



Smt. Shyampatidevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Affiliated to University of Mumbai

www.shrigpmcollegeandheri.org

shrigpm@gmail.com

Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai – 400069.

☎ : 8928387197 / 8

Criteria 6.3.1

Faculty Empowerment Strategies



Pandurang
I/C Principal
Shri G.P.M. Degree College of Sci & Comm,
Rajarshi Shahu Maharaj Road,
Telli Galli, Andheri (E), Mumbai-400 069.



INDEX 6.3.1

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

Sr. No.	Particulars
1	Performance Appraisal for Staffs
2	Motivation to Staff through Awards
3	Study Leave is given for preparation of NET/SET exams
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 Allowances



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Rajarshi Shahu Maharaj Road,
Telli Galli, Andheri (E), Mumbai-400 069.



Smt. Shyampatidevi Mishra Educational Trust's, with huge and valuable experience and contribution to education opened the Institute of Science and Commerce at Andheri (E), Mumbai.

Institute of Commerce and Science is one of the best Science and Commerce College in the field of education.

Smt. Shyampatidevi Mishra Educational Trust's Shri G.P.M Degree College of Science and 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.

Smt. Shyampatidevi Mishra Educational Trust's, Shri G.P.M Degree College of Science and Commerce follows the technique 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 for Teaching Staff



Performance Appraisal of Teaching Staff

Date : 30/04/2023

PERFORMANCE APPRAISAL OF FACULTY					
Period From June 2022 to April 2023					
1	Name of the faculty	Mrs. Laxta R. Yadav			
2	Date of Birth	15/04/1988	3	Qualification at the time of joining in Shri G.P.M. Degree College of Science & Commerce	M.com B.ed
4	Designation in Shri G.P.M. Degree College of Science & Commerce	ASST. Professor			
5	Date of Joining in Shri G.P.M. Degree College of Science & Commerce	06/06/2016			
6	Teaching/Learning assignments handled during the year				
	Subject	Class	Semester		
	Cost Accounting	TU BAF	V, VI		
	Investment Analysis & Portfolio Management	TU BMS	V		
	Management AIC	SURAF	III		
7	Academic Achievement / Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained / Reorganization)				
8	Faculty Development (Seminars/Programs Attended)				
Sr. No.	Title of Seminar / Programme	Period from	Period to	Venue	Conducted By
1.	Transformative Reforms in Education	7/2/23	11/2/23	Shri G.P.M Degree College of Science & Commerce, Telli Galli, Andheri (E), Mumbai-400069.	Shri G.P.M



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Performance Appraisal of Teaching Staff

Date : 30/04/2023

PERFORMANCE APPRAISAL OF FACULTY					
Period From June 2022 to April 2023					
1	Name of the faculty	Mr. Ajay Kumar Singh			
2	Date of Birth	28/04/1989	3	Qualification at the time of joining in Shri G.P.M. Degree College of Science & Commerce	M. Com NET - 20
4	Designation in Shri G.P.M. Degree College of Science & Commerce	Asst. Professor			
5	Date of Joining in Shri G.P.M. Degree College of Science & Commerce	18/06/2022			
6	Teaching/Learning assignments handled during the year				
	Subject	Class	Semester		
	Financial Accounting - V	TYBAF	V, VI		
	Financial Accounting - VI	TYBAF	V, VI		
	Financial Accounting - V	TYBMS	V		
7	Academic Achievement / Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained / Reorganization)				
8	Faculty Development (Seminars/Programs Attended)				
Sr. No.	Title of Seminar / Programme	Period from	Period to	Venue	Conducted By
1.	Transformative Reforms in Education	7/2/2023	11/2/2023	Shri G.P.M. Degree College of Science & Commerce	Shri G.P.M. Degree College of Science & Commerce



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Performance Appraisal for Non-Teaching Staff

Date : 30/04/2023

Performance Appraisal of Non - Teaching Staff
PERFORMANCE APPRAISAL OF STAFF
Period From June 2022 to April 2023

1	Name of the faculty	Sumit S. Panvalkar			
2	Date of Birth	31/05/1998	3	Qualification at the time of joining in Shri G.P.M. Degree College of Science & Commerce	T. Y. BMS
4	Designation in Shri G.P.M. Degree College of Science & Commerce	Accountant			
5	Date of Joining in Shri G.P.M. Degree College of Science & Commerce	10/06/2019			
6	Department	Accounts			
7	Objective of Performance Appraisal				
a	To review the performance of the employees for the past academic year.				
b	To judge the gap between actual and the desired performance.				
c	To diagnose the strengths and weakness of the individuals so as to identify the training and development needs of the future.				
d	To provide feedback to the employees regarding their past performance.				
e	To reduce the grievance of the employees,				
8	Key Result Areas (Duties & Responsibilities)	1] Maintaining day to day expensence in Accounting software ensuring precision in recording transactions of vendors payments 2] Preparing monthly salary statment 3] Preparing Employee wise reports for provident fund 4] Audit Report work			
9	Daily Task Completion				

