



UTTAR BHARATIYA SANGH'S
MAHENDRA PRATAP SHARADA PRASAD SINGH
COLLEGE OF COMMERCE & SCIENCE
(Affiliated to University of Mumbai)
(COLLEGE CODE - 729)



Criteria 6.3.1
Faculty Empowerment
Strategies



UTTAR BHARATIYA SANGH'S
MAHENDRA PRATAP SHARADA PRASAD SINGH
COLLEGE OF COMMERCE & SCIENCE
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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



Nitin
I/C PRINCIPAL
Mahendra Pratap Sharada Prasad Singh College
of Arts, Commerce & Science
Bandra (East), Mumbai - 400 051



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Uttar Bhartiya Sangh with huge and valuable experience and contribution to education opened the Mahendra Pratap Sharada Prasad Singh College of Arts, Commerce and Science at Bandra (E), Mumbai.

Mahendra Pratap Sharada Prasad Singh College of Arts, Commerce and Science is one of the best Arts, Commerce and Science College in the field of education.

Uttar Bhartiya Sangh's, Mahendra Pratap Sharada Prasad Singh College of Arts, 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, HealthCare & 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 rulebook.
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 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.



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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.

Uttar Bhartiya Sangh's, Mahendra Pratap Sharada Prasad Singh College of Arts, 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 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.



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Performance Appraisal of Teaching Staff

General Information

1	Full Name (in Block Letter)	ARCHANA JAISWAL
2	Department	BMS
3	Qualification	M.Com, B.Ed
4	Present Designation	Asst. Prof.
5	Date of last Promotion	
6	Address for Correspondence	414, Samata Society NSS Road, Asalpa Chhatkopa (West) Mumbai 400084
7	Permanent Address	Same as Correspondence
8	Mobile Number	7045398041
9	E-mail	Palarchana306@gmail.com

Teacher's Appraisal Form

Sr. No.	Appraisal	Satisfactory	Not-Satisfactory	Needs Improvement
1	Self- Disciplined	✓		
2	Sense of Humour	✓		
3	Enthusiasm for Work	✓		
4	Punctuality	✓		
5	Flexibility	✓		
6	Lesson Plan	✓		
7	Choice of Appropriate Material	✓		
8	Presentation of Lesson	✓		
9	Skills in Questioning Technique	✓		
10	Lessons Reviewed & Approved	✓		
11	Professional Growth	✓		
12	Effective Use of Teaching Aide	✓		
13	Knowledge of the Subject	✓		
14	Professional Ethics	✓		
15	Rapport with Students	✓		
16	Relationship with Parents	✓		
17	Co-operation with Staff	✓		

1. Strength

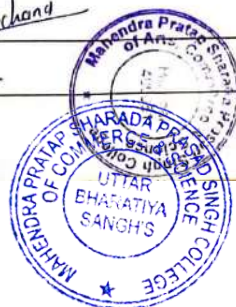
2. Suggestion for Improvement

3. Teacher's Signature *Archana*

Date: 30/3/2023

4. Appraiser's Signature *Nitin*

Date: 05/04/2023



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General Information

1	Full Name (in Block Letter)	GIHANSHYAM JEE RAJKUMAR JHA
2	Department	B.M.S.
3	Qualification	M.Com. (Management)
4	Present Designation	Asst. Prof.
5	Date of last Promotion	2022
6	Address for Correspondence	Room No-02, Bapu Singh Chawl, Shanilal Compound, Jawahar Nagar, Khar East Mumbai-400051
7	Permanent Address	Same as above.
8	Mobile Number	8691895454
9	E-mail	ghanshyamjha824@gmail.com

Teacher's Appraisal Form

Sr. No.	Appraisal	Satisfactory	Not-Satisfactory	Needs Improvement
1	Self- Disciplined	✓		
2	Sense of Humour	✓		
3	Enthusiasm for Work	✓		
4	Punctuality	✓		
5	Flexibility	✓		
6	Lesson Plan	✓		
7	Choice of Appropriate Material	✓		
8	Presentation of Lesson	✓		
9	Skills in Questioning Technique	✓		
10	Lessons Reviewed & Approved	✓		
11	Professional Growth	✓		
12	Effective Use of Teaching Aide	✓		
13	Knowledge of the Subject	✓		
14	Professional Ethics	✓		
15	Rapport with Students	✓		
16	Relationship with Parents	✓		
17	Co-operation with Staff	✓		

1. Strength

Subject knowledge, Relationship with parents, Sense of Humour.

