



Criteria 6.3.1


Faculty Empowerment Strategies



INDEX 6.3.1

The institute has effective welfare measures and performance appraisal system for teaching and non-teaching staff

Sr. No.	Particulars
1	Performance Appraisal for Staffs
2	Motivation to Staff through Awards
3	Study Leave is given for preparation of NET/SET exams
4	EPF
5	First Aid Box is available in the college
6	Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
7	Uniforms – Non-Teaching Staffs
8	Job Securities by HEI's
9	Manual – Rule Book
10	Spacious Ambience
11	Work Culture
12	Holistic Development
13	Educational Environment
14	Staff Picnic
15	Travelling Allowances


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92






Shri Hari Educational Trust's with huge and valuable experience and contribution to education opened the Institute of Commerce and Science at Borivali (W), Mumbai.

Institute of Commerce and Science is one of the best Commerce and Science College in the field of education.

Shri Hari Educational Trust's, St. Rock's Degree College of Commerce and Science is HEI who has effective welfare for staffs.

1. Performance appraisal for staff: Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.
2. Motivation to Staff: HEI motivates staff members through awards and appreciation.
3. Study Leave is given for preparation of NET/SET exams.
4. EPF for staff: Management contributes the amount.
5. First Aid Box is available in the college.
6. Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
7. Uniforms – Non-Teaching Staffs: HEI provides uniforms to all non - teaching staff.
8. Job Securities by HEI's: Approvals, permanent orders to employees.
9. Manual – Rule Book: Manual – Rule Book for services, leaves, promotions, etc. by rule book.
10. Spacious Ambience infrastructure for staff: Up to mark ambience for staff.
11. Work Culture: HEI encourages healthy atmosphere for better work output.
12. Scope of Holistic Development: HEI motivates for research, book writing, book writing, book publications, teaching facilities, library, gym, help each staff for its holistic development.
13. Educational Environment: HEI has educational environment which includes curriculum enrichment, teaching and learning, innovation, ecosystem, cultural, sports, social involvement of staff for the students.
14. Staff Picnic: Management contributes the amount for staff picnic.
15. Travelling Allowances: HEI contributes in travelling allowance during official work.


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Performance Appraisal System for Teaching and Non- Teaching Staff

HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non – teaching staff. HEI identifies their performance and methods to improve the performance and quality of staff.

Shri Hari Educational Trust's, St. Rock's Degree College of Commerce and Science follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis and periodic review.

Goal Setting

Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical and social involvement. HEI keen on this arrangement for performance appraisal.

Evolution Standards

HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

Staff Analysis


HEI has its team of experts for analysis of analysis of the performance, involvement, output, progression, student's relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

Periodic Revival

Periodic Revival is carried out at two levels. At basic level, principal of college along with seniors from other HEI. The periodic review of non-teaching is carried out by audited statement, etc.

Employee's behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff.


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Performance Appraisal of Teaching Staff


PERFORMANCE APPRAISAL OF FACULTY					
Period From June 2022 to May 2023					
1	Name of the Faculty	Mrs.	Aparna Saket Surve		
2	Date of Birth	09/06/1984	3	Qualification at the time of joining in St. Rock's College	M.A Economics M.Ed.
4	Designation in St. Rock's College	Asst. Prof.			
5	Date of Joining in St. Rock's College	1 st June 2009			
6	Teaching/Learning assignments handled during the year				
	Subject	Class	Semester		
	Business Economics	F4Bcom	I, II		
	Business Economics	S4Bcom	III, IV		
	Business Economics	T4Bcom	V, VI		
7	Academic Achievement/Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained/ Reorganization)				
	—				
8	Faculty Development (Seminars/Programs Attended)				
Sr. No.	Title of Seminar/ Programme	Period from	Period To	Venue	Conducted By
1	Transformative reforms in Edu ⁿ	6/2/23	10/2/23	St. Rock's college.	St. Rock's College

