



Nagar Yuwak Shikshan Sanstha Airoli
NEW HORIZON COLLEGE OF COMMERCE

Plot No.5, Sector -13, Airoli, Navi Mumbai 400 708.

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AFFILIATED TO UNIVERSITY OF MUMBAI

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STAFF POLICY DOCUMENTS



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Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Chapter Number	Subject	Page Number
1	About the Trust	7
1	General Information of Trust:	7
a	Name of the Trust	7
b	Registered address	7
c	Registration numbers	7
d	Board of Trustees	7
e	Vision of the College	7
f.	Mission of the Collee	7
2	About the College / institute:	8
1	About the College	8
2	Name of the college / institute	9
3	Address of the college / institute	9
4	Contact details of the college (Web site, E-mail, Telephone nos.)	9
5	Location of the college / institute	9
6	University of Mumbai's College ID number	9
7	Long Term Goals	9
8	Short Term Goals	9-10
9	Quality Policy	10-11
10	Governing Body	11
11	College Development Committee(CDC)	11-12
3	Human Resource Planning:	13
	Employee Classification:	13
a	Teachin faculty	13
	i) Full Time (Regular)	13
	ii) Full Time (Adhoc)	13
	iii) Adjunct Faculty	13
	iv) Emeritus Faculty	13
b	Non Teaching Staff	13
	i) Techrfical	13
	ii) Non-technical	13
	Organizational Chart	14



Chapter Number	Subject	Page Number
4	Recruitment and Selection	15
A	Recruitment Procedure Teachers: (Asst. Prof. /Assoc. Prof. /Prof.)/ Principal	15
	* Requirement Finalization	15
	* Succession Plan	15
	* Advertisement	15
	* Selection Committee	15
	* Schedule and Venue	15
	a) Institute Level Interview	15
	b) Call letter	16
	Interview Conduction	16
	Appointment Order	16
B	Recruitment Procedure: Non-teaching staff	16
	1) Requirement Finalization	16
	2) Requirement Finalization	16
	3) Succession Plan	16
	4) Advertisement	16-17
	5) Selection Committee	17
	6) Schedule and Venue	17
	a) Institute Level Interview	17
	b) b) Call letter	17
	* Interview Conduction	17
	* Appointment Order	17
5	Salary and Perquisites	18
a)	Consolidated salary	18
	Allowance granted in lieu of salary	18
	Provident Fund Scheme	18
b)	Gratuity scheme for employees	18
c)	Payment mode of salary	18
d)	Yearly increments	18
e)	Incentive and rewards in salary	18
f)	Granting of higher pay scale/ post for non-teaching	18
g)	Promotion in cadre	18
h)	Remuneration for FDP/Conference/ Certification of courses	18-19



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PRINCIPAL

New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Chapter Number	Subject	Page Number
6	Retirement and Extension in service	20
1	Retirement Age	20
	* Non-teaching employees	20
	* Teaching staff	20
2	Pre- Retirement rules	20
3	Extension in service	20
4	Notice of retirement	20
5	No dues certificate	20
6	Relieving letter	21
7	Experience certificate	21
8	Handing over charge	21
7	Leaves, Vacations & other Holidays	22
1	Casual Leaves [CL]	22
2	Scheduled Absences	22
3	Compensatory off [CO]	22
4	Leave Without Pay	22-23
6	On Duty Leave [OD]	23
7	Vacation	23
	* Category of Employees	23
	A) Using Vacation	23
	B) Period of Vacation	23
8	Service and Assessment	24
1	Signing of Undertaking	24
2	Personal Data sheet & documents in Personal file at office	24
3	Staff Card	24
4	Probation period and its extension and curtailment	24



Janit

PRINCIPAL

New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Chapter Number	Subject	Page Number
9	Discipline and Grievances	25
	* Security & Vigilance on campus	25
	* Counselling Facility	25
	* Code of Conduct	25-26
	* Biometric Attendance facility	26
	* Uniform for student community	26
	* I-Card Policy teaching faculty, non-teaching staff and student community	26
	* Supervision of university exams	26
	1. Senior Supervisor	26
	2. Junior Supervisor	26
	3. Examiner ship for University Exams	26
	4. Private Coaching / Outside Employment Policy	27
	5. Internet Facility policy	27
	6. Non-smoking policy	27
	7. Disciplinary procedure	27
	8. Keys deposition policy	27
	9. Vehicle parking policy	27
	a. For staff members	27
	b. For students	27
	10. SC/ST Committee	28
	11. Women's Grievances Cell / Internal Complaint Committee	28
	12. College Women Development Cell	28-29
	13. Grievance & Redressal Committee	29
	14. Anti-Ragging Committee	29
	15. No Tolerance of Sexual Harassment at workplace	29-30
	16. Duties & Responsibilities	30
	a. Duties and Responsibilities of Management Representative	30
	b. Duties and Responsibilities of the Principal	31-32
	c. Duties and Responsibilities of the Teaching Staff	32-33
	d. Duties and Responsibilities of the Non-Teaching Staff	33



