

Welcome to -

SVKM's NMIMS

Deemed to be

UNIVERSITY

Shri Vile Parle Kelavani Mandal

Is a Public Charitable Trust it has 38 institutions of which 29 are educational institutions. It is the vision to equip students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings. One of them is NMIMS



Narsee Monjee Institute of Management Studies

With the legacy of 32 years, NMIMS has grown to being not only one of the top-10 B-schools in India but also emerged as a multi-disciplinary University with seven campuses at **Mumbai, Shirpur, Bengaluru, Hyderabad, Indore, Kharghar (Navi Mumbai) & Dhule** and 15 constituent schools that include

- Management
- Engineering
- Pharmacy
- Architecture
- Commerce
- Economics
- Science
- Law
- Liberal Arts
- Design
- Entrepreneurship & Family Business Management
- Performing Arts
- Distance Learning
- Agricultural Sciences
- Mathematical Sciences

*Institute is governed by UGC guidelines & Central/State Government guidelines
Various Statutory Bodies e.g. AICTE, PCI, COA, BCI, etc.*

NMIMS

Mumbai

SBM

MPSTME

SPPSPTM

BSSA

NGA-SCE

ASMSOC

SAMSOE

SDSOS

KPMSOL

JDSOLA

SOD

PDSE&FBM

SoPA

SMS

Shirpur

MPSTME

SPTM

CTF-MPSTME

**Proposed Schl. of
Textile Tech**

AOA

SAST

Bangalore

SBM

SOC

SOE

Hyderabad

SBM

Indore

SBM

SOC

STME

**Navi
Mumbai-
(Kharghar)**

SBM

SOC

STME

SOL

Dhule

SOC

List of Schools

1	SBM	School of Business Management
2	MPSTME/STME	Mukesh Patel School of Technology Management and Engineering/*School of Technology Management & Engg.
3	SSPSPTM/SPTM	Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management/*School of Pharmacy & Technology Mgt.
4	BSSA	Balwant Sheth School of Architecture
5	NGA-SCE	NMIMS Global Access School for Continuing Education
6	ASMSOC/SOC	Anil Surendra Modi School of Commerce/*School of Commerce
7	SAMSOE/SOE	Sarla Anil Modi School of Economics/*School of Economics
8	SDSOS	Sunandan Divatia School of Science
9	KPMSOL/SOL	Kirit P. Mehta School Of Law/*School of Law
10	JDSOLA	Jyoti Dalal School of Liberal Arts
11	SOD	School of Design
12	PDSE&FBM	Pravin Dalal School of Entrepreneurship & Family Business Management
13	IIPS	Institute of Intellectual Property Studies
14	SoPA	School of Performing Arts
15	CTF-MPSTME	Center for Textile Functions - Mukesh Patel School of Technology Management and Engineering (Shirpur)
16	Proposed School of Textile Tech	Proposed School for Textile Functions (Shirpur)
17	AOA	Academy of Aviation (Shirpur)
19	SAST	School for Agricultural Sciences & Technology
20	SMS	School of Mathematical Sciences

Establishment

- NMIMS was established in the year 1981 as Narsee Monjee Institute of Management Studies, then affiliated to Mumbai University
- Autonomous status in 1998
- NMIMS was recognized as a Deemed University by UGC in 2003
- Received permanent status from UGC in 2007

University Administration

- ❖ **Vice Chancellor**
- ❖ **Pro Vice Chancellor**
- ❖ **Registrar**
- ❖ **Support Departments**
 - ❖ Academics
 - ❖ Administration
 - ❖ Examinations
 - ❖ Admissions
 - ❖ HR
 - ❖ Finance
 - ❖ Marketing
 - ❖ Placements
 - ❖ Legal
 - ❖ International Linkages
 - ❖ IT
 - ❖ Accreditation & Compliance
 - ❖ Purchase & Stores

School Administration

- ❖ Deans/Director
- ❖ Academics
 - ❖ Associate Deans
 - ❖ Chairperson/HOD
 - ❖ Faculty
 - ❖ Sr. Professor
 - ❖ Professor
 - ❖ Associate Professor
 - ❖ Assistant Professor
 - ❖ Sr. Adjunct Faculty
 - ❖ Adjunct Faculty
- ❖ Administration
- ❖ Academic Administration
- ❖ Examinations
- ❖ Placements
- ❖ Library
- ❖ Accounts
- ❖ Purchase & Stores
- ❖ IT