I/C PRINCIPAL
 St. ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG., EKSAR
 BORIVALI (W), MUMBAI-92





PERFORMANCE APPRAISAL OF FACULTY					
Period From June 2022 to May 2023					
1	Name of the Faculty	Mr. Amrut P. Runde			
2	Date of Birth	28/10/1988	3	Qualification at the time of joining in St. Rock's College	M.Com (Accountancy) SET (Commerce) PGDFM
4	Designation in St. Rock's College	Asst. Prof			
5	Date of Joining in St. Rock's College	1st Aug. 2012			
6	Teaching/Learning assignments handled during the year				
	Subject	Class	Semester		
	Accountancy & FM	FYBCom	II		
	Accountancy & FM	SYBCom	IV		
	Indirect Tax	TYBCom	VI		
7	Academic Achievement/Accomplishments (if any) during the year (Book published/articles Published, Additional Qualification obtained/ Reorganization)				
	1. Strategic Corporate Finance, T.Y.B.F.M, Sem - VI				
8	Faculty Development (Seminars/Programs Attended)				
Sr. No.	Title of Seminar/ Programme	Period from	Period To	Venue	Conducted By
1.	Transformative Reforms in Edu	6/2/23	10/2/23	St. Rock's College	St. Rock's College



 I/C PRINCIPAL
 ST. ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG., EKSAR
 BORIVALI (W), MUMBAI-92





Performance Appraisal of Non – Teaching Staff

Performance Appraisal of Non -Teaching Staff				
PERFORMANCE APPRAISAL OF STAFF				
Period From June 2022 to May 2023				
1	Name of the Employee			
2	Date of Birth	06/01/76	3	Qualification at the time of joining in St. Rock's College TYBCom.
4	Designation in St. Rock's College	Clerk		
5	Date of Joining in St. Rock's College	01/06/1997		
6	Department	Admin		
7	Objective of Performance Appraisal			
a	To review the performance of the employees for the past academic year.			
b	To judge the gap between actual and the desired performance.			
c	To diagnose the strengths and weakness of the individuals so as to identify the training and development needs of the future.			
d	To provide feedback to the employees regarding their past performance.			
e	To reduce the grievance of the employees.			
8	Key Result Areas (Duties & Responsibilities)			
	Enrollment of Students, Affiliation, Statistical, MIS, Teacher Appointments, Mahagat, Arshee, DC support queries, Letters, Roll calls, Marks entry in Digital Portal, Paper Assessment, Police Repermission,			
9	Daily Task Completion			
	—			



 I/C PRINCIPAL
 ST. ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG., EKSAR
 BORIVALI (W), MUMBAI-92





Performance Appraisal of Non – Teaching Staff

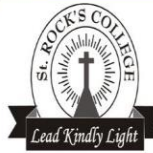
Performance Appraisal of Non -Teaching Staff				
PERFORMANCE APPRAISAL OF STAFF				
Period From June 2022 to May 2023				
1	Name of the Employee	Bhavana Arote		
2	Date of Birth	27/01/85	3	Qualification at the time of joining in St. Rock's College M.A. B. Ed. M. Lib
4	Designation in St. Rock's College	Librarian		
5	Date of Joining in St. Rock's College			
6	Department	Library		
7	Objective of Performance Appraisal			
a	To review the performance of the employees for the past academic year.			
b	To judge the gap between actual and the desired performance.			
c	To diagnose the strengths and weakness of the individuals so as to identify the training and development needs of the future.			
d	To provide feedback to the employees regarding their past performance.			
e	To reduce the grievance of the employees.			
8	Key Result Areas (Duties & Responsibilities)			
	a) selecting, acquiring, and maintaining library materials such as books, Journals, etc.			
	b) organising events, workshops and activities to engage the community and promote library.			
	c) oversee in a day-to-day operations within the library			
9	Daily Task Completion			