2. Suggestion for Improvement

3. Teacher's Signature

Date: 30/03/2023

4. Appraiser's Signature

Date:

05/04/2023



Nitin

HC PRINCIPAL
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Motivation to Staff through Awards





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Study Leave is given for Preparation of NET/SET Examination

UTTAR BHARATIYA SANGH'S M.P.S.P. SINGH COLLEGE & U.B.S. JUNIOR COLLEGE OF COMMERCE & SCIENCE
 Bandra (E), Mumbai - 400 051
APPLICATION FOR LEAVE

The Principal,
 MPSP Singh College & U.B.S. Jr. College
 Bandra (East), Mumbai - 400 051.
 Madam,
 I request permission to apply for the following leave and shall be obliged for sanctioning it.

Yours faithfully,
(Signature)

Particulars of Application (to be filled by the application)	(Office Report (to be filled by the clerk))
Name: <u>Shubhi Pathak</u>	Previous leave applied & Granted:
Designation: <u>BA-coordinator Dept. BMS/BMM</u>	7. Casual leave Balance _____
Date of Application: <u>26 Nov 2020</u>	8. Half Pay leave Balance _____
Nature of Leave: <u>C.L</u>	9. Commuted leave _____
Reason: <u>NET Exam</u>	10. Any Other leave _____
Period: From <u>17/10/2020</u> To _____	11. When leave taken list _____
Address while on leave (In case of long leave) _____	12. Entitled for leave applied for or not _____
In case of sick leave whether Medical Certificate attached or not _____	Office Clerk _____

Remarks by: Head/Incharge of Dept. The leave may/may not be granted. C.L/H.P.L./Sp L/D.L. Granted

Resumed on 19/10/2020 Signature (Signature) I/C PRINCIPAL

UTTAR BHARATIYA SANGH'S M.P.S.P. SINGH COLLEGE & U.B.S. JUNIOR COLLEGE OF COMMERCE & SCIENCE
 Bandra (East), Mumbai - 400 051.
APPLICATION FOR LEAVE

The Principal,
 MPSP Singh College & U.B.S. Jr. College
 Bandra (East), Mumbai - 400 051.
 Madam,
 I request permission to apply for the following leave and shall be obliged for sanctioning it.

Yours faithfully,
(Signature)

Particulars of application (to be filled by the application)	office Report (to be filled by the clerk)
Name: <u>Madhavi Agarwal</u>	Previous leave applied & granted:
Designation: <u>Asst Professor Dept. Commerce</u>	7. Casual leave Balance _____
Date of application: <u>17-10-20</u>	8. Half Pay leave Balance _____
Nature of Leave: <u>NET Exam</u>	9. Commuted leave _____
Period: From <u>17-10-20</u> To <u>19-10-20</u>	10. Any other leave _____
Address while on leave (in case of long leave) _____	11. When leave taken list _____
In case of sick leave whether Medical certificate attached or not _____	12. Entitled for leave applied for or not _____
	Office Clerk _____

Remarks by: Head/Incharge of Dept. The leave may/may not b granted. C.L/H.P.L./Sp L/D.L. Granted

Resumed on 19/10/20 Signature _____ I/C PRINCIPAL

UTTAR BHARATIYA SANGH'S M.P.S.P. SINGH COLLEGE & U.B.S. JUNIOR COLLEGE OF COMMERCE & SCIENCE
 Bandra (E), Mumbai - 400 051.
APPLICATION FOR LEAVE

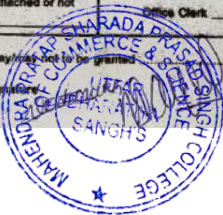
The Principal,
 MPSP Singh College & U.B.S. Jr. College
 Bandra (East), Mumbai - 400 051.
 Madam,
 I request permission to apply for the following leave and shall be obliged for sanctioning it.