Campus Administration

- ❖ Director – Campuses
- ❖ Academics (School Administration)
 - ❖ Associate Deans
 - ❖ Chairperson/HOD
 - ❖ Faculty
 - ❖ Sr. Professor
 - ❖ Professor
 - ❖ Associate Professor
 - ❖ Assistant Professor
 - ❖ Sr. Adjunct Faculty
 - ❖ Adjunct Faculty
- ❖ Administration, Estate & Hostel
- ❖ Finance & Accounts
- ❖ HR & Personnel
- ❖ IT
- ❖ Library
- ❖ Purchase & Stores



Chancellor

SHRI AMRISH PATEL



Vice Chancellor

DR. RAJAN SAXENA



Pro Vice Chancellor

DR. SHARAD MHAISKAR



Registrar

DR. MEENA CHINTAMANENI

NMIMS has Centralized HR Process & Systems

- ❖ Recruitment
- ❖ Time Management System
- ❖ Training & Development
- ❖ Payroll
- ❖ Appraisals
- ❖ Career Advancement Scheme
- ❖ Exit – Separation & Settlement

Categories of Employees

➤ **Academic**

- ❖ Dean, Director, Principal, Associate Dean
- ❖ Sr. Professor, Professor
- ❖ Associate Professor
- ❖ Assistant Professor
- ❖ Adjunct (Sr. Adjunct Faculty, Adjunct Faculty)
- ❖ Research Associate / PDF
- ❖ Teaching Assistant / Lecturer

➤ **Non Academic**

- ❖ Group A - Registrar, Director, Finance officer, Controller of Examination, Chief Accountant, Dy. Registrar, Dy. Director, Librarian, Dy. COE, Dy. Finance Officer, Dy. Librarian, Officer, Executive, Assistant Registrar, etc.
- ❖ Group B - Accountant, Steno (HG), Secretary to Dean, etc.
- ❖ Group C - Superintendent, Sr. Assistant, Coordinator, Assistant Accountant, Assistant Librarian, Assistant, etc.
- ❖ Group D - Jr. Assistants, Jr. Clerk, Office Assistant, Attendant, Peon, etc.

Compensation

- ❖ Defined UGC Scales : Regular Employees
- ❖ Consolidated Pay : Contract Employees
- ❖ Honorarium : Adjunct Faculty
- ❖ Stipend Government : Project work (Research Projects / Company Projects / Grant Projects)

Attendance

	Academic
Working Hours	6 Days per week
	Minimum 42 hrs. per week (47 hrs. per week for sub staff)
	Minimum 7 hrs. per day
Punctuality	Time Tolerance of 3 minutes
	Late Marking for every 3 late marks 1 CL will be deducted

Week considered for attendance

31 days in a month	
Week	Date
Week-1	1-7
Week-2	8-14
Week-3	15-21
Week-4	22-28
Week- 5	29-31

30 days in a month	
Week	Date
Week-1	1-7
Week-2	8-14
Week-3	15-21
Week-4	22-28
Week- 5	29-30

Weekly Offs & Holidays

- ❖ Sunday is considered as a weekly off for all the employees by default. An employee can change his/her weekly off other than Sunday with proper prior approval and prior intimation. As per rules there has to be one weekly off during the week for an employee.
- ❖ There are 16 Holidays declared by the University every year.

Leaves

Non Academic-Regular	Non Academic-Contract
<i>Leave calendar period from Jan 01 to Dec 31</i>	<i>Leave calendar period from 1st day of Joining/ Contract renewal to end date of Contract/annually</i>
Casual Leave	Casual Leave
Sick Leave / Half-Pay Leave	Sick Leave / Half-Pay Leave (from 2 nd yr. onwards)
Earned Leave	Earned Leave (from 2 nd yr. onwards)
Maternity Leave	Maternity Leave (Without Pay)
Compensatory off (as per rules)	Compensatory off (Not entitled)
Outdoor Duty	Outdoor Duty
Weekly OFF	Weekly OFF

For Other Leave Details Kindly refer to University Rules & Regulations.

Casual Leave – 12 days

- ❖ An employee can avail casual leave one for each month or proportionately, however he/she cannot be granted casual leave during the first month of joining.
- ❖ Casual Leave cannot be combined with any kind of leave. Employee can avail half day leave (half day will be considered if one works for min 3 & half hours on that day whether academic /non-academic).
- ❖ The employee shall be entitled to not more than five casual leaves at a time.
- ❖ The same can be prefixed and suffixed with holidays or Sundays provided that the total period of absence does not exceed seven days at a time.
- ❖ It lapses at the end of leave calendar.