 I/C PRINCIPAL
 ST. ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG., EKSAR
 BORIVALI (W), MUMBAI-92





Motivation to Staff through Awards



SHRI HARI EDUCATIONAL TRUST'S
ST. ROCK'S DEGREE COLLEGE OF COMMERCE & SCIENCE
(AFFILIATED TO MUMBAI UNIVERSITY)
BORIVALI (WEST), MUMBAI -92

CERTIFICATE OF APPRECIATION

Proudly presented to

Dr. Premsagar Singh

This certificate has been awarded for achievement in the field of education for the academic year 2022-23 and proves that he is competent in his field

Mohit Sharma
CO-ORDINATOR



Nirja Sharan
I/C Principal

I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG.; EKSAR
BORIVALI (W), MUMBAI-92





Study Leave is given for Preparation of NET/SET Examination

**St. Rock's Degree College of Commerce & Science, Borivali (w)
Application for Causal Leave (Teaching)**

1. Name: Payal Prathamesh Mane
2. No. of days of leave required: One day on 25/03/23 leave required 01 day(s)
From 25/03/23 to 25/03/23
3. Reason: SET Exam preparation
4. Days of C.L. taken so far: one day
5. Leave taken on: 25/03/23
6. Is this leave combined with any other leave: No.

Date: 24/03/23

Payal
(Signature of Applicant)

Adjustment of Lectures

Period	Class
1 st	Adjusted
2 nd	
3 rd	
4 th	
5 th	

Manali
Head of Department

Date: 24/03/23

Manali
Principal

[..\manali\AdmitCard_10500541 \(1\).docx](#)

Manali
I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92






EPF Payments

DEPARTMENT OF SALES TAX			
GOVERNMENT OF MAHARASHTRA, INDIA			
www.mahavat.gov.in			
CHALLAN			
MTR FORM NO.6			
(See Rule 11, 11C, 17, 20, 22(4) and 27B of the Profession Tax Rules, 1975)			
ACCOUNT HEAD:- 00280012			
GRN	MH010965054202324E	Form-ID	FORM3B
Department	Department of Sales Tax	Date	13-11-2023
Type of Payment	PTRC ACT	Payee Details	
Location	MAZGAON	Dept-ID	27895072025P
URN No.	URN10018783490TR	BRN No.	CKY6580118
Period		Full Name of the Dealer	SHRI HARI EDUCATIONAL TRUST
From	To		
01-11-2023	30-11-2023		
Account Head Details	Code	Amount in Rs	Remarks if any:- Regular Payment
Amount of Tax		0	
Amount of TDS		0	
Interest Amount		0	
Penalty Amount		0	
Composition Money		0	
Fine		0	
Fees		0	
Advance Payment		5,450	
Amount Forfeited		0	
Deposit		0	
Total		5,450	Amount in Words Rupees Five Thousand Four Hundred Fifty Only
Payment Details		For use in Receiving Bank	
Name of Bank	STATE BANK OF INDIA	Bank CIN No.	00040572023111366359
Name of Branch		Date	13-11-2023
		Time	17:36:30 PM
Mode of Pay	e-Payment		

Disclaimer: Payment confirmation is subject to RBI Clearance.


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

PF
Oct-23


Generated On 13/11/2023 18:07:

Payment Confirmation Receipt

TRRN No :	3172311018121
Challan Status :	Payment Confirmed
Challan Generated On :	11-NOV-2023 16:19:49
Establishment ID :	KDMAL1548438000
Establishment Name :	SHRI HARI EDUCATIONAL TRUST
Challan Type :	Monthly Contribution Challan
Total Members :	40
Wage Month :	OCT-2023
Total Amount (Rs) :	1,06,941
Account-1 Amount (Rs) :	70,347
Account-2 Amount (Rs) :	2,139
Account-10 Amount (Rs) :	32,313
Account-21 Amount (Rs) :	2,142
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002131123501517
Payment Date :	13-NOV-2023
Payment Confirmation Date :	13-NOV-2023
Total PMRPY Benefit :	0



