EPF 59	EPS 58	EDLI 59
Total Wages :	8,16,054	8,01,054	8,16,054

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,080	0	0	0	4,080
2	Employer's Share Of	31,176	0	66,751	4,082	0	102,009
3	Employee's Share Of	2,96,227	0	0	0	0	296,227
Grand Total : Four Lakh Two Thousand Three Hundred Sixteen Rupees Only							4,02,316

(This is a system generated challan on 03-DEC-2023 11:05, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	4,02,316	
F) Total amount of uploaded ECR (D + E) (4,02,316	



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Public Trust No. : C137

Ref. No. _____

Date _____

EPF



EMPLOYEE'S PROVIDENT FUND ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	BYRAMJEE JEEJEEBHAY PARSEE CHARITABLE INSTITUTION		
Establishment Id	MHBAN0026639000	LIN	1858255969
Wage Month	NOV-2023	Return Month	DEC-2023
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	01-DEC-2023	Uploaded Date Time	03-DEC-2023 11:04
Exemption Status	Unexempted	TRRN Number	
Remarks	MONTHLY CONTRIBUTION	ECR Id	97975539
Total Members	59		
Contribution and Remittance Details (In Rupees) :			
Total EPF Contribution Remitted	2,96,227	Total EPS Contribution Remitted	66,751
Total EPF-EPS Contribution Remitted	31,176	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rupees) :			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupees) :			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		

MHBAN0026639000 / NOV-2023 / 03-DEC-2023 11:04

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Date _____

EPF



Transaction Details : 223441758485

Reference No	:	223441758485
Request Type	:	Merchant Payment
From Account	:	20101304109
To Account	:	BillDesk 1 50037971586
Transaction Amount	:	3,82,299.00
Transaction Date	:	10/12/2022 09:00 AM
Remarks	:	ONLINE PF OF BJPC INST NOV 22 YBOM1608811768
CBS Journal No	:	1258704
Transaction Status	:	Success In IB

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EPF



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION)

TRRN 3102212010498

ECR Id 81924628

LIN : 1858255969

Establishment Code & Name MHBAN0026639000 BYRAMJEE JEEJEEBHUY PARSEE CHARITABLE
Address : 33, MAHARSHI KARVE ROAD, GIRGAON, MUMBAI, MUMBAI CITY, MAHARASHTRA

Dues for the wage month of November 2022

	EPF	EPS	EDLI
Total Subscribers :	61	61	61
Total Wages :	8,31,990	8,31,990	8,31,990

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,160	0	0	0	4,160
2	Employer's Share Of	30,509	0	69,330	4,161	0	104,000
3	Employee's Share Of	2,74,139	0	0	0	0	274,139

Grand Total : Three Lakh Eighty-Two Thousand Two Hundred Ninety-Nine Rupees Only 3,82,299

(This is a system generated challan on 09-DEC-2022 13:29, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	3,82,299	
F) Total amount of uploaded ECR (D + E) (3,82,299	



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EMPLOYEE'S PROVIDENT FUND ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	BYRAMJEE JEEJEEBHAY PARSEE CHARITABLE INSTITUTION		
Establishment Id	MHBAND026639000	LIN	1858255969
Wage Month	NOV-2022	Return Month	DEC-2022
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	02-DEC-2022	Uploaded Date Time	09-DEC-2022 13:28
Exemption Status	Unexempted	TRRN Number	
Remarks	MONTHLY CONTRIBUTION	ECR Id	81924628
Total Members	51		
Contribution and Remittance Details (In Rupees) :			
Total EPF Contribution Remitted	2,74,139	Total EPS Contribution Remitted	69,330
Total EPF-EPS Contribution Remitted	30,509	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rupees) :			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupees) :			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		