Yours faithfully,
(Signature)

Particulars of Application (to be filled by the application)	(Office Report (to be filled by the clerk))
Name: <u>Smita Deshmukh</u>	Previous leave applied & Granted :
Designation: <u>Asst Professor Dept. Zoology</u>	7. Casual leave Balance _____
Date of Application: _____	8. Half Pay leave Balance _____
Nature of Leave: <u>Casual leave (01)</u>	9. Commuted leave _____
Reason: <u>CSTR NET Exam</u>	10. Any Other leave _____
Period: From <u>17/09/2022</u> To _____	11. When leave taken list _____
Address while on leave (In case of long leave) _____	12. Entitled for leave applied for or not _____
In case of sick leave whether Medical Certificate attached or not _____	Office Clerk _____

Remarks by: Head/Incharge of Dept. The leave may/may not be granted. C.L/H.P.L./Sp L/D.L. Granted

Resumed on _____ Signature _____ I/C PRINCIPAL



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EPF Payments

DEPARTMENT OF SALES TAX
 GOVERNMENT OF MAHARASHTRA, INDIA
 www.maharashtra.gov.in

CHALLAN
 MTR FORM NO.6
 (Rule 17(1)(C), 17(2), 22(4) and 27B of the Profession Tax Rules, 1975)
 ACCOUNT HEAD:- 0020012

GRN: MH01156019002224E	Form-ID: FORM36		
Department: Department of Sales Tax	Date: 03-02-2024		
Type of Payment: PMS/ACT	Payee Details		
Location: MZGACN	Dept-ID: 27095040638P		
URN No.: MH01001890102TR	Dealers TIN: 5284990045		
BRN No.:	5284990045		
Period			
From: 01-11-2023	To: 30-11-2023		
Full Name of the Dealer: UTTAR BHARATIYA SANGH MUMBAI			
Account Head Details:	Code	Amount in Rs	Remarks if any- Regular Payment
Amount of Tax		5,600	
Amount of TDS		0	
Interest Amount		0	
Penalty Amount		0	
Compassion Relief		0	
Fine		0	
Fees		0	
Advance Payment		0	
Amount Forfeited		0	
Deposit		0	
Total		5,600	Amount In Words Rupees Five Thousand Six Hundred Only
Payment Details		For use in Receiving Bank	
Name of Bank: PNB BANK	Bank CIN No.: 02009072023112856362		
Name of Branch:	Date: 28-11-2023		
Mode of Pay: e-payment	Time: 17:43:30 PM		

Disclaimer: Payment confirmation is subject to RBI Clearance.

Employees' Provident Fund Organisation
 भारतीय प्रोविडेंट फंड संस्था
 Employees' Provident Fund Organisation
 भवन-1, मिनट मंडल, ए. सी. शिवाजी नगर, नई दिल्ली - 110065
 Bhawan-1, Minat Bhandra, A. C. Shriwasthi Nagar, New Delhi - 110065

Generated On: 11/11/2023 15:51

Payment Confirmation Receipt

TRRN No.:	3102311915291
Challan Status:	Payment Confirmed
Challan Generated On:	11-NOV-2023 15:59:12
Establishment ID:	MBAN0029275000
Establishment Name:	MPSPS COLLEGE OF ARTS COMMERCE & SCIENCE
Challan Type:	Monthly Contribution Challan
Total Members:	29
Wage Month:	OCT-2023
Total Amount (Rs):	79,201
Account-1 Amount (Rs):	49,035
Account-2 Amount (Rs):	1,584
Account-10 Amount (Rs):	26,397
Account-21 Amount (Rs):	1,585
Account-22 Amount (Rs):	0
Payment Confirmation Bank:	Indian Bank
CIRN:	019111123559545
Payment Date:	11-NOV-2023
Payment Confirmation Date:	11-NOV-2023
Total PMSBY Benefit:	0

Page 1 of 1

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

TRRN: 3102311915291
 ECR: MB02029275000
 LN: 11000047010

Establishment Code & Name: MBAN0029275000 MPSPS COLLEGE OF ARTS COMMERCE & SCIENCE Date for the wage month of: October 2023
 Address: PUNE HOUSING SOCIETY, 124/3-2/3, COLONY, BANDRA (EAST), MUMBAI (SUBURBAN), MAHARASHTRA

Total Employees:	29	29	29
Total Wages:	5,15,910	5,15,910	5,15,910

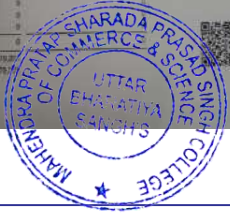
Sl.	PARTICULARS	AC-01 (Rs.)	AC-02 (Rs.)	AC-10 (Rs.)	AC-21 (Rs.)	AC-22 (Rs.)	TOTAL
1	Administration Charges	0	1,584	0	0	0	1,584
2	Employer's Share Of	11,819	0	36,397	1,585	0	49,801
3	Employer's Share Of	36,397	0	0	0	0	36,397
Grand Total - Security Allow - 1000000 Ten Hundred One Thousand Only							73,801

This is a system generated challan up to 11/NOV/2023 15:59, the particulars shown in this challan are populated from the Electronic Challan Copy Return (ECCR) submitted by the establishment for the specified month and year.