Page 1 of 1


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION)

TRRN 3172311018121
ECR Id 97366793
LIN : 1161952358

Establishment Code & Name KDMAL1548438000 SHRI HARI EDUCATIONAL TRUST
Address : TALE PAKHADI EKSAR VILLEAGE, BORIVALI WEST, MUMBAI, MUMBAI SUBURBAN, MAHARASHTRA

Dues for the wage month of October 2023

Total Subscribers : EPF 40 EPS 36 EDLI 40
Total Wages : 4,27,743 3,87,795 4,27,743 *Degree called*

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	2,139	0	0	0	2,139
2	Employer's Share Of	19,017	0	32,313	2,142	0	53,472
3	Employee's Share Of	51,330	0	0	0	0	51,330
Grand Total : One Lakh Six Thousand Nine Hundred Forty-One Rupees Only							1,06,941

(This is a system generated challan on 11-NOV-2023 16:19, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	1,06,941	
F) Total amount of uploaded ECR (D + E) (1,06,941	



EMPLOYEE'S PROVIDENT FUND
ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	SHRI HARI EDUCATIONAL TRUST		
Establishment Id	KDMAL1548438000	LIN	1161952358
Wage Month	OCT-2023	Return Month	NOV-2023
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	04-NOV-2023	Uploaded Date Time	11-NOV-2023 16:19
Exemption Status	Unexempted	TRRN Number	
Remarks	Degree	ECR Id	97366793
Total Members	40		
Contribution and Remittance Details (In Rupees) :			
Total EPF Contribution Remitted	51,330	Total EPS Contribution Remitted	32,313
Total EPF-EPS Contribution Remitted	19,017	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rupees) :			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupees) :			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme.		

[Signature]
I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92






Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
1	101501495376	AMRUT PRAKASH RUMDE	AMRUT PRAKASH RUMDE	23,750	14,250	14,250	14,250	1,710	1,187	523	0	0	-	-	-	N.A.
2	101091148353	ANIL PANDIT AHIRE	ANIL PANDIT AHIRE	11,550	6,930	6,930	6,930	832	577	255	0	0	-	-	-	N.A.
3	101216809446	APARNA SAKET SURVE	APARNA SAKET SURVE	30,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
4	101780389362	ARPITA HARDIK KOTHARI	ARPITA HARDIK KOTHARI	15,400	9,240	9,240	9,240	1,109	770	339	0	0	-	-	-	N.A.
5	101216669678	ARVIND THAKUR	ARVIND THAKUR	11,000	6,600	6,600	6,600	792	550	242	0	0	-	-	-	N.A.
6	100944544646	BHALCHANDRA TANAJI KANADE	BHALCHANDRA TANAJI KANADE	9,900	5,940	5,940	5,940	713	495	216	0	0	-	-	-	N.A.
7	101501495382	BHAVANA PANDURANG AROTE	BHAVANA PANDURANG AROTE	17,000	10,200	10,200	10,200	1,224	850	374	0	0	-	-	-	N.A.
8	101186330172	BHIRU YESHWANT AGRE	BHIRU YESHWANT AGRE	9,900	5,940	0	5,940	713	0	713	0	0	-	-	-	N.A.
9	101091148297	CHANDANA DHAS	CHANDANA SHIVAJI DHAS	29,000	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	N.A.
10	100150070227	GANESH BHASKAR BHOGLE	GANESH BHASKAR BHOGLE	10,650	6,390	6,390	6,390	767	532	235	0	0	-	-	-	N.A.
11	101803517402	GAUTAM YASHVANT VARTAK	GAUTAM YASHVANT VARTAK	12,100	7,260	7,260	7,260	871	605	266	0	0	-	-	-	N.A.
12	101875941224	GEETA CHETAN YADAV	GEETA CHETAN YADAV	17,600	10,560	10,560	10,560	1,267	860	387	0	0	-	-	-	N.A.
13	100164961333	JAGANNATH BABU HIRLEKAR	JAGANNATH BABU HIRLEKAR	9,900	5,940	0	5,940	713	0	713	0	0	-	-	-	N.A.
14	102002433656	KINNARI HARESH VYAS	KINNARI HARESH VYAS	16,000	9,600	9,600	9,600	1,152	800	352	0	0	-	-	-	N.A.
15	101501495395	JANI MANALI JONESH	MANALI JANMEJAY JANI	20,125	12,075	12,075	12,075	1,449	1,006	443	0	0	-	-	-	N.A.
16	102002433636	MANISH MANOJ PATHAK	MANISH MANOJ PATHAK	18,000	10,800	10,800	10,800	1,296	900	396	0	0	-	-	-	N.A.
17	101228365776	MANJEET ARJUN MISHRA	MANJEET ARJUN MISHRA	18,800	11,280	11,280	11,280	1,354	940	414	0	0	-	-	-	N.A.
18	101091279510	MANOJKUMAR RAJITRAM DUBEY	MANOJKUMAR RAJITRAM DUBEY	20,500	12,300	12,300	12,300	1,476	1,025	451	0	0	-	-	-	N.A.

