



PTVA 's Institute of Management
HR Policy Manual
2024-25



PTVA's Institute of Management

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Recruitment Policy

Objective:

1.1 Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability

2.1 All new recruits in all grades

3. Policy & Procedure

3.1 Staffing pattern as prescribed by the All-India Council for Technical Education (AICTE), and University of Mumbai under University Grant Commission (UGC) is followed for the recruitment of the teaching staff of the Institute. In case of the non-teaching staff, the guidelines of University of Mumbai are followed by the Institute. Standard Code Rules of Government of Maharashtra for the rules regarding non-teaching staff members are used as a reference.

3.2 Rules regarding selection committee, selection procedure and eligibility criteria/qualifications and equivalence for the teaching posts coming under the purview of All India Council for Technical Education (AICTE) which are adopted by the University of Mumbai for the Institutes in Management vide Circular No. (Circular No. CONCOL/ICC/04/ of 2012) are followed and the provisions of Maharashtra Public Universities Act 2016 are also taken into consideration. After identifying the positions as per these rules, the application is sent to the University of Mumbai and Backward Caste Cell of the Government of Maharashtra for their approval.

3.3 Upon receiving the approvals as per the University of Mumbai Circular No. CONCOL/75 dated 3.3.1988, the advertisements are released in the newspapers as per the guidelines issued by the University of Mumbai vide the same circular.

3.4 List of applications received is given to the scrutiny committee. The committee after scrutinizing the applications, sends the recommendations for the purpose of selection.

3.5 Selection Process as mentioned in the Circular No. CONCOL/ICC/04/of 2012 and the provisions of Maharashtra Public Universities Act 2016 are diligently followed for the recruitment of the teaching posts and librarian.

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3.6 The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of society.



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Induction Policy

1. Objective

1.1 To facilitate smooth assimilation of *new employees* into the Institute and help them understand the Institute as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the Institute.

2. Applicability

2.1 All new employees of the institute

3. Policy

3.1 Every employee, irrespective of grade, shall go through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.

3.2 The duration and scope of COP may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.

3.3 The COP shall include the following:

Sr. No.	Particulars	Responsibility	Topic/Coverage
1.	PTVA Trust	Director	Introduction of the Parent Trust "PTVA" including their values, vision, mission, schools and colleges under PTVA, etc.
2.	PTVA's Institute of Management	Chief Academic Coordinator	Introduction to PTVA's Institute of Management and familiarization with the activities of the Institute with the help of an AV.
3.	HR Orientation	Registrar	Brief introduction of the organizational structure;



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			Introduction to the current employees in the department; Introduction to HR Policies, Information about duties & responsibilities
4.	Campus Tour	Registrar	Tour of the Institute and introduction to key officials.



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Employee Orientation Form

Name of the Employee:

Date:

Designation:

Department:

Sr. No.	Particulars	Evaluation	
		Yes	No
1	Did you get a proper orientation of PTVA's Institute of Management?		
2	Have you understood your Job Profile adequately?		
3	Did you understand the Institute/Department structures and their functions?		
4	Have you been told about the applicable HR Policies?		
5	Were you satisfied with the induction program?		
6	Anything else you would like to know or suggestions you would like to make? _____ _____ _____		

Signature:

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Leave Policy

1. Objective

1.1 To communicate the leave entitlements and provide guidelines for availing this leave.

2. Eligibility & Applicability

2.1 All employees on the rolls of the Institute.

3. Policy & Procedure

3.1 Categories of leave available to the employees are: Casual Leave, Earned Leave, Medical Leave, Compensatory Off, Summer Vacation, Special Leave (Outdoor Duty), and Leave Without Pay (LWP).

3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.

3.3 All leaves shall accrue effective 1st January of every Year.

3.4 Employees shall apply for leave in the prescribed format available in the admin office.

3.5 Holidays and weekly offs between the leaves will be treated as a part of leave only.

Entitlement & Procedure for availing Leaves:

4. Casual Leave (CL)

4.1 All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.

4.2 Employee on CL cannot be absent from duty continuously for more than 7 days including intervening holidays, except in exceptional circumstances when it may be extended upto 10 days.

4.3 Employees may avail CL for half-day also.

4.4 CL may be prefixed or suffixed to intervening holidays or weekends.

4.6 CL cannot be prefixed or suffixed to any other category of leave.

4.7 Un-availed CL will automatically lapse at the end of the calendar year.



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5. Medical Leave (ML)

5.1 All Employees are eligible for 10 days of ML in a calendar year, which shall be credited to them upon joining, on a half-yearly basis.

5.2 Employees availing ML for more than two days, need to submit Medical Certificate for the said period.

5.4 ML cannot be prefixed or suffixed to any other category of Leave.

5.4 Un-availed ML will be automatically carried forward to the next calendar year.

6. Maternity Leave (MTL)

6.1 Female employees are entitled to 180 days Maternity Leave to take care of her newborn child in accordance with the guidelines of the Government, University of Mumbai and AICTE.