Note - The following amounts are being verified directly by Government of India on account of PMSBY FARMY

A) AC no 1 (Employer share) (Rs.)	0
B) AC no 10 (Person AAC) (Rs.)	0
C) AC no 2 (Employer share) (Rs.)	0
D) Total (A + B + C) (Rs.)	0
E) Total contribution by Employer (Rs.)	49,801
F) Total amount of employee (ECR ID + E1)	36,397

Nitin



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Sl. No.	UAN	Name as per		WAGE				Contribution Remitted				PFMPY / ABRY Benefit			Posting Location of the Member	
		ECR	UAN Reproductory	Gross	EPF	EPS	EDLI	EE	EPB	EB	NSP Days	Refunds	PFMPY Share	ABRY Share		EB Share
18	10187021472	RAMEKAT THAKUR	RAJESH K. THAKUR	27,000	11,200	11,200	11,200	1,544	372	411	0	0	-	-	-	NA
19	10200270100	RAHMAN BISH	RAHMAN BISH	27,010	10,200	10,200	10,200	1,800	1,200	880	0	0	-	-	-	NA
20	10180201846	RAHMAN KHAN	RAHMAN KHAN	21,287	11,200	11,200	11,200	1,411	900	470	0	0	-	-	-	NA
21	10202102100	RIJALI PANDIT	RIJALI PANDIT	10,500	10,200	10,200	10,200	1,620	900	600	0	0	-	-	-	NA
22	10180201809	RACHIN KHESE	RACHIN KHESE	18,000	10,000	10,000	10,000	1,000	1,200	550	0	0	-	-	-	NA
23	10170000440	SHREYA BANNA	SHREYA BANNA	11,000	8,547	8,547	8,547	270	670	200	0	0	-	-	-	NA
24	10100702760	SHRUTIWA KHAT	SHRUTIWA KHAT	20,207	11,200	11,200	11,200	1,411	880	450	0	0	-	-	-	NA
25	101005400200	SHWETA KOTHIWALE	SHWETA KOTHIWALE	10,800	10,800	10,800	10,800	1,300	800	300	0	0	-	-	-	NA
26	10171040200	SHWETA PADHUK	SHWETA PADHUK	24,270	10,000	10,000	10,000	1,400	1,050	100	0	0	-	-	-	NA
27	10170073070	SHYAMAL KATB	SHYAMAL KATB	26,800	11,000	11,000	11,000	1,411	880	450	0	0	-	-	-	NA
28	10180201802	SHYAM PRASAD	SHYAM PRASAD	18,400	10,100	10,100	10,100	1,200	880	370	0	0	-	-	-	NA
29	10180201802	SHYAM PRASAD	SHYAM PRASAD	24,270	11,487	11,487	11,487	1,270	900	450	0	0	-	-	-	NA



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

Name of Establishment	M/S'S COLLEGE OF ARTS COMMERCE & SCIENCE		
Establishment Id	MBHANS02875000	LN	1320504730
Wage Month	OCT-2023	Return Month	NOV-2023
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	10-NOV-2023	Upload Date/Time	11-NOV-2023 13:57
Exemption Status	Unexempted	TRPN Number	
Remarks	OK	ECR Id	07381059
Total Members	29		

Contribution and Remittance Details (In Rupees) :

Total EPF Contribution Remitted	38,016	Total EPS Contribution Remitted	26,397
Total EPF - EPS Contribution Remitted	11,618	Total Refund Advances	0

PFMPY Upfront Benefit Details (In Rupees) :

Total PFMPY Upfront EPF Amount	0	Total PFMPY Upfront EPS Amount	0
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PFMPY benefit remarks: NA

ABRY Upfront Benefit Details (In Rupees) :

Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employee EPF Share
	0	0	0

ABRY benefit remarks: Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.



