



**Anjuman-I-Islam's  
Allana Institute of Management Studies  
Mumbai**



# **EMPLOYEE HANDBOOK**



**ANJUMAN-I-ISLAM'S**  
**ALLANA INSTITUTE OF MANAGEMENT STUDIES**

Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to University of Mumbai



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## **A. INTRODUCTION**

### **1. ABOUT ANJUMAN-I-ISLAM**

Anjuman-I-Islam is a premier educational conglomerate and social organization of India, established in the year 1874, by a group of visionaries led by the Late Justice Badruddin Tyabji and Mr. Nakhuda Mohammad Ali Roghay. It has a glorious past of over 150 years, with a distinguished record of dedication and devotion to the cause of education and social services. Around 97 institutions are flourishing under the magnificent umbrella of Anjuman-I-Islam which is presently having about one lakh students in its various campuses. Anjuman-I-Islam is proud of its tradition and has always maintained high standards of education and is committed to service to humanity. Today, Anjuman-I-Islam manages institutions right from kindergarten to Graduate and Postgraduate in Engineering, Hotel Management, Business Management, and Doctorate levels in various faculties as well as hostels for boys and orphanages for girls and a center for destitute girls.

Significant and influential leaders such as Justice Badruddin Tyabji, Barrister Akbar Peerbhoy, Mr. Moinuddin Harris, Mr. A. K. Hafizka, Barrister A. R. Antulay, and Dr. Mohammed Ishaq Jamkhanawala, have helped shape this glorious organization. Presently, its mantle is in the able hands of Dr. Zahir I. Kazi, Padma Awardee, 2024.

### **2. ABOUT A.I.'s ALLANA INSTITUTE OF MANAGEMENT STUDIES**

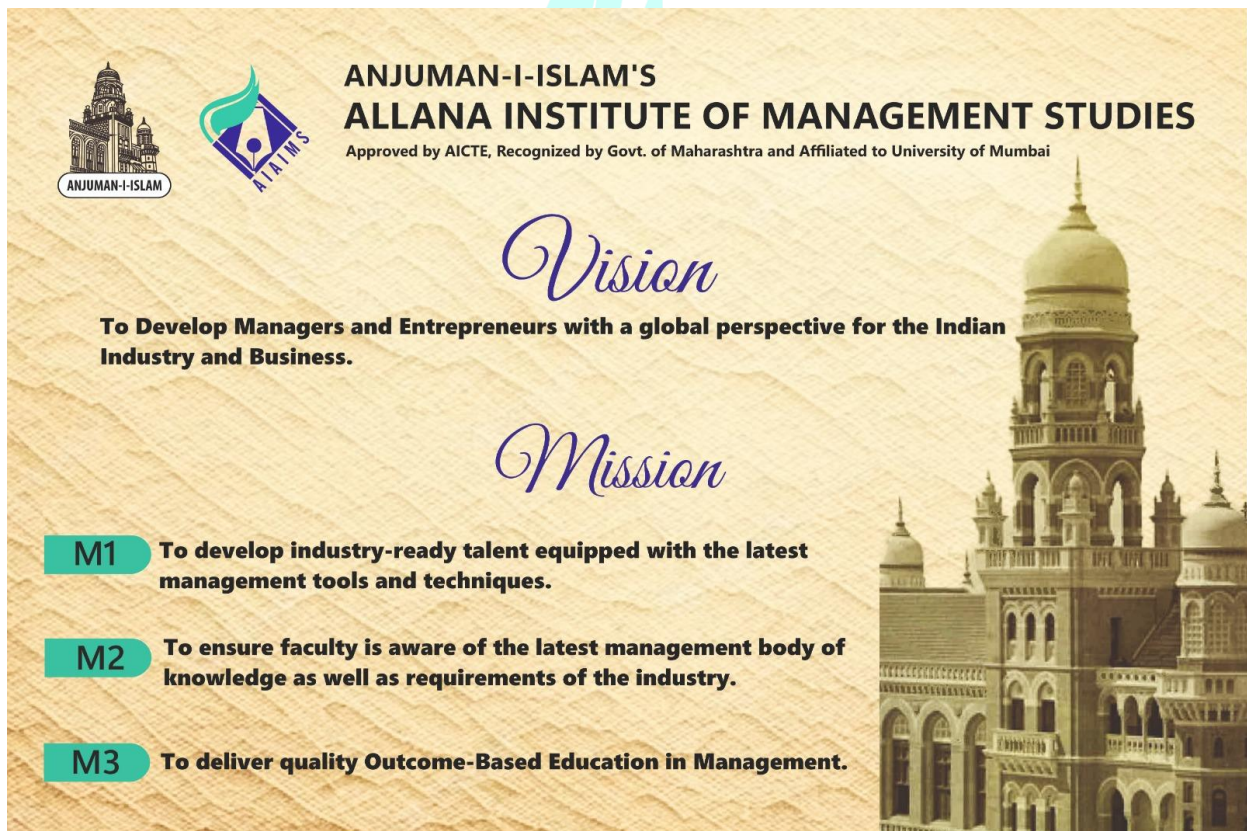
Anjuman-I-Islam's Allana Institute of Management Studies is one of the sought-after educational institutes in Mumbai, in existence since 1999. We at AIAIMS, make a continuous attempt to understand the industry requirements & prepare our students to handle the challenge with Maturity & Prudence. Our Infrastructure and Intellectual capital are built to deliver academic brilliance and management skills to our students. We are striving to become a Centre of Excellence for the 21<sup>st</sup> century Management Education and Research in the country.

Various specializations in management, i.e. Marketing, HR, Finance, Systems & Operations are interdependent & we make sure that our students comprehend the subtle differences between the functions through case studies, live projects, brainstorming sessions, business games syndicate/group discussions & role plays.