7. Earned Leave (EL)

7.1 The Director and the non-teaching staff members are eligible for 30 days of EL in a calendar year, which shall be credited to them upon joining, on a half-yearly basis.

8. Leave without Pay (LWP)

8.1 If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay, subject to the approval of the Director.

8.2 LWP shall not be treated as break of service

9. Compensatory Off (CO)

9.1 If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the Director.

9.2 Compensatory off shall be availed within one month. However, depending on the workload, with the permission by the Director, a CO can be taken at a later date.

10. Summer Vacation

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10.1 All teaching faculty except Director, will be eligible for Summer Vacation.

10.2 Faculty members can take the summer vacation on a continuous basis for a maximum period of 30 days or in a staggered pattern in the months of May and June every year. However, the number of days of such leave shall not exceed 30 days.

10.3 Chief Academic Coordinator shall plan the summer vacation well in advance based on the academic and other relevant considerations.

10.4 The Management reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation, will be eligible for compensatory off in lieu of the summer vacation foregone.

10.5 The Director shall inform all such faculty whose services may be required during the summer vacation, in advance.

10.6 Summer vacation cannot be prefixed or suffixed with any other leave.

10.7 Faculty members availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.

10.8 Faculty members on summer vacation may at their discretion and on approval from the Director, attend external examination related works/FDPs/Seminars/Conferences. However, such activities shall not count for any set-off against the summer vacation.

11. Special leave for pursuing research

11.1 This leave shall be given on a case-to-case basis, to those who have registered for Ph. D and cleared their pre-Ph. D course work, for a maximum period of a fortnight at a time.

11.2 The leave needs to be approved by the Management.

11.3 The Director shall call for supporting recommendation letter from a faculty's Ph. D guide and/or other relevant documents for granting the approval.

11.4 The unutilized Special Leaves can neither be carried forward nor encashed.



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Time and Attendance Management Policy

1. Objective:

- 1.1 To communicate the general office / college timings of the institute.
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings.

2 Applicability

- 2.1 All employees on the rolls are covered under this policy.

3 Procedure

- 3.1 The working hours for the teaching staff members are minimum six and half hours per day and 40 hours per week. The Institute practices Flexitime in case of teaching staff members. The Core Working Hours for faculty members are 1.00 PM to 4.00 PM.
 - 3.2 The working hours for non-teaching staff members are from 10.00 AM to 6.00 PM.
 - 3.3 Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register and in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.
 - 3.4 Weekly off for all employees of PTVA's Institute of Management will be Sunday of every week, except for the teaching staff members whose lectures fall on Sundays. They will be entitled to a weekly off on any other day of the week as mutually decided by the Director and the concerned staff member.
 - 3.5 Employees are expected to register outstation duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the Registrar after approval of the Director.
3. Taking into account a peculiar work scenario which is prevailing around the world since March 2020, the staff members are allowed to work from home depending on the nature of work, reason/s for working from home, guidelines by the regulatory bodies, etc. However, those staff members who avail Work from Home facility are required to take a permission from the Director regarding the same.



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Performance Management Policy

1 Objective

1.1 To set out the framework for a clear and consistent assessment of the overall performance of Teaching and Non-teaching staff members, for supporting their development within the context of the Institute's development plan for improving educational provision and performance, and the standards expected of all Teaching and Non-teaching staff members. The performance management policy will also be used to address any concerns that are raised about an employee's performance.

2 Applicability

2.1 All employees on the rolls are covered under this policy.

3 Timescale

3.1 Performance management is an ongoing cycle, the preparation and self-evaluation against the relevant standards will take place in the second term – for staff members by 30th April every year.

3.2 The appraisal period in relation to a staff member employed at the Institute is such period of twelve months as determined by the Management.

3.3 Where an employee starts the employment at the Institute part way through a cycle, the Director, or in the case where the employee is the Director, the Management, shall determine the length of the first cycle for that employee, with a view to bring the cycle into line with the cycle for other staff members as soon as possible.

4 Appointment of Appraisers

4.1 The Director will be appraised by a sub-group of the Board Member/s.

4.2 The Director will be appraising other staff members in consultation with a sub-group of the Board Member/s.

5 Process

5.1 Preparation & Self Evaluation:



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- 5.1.1 The Performance Appraisal Form which is approved by the IQAC/ CDC/ BoG shall be used for this purpose.
- 5.1.2 For the Director, the sub-group of the Board Member/s, will determine the standards against which the Director will be evaluated.
- 5.1.3 Staff members will be made aware of the standards and at which level they are expected to be performing.