KDMAL1548438000 / OCT-2023 / 11-NOV-2023 16:19


2 / 4


I/C PRINCIPAL
 St. ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG; EKSAR
 BORIVALI (W), MUMBAI-92






Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
19	101091148278	MANSI DEEPAK SALVI	MANSI DEEPAK SALVI	21,700	13,020	13,020	13,020	1,562	1,085	477	0	0	-	-	-	N.A.
20	101091146171	MILIND MORE	MILIND RAMCHANDR A MORE	21,200	12,720	12,720	12,720	1,526	1,060	466	0	0	-	-	-	N.A.
21	101091148369	MOHITKUMAR RAMJILAL SHARMA	MOHITKUMAR RAMJILAL SHARMA	52,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
22	101392847634	NARESH DINESH PUROHIT	NARESH DINESH PUROHIT	19,250	11,550	11,550	11,550	1,386	962	424	0	0	-	-	-	N.A.
23	101091148382	NIRJA PRAFULLA SHARAN	NIRJA PRAFULLA SHARAN	55,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
24	101393479058	NITIN KAILASH SHARMA	NITIN KAILASH SHARMA	16,500	9,900	9,900	9,900	1,188	825	363	0	0	-	-	-	N.A.
25	101915191306	PALAK KALUSHIK AGRAWAT	PALAK KALUSHIK AGRAWAT	22,500	13,500	13,500	13,500	1,620	1,125	495	0	0	-	-	-	N.A.
26	101540679606	PALLAVI PRATAP GHORPADE	PALLAVI PRATAP GHORPADE	17,500	10,500	10,500	10,500	1,260	875	385	0	0	-	-	-	N.A.
27	101390461977	PAVAN GOVIND MAHADIK	PAVAN GOVIND MAHADIK	15,800	9,480	9,480	9,480	1,138	790	348	0	0	-	-	-	N.A.
28	101932813591	PAYAL PRAITHAMESH MANE	PAYAL PRAITHAMESH MANE	17,600	10,560	10,560	10,560	1,267	880	387	0	0	-	-	-	N.A.
29	101216838258	RAHUL ANAND VARMA	RAHUL ANAND VARMA	30,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
30	101757024428	RAJENDRA NARAYAN THAKUR	RAJENDRA NARAYAN THAKUR	11,500	6,900	6,900	6,900	828	575	253	0	0	-	-	-	N.A.
31	101091148307	RAJESH SHAH	RAJESHKUMAR RAMANLAL SHAH	20,900	12,540	12,540	12,540	1,505	1,045	460	0	0	-	-	-	N.A.
32	101390461983	REENA ALOK KUMAR	REENA ALOK KUMAR	22,500	13,500	13,500	13,500	1,620	1,125	495	0	0	-	-	-	N.A.
33	102002433643	SANJANA SHUKLA	SANJANA SHUKLA	16,000	9,600	9,600	9,600	1,152	800	352	0	0	-	-	-	N.A.
34	100991896660	SANJAY SAKHARAM KUDALKAR	SANJAY SAKHARAM KUDALKAR	13,750	8,250	8,250	8,250	990	687	303	0	0	-	-	-	N.A.
35	101091279445	SANJIVANI MANISH TELANGE	SANJIVANI MANISH TELANGE	27,000	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
36	101941776386	SHAILAJA SUNDRAPALLI	SHAILAJA SUNDRAPALLI	21,780	13,068	0	13,068	1,568	0	1,568	0	0	-	-	-	N.A.
37	101904239475	SIDDHI SACHIN KUMBHAR	SIDDHI SACHIN KUMBHAR	16,500	9,900	9,900	9,900	1,188	825	363	0	0	-	-	-	N.A.