Sick Leave/Half pay Leave – 10 days

- ❖ An employee is not entitled to avail Sick Leave/ HPL during the first year of Probation though it will be accumulated to his/her account.
- ❖ He/She can avail sick leave on medical grounds, if exceeds 3 days then the same will be supported with certificate from the registered medical authority.
- ❖ The leave can be accumulated without any limitation. One cannot be granted this leave for half day.

Earned Leave – 30 days

- ❖ An employee who is eligible for earned leave, is not entitled for earned leave during the period of probation, though the leave are credited to their account, accumulated and carried forward.
- ❖ Earned Leave is credited to the account twice in a year in January and July at the rate of 15 days per half year.
- ❖ The employee can avail earned leave not less than five days and not more than 120 days leave at a time.
- ❖ There should be a gap of atleast three months between the two consecutive periods of earned leave.
- ❖ Earned Leave cannot be extended with post facto sanction.

Outdoor Duty

- ❖ The person nominated by the University to attend meetings, seminars, conferences, workshops, etc. organized by Professional bodies approved/recognized by the University will be considered to be in official capacity and hence will be treated as Outdoor Duty.

Research/Exam

- ❖ RA / PDF appearing for the exams enrolled for any course at the university during the working hours will not be treated as 'on duty'. Faculty visiting various industry /organizations for data collection, paper presentation, meeting with Ph.D. guides, viva, defence etc. for their own Ph.D. will not be treated as Outdoor Duty or on duty or special leave.

On Duty

- ❖ The person nominated and sent by the University for any official work of the University to its schools or off campus centres, etc. will be treated as on duty

Maternity Leave – 180 days

- ❖ A permanent female employee is entitled for 180 days leave.
- ❖ An employee may be allowed leave of any kind due in continuation of maternity leave max. upto 60 days without production of medical certificate.
- ❖ However the same cannot exceed more than 240 days at a time.
- ❖ Maternity leave commences from the date of confinement.

Paternity Leave – 7 days

- ❖ A permanent male employee is entitled for 7 days leave.
- ❖ Paternity leave commences from the date of confinement of the spouse.
- ❖ Paternity Leave will not run concurrently with holidays.

Compensatory Off

❖ Non Academic

Group C & D are entitled for compensatory off. Compensatory offs can be granted to the employee for working extra hours either before or after the regular office hours, only if the employee is asked by the supervising officer/authority to do so. The calculation of hours accumulated will start only after employee works for half an hour beyond his/her regular work time. The employee is required to accumulate the extra time worked and shall be entitled to one compensatory off for every 5 hours extra work. Further, in case if the employee is asked to work on weekly off/Public Holidays than he is entitled for a compensatory off. Non Teaching staff in Group A and B are neither entitled for overtime nor compensatory off (except if called on Sundays or Holidays).

One can avail not more than 3 compensatory off in a month.

Please note that to avail compensatory off one should have worked on holidays /weekly off's or extra hours before availing of the compensatory off. He/She needs to apply for the same before proceeding for such leave. Compensatory offs cannot be availed for anticipated future work.

The compensatory offs cannot be carried forward to the following calendar year.

Staff on Contractual Appointment for a period of one year

- ❖ The employee on contract is entitled for 20 days paid leave during the annual period of contract.
- ❖ The 20 days paid leave can be availed on proportionate basis only.
- ❖ No leave shall be admissible in the first month of joining.
- ❖ The employee shall be entitled to not more than five paid leaves at a time. The same can be prefixed and suffixed with holidays or Sundays provided that the total period of absence does not exceed seven days at a time.
- ❖ It lapses at the end of annual contractual period.
- ❖ Contractual employees are not entitled for any other kind of leave.
- ❖ They are not entitled for compensatory offs for extra hours worked. However, they will be entitled for compensatory off if worked on weekly off/Public Holidays, if asked by the supervising officer/authority.

Staff on Contractual Appointment for a period more than one year

- ❖ The employee on contract is entitled for 12 days casual leave during the first year of contract.
- ❖ The 12 days casual leave can be availed on proportionate basis only.
- ❖ No leave shall be admissible in the first month of joining.
- ❖ The employee shall be entitled to not more than five paid leaves at a time. The same can be prefixed and suffixed with holidays or Sundays provided that the total period of absence does not exceed seven days at a time.
- ❖ From 2nd year of contract he/she will be entitled for 12 CL, 10 SL & 30 EL.
- ❖ Casual Leave & Earned Leave lapses at the end of Contractual period.
- ❖ Contractual employees are not entitled for any other kind of leave.
- ❖ They are not entitled for compensatory offs for extra hours worked. However, they will be entitled for compensatory off if worked on weekly off/Public Holidays, if asked by the supervising officer/authority.