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Date : 30/04/2023

Performance Appraisal of Non - Teaching Staff

Performance Appraisal of Non - Teaching Staff					
PERFORMANCE APPRAISAL OF STAFF					
Period From June 2022 to April 2023					
1	Name of the faculty	Nishant K. Shukla			
2	Date of Birth	10/06/1996	3	Qualification at the time of joining in Shri G.P.M. Degree College of Science & Commerce	B.Y.B.COM
4	Designation in Shri G.P.M. Degree College of Science & Commerce	Clerk			
5	Date of Joining in Shri G.P.M. Degree College of Science & Commerce	10/10/2018			
6	Department	Admin			
7	Objective of Performance Appraisal				
a	To review the performance of the employees for the past academic year.				
b	To judge the gap between actual and the desired performance.				
c	To diagnose the strengths and weakness of the individuals so as to identify the training and development needs of the future.				
d	To provide feedback to the employees regarding their past performance.				
e	To reduce the grievance of the employees.				
8	Key Result Areas (Duties & Responsibilities)				
	Enrollment of Students, Maha dht, DC Support queries, Letter, Roll Calls, Result Entry in Digital University Portal, Visit to Mumbai University for Student queries				
9	Daily Task Completion				

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Motivation to Staff through Awards



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Study Leave is given for Preparation of NET/SET Exams

Study Leave is given for Preparation of NET/SET Examination

Shri G.P.M. Degree College of Science & Commerce, Andheri (E)

Application for Causal Leave (Teaching)

1. Name : निर्मलाक्ष्मी शिंदे
2. No. of days of leave required : One day on 04/03/23 leave required 01 day
From 04/03/23 to 04/03/23
3. Reason : NET Exam Preparation
4. Days of C.L. taken so far : one day
5. Leave taken on : 04/03/23
6. Is this leave combined with any other leave : NO

Date : 03/03/23

निर्मलाक्ष्मी
(Signature of Applicant)

Adjustment of Lectures

Period	Class
1 st	P4B.com
2 nd	S4B.com
3 rd	P4BB1
4 th	T4B.com.
5 th	

Jainab.
Head of Department

Date : 03/03/23

Principal

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Study Leave is given for Preparation of NET/SET Examination

Shri G.P.M. Degree College of Science & Commerce, Andheri (E)

Application for Causal Leave (Teaching)

1. Name : Greta Rambali Yadav
2. No. of days of leave required : One day on 04/03/23 leave required 01 day
Form 04/03/23 to 04/03/23
3. Reason : NET Exam
4. Days of C.L. taken so far : One day
5. Leave taken on : 04/03/23
6. Is this leave combined with any other leave : NO

Date : 03/03/23

G. Datta
(Signature of Applicant)

Adjustment of Lectures

Period	Class
1 st	S4BAF
2 nd	T4BAF
3 rd	T4BB1
4 th	S4BMS (AM)
5 th	

Jainab
Head of Department

Date : 03/03/23



Principal Vandana
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EPF Payments

unireportai-emp.eptnoia.gov.in/epro/

PROVIDENT FUND ORGANISATION, INDIA
 DEPARTMENT OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **KDMAL1553731000**
 Est. Id: KDMAL1553731000
 Name : SMT SHYAMPATI DEVI M...
 Tue 16 Jan 2024 (PV 4.4.5)

Home Establishment Payments Dashboards User Admin Online Services ABRY

Employer Profile

SMT SHYAMPATI DEVI MISHRA EDUCATIONAL TRUST

Est. Id	KDMAL1553731000
LIN	1882283908
PAN	AAGTS2312D
PF	Un-Exempted
Pension	Un-Exempted
EDLI	Un-Exempted
National Industrial Classification Code (NIC)	Update NIC2008 Code
Address	7, BHAGWATI PRASAD SHUKLA CHAWL,, MALPA DONGRI NO.1,ANDHERI EAST,ANDHERI EAST, Dist: MUMBAI SUBURBAN, State: MAHARASHTRA, Pin: 400093

Dear Employer, You are liable to pay damages(14B) on belated payment of dues. To avoid inquiries under section 14B, please pay the dues immediately.

Dear Employer, You are liable to pay interest(7Q) on belated remittance of contribution. Click here to pay.

Dear Employer, Kindly note, the existing digital signature process has been changed. Click here to know the process.

Do you wish to register at National Career Service (NCS) Portal ? YES NO [Register](#)

Latest Date for registration under Atmanirbhar Bharat Rozgar Yojana(ABRY) is 31.03.2022. Please register yourself to avail the benefits. Click here for details.

