



Agnel Charities

**FR. C. RODRIGUES INSTITUTE OF TECHNOLOGY
VASHI, NAVI MUMBAI.**

STAFF HAND BOOK

Name : _____

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ABOUT OUR MOVEMENT

OUR AIM: - To promote brotherhood of mankind through our Educational, cultural and Charitable Institutions.

On 9th 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 trade school in carpentry. From this humble beginning today this movement has grown into a Universal family (VasudhaivaKutumbakam) which aims to promote a universal family bonded with love, brotherhood and compassion. Under the guidance of the Agnel Ashram Fathers, it caters to full-fledged schools, industrial training centers, polytechnics, engineering colleges at the bachelor and post graduate levels and a school of Management and has spread across the country with large technical complexes at Vashi in Navi Mumbai, Bandra in Mumbai, Verna in Goa, New Delhi, Noida, Greater Noida, Ambernath and Pune. Every center 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.

The 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 dedicates service of the faculty who are committed and focused.

Our Vision: -To evolve and flourish as a progressive centre for modern technical education, stirring creativity in every student leading to self-sustainable professionals, through holistic development; nurtured by strength and legitimate pride of Indian values and ethics.

OUR MISSION: -Mission of our trust is 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.

FCRIT derives mission statement from vision of Institute and trust, which are as below:

- To provide industry oriented quality education.
- To provide holistic environment for overall personal development.
- To foster relationship with other institute of repute, alumni and industry.

NETWORK

1. 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.

2. AT VASHI (NAVI MUMBAI):-

1. Agnel Polytechnic.
2. Agnel Charities Fr. C. Rodrigues Institute of Technology (B.Tech, M.Tech, Ph.D)
3. Fr. C. Rodrigues Institute of Management Studies.
4. Agnel School of Law.
5. Fr. Agnel Industrial Training Institute.
6. Fr. Agnel Multipurpose School & Jr. College.
7. Centre for Incubation & Business Acceleration (CIBA).
8. Agnel Balbhavan.

3. 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. Agnel Balbhavan, Greater Noida, U.P.

4. AT PUNE (MAHARASHTRA):-

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

5. **AT VERA (GOA):-**

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

7. **AT ASSAGAO (GOA):-**

1. Agnel Institute of Technology & Design (Assagao)

6. **AT AMBARNATH (MAHARASHTRA):-**

1. Fr. Agnel Multipurpose School.

HIGHLIGHTS OF F.C.R.I.T

Agnel Charities Fr. C. Rodrigues Institute of Technology (Fr. CRIT), one of the top engineering colleges, under the domain of Mumbai University, strongly believes in nurturing their students to create builders of the nation. We not only impart academic education, but also inculcate in our students the knowledge that they have the power to create a better tomorrow. We, as an institute, believe strongly in the holistic development of each and every student of our institute. No one is left behind. Every child is given an opportunity to regenerate and enhance his or her individual skills and academic quotient. We believe that every student is unique and needs to be nurtured in a comprehensive manner. We have managed a fine balance between providing academic knowledge and bolstering their finer skills.

Our dedicated and diligent faculty and staff play a major role in achieving the objectives of this institute. Our competent team of teaching and non-teaching staff strive to focus on each and every child, monitor and mentor them, appreciate their achievement and encourage them to overcome their shortcomings. We lay emphasis on key areas such as teaching/learning methodology with special focus on developing strong fundamentals and enhancing analytical abilities. And our main objective is to give rise to professional and practising engineers who will play an active role in the progress of our nation.

Also in keeping with the Make in India theme, Fr. CRIT. encourages the entrepreneur spirit in their students. For this we have the Centre for Innovation and Business Acceleration where a platform is provided for the propagation of innovative business ideas. Apart from the undergraduate course in five streams, we also offer post graduate courses in the Mechanical, and Electrical fields of engineering. It gives us great pride to say that we also offer Doctoral courses in the Mechanical, EXTC and Electrical streams. Our institute stands by its mission of churning out well-rounded individuals and thorough professionals.

Qualifications for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members in Engineering

Qualifications for Professor

- a) Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- b) Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
- c) At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.
- d) At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

Qualifications for Associate Professor

- a) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- b) Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
- c) At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

Qualifications for Assistant Professor

- a) B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

Qualifications for Assistant Professor in Basic Science & Humanities

- a) Ph.D. degree in relevant field or NET / SET qualified and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

Ph.D. Sponsorship Policy

General Guideline

- Total no. of candidate sponsored (max. number) is up to the department, based on their load requirements and other responsibilities. No additional faculty to be recruited against sponsored faculty member.
- Institute Sponsorship Policy is applicable for Ph.D. admission in Mumbai Based Institute.
- Internal candidates who are pursuing Ph.D. from our research center, have to report research center every day and give attendance on Bio Metric Machine. They can avail leave as per the Leave Rules (pg No. 10).
- All those who are sponsored for Ph.D. shall submit feedback from guide every year.
- Those who cannot complete Ph.D. within the specified period, will be required to join full time (by submitting joining report) and take all responsibilities, along with full teaching load. However they can continue their work. **They may be sanctioned maximum 2 duty leaves per month for reporting to their guides.**