5.2 Parameters of Assessment:

5.2.1 For teaching staff members, the parameters of assessment will include Teaching, Learning & Evaluation; Research & Academic Contribution (Minimum two research papers in UGC notified journals to be published/presented in a year) and Co-curricular, Extension & Professional Development Activities which are clearly mentioned in the Self-Appraisal Form prepared for this purpose. The feedback collected from the students (Minimum 3.5) and peer feedback will also be taken into consideration.

5.2.2 For Non-teaching staff members, the parameters of assessment are clearly mentioned in the Self-Appraisal Form prepared this purpose and the same shall be communicated and explained clearly to them in order to avoid any ambiguity.

5.3 Appraisal Meeting:

5.2.1 For the appraisal of the Director, an appraisal meeting will be conducted between the sub-group of the Board Member/s and the Director.

5.2.2 For the appraisal of the staff members, appraisal meeting will be conducted between the Director and the concerned staff member.

5.2.3 The level and nature of ongoing assessment required will be confirmed within the appraisal meeting. It should be carried out in a supportive fashion and reflect the performance and development needs of the individual. Any feedback on performance will be given promptly, highlighting particular areas of strength as well as any areas that need attention and is to determine any appropriate action required.

5.4 Transition to Capability

5.4.1 Where it is apparent that there are performance concerns, support will be offered as soon as possible, without waiting for the formal annual assessment.



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5.4.2 If an appraiser identifies through the appraisal process, or via other sources of information, for example student/parental complaints that the concerns are such that, if not rectified, could lead to capability procedures, the appraiser, the Director will, as part of the appraisal process meet the individual to:

- Give clear written feedback to the individual about the nature and seriousness of the concerns.
- Give the individual the opportunity to comment on and discuss concerns.
- Meet with the individual to discuss targets for improvement alongside a programme of support.
- An improvement plan which includes appropriate supportive measures which may include coaching, training, in-class support (where relevant), structured observations or mentoring, that will help to address those specific concerns.
- Make clear how progress will be monitored and when it will be reviewed.
- Explain that if the individual does not make the required improvement, then it may be necessary to initiate disciplinary action.

5.4.3 The individual's progress will continue to be monitored as part of the performance management process and a reasonable time given for the individual's performance to improve, this will vary in individual cases. During this monitoring period the individual will be given regular feedback on progress and arrangements will be made to modify the support programme if appropriate.

5.644 If, on consideration of the evidence, it is concluded that the required improvement has not been made, it is appropriate for the appraiser, the Director to meet with the individual to inform him/her.

5.5 Promotion

5.5.1 Staff members who receive "outstanding" ranking for 2 consecutive or more in case of non-teaching employees and the staff members who receive "excellent" ranking for minimum 2 parameters for 2 consecutive or more in case of faculty members, shall be eligible for promotion.

5.6 Confidentiality & Quality Assurance

5.6.1 The performance management process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the Director and Management to assure the quality of operation and effectiveness of the appraisal system.



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5.7 Monitoring & Evaluation

5.7.1 The Management will monitor the operation and outcomes of performance management arrangements.

5.7.2 The Director will provide the information about the performance of the employees to the Management for further actions.



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General Conduct, Ethics & Disciplinary Action

1. Preamble

1.1 PTVA's Institute of Management believes that for an institute to succeed, grow and excel, it needs to be anchored to its values and beliefs and motivate all its employees to consistently display these values in the course of their interactions with all stakeholders.

1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's values and beliefs, and endeavours to lay down guidelines for employees to follow in their day-to-day work life.

1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve Institute's objectives.

1.4 The Institute's values and beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

2. Objective

2.1 The Institute prides itself on the high standards embodied in its working principles. The Institute expects its employees to adhere to these standards in their day-to-day activities.

2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the professional, ethical, legal and socially responsible behaviour that the Institute expects from its employees.

3. Applicability

3.1 All employees on the rolls of the Institute are governed by this Policy.

3.2 Employees are the representatives of the Institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its values.

4. Policy Guidelines of Conduct

4.1 National Interest:

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PTVA's Institute of Management is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

4.2 Use of the PTVA's Institute of Management Brand:

The use of PTVA's Institute of Management name, logo, Intellectual Property Rights and MoUs, if any, shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the PTVA's Institute of Management Brand for any purpose without specific authorization.

4.3 Social Responsibility:

PTVA's Institute of Management's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of education, community service, health & hygiene and livelihood. The Institute encourages its employees to actively participate in CSR activities.

4.4 Competition:

PTVA's Institute of Management shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of conducting Institute related activities.

4.5 Quality of Services:

PTVA's Institute of Management is committed to deliver services of world class quality based on the requirement of its stakeholders which is built to national and international standards.

4.6 Equal Opportunities:

PTVA's Institute of Management shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on the basis of community, race, religion or gender.



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4.7 Accurate and Complete Accounting:

Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies.

No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.

Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

4.8 Settlement of Expenses:

Employees shall settle all the expenses incurred on account of travel, food, etc., on Official Duty as per the guidelines stipulated in the Policy/Policies.

4.9 Protection of Intellectual Property:

Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institute.

4.10 Collaboration within PTVA run Institutes:

PTVA's Institute of Management shall cooperate with all other institutes run by the Parent Trust by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its interests and shareholder value.

4.11 Confidentiality and Non-disclosure:

Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute. An employee



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of PTVA's Institute of Management and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Trust & the Institute, including information which is not available publicly.

4.12 Policy and Process Integrity:

Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

Using equipment and consumable resources: Employees shall ensure that all equipment, resources, and consumable items are used for the work and business of the Institute.

This excludes certain:

- a) Limited, occasional and brief private telephone calls
- b) Limited and occasional use of a photocopier
- c) Limited and occasional use of the email and Internet system subject to the government policy on use of the Internet and electronic mail

Using the Internet, Intranet, and Electronic mail: Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material. Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant protocols. Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The Institute may monitor the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

4.13 Protecting Institute's assets:

Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-Institute related reasons or purposes including improper use of systems and timekeeping.



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Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institute.

4.14 Unethical Transaction:

No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including the misappropriation of such funds for her/his personal benefit, or stakeholders. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

4.15 Gifts and Entertainment:

Except in connection with and specifically pursuant to programs officially authorized by the Institute, no employee shall accept, directly or indirectly take any money, objects of value, or favours/discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the Institute. All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the Institute's books and records.

4.16 Relationship with Government and Public officials:

An employee of PTVA's Institute of Management may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / He should also be familiar with specific rules set by individual agencies or other governmental bodies.

4.17 Public Representation:

No employee shall, without the express consent of the Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the Institute or future prospects or projections of the Institute.



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4.18 Charitable Contributions:

Although employees are encouraged to be socially responsible and politically active, employees may not contribute the Institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

4.19 Political Activity:

No employee shall involve in any political activity directly or indirectly. No employee of the Institute shall canvas for any political party or candidate at any point in time.

Employees shall not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

Any PTVA's Institute of Management employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee must resign from the services of the PTVA's Institute of Management to pursue his public / political career.

4.20 Regulatory Compliance:

Every employee shall, in her/his occupational conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

4.21 Third Party Representation:

Third Parties which have business dealings with PTVA's Institute of Management but are not members of the PTVA's Institute of Management, such as Consultants, Visiting Faculty Members, Contractors, Vendors and Suppliers are not authorized to represent the Institute without the written permission of the Institute.



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4.22 Policy against Sexual Harassment and Other Harassment:

PTVA's Institute of Management recognizes that Sexual Harassment violates basic rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behaviour as per the guidelines of the Government of India/ University of Mumbai/UGC/AICTE/DTE, Maharashtra against Sexual Harassment, as deemed appropriate and applicable.

Other Harassment:

PTVA's Institute of Management prohibits harassment of one employee by another employee or superior on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing using verbal/oral/physical gestures or any electronic media.

The Institute has a Grievance Redressal Committee where the complaints regarding any kind of harassment by a member of the Institute can be lodged by the employees of the Institute.

4.23 Whistle Blower policy:

The PTVA's Institute of Management provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrongdoing within the institute without fear of reprisal or victimization.

Suggestion Box are kept at Reception Counter and Library, in case the employees want to make use of them to bring such issues to the notice of the Management.

Additionally, Grievance Redressal System is available in both online and offline mode that can be used for this purpose.



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4.24 Ethical Conduct:

PTVA's Institute of Management expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. Employee of this Institute is supposed to inform in case, if he deviates from the above standard (or if any case is filed against him).

No PTVA's Institute of Management employee shall engage himself in any business activity without the knowledge and permission from the Institute. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with PTVA's Institute of Management, he must disclose the nature of such relationships and transactions beforehand.

4.25 Dress Code:

PTVA's Institute of Management expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees, and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and, in a manner, consistent with the nature of the work performed.

4.26 Environment, Health, Safety and Laws of the land:

Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of PTVA's Institute of Management Employees, Customers and at the Community at large.

4.27 Substance Abuse:

To meet our responsibilities to Employees, Customers and Investors, the Institute shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.



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4.28 Threats and Physical Violence:

No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviour, while not inclusive, provides examples of conduct that is prohibited by this policy:

1. Causing physical injury
2. Making threatening remarks
3. Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
4. Intentionally damaging employer property or property of another employee
5. Committing acts motivated by or related to sexual harassment or domestic violence.

4.29 No Smoking:

Smoking is strictly prohibited in the Institute premises. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

4.30 Disciplinary Actions:

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment, or any other action as deemed fit as per the guidelines of the University of Mumbai, UGC, AICTE, DTE & Ministry of Education and the rules of the Institute. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.

Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.



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The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations, or this Code.