I/C PRINCIPAL
 SL ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG., EKSAR
 BORIVALI (W), MUMBAI-92



First Aid Box is available in the College




I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92




Nutrition and Health Awareness





Uniforms for Non – Teaching Staff

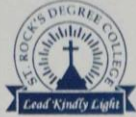



I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Job Security's by HEI / Confirmation Letter



SHRI HARI EDUCATIONAL TRUST'S ST. ROCK'S DEGREE COLLEGE OF COMMERCE & SCIENCE

(Affiliated to Mumbai University)

M.M.C. School Bldg., Telepakhadi, Eksar Village, Borivali (W), Mumbai-400 092 • Tel.: 2891 4161

Ref. No.: SRD) 121 / 2018

Date: 1st June 2018

Mr. Mohit Sharma

Respected Madam/sir,

Sub: Appointment letter for the Academic year 2018-2019.


The Governing body is pleased to confirm your appointment at Shri Hari Educational Trust's "St. Rock's college" as Assistant Professor for the Academic Year 2018-2019 effective from 10th June 2018.

The appointment is purely on a temporary basis for the period of one academic year till 30th April 2019. You will be entitled for gross remuneration of Rs. 40000/- per month which includes allowances (CCA, TA, HRA, CLA, Med.allow.). You will be entitled only for PF not any other Government benefits.

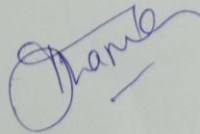
During this period your services may be discontinued/terminated by the Governing Body by giving one month notice period. In case you intend to discontinue your service in this college, you can do so only after completion of semester by giving one-month prior notice. You are eligible for 12 (twelve only) casual leave during the academic year.


You will abide by the rules and regulation of related work of Professional examination other than offered by Mumbai University. You are requested to sign duplicate copy of this appointment letter.

Yours Faithfully

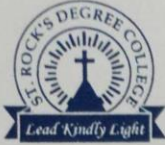

Principal
ST. ROCK'S DEGREE COLLEGE
OF COMM. & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR,
BORIVALI (W), MUMBAI-92.






VC PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





SHRI HARI EDUCATIONAL TRUST'S
**ST. ROCK'S DEGREE COLLEGE OF
COMMERCE & SCIENCE**

(Affiliated to Mumbai University)

M.M.C. School Bldg., Telepakhadi, Eksar Village, Borivali (W), Mumbai-400 092 • Tel.: 2891 4161

Ref. No.: SRD/120/2018

Date: 1st June 2018

Mrs. Aparna Surve

Respected Madam/sir,

Sub: Appointment letter for the Academic year 2018-2019.

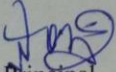
The Governing body is pleased to confirm your appointment at Shri Hari Educational Trust's "St. Rock's college" as Assistant Professor for the Academic Year 2018-2019 effective from 10th June 2018.