INDUCTION, PROBATION AND CONFIRMATION

(For a newly joined employee)

The Organization 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 employee will have to submit a Joining Report along with the documents required in terms of the appointment letter.
3. The immediate superior will arrange to introduce the employee to his colleagues and other superiors and staff. Thereafter, the employee will be shown his workspace and will be provided with whatever assistance is necessary for settling down including stationery etc.
4. All entry formalities like filling up of PF forms, opening of bank account, application for I-card etc. will be completed.
5. The employee will be on probation for the period as stated in his appointment letter and upon satisfactory completion of the probation 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 work ethics. The commission of the following acts shall amount to misconduct and shall be liable to disciplinary action such as fine, demotion, suspension or even dismissal from service without any compensation or notice.

- a) Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
- b) 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.
- c) Taking or giving bribes or any illegal gratification.
- d) Engaging in personal business within the premises of the Institution.
- e) Drunkenness, riotous, disorderly or indecent behavior on the premises of the Institution including at the accommodation provided, if any to the employee.
- f) Commission of any act subversive of discipline or good behavior on the premises of the Institution.
- g) Habitual neglect of work.
- h) Habitual breach of any rules or instructions for the maintenance and running of any department.
- i) Willful damage to any property of the Institution.
- j) Holding private meetings inside the Institution without prior approval of the Management.
- k) Disclosing to any unauthorized 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.
- l) Smoking or spitting on the premises of the Institution where it is prohibited by the employer.
- m) Refusal to accept a charge sheet, order or other communication served by a competent authority of the Institution.
- n) Unauthorized possession of any lethal weapon in the Institution.
- o) Frequent absenting oneself from duty without intimation or without 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 Departments 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/her.

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

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

Training /Seminar /Conference at attendance report:-

As a part of continuous upgradation of skills and to provide value-additions, the Institution shall sponsor its staff to seminars and conferences. Upon returning from such seminars/conferences, the concerned staff should submit a report containing briefly the highlights of the program attended. He/she should also set out how this program would help him/her improve his/her knowledge/skills leading to make him/her a better performer to effectively share it with all. In case it is felt that the program was not useful, the report should state so. Such feedback would help the Management to alter its future plans and choices suitably.

By prior approval of higher authority for attending the Training/Seminar/Conference faculties are entitled for duty leave. The Registration fees, Travelling Allowances are reimbursed as per the rules.

Incentive to Faculty Members:-

The faculty members will be reimbursed an amount up to ₹. 7000/- as an incentive per academic year spent towards availing a professional membership or subscribing to a journal, if they qualify in any of the following criteria:

1. Publication in a referred journal (Based on Journal Rank Q1 & Q2 category ₹.7000/- and Q3 & Q4 category ₹.5000/-)
2. Receiving a patent.
3. Receiving a prestigious award.
4. Receiving research grant of more than ₹. 2 lacs.
5. Carrying out consultancy activity of more than ₹. 50,000/-
6. Writing a book with a reputed publisher.

The Maximum amount reimbursed per activity will be ₹. 7000/- irrespective of the number of faculty members involved in it.

If the faculty members qualify in more than two criteria in an academic year, they will be eligible for availing two membership or journals in the same A.Y. amounting to max. of ₹. 14,000/-.

LEAVE RULES

All Employees are eligible for leave as under:-

Sl.	Particulars	Casual Leave (CL)	Sick Leave	Earned Leave
1.	No. of days in a Calendar Year	8 days in a calendar year (For TS & NTS)	10 days in a calendar year (For TS & NTS)	30 days (TS & NTS) in a calendar year (For TS only during Probation Period)
2.	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.
3.	Accumulation	Not allowed	Maximum 120 days.	Maximum 300 days.
4.	Frequency	Maximum 3 days at a time per month. By suffixing and prefixing to holidays & weekly off the total absence should not exceed 10 days.	If sick for 2 or more days then Medical certificate from a Registered Medical Practitioner is required.	Prefixing and suffixing to holidays/weekly offs is allowed but intervening holidays/weekly offs will be treated as Earned Leave.
5.	Combination	Not permitted.	Suffix & Prefix permitted except with Casual Leave.	Suffix & Prefix permitted except with Casual Leave.
6.	Application Schedule	1 day in advance or prior intimation followed by leave application.	Prior permission to be obtained if possible or else intimation via phone followed by leave application.	Prior permission to be obtained 3-4 days in advance. In emergency intimation via phone followed by leave application.
7.	Leave Encashment	Not allowed	Not allowed	For TS, allowed only on retirement. For non-teaching staff encashment is allowed during service period (Applicable conditions 4, 5 & 6 below)