MHBAND026639000 / NOV-2022 / 09-DEC-2022 13:28

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M. Karve
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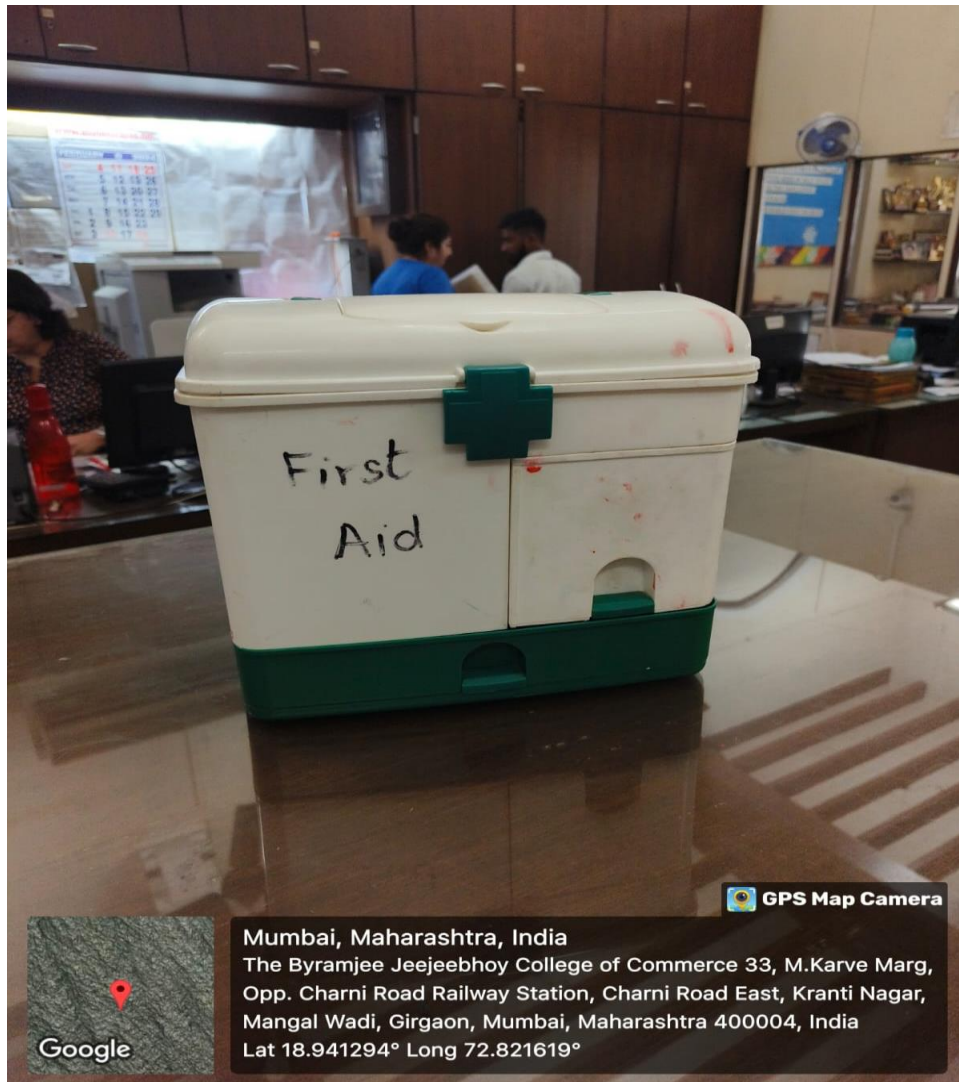
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FIRST AID IS AVAILABLE IN THE COLLEGE



GPS Map Camera



Mumbai, Maharashtra, India
The Byramjee Jeejeebhoy College of Commerce 33, M.Karve Marg,
Opp. Charni Road Railway Station, Charni Road East, Kranti Nagar,
Mangal Wadi, Girgaon, Mumbai, Maharashtra 400004, India
Lat 18.941294° Long 72.821619°

M. Karve

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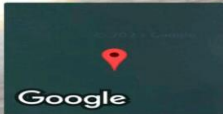
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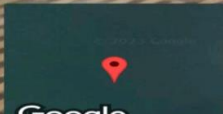
Date _____

NUTRITION AND HEALTH AWARENESS



Mumbai, Maharashtra, India
The Byramjee Jeejeebhoy College of Commerce 33, M.Karve Marg, Opp.
Charni Road Railway Station, Charni Road East, Kranti Nagar, Mangal Wadi,
Girgaon, Mumbai, Maharashtra 400004, India
Lat 18.941294° Long 72.821619°

