



**Mahatma Gandhi Vidyamandir's**  
**Arts, Science and Commerce College, Surgana**  
**Dist.Nashik**



**Affiliated to Savitribai Phule Pune University, Pune**  
**Approved by Govt. of Maharashtra and UGC, New Delhi**  
**Re-Accredited with "B" Grade by NAAC**

**HUMAN RESOURCE POLICIES**  
**&**  
**ADMINISTRATION MANUAL**

**2021 - 2022**

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## CHAPTER 1

### PREFACE

#### 1.1 About Mahatma Gandhi Vidyamandir (<https://www.mgv.org.in/profile.php>)

Mahatma Gandhi Vidyamandir owes its existence to the inspiration, pioneering work and farsightedness of its founder member, Hon'ble Late Karmaveer Bhausaheb Hiray, a staunch freedom fighter, one of the pioneers of forming Maharashtra State and Co-operative movement in Nashik District, an Educationist and Ex-Revenue Minister of then Bombay province. He has founded the two well-known educational institutions in Nashik District, namely "Adivasi Seva Samiti" in 1945 and "Mahatma Gandhi Vidyamandir" in 1952. The major objective of this institution was to provide the educational facilities to the masses from all the spheres urban, rural and tribal.

The devotional motto of the institution is "Bahujana Hitay Bahujana Sukhay". The Institution has been registered under Society's Registration Act 1860. (No.2766 of 1951 dated 21.2.1952) and Bombay Public Trust Act 1950 m. (No. F-27 dated 23-8-1954).

After the sad demise of Karamveer Bhausaheb Hiray, on 6<sup>th</sup> November 1961, his elder son Loknete Vyankatrao Hiray took over the responsibility of the institutions. Under his efforts and guidance, Mahatma Gandhi Vidyamandir started other colleges imparting higher education in the faculties of Arts, Commerce, Science, Law, Agriculture, Horticulture, Dental, Pharmacy and Education at Malegaon and later on at Nashik, Manmad, Yeola, Nampur, Surgana, Harsul, Saundane, Nimgaon.

Today Mahatma Gandhi Vidyamandir is progressing under the able leadership of the Hon'ble Samajshree Dr. Prashantdada Hiray, General Secretary and former Minister of State Transport. He has also established professional colleges such as Dental College and Hospital at Nashik and Udaipur (Rajasthan), extension of college of Pharmacy, Institution of Hotel Management and Catering Technology, Institution of Management and Research (MBA) etc, to widen the scope of career selection and to satisfy the growing demands for professional courses in urban areas. His main aim is to enhance the quality of education, right from primary to higher education. His elder son Hon'ble Dr. Apurva Hiray has also actively involved himself as a Coordinator, Mahatma Gandhi Vidyamandir, in enhancing the quality education in the era of competitive globalization through his dedicated efforts. Presently 87 educational units ranging from primary to post graduate and from traditional education to current disciplines such as Computer Management, Health Science, Agriculture, Pharmacy, Hotel Management etc. are managed by the Trust.

#### 1.2 About MGV's Arts, Science and Commerce College Surgana Dist. Nashik

The Arts, Science and Commerce College, Surgana is one of the above mentioned was established in 1992 under Mahatma Gandhi Vidyamandir, panchvati Nashik. Surgana is the one of Tahasil place situated in tribal area in Nashik district of Maharashtra. In June 1992 college has approved and started Arts faculty. In 2010-11 Science and then 2011-12 Commerce faculty has been started with Affiliation of Savitribai Phule Pune University, Pune formerly Pune University Pune. In 2007-08 Post Graduate ( M.A. in Marathi) has been started. Currently College has 15 Acer campus, which was donated by our sister Organization "Adivasi Seva Samiti". Now college has well equipped Laboratory, Library, Class rooms, Canteen, Administrative building,

Gymkhana etc. Now Days College has served to 1500+ students every year. YCMOU Center has been run by the college. In the college following principals was served