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Member Details -

Sl. No.	UAN	Name as per UAN		Wages					Contribution Received				PF/Gratuity	PF/PPF/ABBY Benefit			Posting Location of the member			
		ECR	UAN Category	Basic	DA	DA1	DA2	DA3	EE	EPS	ER	EDP		PF Share	PPF Share	ABBY Share				
1	8912010889	ARASHI YADAV	ARASHI YADAV	18,748	12,200	12,888	12,888	1,340	1,371	473	0	0	0	0	0	0	0	0	0	NA
2	8912010348	ADYANA JANGAL	ADYANA JANGAL	20,817	11,700	11,700	11,700	1,411	380	423	0	0	0	0	0	0	0	0	0	NA
3	8912010488	ADITHYAN CHAUDHARI	ADITHYAN CHAUDHARI	21,830	11,700	11,700	11,700	1,411	380	423	0	0	0	0	0	0	0	0	0	NA
4	8912010302	ADARSH DESAI	ADARSH DESAI	10,281	5,930	5,880	5,880	718	498	220	14	0	0	0	0	0	0	0	0	NA
5	1001001388	CHANDRA DEKHE	CHANDRA DEKHE	1,328	888	888	888	910	78	34	20	0	0	0	0	0	0	0	0	NA
6	1012004889	CHARMEENA SINGH	CHARMEENA SINGH	14,408	8,118	8,118	8,118	180	180	200	0	0	0	0	0	0	0	0	0	NA
7	8912010340	FATMA BIMAL	FATMA BIMAL	25,038	11,200	11,200	11,200	1,344	391	411	0	0	0	0	0	0	0	0	0	NA
8	1012004313	CHANDRAN JEE JEE	CHANDRAN JEE JEE	20,807	11,700	11,700	11,700	1,411	380	423	0	0	0	0	0	0	0	0	0	NA
9	8912010478	KALPESH SHARMA	KALPESH SHARMA	16,347	8,941	8,941	8,941	1,407	130	117	0	0	0	0	0	0	0	0	0	NA
10	8912010306	LALITA DEVI BIMAL	LALITA DEVI BIMAL	20,807	11,700	11,700	11,700	1,411	380	423	0	0	0	0	0	0	0	0	0	NA
11	1012004883	MADHURI NEHRA	MADHURI NEHRA	23,887	11,700	11,700	11,700	1,411	380	423	0	0	0	0	0	0	0	0	0	NA
12	1002004882	MEHNA SAHNI	MEHNA SAHNI	12,840	6,802	6,802	6,802	1,280	718	380	0	0	0	0	0	0	0	0	0	NA
13	1002004882	NEETA BHANU	NEETA BHANU	23,887	11,700	11,700	11,700	1,411	380	423	0	0	0	0	0	0	0	0	0	NA
14	1002004882	NEETA BHANU	NEETA BHANU	19,366	10,824	10,824	10,824	1,301	380	380	0	0	0	0	0	0	0	0	0	NA
15	1002004882	NEETA BHANU	NEETA BHANU	19,366	10,824	10,824	10,824	1,301	380	380	0	0	0	0	0	0	0	0	0	NA
16	1012004882	NEETA BHANU	NEETA BHANU	20,800	11,200	11,200	11,200	1,344	380	411	0	0	0	0	0	0	0	0	0	NA
17	1002011880	NAGHI PARAB	NAGHI PARAB	10,476	5,841	5,841	5,841	1,180	485	380	0	0	0	0	0	0	0	0	0	NA

2/4

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First Aid Box is available in the College



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Nutrition and Health Awareness



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Uniforms for Non-Teaching Staff




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Job Security's by HEI / Confirmation Letter

**MAHENDRA PRATAP SHARADA PRASAD SINGH**
COLLEGE OF ARTS, COMMERCE & SCIENCE
(Affiliated to University of Mumbai)
PERMANENTLY NON-AIDED
Managed by : **UTTAR BHARATIYA SANGH, MUMBAI**
(Reg No. 2473 of 1949-50)
Plot No. 629/1243, Behind Teachers' Colony, Bandra (East), Mumbai-400 051.
Email : mpspscollege@rediffmail.com Tel : 2657 1087 Fax : 2657 0937
MPSPS.Col.2012-13

Ref. No. _____ Date 25.4.2012

To: Rashmi V. Singh
A-3/6 Road No. 1 (Opp. Shiv Sena Office)
Site Colony
Vikhroli (W) Mumbai - 400079