IMPORTANT INSTRUCTIONS:

1. In case of teaching staff, Vacation of total 70 days is available in a calendar year (during Summer - 40 & Winter - 30 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 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 (with prior approval from competent authority), which should be availed **within 60 days of such working after which it will be lapsed**.
4. Maximum 30 days of EL encashment is permissible in a Calendar Year. Prior to the encashment, employee should avail equivalent to the number of days EL before encashment.
5. When an employee resigns or retires from service, he/she will be entitled to encashment of EL to his/her credit (**maximum 300 days including EL's already encashed for Non-vacational staff & 60 days for vocational staff**).
6. EL's in excess of prescribed limit, if any will have to be availed before **resignation/retirement** provided maximum leaves should not exceed 60 days annually.
7. Employee resigned and on notice period can avail only CL. If there are LWP the days of notice period will be extended, according to the Management discretion.
8. 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.
9. For Ad Hoc staff 28 days leave (**Accumulation not allowed**) is allowed on **contract period of 11 months. Maximum days of leaves allowed per month is subject to prior approval by competent authority.** By Prefixing and suffixing to holidays/weekly off the total absences **during academic activities should not exceed 10 days per month.**
10. **Late Mark – After 2 late marks in a month, 1 casual leave is deducted.**
11. Many late marks may lead to disciplinary actions.
12. **Reporting Time**

Particulars	Regular Time	½ Day Time
Teaching Faculty	8.30 am – 4.30 pm	12.30 pm
Dept. Staff	8.30 am – 5.00 pm	12.45 pm
Dept. Peons	8.15 am – 5.15 pm	12.45 pm
Non-Teaching Staff	9.00 am – 5.30 pm	1.15 pm
Office Peons	8.30 am – 5.30 pm	1.00 pm
Library Attendants (2 nd Shift)	2.30 pm – 11.00 pm	--

13. FCRIT Research Scholars will strictly adhere by the following Schedule:

Sr. No.	Research Scholar (RS) Category	Max Leaves During Non-Vacation Period in One AY		Max Leaves During Summer [@] & Winter [#] Vacation Period in One AY	
		1 st Year of Ph.D.	2 nd Year Onward	1 st Year of Ph.D.	2 nd Year Onward
01	Non-QIP (FCRIT or External Institute)	04*	06*	15 [@] +15 [#]	15 [@] +15 [#]
02	QIP (Ext. Institute)	04*	06*	NA	NA
03	Sp. Category (FCRIT)	05*	08*	20 [@] +20 [#]	20 [@] +20 [#]

RULES FOR LOCAL TRAVEL/OUTSTATION TRAVEL ON DUTY

Although there is no intention to spell out the class of eligibility for travel (local or outstation) for various employees 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 an 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 as per the discernment of the Managing Director whose explicit permission would be required for such travel 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, which has to be granted, by the Managing Director or the authority who is acting on his behalf during his absence.
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 fitting in the frugal style of life as a general rule in incurring these expenses.
5. The Management may permit deviations wherever necessary under exigencies.

OTHER FACILITIES

The following other facilities are available to staff:-

- a) Residential accommodation in deserving cases. The extent of deservingness will be directly proportional to the voluntary commitment and dedication visibly expressed to the students, the Institute and the welfare of the entire Complex.
- b) Freeship guidelines for children of all regular employees in our Institutes:

Staff earning Gross Salary of	Tuition Fees to be paid by Employee
Less than ₹. 20,000/- per month	Nil
₹. 20,001/- to ₹. 40,000/- per month	25%
₹. 40,001/- ₹. 60,000/- per month	50%
₹. 60,001/- and above per month	75%

- c) Gymnasium facility for use of staff and their family will be made available at a nominal fee.
- d) A Meditation Centre (free of charge).
- e) Access to Resource Centre/Computer Lab with Internet facility.
- f) Cafeteria facility.
- g) Free Library membership.
- h) Group Insurance.

PERFORMANCE APPRAISALS

The Institution has a scheme of Annual Performance Appraisal (APA) of the staff. The APA forms shall consist of three parts: - (a) self-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. The submission of the formal resignation letter must be done through the registered post.

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 Central Library.
- c) No dues clearance from any Department will become valid only when it is duly validated and approved by the Managing Director.
- d) 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.
- e) 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.
- f) This staff Hand Book should be returned back to the Issuing authority.

In case an employee is terminated from service, his full and final settlement will be made only upon receipt of the above clearances from him.

Note:-

- a) If a confirmed employee gives notice of less than 90 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 amount equivalent to salary in lieu thereof.
- b) The format of clearances required to be taken shall be provided to the employee upon request.

RETIREMENT: -The normal age of retirement for Principal is 65, Teaching & Class four is 60, and non-teaching staff is 58 years of age. 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

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