We at AIAIMS believe that Teamwork is the essence of institution building and there is no substitute for hard work. We have relentlessly strived to inculcate these principles in our teachers which are evident in the results displayed by our students each year.

### 3. VISION & MISSION:



The graphic features a textured, parchment-like background with a large, stylized 'AIAIMS' logo in the bottom right corner. On the left, there are two logos: one for 'ANJUMAN-I-ISLAM' showing a mosque and another for 'AIAIMS' with a stylized 'A' and 'I'.

**ANJUMAN-I-ISLAM'S  
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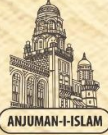
*Vision*

**To Develop Managers and Entrepreneurs with a global perspective for the Indian Industry and Business.**


*Mission*

- M1 To develop industry-ready talent equipped with the latest management tools and techniques.**
- M2 To ensure faculty is aware of the latest management body of knowledge as well as requirements of the industry.**
- M3 To deliver quality Outcome-Based Education in Management.**

#### 4. PROGRAM EDUCATIONAL OBJECTIVES (PEO's), PROGRAM OUTCOMES (PO's) & PROGRAM SPECIFIC OUTCOMES (PSO's):



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**Program Educational Objectives (PEO's)**

**PEO1** Students will attain industry-ready competence in management studies to act with business knowledge and entrepreneurial potential using modern management tools.

**PEO2** Students will be able to adapt to a rapidly changing environment and become responsible and value-driven managers committed to delivering results.

**PEO3** Students will demonstrate strong interpersonal communication, multi-disciplinary teamwork, and leadership skills to enable them to fulfil professional responsibilities.

**PEO4** Students will possess professional competence to be involved in quality research and lifelong learning for continuous growth and development.

**Program Outcomes (PO's) & Program Specific Outcomes (PSO's)**

**PO1** Apply knowledge of management theories and practices to solve business problems.

**PO2** Foster Analytical and critical thinking abilities for data-based decision making.

**PO3** Ability to develop Value based Leadership ability.

**PO4** Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.

**PO5** Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

**PSO1** Formulate an integrative business project through the application of multidisciplinary knowledge comprising of finance, marketing and human resources management, operations, and information systems.

**PSO2** Employ theoretical models to select appropriate projects for an enterprise and manage growth through relevant strategies.

## 5. MESSAGE FROM THE DIRECTOR

Anjuman-I-Islam's Allana Institute of Management Studies (AIAIMS) is one of the most sought-after institutions in Mumbai, because of its approach towards creating future leaders and its strategic location at South Mumbai.

The Institute has excellent infrastructure, state-of-the-art technology-based laboratories and all the necessary facilities for knowledge and skill enrichment of students. The Institute believes in the credo 'total personality development of learners through professional teaching and continuous learning' environment.

At AIAIMS, special emphasis is laid on the development of core competence, and character, building to the potential. The faculty members of this institution should encourage new ideas and train students with a value-based professional approach with an attitude of 'thinking out of the box', to be able to overcome complex business challenges and to develop a habit of 'play to win'. Besides training the learners to win in the big corporate world, we also inculcate in them quintessential values such as innovation, commitment, discipline, and hard work.

The main and sole purpose of this institute being developing leaders for the future, I can proudly say that AIAIMS is ready to offer the corporate arena, competent manpower who can accept challenges with sheer confidence and grace and deliver exceptional performance.

Regards,

Dr. Bernadette D'Silva  
Director





## CHAPTER 1

### SERVICE RULES OF A.I.'s ALLANA INSTITUTE OF MANAGEMENT STUDIES

#### 1.1 RECORDS OF SERVICE

- a. A service book for keeping the record of service of staff shall be maintained by the office in the custody of the *Office Superintendent* (O.S.) in respect of each employee of the Institute.
- b. The date of appointment, post, salary structure, increment, performance ratings disciplinary action, etc. of an employee in his/her official position shall be recorded in this service book (DOB, Qualification, Religion, Trainings attended) by Office Superintendent, and each entry must be attested by the Director of the Allana Institute of Management Studies.
- c. The O.S. assigned responsibility is to maintain service books and shall show the non-confidential data in the service book to each employee in July every year and the employee shall sign in the service book after verification.

#### 1.2 SERVICE CONDITIONS FOR THE STAFF:

- a. Every member of the staff shall abide by all the terms & conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority. Every member of the staff shall employ himself/herself honestly, efficiently, and diligently under the orders and instructions of the Director/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties of the office and perform in such a manner which may be required of him/her or which is necessary to be done in his / her capacity as aforesaid as per statues of University of Mumbai & U.G.C. Act.
- b. Every member of the staff shall devote his / her full working time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or an honorary nature without the specific written permission of the Director.

- c. Notwithstanding anything contained above, whenever any consultation work for any private firm/organization or institution is undertaken by the Institute, such members of the staff as are required will be commissioned by the Institute, with/without additional remuneration or honorarium as prescribed by the Institute, from time to time.
- d. Every staff member, on appointment, except on a contract or purely temporary basis, shall be on probation for 1 year unless specifically authorized by the Director.
- e. Contributions shall be made by the management towards the employees' provident fund, at a fixed rate. Gratuity as per the Government of Maharashtra rules will be given to all eligible teaching and non-teaching staff as per rules made applicable from time to time.
- f. Staff should be physically present at the Institute premises during the entire period of office hours, on all working days, unless they are on prior sanctioned leave.
- g. If a staff member on any kind of leave has to be out of the station, or on local outdoor duty, he/she should intimate in writing and take written permission in advance from the Director/Head of Department of his/her exact outstation address (if applicable) and phone numbers in his/her leave application.
- h. No member of the staff shall apply, during the period of his / her service in this institution, for any study or training, except with the prior permission of the management, and such application should be routed through the Director. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.
- i. The Management of Anjuman-I-Islam through the Director, shall have the right to place any staff under suspension on charges of misconduct and for indulging in activities that could negatively impact the image of the institution, after due diligence.
- j. In a case wherein a member of the teaching or non-teaching staff is found to be deficient in the discharge of his / her duties, the Management of Anjuman-I-Islam through the Director, has got the discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect (major /minor punishment as per the statutes of the University of Mumbai)



after conducting an inquiry by a committee constituted by the Management of Anjuman-I-Islam.

