



VASUDHAIVA  
KUTUMBKAM  
WHOLE UNIVERSE IS ONE FAMILY

# **AGNEL TECHNICAL EDUCATION COMPLEX**

**VASHI**

## **STAFF HAND-BOOK**

**ON**  
**SERVICE REGULATIONS**

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## ABOUT OUR MOVEMENT

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

On 9<sup>th</sup> of 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 (Vasudhaiva Kutumbakam) 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 dedicated service of the faculty who are committed and focused.

### OUR MISSION:-

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.

We aim to develop confident and motivated individuals who share a strong bond with nature and humanity, blended with a passion for the art of self-management.

### OUR VISION:-

Our Value for Excellence and concomitant quest for continuous improvement in every field of our education and work shapes our Vision.

## OUR 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. Fr. C. Rodrigues Institute of Management Studies.
2. Fr. C .Rodrigues Institute of Technology
3. Agnel Polytechnic
4. Agnel Technical Junior College
5. Agnel Industrial Training Centre
6. Agnel Multipurpose School( English Medium)
7. Agnel Multipurpose School ( Marathi Medium)
8. Agnel Production cum Training Centre.
9. 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 VERNA (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

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

1. Fr. Agnel Multipurpose School

## INDUCTION, PROBATION AND CONFIRMATION.

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 immediate superior will arrange to introduce the employee to his colleagues and other superiors and staff. Thereafter, the employee will be shown his workstation and will be provided with whatever assistance is necessary for settling down including stationery etc.
3. All entry formalities like filling up of PF forms, opening of bank account etc. will be completed.
4. The employee will have to submit a Joining Report along with the documents required in terms of the appointment letter.
5. The employee will be on probation for the period as stated in his appointment letter and upon satisfactory completion of the probation (HOD to certify) 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 ethics of work. 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) Late attendance of more than four occasions within a month.
- e) Engaging in personal business within the premises of the Institution.
- f) Drunkenness, riotous, disorderly or indecent behaviour on the premises of the Institution including at the accommodation provided, if any to the employee.
- g) Commission of any act subversive of discipline or good behaviour on the premises of the Institution.
- h) Habitual neglect of work.
- i) Habitual breach of any rules or instructions for the maintenance and running of any department.
- j) Willful damage to any property of the Institution.
- k) Holding private meetings inside the Institution without prior approval of the Management.
- l) Disclosing to any unauthorised 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.
- m) Smoking or spitting on the premises of the Institution where it is prohibited by the employer.
- n) Refusal to accept a charge sheet, order or other communication served by a competent authority of the Institution.
- o) Unauthorised possession of any lethal weapon in the Institution.
- p) Absenting oneself from duty without intimation or without permission.
- q) Leaving the office early without prior 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. All training programs are mandatory and require the full participation of the 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.

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

In case of outstation training programmes attended by an employee, his travelling expenses will not be reimbursed until he has given a written feed-back/presentations.

### TRAINING/SEMINAR 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 programme attended. He should also set out how this programme would help him improve his knowledge/skills leading to make him or her a better performer to effectively share it with all. In case it is felt that the programme was not useful, the report should state so. Such feedback would help the Management to alter its future plans and choices suitably.

## LEAVE RULES

All Employees are eligible for leave as under:-

Sl.	Particulars	Casual Leave	Sick Leave	Earned Leave
1	No. of days	8 days in a calendar year	10 days in a calendar year	30 days in a calendar year
2	Eligibility	From the date of joining- can be availed on pro-rata after the first 3 months.	From the date of joining- but can be availed only after 12 months.	From the date of joining- but can be availed only after 12 months.
3	Accumulation	Not allowed	Maximum 100 days.	Maximum 300 days
4	Frequency	Maximum 3 days at a time-but by suffixing and prefixing to holidays/weekly-offs the total absence should not exceed 10 days.	If sick for 2 or more days then against production of Medical certificate from a Registered Medical Practitioner.	prefixing and suffixing to holidays is allowed but intervening holidays/weekly offs will be treated as Earned Leave.
5	Combination	Not permitted	Permitted except with C/L'	Permitted except with C/L
6	Date of application	2 days in advance	Prior permission to be obtained if possible or else informed over phone followed by leave application	2 weeks in advance
7	Leave encashment	Not allowed	Not allowed	Allowed only upon retirement . For non-teaching staff encashment is allowed during service period also.