Kanik

PRINCIPAL

New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

Chapter Number	Subject	Page Number
10	E-Governance Policy	34
	Objectives	34
	Polices	34
	Website	34
	Administration	34
	Finance and Accounts	34
	Student Admission and Support	34
	Examination	34
	Library	35
11	Energy Conservation Policy	36
12	Water Conservation Policy	37
13	Alternate Energy Sources and Energy Conservation Policy	38
14	Degradable And Non – Degradable Policy Document	39
15	Green Campus Initiative Policy	40



Janika

PRINCIPAL

New Horizon College of Commerce
Plot # 5, Sector- 13, Airoli,
NAVI MUMBAI 400 708.

CHAPTER – 11

Energy Conservation Policy

The Energy usage Policy of our college is to manage energy in such a systematic way to minimize its impact on the environment. It will help us to set in efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage

Policies

- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install LED Bulbs in the whole campus.
- To develop systematic waste management mechanism.
- To undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from vehicles.
- To take measures to avoid the wastage of energy.

Responsibilities:

Turn off lights when leaving room
Turn off computer at the end of the day
Keep windows closed when air system is on.
Turn off unnecessary lights and use daylight instead.
Use the fans only when they are needed.

The policy is circulated to the staff and students on regular basis to inculcate the habit in them.



Principals

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CHAPTER - 12

Water Conservation Policy

Water is so essential for life that its simply impossible to imagine life without water. India has 16% of the world's population and only 4% of the world's water resources are available for use, and that too are depleting rapidly. The uneconomical and unethical use of water by human beings is the sole reason for the exploitation and deterioration of this valuable natural resource. Thus, both quality and quantity of water are at stake and have to be taken care of. It's the moral duty and social responsibility of each individual and community as a whole to contribute to conserve water and rejuvenate the water resources. In this direction, our college has made efforts to ensure water conservation.

Goals and plans	<ul style="list-style-type: none">• Maximize water use efficiency and minimize wastage of water.• Ensure awareness about the water conservation policy of the college among all the staff and students.• Inform, educate and increase the awareness regarding the importance of water to life and the need for conservation and efficient use of water.
Initiatives	<ul style="list-style-type: none">• The water supplied by Municipal Corporation is stored in underground water storage tank and overhead water tank to supply water in whole campus area. Ensuring the improvement of drinking water quality by installation of water purifiers in many places in the campus.• The college fix leakages immediately and perform periodic maintenance required to prevent water loss.



CHAPTER – 13

Alternate Energy Sources And Energy Conservation Policy

1	Replacing conventional lighting system with energy efficient lighting
2	Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner.
3	Encouraging faculty, staff and students to use common transport facilities to reduce the carbon footprint.



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CHAPTER - 14

Degradable And Non – Degradable Policy Document

Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority.

1	Solid Waste Management	Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard.
2	Liquid Waste Management	The non-reusable liquid waste is sent through proper drainage to the corporation drainage system.
3	E Waste Management	E-waste from labs is properly collected and is given to the licensed recycler. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste.



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CHAPTER - 15

Green Campus Initiative Policy

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture. Continuing to develop and implement an integrated green campus policy, our institute implements the following practices towards establishment and maintenance of green campus.

1	Restricted entry of vehicles	Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in the basement.
2	Use of Bicycle	Students are instructed use bicycle in order to reduce pollution inside the campus.
3	Pedestrian – friendly pathways	The campus follows the Pedestrian-friendly pathways in all blocks. Pedestrian-friendly pathways are properly marked with suitable sign boards.
4	Ban on use of Plastic	In order to have the awareness on the hazardous effects of the plastic usage, our college implements some awareness boards like sign boards to discourage the use of single use plastic items inside the campus.
5	Landscaping with trees and plants	As per the green practices in the campus, NHCC is moving in the direction of a Green Institution by planting more trees in and around the campus. The garden consists of local species of trees which make the campus cool during hot summer months and improves the ambience of our campus.



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