- k. For the development and progress of the Institute/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- l. In any meeting or assembly, decorum should be maintained and differences of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- m. Staff members should take prior permission from Management / Director/Designated Authority before contacting outside agency or government department for any matter related to the Institute.
- n. If a staff member draws advance from the Institute to meet financial expenses for an official tour or arrangement of an Institute event, he/she shall settle the account within 21 days from the date of drawing of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his/her salary.
- o. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- p. All members of the staff shall be governed by general rules/norms of the Institute as implemented from time to time.

### 1.3 TERMINATION OF SERVICE

- a. A member of the staff can resign from the job or can be terminated after giving one-month notice or one-month gross salary in lieu thereof.
- b. The Management shall have the power to terminate the services of a member of the staff of the Institute, for any of the following reasons (as per statues of University of Mumbai):
  - Serious misconduct and negligence of duty;
  - Gross insubordination;
  - Physical or mental unfitness; and
  - Participation in any criminal offense.
- c. In such termination cases, rule 1.3.a will not be applicable and the staff member will not be eligible for any terminal benefit.

## CHAPTER 2 GENERAL RULES

### 2.1 TIMING & WORKING DAYS

The Institute will observe full working days from Monday to Saturday. Every second and fourth Saturday of the month shall be a weekly off, apart from other declared holidays.

- The Director may alter these timings or hours of working, at any time as per the requirement of the Institute.
- Working hours may be altered in some cases depending upon the terms of appointment or as agreed upon at the time of joining or due to some special circumstances at a later date.
- The institute office will remain closed on all Sundays/weekly-off's/Bank Holidays/institute declared holidays, unless some persons are required to attend to some special assignment such as CET exams or in connection with some event.

### 2.2 ATTENDANCE & PUNCTUALITY

Attendance of all faculty members and non-teaching staff is maintained through Bio-metric attendance recording machines. Attendance is also maintained in prescribed Attendance Register.

All faculty members and staff are expected to report for duty at their allotted time.

The punctuality of faculty members and staff will be insisted upon as it promotes a climate of discipline, efficiency, and excellence on the Campus.

No staff should leave the institute during the office hours without the prior permission of the Director/concerned authority.

### 2.3 TYPES OF LEAVE:

All the below leave should be **approved in advance only** (in the proper format and in writing) through the respective leave application form. No leave request will be entertained through WhatsApp, SMS, Phone call, email except for medical leaves (sick leave) or which is very urgent & important.

#### 1.) Teaching Staff:

- a) **Casual Leave** -8 per year. This type of leave is not carried over to the next academic year in case they are not availed by during the year.

- b) **Vacation Leave** -Vacation for faculty is for 60 days as per the academic calendar of the Institute.
- c) **Sick Leave** - 20 days half-pay-days or ten full-pay days per year.
- d) **Maternity Leave**- As per Anjuman rules
- e) **Duty Leave** - As per the directives of the Director after prior written sanction.
- f) **Special leave** - As per the directives of the Director.
- g) **Outdoor Duty:**
  - (g.1) Outdoor Duty for faculty members will be allowed for attending Faculty Development Program Outside the campus, presenting Research Papers, attending seminar and workshops relevant to them will be allowed to the maximum of 15 days in an academic year with the prior written permission of the Director.
  - (g.2) Outdoor Duty for teaching and non-teaching for academic year related to students' activity, admission promotion, event promotion, administrative work for office and any important matter which is necessary and important for the institute will be allowed with the prior written approval of the Director.
  - (g.3) Outdoor Duty for consultancy for companies / organizations will be allowed. Faculty has to submit the proposal along with total number of outdoor visits required in an academic year. OD will be allowed and with the prior written approval of the Director only.

## 2.) Non-teaching staff

- a) **Casual Leave** -8 full day per year. This type of leave cannot be carried over to the next academic year in case they are not availed by during the year.
- b) **Earned leave** - 30 full days. This type of leave can be carried over to the next academic year in case they are not availed up to a maximum of 300 days.
- c) **Sick Leave** – 20 days half-pay-days or ten full-pay days. These are equally divided into two semesters.
- d) **Maternity Leave**- As per Anjuman rules
- e) **Duty Leave** –As per the directives of the Director after prior written sanction.
- f) **Compensatory Off:** Working on Holidays will be only allowed with the prior written sanction of the Director. Comp-off credited against the day worked on Holidays should be availed before the end of academic year in which the comp-off was credited. Comp-off not availed till the end of academic year i.e. 30 June of the respective year shall get lapsed.



**g) Outdoor Duty:**

(g.1) Outdoor Duty for non-teaching staff only for academic year related to admission promotion, event promotion, administrative work for office and any important matter which deems to be necessary and important for the institute will be allowed with the prior written approval of the Director.