Staff Appointment on Probation for a period more than one year

- ❖ The employee on Probation is entitled for 12 days casual leave during the first year of Probation.
- ❖ The 12 days casual leave can be availed on proportionate basis only.
- ❖ 10 SL and 30 EL will be credited to the account but cannot be availed by the employee during the first year of Probation. However the balance is carried forward.
- ❖ No leave shall be admissible in the first month of joining.
- ❖ The employee shall be entitled to not more than five casual leaves at a time. The same can be prefixed and suffixed with holidays or Sundays provided that the total period of absence does not exceed seven days at a time.
- ❖ Casual Leave lapses at the end of annual period.
- ❖ They are not entitled for compensatory offs for extra hours worked during the period of Probation. However, they will be entitled for compensatory off if worked on weekly off/Public Holidays, if asked by the supervising officer/authority.

Leave Travel Concession

- All confirmed employees of the University and their wholly dependent family members shall be entitled to Leave Travel Concession once in a block of two calendar years for visiting their home town and once in block of four years for traveling anywhere in India. The fare for the Kilometers travelled each way will be based on the telescopic rate fixed by the Railways.
- An employee (including unmarried) having his/her family away from Mumbai can avail of this concession for himself/herself alone every calendar year instead of having it for both self and family once in two calendar years.
- The concession can be availed of for self and family separately on different occasions during the block years.
- The employee will be eligible for either two Home Town visits OR one Home Town visit and one Anywhere in India visit during two blocks, i.e. four calendar years.

Leave Travel Concession

The entitlement of LTC is as follows :

By Rail / Road / Air / Sea	
<i>Grade Pay Range</i>	<i>Entitlement</i>
1. Rs. 10,000 and above	Upto Rs. 25,000/- or the actual journey bills submitted by an individual whichever is less.
2. Rs. 6,000 and above but below Rs. 10,000	Upto Rs. 20,000/- or the actual journey bills submitted by an individual whichever is less.
3. Rs. 2,400 and above but below Rs. 6,000	Upto Rs. 15,000/- or the actual journey bills submitted by an individual whichever is less.
4. Below Rs. 2,400	Upto Rs. 10,000/- or the actual journey bills submitted by an individual whichever is less.

The journey needs to be commenced during the block period to claim LTC.

Leave Travel Concession

Clarification to clause 5.5, A : Leave Travel Concession

Eligibility

- Journeys by taxi, auto rickshaw etc. are permissible only between places not connected by Rail. The same will be considered for reimbursement only if an employee submits the original bill / receipt of the same.
- If an employee travels by his own car, s/he will be entitled to claim reimbursement at the rate of 10kms/ltr. or kg. for the fuel towards travel from residence to destination and back.
- If an employee travels by private car, bill / receipt from the travel agent should be submitted for reimbursement. Driver's charges, night charges, luggage charges, lodging charges, etc. are not considered for reimbursement.
- If group tour booking is done by an employee, bifurcated bill for travel from destination to destination should be submitted for reimbursement.
- Toll charges will be reimbursed on submission of original bill / receipt paid during destination to destination journeys.
- Sightseeing is not considered in both the claims (Hometown / Anywhere in India), only destination to destination travel is considered for reimbursement.
- Original boarding passes along with the travel bill should be submitted for travel by Air as proof of travel. No other document will be considered for reimbursement.
- Employees availing LTC to hometown for self (alone) once in a year, are not eligible to claim LTC for anywhere in India.
- Faculty travelling before or during vacation and are unable to submit LTC claim papers within stipulated time because of vacation, then he/she will be given a grace period of 7 days on joining back after vacation.

For more details please refer University Byelaws clause 5.5 (published in September 2015)

Training & Development

- Orientation programs
- SAP online Training
- MS Office
- Advance Excel
- Soft Skills
- Communication Skills

Separation

- ❖ Retirement / Superannuation
- ❖ Resignation
- ❖ Termination
- ❖ End of contractual term
- ❖ End of Project

Settlement on Separation

- ❖ Retirement / Superannuation
 - Gratuity
 - Earned Leave encashment – 100%
- ❖ Resignation
 - Earned Leave encashment – 50%
- ❖ Termination of Probation
 - Earned Leave encashment – 50%
- ❖ End of Contractual term/Termination of contract
 - No encashment of leaves

Above are the rules of the University at a glance, for detailed rules & regulations kindly refer to Rules and Regulations of NMIMS University sent to every employee at the time of their joining.

THANK YOU

&

WELCOME ON BOARD