

**TERMS & CONDITIONS FOR TEACHING/NON-TEACHING STAFF APPOINTED  
ON CONTRACT/ADHOC/TEMPORARY BASIS**

- \* The Society may modify these Terms & Conditions to individual staff members on contract basis with such amendments as may be deemed fit from case to case and from time to time.
1. a) The person can be appointed on CONTRACT/ADHOC/TEMPORARY basis for initial period as indicated in the appointment letter. However the contract may be renewed from time to time under terms & conditions as may be mutually agreed.
  - b) During the contract period, an employee shall receive the CONSOLIDATED salary as per terms of contract. NO OTHER ALLOWANCES e.g. HRA, DA etc. will be paid.
  - c) Person on contract basis will NOT be entitled for any benefits like Gratuity, encashment of leave.
  - d) Services of the person/s on Contract/Adhoc/Temporary basis may be dispensed with by the society, by giving one month's notice or one month's pay in lieu of notice or proportionate pay for short notice & vice-versa.
2. An employee on Contract/Adhoc/Temporary basis cannot request for change of Terms & Emoluments etc. during the tenure of contract.
  3. The management shall take such action as it deem fit in the case of an employee on Contract/Adhoc/Temporary basis who in its opinion is found incapable of performing such work as he may be reasonably expected to perform, or who is found doing any thing that would be detrimental to the interest of the society or incompatible with due fulfilment of conditions of contract or employment either express or implied. However, he shall be given opportunity of being heard before any action is taken.
  4. A person on Contract/Adhoc/Temporary basis is reminded about Police Act, 1951, Section No. 116 & 117 w.r.t. Smoking, Pan chewing, Eating Tobacco and other similar habits either within the premises or in the vicinity of college area.
  5. All employees on Contract/Adhoc/Temporary basis shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institution, under whom they may be placed and shall make themselves in all respects, generally useful to the Institution. They shall not do any thing which brings the society or any of its Institution in disrepute. They shall devote their whole time to the duties of the Institution and shall not on their own account or otherwise directly or indirectly carry on or be concerned in any trade or business or undertake work or take an active part in any public activity or employment whatsoever without having first obtained the written permission of the Society.
  6. An employee on Contract/Adhoc/Temporary basis shall not absent himself from his duties without first having obtained the permission of the Departmental Head or Head of the Institution in this behalf and in the case of ill-health without producing such Medical Certificate as may be demanded by the authorities.
  7. The management may at its discretion require any of its employees to undergo medical examination by the Registered Medical Practitioners of its choice. Opinion of such medical practitioners shall be binding upon the parties. Expenses required to be incurred in connection with such medical examination shall be borne by the employee. However, female employee shall not be required to subject herself for medical examination before a male medical practitioner without her consent.
  8. Every employee on Contract/Adhoc/Temporary basis shall carry out such duties pertaining to the Institution as may be assigned to him from time to time including duties connected with extra-curricular activities such as supervision of physical exercises, games and sports, work connected with the library and co-operative societies, ceremonial functions etc.
  9. In the case of in-subordination, neglect of duty or misconduct, it shall be open to the management to dispense with the services of an employee on Contract/Adhoc/Temporary basis without notice.

10. All such acts as given below shall be considered as 'Misconduct'.
- (a) Going on a strike without 14 days advance notice in writing or abetting, inciting, instigating or illegal strike or acting in furtherance thereof; (b) Taking or giving bribes or any illegal gratifications; (c) Late attendance on three or more days within a month;
  - (d) Disclosing to any unauthorised person any confidential information with regard to the society's or any other Institution's affairs thereof which may come into the possession of the employee in the course of his duties or suppression of any relevant information whether before or after joining the duties; (e) Unauthorised possession of any property of the establishment; (f) Taking any loans from any student or their parents. (g) Indulging in any activity or any act of commission or omission which brings the society or any of its Institutions in disrepute.

**NOTE:** Any act or omission which is committed on not less than three occasions in a year shall be considered as "Habitual".

**11. LEAVE:**

- (i) **Casual Leave:** 8 days per year but normally not more than 1 day in a month to be sanctioned.
- (ii) **Privilege Leave:** (a) Non-teaching staff - 15 days in a year; in addition 10 days medical leave per year or full pay. (b) Teaching staff - 10 days medical leave per year or full pay + vacation as per rules.
- (iii) **Maternity Leave:** After completion of 1 year service on half pay and after completion of 2 years on full pay.
- (iv) **Leave without Pay:** Leave without pay may be granted by the management to any employee at the convenience of the society, if applied for well in advance.
- (v) **Part-time Service staff not on Time-Scale of pay** will not be entitled for any type of leave.

- 12. Your personality should be tuned with the Aims & Objects of society by having sober habits, out looks, dress etc.
- 13. Any staff member **WILL NOT** enter in any direct correspondence with any Agency/Body with which you are connected through us. Action will be taken against those who knowingly or unknowingly disregard the above instructions.
- 14. Staff member will accept the mode of payment by cheque/direct transfer to Bank of our choice/ cash as deemed fit from time to time.
- 15. Staff member **WILL NOT** give the college/institution's address for personal correspondence without the prior permission of the management. If it is found so, then it will be concluded that staff member does not have permanent address in Bombay.
- 16. The management will not be responsible for any minor/major injury caused to you, due to any reason within the premises of the institution.
- 17. You may please contact the Principal two weeks before the expiry of the contract period regarding the renewal of your contract.

Please return one copy of the Terms & Conditions duly signed.

(PRINCIPAL)

**I have carefully read the above Terms & Conditions and hereby agree to abide by them.**

**SIGNATURE OF THE EMPLOYEE :** \_\_\_\_\_