- **Leaves will be granted after submission of the leave application in advance.**
- **No employee can apply for any of the type of leave if they don't have credit of the same as on date of application.**

## **2.4 LEAVE RULES (as per the University of Mumbai/ Government of Maharashtra)**

### **General Conditions:**

1. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority. The said authority shall not, however, alter the nature of leave applied for.
2. Any employee coming late (after grace period of 15 minutes) (for handicapped employees: the grace period is 30 minutes from the slated reporting time) for more than 3 times in a month will be marked half day for the said day. The same would be either deducted from his leave balance or in absence of sufficient leave balance salary in lieu of leave will be deducted.
3. An employee shall have to apply for the grant of leave, in the prescribed form and shall proceed on leave only after due sanction is obtained for the same. Availing leave without proper sanction is liable to be treated as 'leave without pay'.
4. Leave shall not be granted ordinarily to the extent by which it would deplete the strength of the staff below the essential minimum.
5. Application for leave, on medical grounds for more than two days must be accompanied by a Medical Certificate by a competent Medical Authority as prescribed by the Institute indicating the nature & probable duration of illness.
6. The Earned Leave shall not be sanctioned for the period less than 3 days. In exceptional cases, the Director has the power to reject or sanction the leave.
7. No employee will extend his leave or overstay the sanctioned period of leave without prior information and permission of the Director/competent authority. Such absence will be treated as misconduct, unless the competent authority for reason, to be recorded in writing, approves such actions.
8. Employees requiring frequent leave on medical grounds may be referred for Examination to a medical board to inform the Institute about the State of Health, the treatment undergone, and the requirements, concerning the employee.

9. Where due to exigency or special circumstances, leave is availed without prior approval, ex-post facto approval will be obtained by the applicant immediately after return to duty.



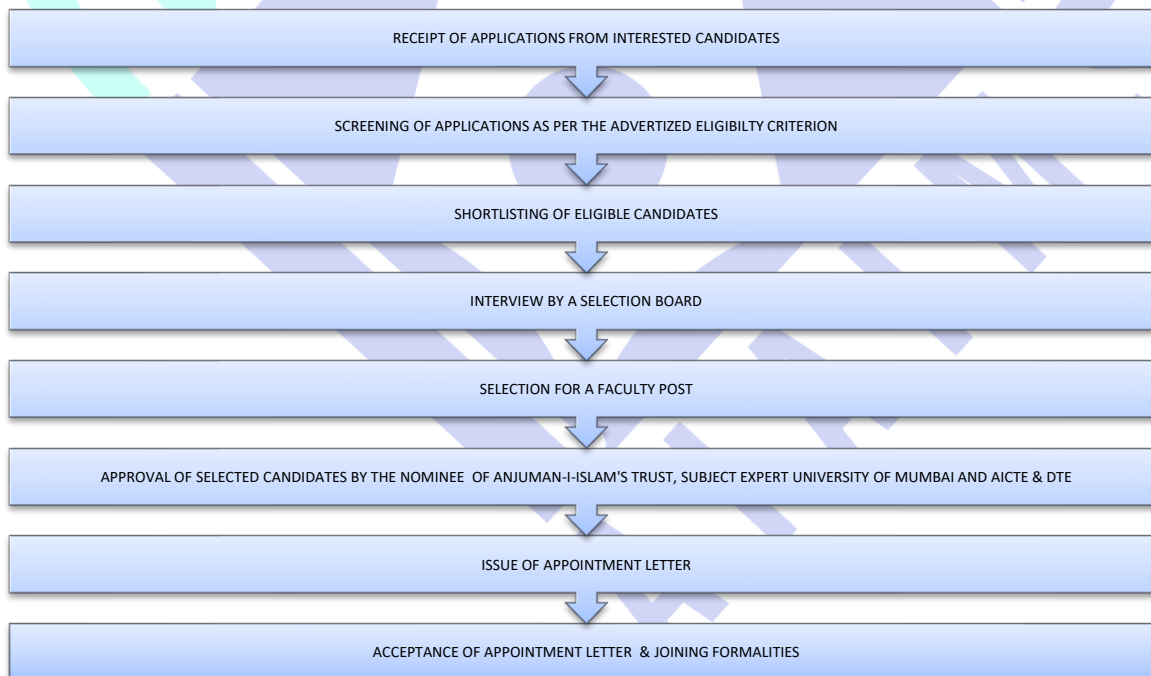
## CHAPTER 3 RECRUITMENT AND SELECTION

### 3.1 MANPOWER PLANNING

The Institute follows the prescribed norms of AICTE and Mumbai University in deciding the number of sanctioned posts for all levels of faculty members under the policies of Anjuman-I-Islam in this regard. Security and Maintenance personnel are deployed by Contractors based on Annual Maintenance Contracts.

### 3.2 FACULTY SELECTION PROCESS

The approval for advertisement of posts is taken from the Management and then further approved by the University of Mumbai. The approved posts for faculty members are then advertised, in Newspapers (English/ Marathi) or as instructed by the University and on the institute website, incorporating the number of vacant posts and the eligibility requirements for appointment as a faculty member. The selection of faculty members is done through a duly constituted Panel comprising of Nominee from Anjuman-I-Islam's Trust, Subject Experts from Mumbai University, AICTE, and DTE Nominee or as instructed by University of Mumbai. The recruitment process is outlined briefly below:





### 3.3 RECRUITMENT AND PROMOTION POLICY

The Institute follows the prescribed norms of AICTE/ University of Mumbai in deciding the number of sanctioned posts for all levels of faculty members under the policies of Anjuman-I-Islam in this regard. The number of faculty members to be inducted into the Institute is decided accordingly. Posts for faculty members are advertised, in leading Newspapers, and on the institute website.

The number of non-teaching staff to be recruited is decided by the Director (after due approval of the Management) with due regard to the requirements of the Institute from time to time.

Security and Maintenance personnel are deployed by Contractors based on annual maintenance contracts.