GPS Map Camera



Mumbai, Maharashtra, India
The Byramjee Jeejeebhoy College of Commerce 33, M.Karve Marg, Opp.
Charni Road Railway Station, Charni Road East, Kranti Nagar, Mangal Wadi,
Girgaon, Mumbai, Maharashtra 400004, India
Lat 18.941294° Long 72.821619°

GPS Map Camera

Mlorey P
In-Charge Principal
The Byramjee Jeejeebhoy
College of Commerce





The Byramjee Jeejeebhoy College Of Commerce

(Affiliated to University of Mumbai)
33, M. Karve Marg, Opp. Charni Road Rly. Station
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Tel. 2388 9094 / 2385 1928
Email : byramjee_college@yahoo.com

Public Trust No. : C137

Ref. No. _____

Date _____

NON-TEACHING STAFF (SUPPORT STAFF)



M. Karve
In-Charge Principal
The Byramjee Jeejeebhoy
College of Commerce





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Ref. No. _____

Date _____

APPOINTMENT LETTER OF TEACHING STAFF

**The Byramjee Jeejeebhoy College Of Commerce**
33, M. Karve Marg, Opp. Charni Road Station
Mumbai 400 004
Tel. 2385 1928 Fax 2388 0094

Public Trust No. : C137
Ref No. _____
Date _____

04 - 09 / 173

April 2, 2011

Dear Ms. Vaishali Nadkarni,

We are glad to inform you that you have been approved as **Full Time Lecturer in Commerce on probation basis from 08.06.2009** by the University of Mumbai as per their letter Ref. No. **CONCOL/SA/3964 OF 2010 Dated 3rd August 2010**

You are hereby appointed as a Full time Lecturer in the Department of Commerce w.e.f. 08.06.2009 on the following terms and conditions:

1. The appointment will be on two years probation. Your confirmation is subject to your performance, to the satisfaction of your superiors and Trustees.
2. Your salary will be as per VI Pay Commission Revised Pay Band 15600-39100 plus AGP 6000 per month plus other allowances as per University and Government rules w.e.f. 01.06.2010.
3. Rules regarding payment of salary and its fixation are prescribed by the Government of Maharashtra. If at any time the payment is found in excess the same will be refunded by you or recovered from you.

M. Karve

In-Charge Principal
The Byramjee Jeejeebhoy
College of Commerce





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Date _____

APPOINTMENT LETTER OF TEACHING STAFF



4. The other terms and conditions will be the same as laid down by the University of Mumbai and the Government of Maharashtra and by the Management from time to time.
5. Your timings will be from 2.30 p.m. to 7.30 p.m. on Monday to Friday and 8.15 a.m. to 1.15 p.m. on Saturdays. The timings will be subject to change at the discretion of the Management.
6. The appointment is terminable at three month's notice on either side.
7. You are requested to produce the original degree, birth and other certificates for verification along with a photo copy.
8. In case you accept the appointment you shall have to confirm that you have no other employment and submit the discharge certificate (s) from your present employer (s), if any.

Please acknowledge.

Ramtanu N. Jeejeebhoy
TRUSTEE

I accept the appointment and agree to the above terms and conditions.

Date : 08/04/2011

[Signature]
Signature :

M. Karve
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Public Trust No. : C137

Ref. No. _____

Date _____

04 - 09 /263

September 1, 2020

Dear Mr. Basukinath Jha,

In continuation to our letter Ref. No. 04-09/87 dated 1.9.2018, we are glad to inform you that, as you have satisfactorily completed the probation period, you are hereby confirmed as Full time Assistant Professor in the subject of Accountancy on permanent basis from 1.9.2020 on the following terms and conditions:-

1. Your salary will be as per VI Pay Commission Revised Pay Band 15600-39100 plus AGP 6000 per month plus other allowances as per University and Government scales which came into effect from 01.06.2010.
2. Rules regarding payment of salary and its fixation are prescribed by the Government of Maharashtra. If at any time the payment is found in excess the same will be refunded by you or recovered from you.
3. The other terms and conditions will be the same as laid down by the University of Mumbai and the Government of Maharashtra and by the Management from time to time.
4. Please note that the college timings will be from 1.45 p.m. to 7.30 p.m. from Monday to Friday and 10.30 a.m. to 4.10 p.m. on Saturdays. The timings will be subject to change at the discretion of the Management.
5. The appointment is terminable at three month's notice on either side.
6. You are requested to produce the original degree certificates, leaving certificate, Aadhar Card, PAN Card and other certificates for verification along with a photo copy.