OFFER LETTER

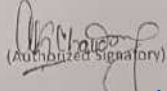
Dear Mr./Ms Rashmi Singh

This has reference to your personal interview held on dated 19.5.2012 at Mumbai with our selection committee for the post of Lecturer in department of Economics for 'Mahendra Pratap Sharada Prasad Singh College of Arts, Commerce & Science. We are pleased to inform you that you have been selected to the post of Lecturer on recommendation of the selection committee of the said institution under the following terms and conditions:-

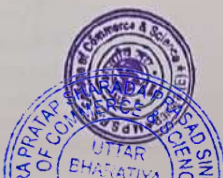
1. Your gross salary will be Rs. 22500/- pm. Besides other benefit, as available.
2. You will be on probation for the period of 2 years, however your services may be confirmed any time during the probation period, subject to your satisfactory performance and subject to approval of university of Mumbai.
3. On acceptance of appointment, you shall be bound to complete the tenure of one academic year of course.
4. Your appointment will be made initially for 3 years subject to approval of your appointment by the University of Mumbai. However during continuation of the stipulated period of your services, you may leave our institution, only with 3 months prior notice in writing after completion of first academic year or by paying three months equivalent salary in lieu of notice period.
5. This offer letter is issued subject to your acceptance of the detailed terms and conditions of the appointment given in contract of service.
6. You will be abide and bonded by the code of conduct and rules regulation of our institutions as well as statutes, ordinance, rules and regulation of the University.

You are requested to join your duty on or before beginning of the next academic session

Wishing you all success and welcome to the family of Uttar Bhartiya Sangh, Mumbai.


(Authorized Signatory)

VIC PRINCIPAL
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of Arts, Commerce & Science
Bandra (East), Mumbai - 400 051



29/5/12
Acceptance
Received and
Accepted



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MAHENDRA PRATAP SHARADA PRASAD SINGH
COLLEGE OF COMMERCE & SCIENCE

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(COLLEGE CODE - 729)

Manual – Rule Book

Rules and Regulations of Institution

1. Terms of Service

Faculty members serve full-time for the institute, and they are expected to dedicate their entire attention to the operations of the organization.

In addition to any responsibilities that the administration may occasionally give to the faculty, the faculty will be in charge of carrying out the following particular tasks:

- a. Evaluation and Assessment of Students
- b. Supporting with Consultancy, Research, And Development Services
- c. Offering Computer Laboratory Instruction
- d. Generating Resource Materials and Developing Computer Laboratories
- e. Supporting Extracurricular and Co-Curricular Activities
- f. Assisting with Departmental Activities
- g. Any Extra Tasks That the Principal or Higher Authority Assign.

2. Leaves

A teacher may only take a total of twelve days of casual leave throughout a school year.

3. Resignation

An employee must provide a month's written notice of resignation if, at any time after confirmation, they decide to leave the organization.

4. Termination

The institute has the authority to terminate an employee's employment without any notice if the employee is involved in any criminal activity or actions that could result in an arrest or charges from law enforcement or judicial authorities (or payment of salary in place thereof). In this case, the institute's decision is final and enforceable.

On the employee's termination of employment, all correspondence, specifications, documents, and other institute assets must be given to the institute right away; the employee is not permitted to keep or duplicate these items.

5. Address

Employees are required to provide the institute their full address. For all intents and purposes, any communication sent to that address via courier, registered post, or speed post will be counted sufficient served on the employee.

6. Duties of the Teacher

- a. The teacher must devote their time and efforts towards enhancing their academic and professional



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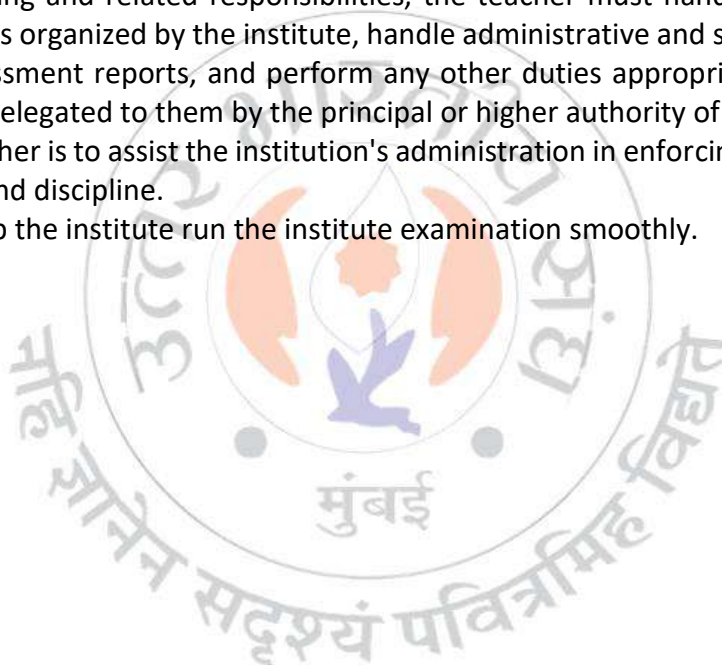
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MAHENDRA PRATAP SHARADA PRASAD SINGH
COLLEGE OF COMMERCE & SCIENCE