### 3.4 JOINING FORMALITIES

All teaching / non-teaching staff who are appointed based on a due selection process need to complete the following joining formalities:

Submission and Verification of all academic/extra-curricular activities/Relieving letter from previous employer (name on the AICTE portal should also be removed by the previous employer), teaching/Industry experience/Fitness Certificate, University approval letters, as recorded in the Job resume. He/she has to submit joining report to the Director.

### 3.5 DUTIES & RESPONSIBILITIES

#### 3.5.1 DIRECTOR:

1. The Director shall be the Head of the Institution
2. The Director is responsible for the overall excellence in all spheres of activities of the College.
3. He/She will be the Ex-Officio Member-Secretary of the Board of Governors.
4. He/She will issue circulars on all matters of Administration and Academics
5. He/She will be the reporting authority for all academic and administrative staff.
6. He/She will sanction and regulate leave following the leave rule policy.
7. He/She will forward all personal and official correspondence from staff addressed to the Management with his/her remark/comments/recommendations.

8. He/She will regularly report all activities of administration and academics to the Management in the Board meetings.
9. He/She will ensure the smooth conduct of theory and lab classes, syllabus coverage, and orderly conduct of the internal and University examinations.
10. He/She will monitor the co-curricular and extra-curricular activities, and initiate and encourage measures for the participation of staff and students in such activities.
11. He/She will guide the staff members in their career development and ensure their dedicated participation and performance in all institutional activities.
12. He/She will form a committee that will scrutinize the budget proposals and then propose the annual budget to the board.

### **3.5.2 PROGRAM COORDINATOR:**

This position ensures that all students have direct access to a particular faculty member who can be approached for resolving any problem related to academic, professional, or personal issues. The Program Coordinator will report to the Director and will be responsible for the following functions.

1. Ensure that all classes are held as per schedule and readjustment is made for a class where a faculty member is absent or on leave.
2. To appoint a class representative/Students Council from among the students and obtain daily reports on classes engaged, quality of teaching, faculty performance, and classroom activities.
3. To ensure timely completion of syllabus and internal assessment as per continuous evaluation parameters.
4. To redress the issues of students at their level and /or to take them to the level of Director for their redressal.
5. To prepare and submit the attendance status of all students and submit the same to the Director.

### 3.5.3 FACULTY MEMBERS

The job responsibilities of faculty members are as follows and would be as updated by AICTE & University of Mumbai.

#### Academic

1. All faculty members will devote time to update his/her knowledge of the subjects taught by spending time in the library, making full use of the publications/books/journals and other materials from internet.
2. They will endeavor to write articles/papers for publication in periodicals of repute. They will also present their papers in various academic forums where possible.
3. Each faculty member will take lecture sessions as per a lecture plan to ensure comprehensive coverage of the subjects covered.
4. All faculty members are expected to regularly update lecture notes/handouts to incorporate the latest knowledge on the field.
5. They will make proper and economical use of the institute's teaching aids and facilities and prevent their misuse.
6. Lectures should be taken with proper academic preparation to ensure full utilization of the time allotted as per the lecture plan.
7. To maintain integrity and devotion to duty.
8. Faculty members will provide guidance and counseling to students for their personal, moral, and overall character development.
9. Faculty members will take an active part in the design and development of new curriculum.
10. Any misconduct by any student is to be dealt with by the Disciplinary Committee, as formed by the management/ Director as per the guidelines of the University.
11. All faculty members are to organize guest lectures and maintain a record of attendance to be passed on to the course coordinators.

#### Administrative

1. Faculty members will strictly adhere to the institute and class timings to set an example for all to follow. They will remain on the premises to guide students in their academic matters.
2. Faculty members will not use any students for their personal work for any reason whatsoever.
3. Faculty members will participate actively in the meetings of various committees of which they have been nominated to.
4. Faculty members will observe the formal dress code on all days, and ensure the same for the students.



5. Faculty members will avail leave only after proper planning so that academic activity is not disrupted on any account.
6. Faculty members will maintain a record of lectures taken, and books/journals read for reference.

### 3.5.4 COMMITTEE CHAIRS AND MEMBERS

As per guidelines, norms of University of Mumbai & AICTE, AIAIMS has constituted several committees to oversee and monitor various activities of the Institute. The functions and performance of these Committees are reviewed every year and the committees are reconstituted with such changes as may be deemed necessary. The committees are important where the faculty members can give valuable suggestions for the betterment of various systems in the Institute.

The achievements of this Institute and many of the innovative practices adopted in the Institute are partly due to the creative ideas generated through the forum of these committees and the dedicated efforts of all the faculty members, staff and students of the Institute.

**The committees at AIAIMS are broadly classified into statutory and non-statutory committees.**

#### Statutory Committees

- Board of Governors
- College Development Committee (CDC)
- Internal Quality Assurance Cell (IQAC)
- Grievance Redressal Committee (GRC)
- Anti-Ragging & Discipline Committee
- Internal Complaints Committee (ICC)
- SC/ST Committee
- Women Development Cell (WDC)
- Students' Council
- Alumni Committee
- Institution Industry & Placement Cell

#### Non-Statutory Committees

- Examination Committee
- Library Committee

### Responsibilities of Committee Chairperson:

1. To conduct meetings regularly and record minutes for the same.
2. To allocate specific duties and responsibilities to each committee member and monitor the same with target dates.
3. To enlist support and cooperation, where required of non-members to achieve objectives.
4. To circulate minutes and decisions for information of all concerned.
5. To ensure the smooth and proper functioning of the committees.
6. To ensure actions are taken as per the action plan drawn in the committee meetings.

### Duties of Committee Members:

1. To participate in the meetings regularly and punctually.
2. To come to the meetings with suggestions and recommendations
3. To take necessary action/implement the same and prepare the action-taken report.