28°C Haze 2:53 PM IN 1/18/2024



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EPF Challan

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

TRRN 3172401019543
ECR Id 100082323
LIN : 1882283908

Establishment Code & Name KDMAL1553731000 SMT SHYAMPATI DEVI MISHRA EDUCATIONAL TRUST Dues for the wage month of December 2023
Address : 7, BHAGWATI PRASAD SHUKLA CHAWL,, MALPA DONGRI NO.1, ANDHERI EAST, ANDHERI EAST, MUMBAI SUBURBAN, MAHARASHTRA


	EPF	EPS	EDLI
Total Subscribers :	12	12	12
Total Wages :	1,03,079	1,03,079	1,03,079

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	515	0	0	0	515
2	Employer's Share Of	3,785	0	8,586	516	0	12,887
3	Employee's Share Of	12,371	0	0	0	0	12,371
Grand Total : Twenty-Five Thousand Seven Hundred Seventy-Three Rupees Only							25,773

(This is a system generated challan on 13-JAN-2024 13:16, 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.) -	25,773	
F) Total amount of uploaded ECR (D + E) (25,773	



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Professional Tax Challan

CHALLAN
MTR Form Number-6

(See Rule 11, 11C, 17, 20, 22(4) and 27B of the Professions Tax Rules, 1975)
Account Head 00280012

GRN	MP-013232805202324E	BARCODE	[Barcode]		Date	30/12/2023-17:57:45	Form ID	SB
Department	Commissioner of Sales Tax			Payer Details				
Type of Payment	Profession Tax - PTRC Maharashtra Profession Tax PTRC			TAX ID / TAN (if Any)	27495224147P			
Office Name	Commr Sales Tax Mangron			PAN No.(if Applicable)	AAGT53312D			
Location	MUMBAI			Full Name	SMT SHYAMPATI DEVI MISHRA EDUCATIO			
Year	2023-2024 From 01/10/2023 To 31/12/2023			Flat/Block No.				
Account Head Details		Amount in Rs.		Premises/Building				
AMOUNT OF TAX		5750.00		Road/Street				
				Area/Locality				
				Town/City/District				
				PS				
				Remarks (if Any)				
				HSR				
				Amount in Words	Five Thousand Seven Hundred Fifty Rupees Only			
Total			5,750.00	Words				
Payment Details				FOR USE IN RECEIVING BANK				
BANK OF BARODA				Bank CIN	Ref. No.	02503942003123000782 1366420364		
Cheque/DD Details				Bank Date	RBI Date	30/12/2023-18:00:00 Not Verified with RBI		
Cheque/DD No.				Bank Branch		BANK OF BARODA		
Name of Bank				Scroll No. - Date		Not Verified with Scroll		
Name of Branch								
Department ID : LRH19019036526TR				Mobile No : 9800441614				



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First Aid Box is Available in the College



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Nutrition and Health Awareness



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Uniforms for Non – Teaching Staff



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Job Securities by HEI's



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Degree College : Affiliated to University of Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai – 400069. ☎:2004 0822/2003 3456

Letter of Appointment

Outward No.: 1067/22

Date: 06/06/2022

Employee Registration Code: 3752

Mr. Hammad Ujjama
Flat No-302, Akbar Mahal,
Pooja Nagar, Mira Road
Thane-401107.

Mr. Hammad Ujjama

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyampatidevi Mishra Education Trust, a minority institution, at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 06/06/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25,000 / (Twenty-Five Thousand Only) per month. Statutory deductions will be as applicable by the law.
4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encashed. The same cannot be claimed as matter of right.
6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
(B) Since, the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.
10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

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14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
18. You will prepare and provide oral / written assessments relating to the learning and development of students.
19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or in the presence of students.
25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you proved to be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

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Vandana

I/C Principal

Shri G.P.M. Degree College of Sci & Comm,

Rajarshi Shahu Maharaj Road,

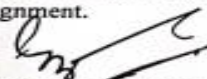
Telli Galli, Andheri (E), Mumbai-400 069.



33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.
34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.
- We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.
- Your's truly,
For, Shri G.P.M. Degree College of Science & Commerce.



Dr. (Mrs.) Vandana Sinha
(Principal)

I have read, understood and have agreed to all the terms and conditions as mentioned in the above Letter of Assignment.


Mr. Hammad Ujjama
Date: 06/06/2022

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I/C Principal
Shri G.P.M. Degree College of Sci & Comm,
Rajarshi Shahu Maharaj Road,
Telli Galli, Andheri (E), Mumbai-400 069.



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:

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

2. Leaves

Total casual leave granted to a teacher shall not exceed Eight days in an academic year.

3. 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

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

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

- 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.



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- 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.



Vandana

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Smt. Shyampatidevi Mishra Educational Trust's
SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Affiliated to University of Mumbai

www.shrigpmcollegeandheri.org

shrigpm@gmail.com

Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai – 400069.

☎ : 8928387197 / 8

Spacious Ambience



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Shri G.P.M. Degree College of Sci & Comm,

Rajarshi Shahu Maharaj Road,

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Work Culture



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Holistic Development



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Education Environment



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Smt. Shyampatidevi Mishra Educational Trust's
SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

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Staff Picnic



Vandana

I/C Principal

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Rajarshi Shahu Maharaj Road,
Telli Galli, Andheri (E), Mumbai-400 069.



Travelling Allowances

CASH VOUCHER

No. 3098

Date 01/10/22

₹ 30/-

Pay to
Ms. Karisma Shambharkar

Rs. in Words
Thirty RS only

being
Andheri College to Vileparde college
and debit
(University login on portal)

Authorized by
[Signature]

Recd. above sum of ₹ 30/-

Paid by Cash Drawn on Bank
or
 Cheque



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