1	Prin. Dr. V. F. Shevale	6	Prin. Dr. N. H. Raundal	11	Prin. Dr. T. B. Pawar
2	Prin. Dr. R. P. Hiray	7	Prin. Dr. Motiram Deshmukh	12	Prin. Dr. C. G. Dighavkar
3	Prin. Dr. J. K. Sonwane	8	Prin. Dr. R. D. Bhosale	13	Prin. Dr. R. P. Bhamare
4	Prin. Dr. N. H. Raundal	9	Prin. Dr. N.H. Raundal	14	Prin. Dr. Y. T. Pawar
5	Prin. Dr. A. M. Siddiki	10	Prin. Dr. B. S. Yadav	15	Prin. Dr. A. V. Patil

### 1.3 Vision, Mission and Core Values

#### 1.3.1 Vision

Bahujan Hitay, Bahujan Sukhay, the path shown by our founder father, Late Karmveer Bhausaheb Hiray, a great educationist, clearly signifies “To strive for academic excellence by exploring the potentialities of economically weaker sections of the society by providing them opportunities to face global challenges.”

#### 1.3.2 Mission

To reach out to the poor, needy, downtrodden, segregated, deprived them by giving them new direction, new heights and new aspirations through education.

To provide education for the uplift and development of backward and tribal students.

To bring about dynamic changes in education facilities in a way that they cater to the institutions' stakeholders

#### 1.3.3 Our Values

1. Providing quality education
2. Supporting gender equality
3. Advocating for sustainability
4. Forming partnerships to accomplish the goals
5. Excellence
6. Transformational Learning & Growth
7. Leadership
8. Integrity for Institutional Wellness
9. Diversity

#### 1.3.4 Quality Policy

The College is committed to provide knowledge and training and strive for continual improvement of the Students, Industry, Society and the Nation through student satisfaction in terms of achieving academic excellence, total personality development and excellent placement opportunities for the students.

This will be achieved through:

- Well-designed syllabus to meet the needs of and at par excellence with the Global Standards and Industry requirements.
- To provide our students technical knowledge and hands-on experience by providing quality education system through Theory and Practical Classes including latest e-learning practices.
- To impart necessary training for acquiring the soft skills and thus make them employable while in campus
- To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process
- To achieve excellent results for our students both in academics at the College / University Level and on Campus Placement
- To improvement our system, quality and services continually through user satisfaction duly monitoring their feedback periodically.

### 1.3.5 Objectives of the College:

- ❖ To establish Digital Campus, ie., computerized processes like admission, attendance, assessment, administration, payroll, finance and other services to implement Digital Action Plan as directed by MHRD and development of Satellite center.
- ❖ To use ICT based teaching-learning tools for effective teaching- learning process.
- ❖ To ascertain green and smart campus, i.e., planning of efficient and economical use of water, electricity, solar power.
- ❖ To engage the students in socially, professionally and technically, productive activities during their period of study in the institution through the NSS, Soft Skill Programmes, Earn and Learn Scheme, B. Voc. etc.
- ❖ To encourage to students and citizen for Learning in associated with various organization like Jr. College, MOU with Nagar Panchayat Surgana. Etc.