The chairperson for each committee should ensure that their respective committee conducts the meeting regularly and submit the minutes to the Director. Should there be any change in the committee members, this is incorporated and communicated to the members concerned.

### STATUTORY COMMITTEES BOARD OF GOVERNORS

S.No.	Name of the Member	Role	Designation
1	Dr. Zakir Kazi	Chairperson	President-AI
2	Mr. Mushtaq Antulay	Member	Vice President-AI
3	Mr. Aqeel Hafiz	Member	General Secretary-AI
4	Mr. Moiz Miyajiwala	Member	Treasurer-AI
5	Ms. Yasmin Saifullah	Member	Exec. Chairperson BPS-AI
6	Nominee-AICTE	Member	Nominee-AICTE
7	Dr. Vinod Mohitkar	Member	Nominee-DTE
8	Dr. Vaidyanathan K. N.	Member	Nominee-University of Mumbai
9	Dr. Vijay Page	Member	Advisor-Academics
10	Dr. Kavita Laghate	Member	Advisor-Academics
11	Mr. Suresh Mhatre	Member	Advisor-Industry
12	Dr. Subroto Chakraborty	Member	Advisor-Industry
13	Mr. G. Chandrashekhar	Member	Advisor-Industry
14	Dr. Irfan Lakhani	Member	Associate Professor-AIAIMS
15	Dr. Nadeem Merchant	Member	Assistant Professor-AIAIMS
16	Dr. Bernadette D'Silva	Member Secretary	Director-AIAIMS

<b>COLLEGE DEVELOPMENT COMMITTEE</b>			
S.No.	Name of the Member	Role	Designation
1	Mr. Mushtaq Antulay	Chairperson	Vice President-AI
2	Ms. Yasmin Saifullah	Member	Exec. Chairperson BPS-AI
3	Mr. Irshaad Khan	Member	Office Superintendent-AIAIMS
4	Dr. Irfan Lakhani	Member	Associate Professor-AIAIMS
5	Dr. Lukman Patel	Member	Associate Professor-AIAIMS
6	Dr. Nadeem Merchant	Member	Assistant Professor-AIAIMS
7	Dr. Poonam Chaudhari	Member	Assistant Professor-AIAIMS
8	Mr. Anant Adarkar	Member	Jr. Clerk-AIAIMS
9	Dr. Harvind J. Bhasin	Member	Director, Lala Lajpatrai Institute of Management
10	Mr. Subroto Chakraborty	Member	Director - Suxiang Investments
11	Dr. R.K. Srivastava	Member	Professor – Marketing, N. L. Dalmia Institute of Management Studies, and Research
12	Dr. Mujahid Shaikh	Member	Physiotherapist – MESCO
13	Ayesha Memon	Member	Student – AIAIMS
14	Aftab Pirjade	Member	Student – AIAIMS
15	Dr. Bernadette D'Silva	Member Secretary	Director – AIAIMS
<b>IQAC</b>			
S.No.	Name of the Member	Role	Designation
1	Dr. Bernadette D'silva	Chairperson	Director-AIAIMS
2	Dr. Lukman Patel	IQAC Coordinator	Associate Professor-AIAIMS
3	Dr. Irfan Lakhani	Member	Associate Professor-AIAIMS
4	Dr. Nadeem Merchant	Member	Assistant Professor-AIAIMS
5	Dr. Rafana Nakid	Member	Assistant Professor-AIAIMS
6	Dr. Poonam Chaudhari	Member	Assistant Professor-AIAIMS
7	Dr. Hanif Lakdawala	Member	Academic Expert
8	Mrs. Sageera Safiq	Member	Parent
9	Mr. Irshaad Khan	Member	Office Superintendent
10	Dr. Sabir Sayed	Member	Assistant Professor-AIAIMS
11	Mr. Nadeem Danish	Member	Alumnus
12	Ayesha Memon	Member	Student
13	Aftab Pirjade	Member	Student
<b>GRIEVANCE REDRESSAL COMMITTEE</b>			
S.No.	Name of the Member	Role	Designation
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr. Sayed Amjad Kadri	Member Secretary	Assistant Professor
3	Dr. Nitin Manohar Joshi	Member	University of Mumbai Representative
4	Mr. Irshaad Khan	Member	Office Superintendent
5	Mr. Jitesh Samant	Member	Administrative Assistant



<b>ANTI-RAGGING COMMITTEE</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr Rafana Nakid	Member Secretary	Assistant Professor
3	Dr. Rajan Padwal	Member	Associate Professor
4	Mr. Irshaad Khan	Member	Office Superintendent
5	Mr. S. B. Hussain	Member	Hostel Warden
6	Mr. Krishna Mapari (Assistant Police Inspector - Azad Maidan)	Member	Police Representative
7	Dr. Kiran Modi (NGO - Udayan Care)	Member	NGO Representative
8	President- Student Council	Member	Student – AIAIMS
9	General Secretary- Student Council	Member	Student – AIAIMS
10	Mrs. Reshma Shaikh	Member	Parent Representative
<b>INTERNAL COMPLAINTS COMMITTEE</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr. Amjad Kadri	Member Secretary	Assistant Professor
3	Dr. Maryam Tariq	Member	Assistant Professor
4	Mr. Irshaad Khan	Member	Office Superintendent
5	Dr. Kiran Modi (NGO - Udayan Care)	Member	NGO Representative
6	President- Student Council	Member	Student – AIAIMS
7	General Secretary- Student Council	Member	Student – AIAIMS
<b>SC/ST COMMITTEE</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Poonam Chaudhari	Chairperson	Assistant Professor
2	Ms. Nikhat Dustay	Member Secretary	Assistant Professor
3	Dr. Lukman Patel	Member	Associate Professor
4	Dr. Nadeem Merchant	Member	Assistant Professor
5	SC/ST student	Member	Student – AIAIMS
6	SC/ST student	Member	Student – AIAIMS
7	SC/ST student	Member	Student – AIAIMS
8	SC/ST student	Member	Student – AIAIMS
<b>WOMEN DEVELOPMENT CELL</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'silva	Chairperson	Director
2	Ms. Nikhat Dustay	Member Secretary	Assistant Professor
3	Dr. Rafana Nakid	Member	Assistant Professor
4	Dr. Lukman Patel	Member	Associate Professor
5	Dr. Poonam Chaudhari	Member	Assistant Professor
6	Ms. Dipti Kocheta Choudhari (NGO - Udayan Care)	Member	NGO Representative
7	President- Student Council	Member	Student – AIAIMS
8	General Secretary- Student Council	Member	Student – AIAIMS