### NOTE:

1. In case of teaching staff, Vacation of total 60 days in a calendar year is available in lieu of Earned Leave after completing 2 years of service-during Summer/winter vacations. In case such leave is not granted, half of the unutilized leave shall be credited to Earned Leave account.
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 on applying for it which can be availed within 30 days of such working.

## 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 of the Complex, 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) Schooling for 2 wards( fees exempted) upto Junior College Level after minimum two years of service.
- 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.

### Future Plans:-

To provide a Health Centre for medical facilities at subsidized rates.

## PERFORMANCE APPRAISALS

The Institution has a scheme of Annual Performance Appraisal (APA) of the staff. The APA terms 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 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 the 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 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

### -: MUMBAI :-

Fr. Agnel Ashram,  
P.B. 6656, BandStand, Bandra(W), Mumbai-400050  
**PH:** 022-26423841 **FAX:** 022-26516831 **E-MAIL :** agnelaim@eth.net

### -: VASHI :-

Agnel Technical Education Complex,  
Sector-9 A, Vashi, Navi Mumbai-400 703  
**PH:** 022-27662949, 1924 **FAX:** 022-27660619  
**E-MAIL :** agnelvox@bom5.vsnl.net.in / agnelbiz@vsnl.com

### -: GOA :-

Fr. Agnel Ashram, VERNA, GOA-403 722  
**PH:** 0832-2782229 **FAX:** 0832-2782215 **E-MAIL :** agnelgoa@satyam.net.in

### -: NEW DELHI :-

Fr. Agnel School & Polytechnic, Gautam Nagar, NEW DELHI-110 049  
**PH:** 011-26863286 **FAX:** 011-26859283 **E-MAIL :** agneldel@del2.vsnl.net.in

### -: GREATER NOIDA :-

Pocket: F, Sector Peta- II,  
Gautam Buddha Nagar, Greater Noida, U.P.- 201306  
**PH:** 0120-24326557 **FAX:** 0120-24326525 **E-MAIL:** agneldel@del2.vsnl.net.in

### -: NOIDA :-

Fr. Agnel School,  
Plot no. 2 & 3, Institutional Area, Sector-62, Noida, Uttar Pradesh.  
**PH:** 0120- 24400068

### -: PUNE :-

Vidyankur, Wadgaon Sheri, Sainikwadi, Nagar Road, Pune- 411 014  
**PH:** 9520-27032344 **FAX:** 9520-27032644 **E-MAIL:** peteragnel@catholic.org

### -: AMBARNATH :-

Kochgaon, Ambernath-421501 **PH:** 95251-2893804, 2683033.

ATEC

UNIT:

## TRAINING SPONSORSHIP FORM

(To be filled in by the employee and given to the HOD)

NAME OF THE STAFF/NOMINEE: \_\_\_\_\_

TITLE OF THE COURSE: \_\_\_\_\_

ORGANISED BY: \_\_\_\_\_

DURATION: \_\_\_\_\_

DATES: \_\_\_\_\_

VENUE: \_\_\_\_\_

COST INVOLVED: \_\_\_\_\_

JUSTIFICATION FOR NOMINATION (attach brochure):  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Employee

Date: \_\_\_\_\_

Comments / recommendations of Head of the Department  
\_\_\_\_\_

\_\_\_\_\_  
Signature of HOD.

Date: \_\_\_\_\_

APPROVED BY:  
\_\_\_\_\_

DIRECTOR/MANAGING DIRECTOR  
\_\_\_\_\_

Date: \_\_\_\_\_

ATEC

UNIT:

## LEAVE APPLICATION FORM

The Principal Director,

### Request for Casual/ Sick/Earned Leave.

I am unable to attend the office on/ from \_\_\_\_\_ to \_\_\_\_\_ for the following reasons:-

Please grant me \_\_\_\_\_ days Casual / Sick/Earned Leave for the period.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the staff.

Note: Enclose medical certificate in case of Sick Leave.

### FOR OFFICE USE:

	C/L	S/L	E/L
Balance Leave to Credit			
Now applied for			

RECOMMENDED:

SANCTIONED

Head of Department

Date:\_\_\_\_\_

Principal/Director

Date:\_\_\_\_\_

Managing Director.

Date:\_\_\_\_\_