The appointment is purely on a temporary basis for the period of one academic year till 30th April 2019. You will be entitled for gross remuneration of Rs. 21,500/- per month which includes allowances (CCA, TA, HRA, CLA, Med.allow.). You will be entitled only for PF not any other Government benefits.

During this period your services may be discontinued/terminated by the Governing Body by giving one month notice period. In case you intend to discontinue your service in this college, you can do so only after completion of semester by giving one-month prior notice. You are eligible for 12 (twelve only) casual leave during the academic year.


You will abide by the rules and regulation of related work OF Professional examination other than offered by Mumbai University. You are requested to sign duplicate copy of this appointment letter.

Yours Faithfully


Principal
PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM. & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR,
BORIVALI (W), MUMBAI-92.




Received


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM. & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Manual – Rule Book

Rules and Regulations of Institution

1. Service Rules

Faculty position is full time employment with institute and faculty shall devote himself/herself exclusively to the affairs of the institute.

In addition to the duties that may be assigned to faculty from time to time by the management faculty will be responsible for discharging the following specific duties:

- a. Students Assessment and Evaluations
- b. Assisting in Consultancy, Research and Development Services
- c. Instructions in Computer Laboratory
- d. Developing Resource Materials and Computer Laboratory Development
- e. Co-curricular and Extra-curricular Activities
- f. Assisting in Departmental Activities
- g. Any additional duties assigned by the principal or the higher authorities.

2. Leaves

Total casual leave granted to a teacher shall not exceed twelve days in an academic year.

3. Resignation

If an employee, at any time after confirmation, intends to resign, he/she shall give 1 month notice on either side in writing.

4. Termination


In the event of employee being involved in any criminal conduct/activities for which employee may be arrested or charge by any law enforcement or judicial authorities, the institute has rights to terminate employee's service without any notice (or payment of salary in lieu thereof). The institute decision in this regard shall be final and binding. On termination of this appointment letter of employee immediately give to the institute all correspondences, specifications, documents, etc. belonging to the institute and shall not retain or make copies of these items.

5. Address

Employee should provide their complete address to the institute. Any communication sent on that address through registered post/speed post/courier shall be considered to be sufficient served on an employee's for all the purposes.

6. Duties of the Teacher


- a. The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc.
- b. The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, institute examinations etc. and shall encourage pursuit of learning in the students.


I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM. & SCIENCE
M.M.C. SCHOOL BLDG.; EKSAR
BORIVALI (W), MUMBAI-92





- c. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d. The teacher shall follow rules and regulations of institute for time to time.
- e. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the institute, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal or Higher Authority of the institution). A teacher shall help the institute authorities to enforce and maintain discipline and good habits among the student.
- f. A teacher shall assist the institute in smooth conduct of the institute Examination.



I/C PRINCIPAL
St. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG.; EKSAR
BORIVALI (W), MUMBAI-92





Spacious Ambience




I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM. & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92




Work Culture





Holistic Development




I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92








Education Environment




I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Staff Picnic



I/C PRINCIPAL
St. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Travelling Allowances



Shri Hari Educational Trust's

St. Rock's Degree College of Commerce & Science

Borivali West Mumbai 400 092

Print Date: 03-Jan-2024 02:48 pm

Page 1 of 1

Account Entries From 01-Jun-2022 To 31-Mar-2023, Only Paid, Mode Cash.

Srl	ID	Paid To / Received From	Narration (if any)	Mode / Instr No.	Amount	Flags
1	159	OFFICE EXPENES CONVEYANCE FOR UNIVERSITY MRS. NIRJA SHARAN MADAM	Date: 02-Jun-2022	Cash	730.00	P

Summary For 02-Jun-2022 : Paid : [730.00] Received : []

Received
[Signature]



[Signature]
I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Shri Hari Educational Trust's
St. Rock's Degree College of Commerce & Science

Borivali West Mumbai 400 092
Print Date: 03-Jan-2024 03:39 pm

Page 1 of 1

Account Entries From 01-Jun-2022 To 31-Mar-2023, Only Paid, Mode Cash.