1

M. Karve

In-Charge Principal
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Date _____

7. In case you accept the appointment you shall have to confirm that you have no other employment and submit the discharge certificate(s) from your present employer(s), if any.


Please acknowledge your acceptance of terms and conditions by signing the form given below.

Ranjan V. Jeejeebhoy
TRUSTEE

Acknowledgement

I accept the appointment and agree to the above terms and conditions.


Date : 01/09/2020

Signature : 

Undertaking:

I hereby state that I am not giving any private tuition.
I also hereby state that I am not teaching in, nor am I in any way connected with any coaching classes.
I also confirm that if I commit a breach of these rules, the management will be within its rights to take whatever action it may deem fit.

Date: 01/09/2020

Signature: 

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Manual – Rule Book Rules and Regulations of Institution

1. Service Rules Faculty position is full time employment with institute and faculty shall devote himself/herself exclusively to the affairs of the institute. In addition to the duties that may be assigned to faculty from time to time by the management faculty will be responsible for discharging the following specific duties:

- Students Assessment and Evaluations
- Assisting in Consultancy, Research and Development Services
- Instructions in Computer Laboratory
- Developing Resource Materials and Computer Laboratory Development
- Co-curricular and Extra-curricular Activities
- Assisting in Departmental Activities
- Any additional duties assigned by the principal or the higher authorities.


2. Leaves: Leaves Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

3. Resignation: Resignation If an employee, at any time after confirmation, intends to resign, he/she shall give 1 month notice on either side in writing.

4. Termination: Termination In the event of employee being involved in any criminal conduct/activities for which employee may be arrested or charge by any law enforcement or judicial authorities, the institute has rights to terminate employee's service without any notice (or payment of salary in lieu thereof). The institute decision in this regard shall be final and binding. On termination of this appointment letter of employee immediately give to the institute all correspondences, specifications, documents, etc. belonging to the institute and shall not retain or make copies of these items.

5. Address: Address Employee should provide their complete address to the institute. Any communication sent on that address through registered post/speed post/courier shall be considered to be sufficient served on an employee's for all the purposes.

6. Duties of the Teacher:


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Date _____

- a. The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc.
- b. The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, institute examinations etc. and shall encourage pursuit of learning in the students.
- c. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d. The teacher shall follow rules and regulations of institute for time to time.
- e. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the institute, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal or Higher Authority of the institution. A teacher shall help the institute authorities to enforce and maintain discipline and good habits among the student.
- f. A teacher shall assist the institute in smooth conduct of the institute Examination.

M. Karve

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SPACIOUS AMBIENCE



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Date _____

STAFF PICNIC



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HOLISTIC DEVELOPMENT



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Date _____

TRAVELLING ALLOWANCE GIVEN TO STAFF

Date	For	Amount	Date	Particulars	Amount
11/2/2022	College to Narimpon	20.	17/3/2022	College to Kalina	40
3/2/2022	College to Kalina	40	28/3/2022	College to Narimpon Paid.	20
4/2/2022	College to Kalina	40	11/4/2022	College to Byculla.	20
8/2/2022	College to Kalina	40	18/4/2022	College to Fort	10
10/02/2022	College to Khar Fort	40	19/4/2022	College to Fort	10
14/2/2022	College to Kalina	12	19/4/22	College to Fort	10
15/2/2022	College to Fort.	12			
18/2/2022	College to Kalina	40			
21/2/2022	College to Kalina	40			
24/2/2022	College to Kalina	40			
12/3/2022	College to Narimpon	10			
		334			100

M. Karve

In-Charge Principal
 The Byramjee Jeejeebhoy
 College of Commerce