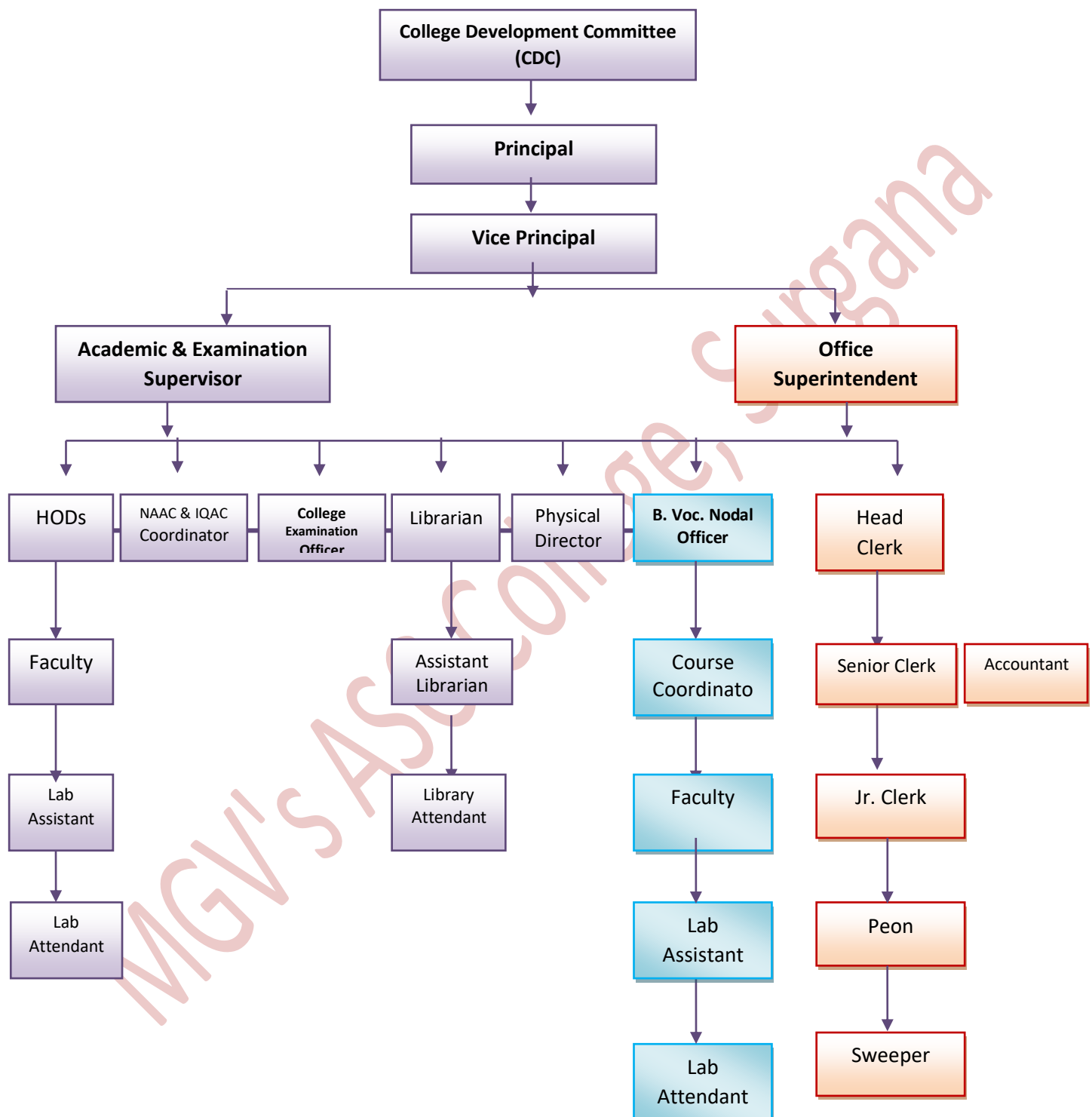
### 1.3.6 Graduate Attributes:

- ❖ **Subject Knowledge:** Apply the knowledge of Arts, Science and Commerce and subject specialization to the solution of complex subject problems.
- ❖ **Problem analysis:** Identify, formulate, research literature, and analyse complex subject problems reaching substantiated conclusions using basic principles of subject
- ❖ **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
- ❖ **Modern Tool Usage:** Create, select, and apply appropriate techniques, resources, and modern subject and IT tools including prediction and modelling to complex subject activities with an understanding of the limitations.
- ❖ **The Student and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional subject practice.