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proficiency by taking advantage of all available opportunities to attend and engage in academic programs, including but not limited to seminars, orientations, refresher courses, and in-service training programs.

- b. The teacher will carry out his academic responsibilities, which include planning lectures, tutorials, demonstrations, assessments, research, mentoring research fellows, organizing exams, and so on, while also motivating the students to pursue their education.
- c. The teacher is expected to attend courses on a regular and timely basis, teach the lessons and instructions that the head assigns from time to time, and not typically miss work without authorization or a leave of absence.
- d. The teacher will occasionally abide by the institute's norms and regulations.
- e. Apart from teaching and related responsibilities, the teacher must handle extracurricular and co-curricular activities organized by the institute, handle administrative and supervisory tasks, maintain records and assessment reports, and perform any other duties appropriate for their position as a teacher that are delegated to them by the principal or higher authority of the institution.
- f. The duty of a teacher is to assist the institution's administration in enforcing and upholding students' good behaviour and discipline.
- g. A teacher will help the institute run the institute examination smoothly.



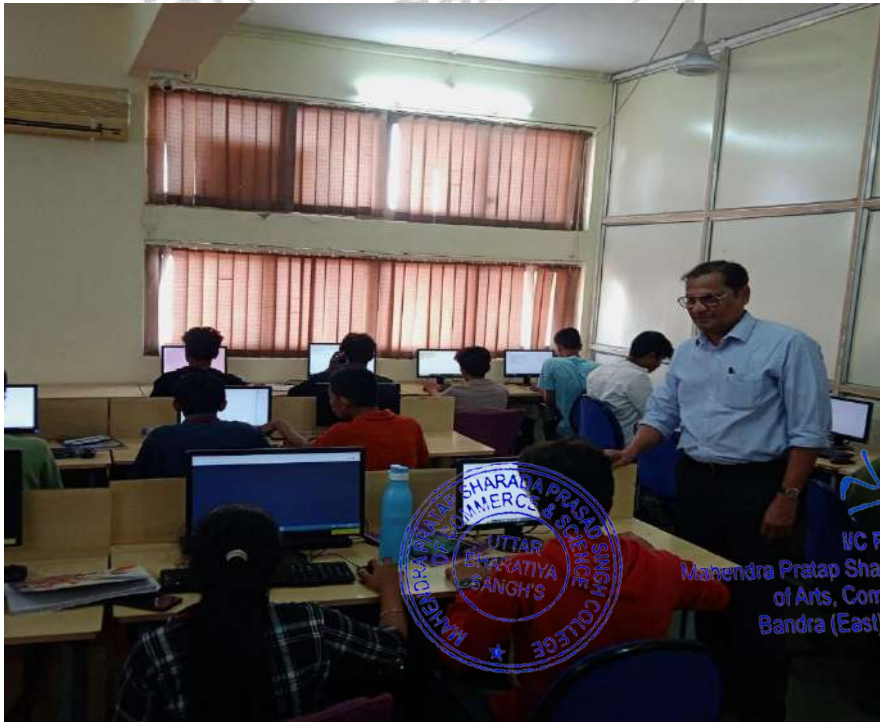
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Spacious Ambience



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Work Culture



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Holistic Development



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Education Environment



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Staff Picnic



UGC PRINCIPAL
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Travelling Allowances

M P S P Singh College of Arts, Comm & Sci
PLOT NO. 629/1243
BEHIND TEACHERS COLONY
BANDRA EAST
MUMBAI

CONVEYANCE EXP.
Ledger Account

1-Jun-2022 to 30-Jun-2022

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-6-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM BIS TO UBS & BACK (GORAKHNATH KANDE) BIS EDP OFFICER	Payment	40	150.00	
22-6-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO KALRA UNIVERSITY & BACK TO COLLEGE (ASHWINI)	Payment	57	45.00	
30-6-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO DBM CENTRE, KHAR WEST & BACK TO COLLEGE (NEETA SONKAR)	Payment	60	81.00	
				276.00	
Dr	Closing Balance			276.00	276.00