Srl	ID	Paid To / Received From	Narration (if any)	Mode / Instr No.	Amount	Flags
1	253	OFFICE EXPENÇES CONVEYANCE FOR UNIVERSITY MR. MOHIT SHARMA	Date: 08-Jul-2022	Cash	400.00	P

Summary For 08-Jul-2022 : Paid : [400.00] Received : []

Received
Thompson



Shri Hari Educational Trust's
St. Rock's Degree College of Commerce & Science

Borivali West Mumbai 400 092
Print Date: 03-Jan-2024 03:40 pm

Page 1 of 1

Account Entries From 01-Jun-2022 To 31-Mar-2023, Only Paid, Mode Cash.

Srl	ID	Paid To / Received From	Narration (if any)	Mode / Instr No.	Amount	Flags
1	356	OFFICE EXPENÇES CONVEYANCE FOR UNIVERSITY MR. AMRUT RUMADE	Date: 25-Aug-2022	Cash	350.00	P

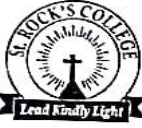
Summary For 25-Aug-2022 : Paid : [350.00] Received : []

Received
Rumde



[Signature]
I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92





Shri Hari Educational Trust's
St. Rock's Degree College of Commerce & Science

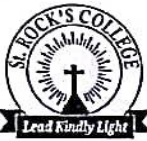
Borivali West Mumbai 400 092
 Print Date: 03-Jan-2024 02:52 pm

Account Entries From 01-Jun-2022 To 31-Mar-2023, Only Paid, Mode Cash.

Srl	ID	Paid To / Received From	Narration (if any)	Mode / Instr No.	Amount	Flags
1	225	OFFICE EXPENES CONVEYANCE FOR UNIVERSITY MR. NARESH PUROHIT	Date: 28-Jun-2022	Cash	350.00	P

Summary For 28-Jun-2022 : Paid : [350.00] Received : []

Received



Shri Hari Educational Trust's
St. Rock's Degree College of Commerce & Science

Borivali West Mumbai 400 092
 Print Date: 03-Jan-2024 02:49 pm

Account Entries From 01-Jun-2022 To 31-Mar-2023, Only Paid, Mode Cash.

Srl	ID	Paid To / Received From	Narration (if any)	Mode / Instr No.	Amount	Flags
1	187	OFFICE EXPENES CONVEYANCE FOR UNIVERSITY MR. PAVAN MAHADIK	Date: 13-Jun-2022	Cash	200.00	P

Summary For 13-Jun-2022 : Paid : [200.00] Received : []

Received
Mahadik



[Signature]
 I/C PRINCIPAL
 ST. ROCK'S DEGREE COLLEGE
 OF COMM & SCIENCE
 M.M.C. SCHOOL BLDG., EKSAR
 BORIVALI (W), MUMBAI-92





Shri Hari Educational Trust's

St. Rock's Degree College of Commerce & Science

Borivali West Mumbai 400 092

Print Date: 04-Jan-2024 11:06 am

Page 1 of 1

Account Entries From 01-Jun-2022 To 31-Mar-2023, Only Paid, Mode Cash.

Srl	ID	Paid To / Received From	Narration (if any)	Mode / Instr No.	Amount	Flags
1	230	OFFICE EXPENSES CONVEYANCE FOR UNIVERSITY MR. GANESH BHOGALE	Date: 29-Jun-2022	Cash	250.00	P

Summary For 29-Jun-2022 : Paid : [250.00] Received : []

Received
Shri.



[Signature]
I/C PRINCIPAL
ST. ROCK'S DEGREE COLLEGE
OF COMM & SCIENCE
M.M.C. SCHOOL BLDG., EKSAR
BORIVALI (W), MUMBAI-92