<b>STUDENTS' COUNCIL</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr. Maryam Tariq	Member Secretary	Assistant Professor
3	Mr. Irshaad Khan	Member	Office Superintendent
4	President- Student Council	Member	Student – AIAIMS
5	General Secretary- Student Council	Member	Student – AIAIMS
6	Year 2 student	Member	Student – AIAIMS
7	Year 2 student	Member	Student – AIAIMS
8	Year 2 student	Member	Student – AIAIMS
9	Year 2 student	Member	Student – AIAIMS
10	Year 2 student	Member	Student – AIAIMS
11	Year 2 student	Member	Student – AIAIMS
<b>ALUMNI ASSOCIATION</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'Silva	President	Director
2	Ms. Samyukta Ghosh	Vice-President	Alumnus
3	Mr. Ilyas Tambe	Vice-President	Alumnus
4	Dr. Lukman Patel	General Secretary	Associate Professor
5	Mr. Arshad Shaikh	Jt. Secretary	Alumnus
6	Dr. Irfan Lakhani	Treasurer	Associate Professor
7	Dr. Sabir Sayed	Jt. Treasurer	Assistant Professor
8	Dr. Rafana Nakid	Member	Assistant Professor
9	Mr. Awesh Bhornya	Member	Alumnus
<b>INSTITUTION INDUSTRY &amp; PLACEMENT CELL</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'silva	Chairperson	Director
2	Ms. Fatima Sayed	Member Secretary	Assistant Professor
3	Dr. Nadeem Merchant	Member	Assistant Professor
4	Dr. Amjad Kadri	Member	Assistant Professor
5	Dr. Sabir Sayyed	Member	Assistant Professor
6	President- Student Council	Member	Student – AIAIMS
7	General Secretary- Student Council	Member	Student – AIAIMS

<b>NON-STATUTORY COMMITTEES</b>			
<b>EXAMINATION COMMITTEE</b>			
<b>S.No.</b>	<b>Name of the Member</b>	<b>Role</b>	<b>Designation</b>
1	Dr. Bernadette D'silva	Chief Conductor	Director
2	Dr. Nadeem Merchant	Senior Supervisor	Assistant Professor
3	Mr. Irshaad Khan	Supervisor	Office Superintendent

LIBRARY COMMITTEE			
S.No.	Name of the Member	Role	Designation
1	Dr. Bernadette D'silva	Chairperson	Director
2	Mr. Momin Junaid	Member Secretary	Librarian
3	Dr. Irfan Lakhani	Member	Associate Professor
4	Mr. Jagdish Muknak	Member	Assistant Librarian
5	Mr. Irshaad Khan	Member	Office Superintendent

### 3.5.5 EVENT COORDINATORS

AIAIMS organizes a plethora of academic, extra-curricular, and co-curricular events throughout the academic year. Faculty members are assigned duties to coordinate various events from time to time. They are required to plan and coordinate various aspects of the event.

**Event Coordinators should submit the details of the program along with the budget and personally meet the director at least one month before the program and get all activities sanctioned along with the budget.**

**No musical instrument will be played on the campus without the prior written sanction of the Director.**

### 3.5.6 NON-TEACHING STAFF

Non-teaching staff have a vital role to play in the function of this Institute. Without their dedication, hard work, and commitment, this Institute would not be able to achieve a place of eminence among business schools in the country. Their sustained hard work and devotion will be vital in sustaining the efforts in bringing about qualitative improvement in the functioning of the Institute.

#### **Duties of the non-teaching staff members:**

- 1) They must be punctual and regular in attending to their duties.
- 2) They must strictly observe Institute's timings and record the same in the attendance register.
- 3) They should use all consumables (stationery, paper, file cover, computer accessories) judiciously to affect the economy.
- 4) They must take an active interest in the housekeeping and maintenance of the institute's property, furniture, and equipment.
- 5) They must render all required assistance to faculty members for their effective functioning.
- 6) They must maintain all records in their charge systematically.
- 7) They must take prior and proper approval before taking leave.

- 8) They must take full advantage of the Institute's academic resources: faculty members, library, and reading material to enhance their knowledge and awareness in management.
- 9) They will make every effort to ensure the successful execution of the institute's activities in seminars, workshops, meetings, etc.
- 10) They will imbibe values of integrity and courtesy in all dealing with students, faculty, and the institute's guests.
- 11) Student Support should be given top priority. All staff members must understand that they are here only for students and if their issues are not resolved timely, their presence is questionable.
  - Students should be given priority.
  - Their issues and requirements should be taken care of immediately.
  - Any legitimate document required by students should be provided within 24 hours.