M P S P Singh College of Arts, Comm & Sci
CONVEYANCE EXP. Ledger Account : 1-Jul-2022 to 31-Jul-2022

Page 2

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			1,050.00	
				1,050.00	
Dr	Closing Balance			1,050.00	1,050.00



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M P S P Singh College of Arts, Comm & Sci
 PLOT NO. 629/1243
 BEHIND TEACHERS COLONY
 BANDRA EAST
 MUMBAI

CONVEYANCE EXP.
 Ledger Account

1-Sep-2022 to 30-Sep-2022

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
2-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO BANDRA COURT TO TAKE BOND PAPERS (RAGHO)	Payment	112	52.00	
7-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO YCMU GRANT RD OFFICE TO SUBMIT DOCUMENTS (SONAWANE)	Payment	114	110.00	
12-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO YCMU GRANT RD OFFICE TO SUBMIT DOCUMENTS (SONAWANE)	Payment	110	100.00	
13-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO YCMU BORWALI OFFICE TO SUBMIT DOCUMENTS (SONAWANE)	Payment	120	140.00	
	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO YCMU GRANT RD OFFICE TO SUBMIT DOCUMENTS (SONAWANE)	Payment	121	100.00	
14-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO YCMU GRANT RD OFFICE TO SUBMIT DOCUMENTS (SONAWANE)	Payment	122	100.00	
16-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO DIFFERENT COLLEGES FOR GIVING INVITATIONS FOR GLOBAL GURU AWARD (SONAWANE)	Payment	124	300.00	
20-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO DIFFERENT COLLEGES FOR GIVING INVITATIONS FOR GLOBAL GURU AWARD (KARASH YADAV)	Payment	126	200.00	
22-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO SANTACRUZ BUS DEPOT TO SUBMIT LETTER (MOHAN)	Payment	131	20.00	
24-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO KALIA BUS DEPOT TO SUBMIT LETTER (MOHAN)	Payment	135	30.00	
				1,170.00	

Closed Over

M P S P Singh College of Arts, Comm & Sci
 CONVEYANCE EXP. Ledger Account : 1-Sep-2022 to 30-Sep-2022

Page 2

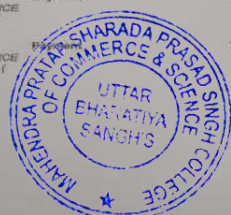
Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward				1,170.00
25-9-2022	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO KALINA UNIVERSITY & BACK TO COLLEGE (ASHWINI)	Payment	134	64.00	
	Cr PETTY CASH BEING CONVEYANCE PAID FROM UBS TO KALINA UNIVERSITY & BACK TO COLLEGE (PRABHAKAR)	Payment	135	52.00	
				1,286.00	
	Dr Closing Balance				1,286.00
				1,286.00	1,286.00

M P S P Singh College of Arts, Comm & Sci
 PLOT NO. 629/1243
 BEHIND TEACHERS COLONY
 BANDRA EAST
 MUMBAI

CONVEYANCE EXP.
 Ledger Account

1-Jul-2023 to 31-Jul-2023

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-7-2023	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO GRANT RD FOR SPEAKER (MOHAN)	Payment	57	58.00	
4-7-2023	Cr PETTY CASH BEING CASH PAID FOR REGISTRATION OF WORKSHOP AND SEMINAR (DR NITIN) AND CONVEYANCE FROM UBS TO THANE & BACK	Payment	60	220.00	
7-7-2023	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO KALINA UNIVERSITY (ASHWINI)	Payment	62	53.00	
	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO YCMU GRANT RD (RAGHO PARAB)	Payment	63	100.00	
11-7-2023	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO KALINA UNIVERSITY (ASHWINI)	Payment	68	71.00	
17-7-2023	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO MARINE LINE FOR SPORTS (SONAWANE)	Payment	71	150.00	
19-7-2023	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO FORT UNIVERSITY (SONAWANE)	Payment	72	150.00	
28-7-2023	Cr PETTY CASH BEING CASH PAID FOR CONVEYANCE FROM UBS TO KALINA UNIVERSITY (ASHWINI)	Payment	74	60.00	
	Dr Closing Balance			862.00	



Mishra
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