## **RESPONSIBILITIES TOWARDS THE ENVIRONMENT (GREEN PRACTICES)**

Faculty members and non-teaching staff should:

- **SWITCH OFF** the lights, fan, air conditioners, computers, etc. when not in use.
- **CLOSE WATER TAPS** after they use them.
- **Avoid wastage of paper.**
- **Think of energy-efficient systems for work.**



## CHAPTER 4 RESEARCH POLICY

Anjuman-I-Islam's Allana Institute of Management Studies, Mumbai has the following research policy:

**1. Publications in National and International Journals (For the Academic Year):** Every faculty member will have to publish research papers as per the following criteria.

Sr. No.	Posts	National Journal	International Journal
1	Professor	2	2
2	Associate Professor	2	2
3	Assistant Professor	2	1

**2. Conference/Seminar/Workshop (For Academic Year):**

Faculty members interested in attending Conference/Seminar/Workshop will be allowed by the Director and would be reimbursed for the registration fees amount on production of receipt concerned.

**3. Faculty Consultancy Rules and Guidelines:**

The following guidelines outline the terms and conditions under which faculty members may engage in consultancy activities. These rules are designed to ensure transparency, accountability, and equitable sharing of consultancy income between faculty and the institute.

**(a) On-Duty Leave (OD) for Consultancy Work**

Faculty members engaging in consultancy work may be granted On-Duty Leave (OD) under the following conditions:

**• Prior Approval:**

Faculty must obtain prior written approval from the **Director of the Institute** and prior written approval from the **Management** before undertaking consultancy activities.

**• Agreed Terms and Conditions:**

The scope of the consultancy work, including the **number of On-Duty Leave days permitted**, the **number of hours allocated**, and other relevant terms, must be clearly defined and mutually agreed upon in advance.

**• Documentation:**

All terms and conditions must be documented and approved as part of the consultancy proposal.

**(b) Payment Terms**

The distribution of net consultancy income (after deducting required expenses related to the consultancy activity and excluding GST) will be as follows:

- i. **Consultancy Conducted Off-Campus:**
  - The faculty member will receive **70% of the net income.**
  - The institute will retain **30% of the net income.**
- ii. **Consultancy Conducted On-Campus:**
  - The faculty member will receive **60% of the net income.**
  - The institute will retain **40% of the net income.**

**(c) Invoice and Payment Procedure**

- The consultancy income will be disbursed to the faculty member **after completion of the following process:**
  - Raising an invoice for the agreed consultancy amount, inclusive of applicable GST.
  - Receipt of payment against the invoice from the client.
- The faculty's share will be credited only after all requisite formalities related to the payment have been completed.

**4. Code of Ethics:**

A code of ethics is followed in research by using plagiarism software for research reports such as project reports, dissertations, and a thesis at the University of Mumbai. The focus should be on application-based research providing solutions to businesses and society at large.

## **CHAPTER 5**

### **FACULTY DEVELOPMENT POLICY**

#### **Objective:**

1. To add value to the faculty by enriching them with the latest updated knowledge for teaching and research.
2. To enhance the professional skills of the faculty members.
3. To train them appropriately for enhancing contribution in Research and Consultancy.

#### **Eligibility and Applicability**

This policy applies to all regular and contractual employees of AIAIMS. This policy governs the development of the faculty members to encourage quality of work. The Institute is committed to high-quality, ongoing, and sustainable development and ensures this by facilitating learning opportunities for its faculty, staff, and administrators. This is achieved by providing a wide array of educational opportunities for employees at all levels who want to learn new skills/ or enhance their job performance and by promoting a culture of lifelong learning for professional development.

To continuously build awareness, knowledge, skills, and ongoing growth, the institute has adopted the following policies for enhancing the professional skills of faculty and for encouraging research and consultancy.

#### **I) Enhancement of Professional Skills of Faculty:**

- Encouraging faculty for higher studies for Ph.D./post-doctoral research to centers of higher learning and excellence.
- Encourage faculty to have membership in professional bodies/ societies.
- In-house faculty development programs are conducted to enhance professional, research, teaching, and communication skills.
- Encourage faculty to present their research work at conferences (National and International) and share their technical expertise as resource persons at workshops/conferences.
- Providing access to faculty for Internet, e-learning resources, library facilities, and National and International journals.

#### **II) Enhancing Contribution to Research and Consultancy**

The policies adopted for enhancing faculty contribution in research and consultancies are as follows:

- Financial assistance is provided for attending conferences/seminars/workshops and research journals.
- Collaborative research partnerships with academic institutes and industry are encouraged and fostered.
- Generating awareness amongst the researchers and providing support related to various proposal formats of different funding agencies, budget, purchases of equipment and material under research schemes, account and audit of project expenditure, any additional infrastructure requirements of the researcher, etc.





## CHAPTER 6 PERFORMANCE APPRAISAL

Faculty performance is judged on parameters that include:

- Institute Student Committees/administrative work handled,
- Intercollegiate activities/ FDP/MDP/ Study visits organized,
- Committee Student Feedback System,
- Academic Result of Students,
- Faculty Development Program,
- Books written,
- Research Papers published and presented,
- Grants received,
- Patents filed,
- Consultancy work, and
- Contribution to the college and community.

Student feedback is duly communicated at a personal level by the Director to the concerned faculty.

The institute also encourages Faculty Self- Development through upgrading education by offering full support in terms of facilities provided. Faculty participation in continuing education programs, various national and international conferences, Online Certifications Programs sponsored registration, and workshops are encouraged. This appraisal system has given way to further enhancement and up-gradation of their skills and knowledge.

**All rules related to promotions, increments and other matters are applicable as per the University of Mumbai/ AICTE / Government of Maharashtra and as per the rules of the Management of Anjuman–I–Islam enforced or amended from time-to-time.**

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