- ❖ **Environment and Sustainability:** Understand the impact of the subject solutions in societal and environmental contexts, and demonstrate the need of knowledge for sustainable development.
- ❖ **Individual and Team Work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- ❖ **Communication:** Communicate effectively on complex subject activities with the subject community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
- ❖ **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the subject practice.
- ❖ **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.
- ❖ **Project Management and Finance:** Demonstrate knowledge and understanding of the subject and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.



## CHAPTER 2 GOVERNANCE STRUCTURE



## 2.1 College Development Committee (CDC):

As per guidelines given in Maharashtra Public University Act 2016, section 97 the college development committee is constituted.

The guidelines of the Maharashtra Public University Act 2016, section 97 are as follows:

There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely:-

- Chairperson of the management or his nominee ex-officio chairperson.
- Secretary of the management or his nominee.
- One head of department, to be nominated by the principal or the head of the institution.
- Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman.
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
- Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.
- Co-ordinator, internal quality assurance committee of the college.
- President and secretary of the college students' council.
- Principal of the college or head of the institution -Member - Secretary.

### Functions of the College Development Committee

- ❖ Act proactively to bring the uncovered colleges under 2f and 12B of the UGC Act of 1956.
- ❖ Prepare perspective plan for the development of colleges and to advise the University on all matters relating to the all-round development of colleges.
- ❖ Assist the colleges to improve and sustain the academic, administrative, online and infrastructural facilities, identify the needs and gaps and to help colleges to realise their potentialities.
- ❖ Aid the University with regard to rationalisation and implementation of the affiliation policy of the University.
- ❖ Bring colleges closer to University faculties and to promote beneficial linkages for greater academic interaction and cooperation.

- ❖ Disseminate information and help them to formulate proposals for various developmental grants and schemes of UGC and other funding agencies and, to guide them on effective utilisation of these grants and projects.
- ❖ Visit colleges and review the progress of the projects and reports of colleges to ensure proper utilisation of grants of UGC and other funding agencies by the colleges and to submit to such funding agencies the Utilisation certificates and other documents in respect of grants released to colleges by them.
- ❖ Encourage college teachers to avail Faculty Development Programme of UGC for Ph.D. and post-doctoral studies, travel grant to present papers abroad in International conference/seminars etc and to apply for minor and major research projects of UGC and other funding agencies.
- ❖ Encourage colleges to adopt inclusive policies in admission, engage in quality teaching and research, inculcate scientific temper and social sensitivity among students and to contribute to the creation of knowledge society.
- ❖ Maintain a data base of support schemes provided to the colleges by funding agencies and their utilisation and impact.
- ❖ Maintain a data profile of each colleges as well as of teachers of the colleges affiliated to the university.
- ❖ Perform any other function deemed necessary by the university for enhancing the quality of the education in colleges or in discharge of societal obligation and responsibilities.
- ❖ To sanction the leaves of Principal of the College.

## **2. 2 Principal:**

- ❖ The Principal of the college shall be the principal academic and executive officer of the college responsible for the development of academic programmes of the college.
- ❖ Oversee and monitor the administration of the academic programmes and general administration of the college to ensure efficiency and good order of the college.
- ❖ Academic planning and academic audit officer for the academic development programs, including postgraduate teaching, research and extension programmes and collaborative programmes of the college.
- ❖ Entitled to be present, with the right to speak, at any meeting of any other authority or body of the college.
- ❖ Power to convene meetings of any of the committees as and when he considers it necessary so to do.
- ❖ Participation in the teaching work, research, and training programmes of the College.
- ❖ Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the College, for academic competence of the Faculty Members.
- ❖ Admission of students and maintenance of discipline of the College.
- ❖ Management of the College Libraries, Laboratory, Gymkhana and Hostels, if any.
- ❖ Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- ❖ Observance of provisions of Accounts Code.
- ❖ Correspondence relating to the administration of the College.

- ❖ Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- ❖ Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- ❖ Supervision of College and University Examinations, setting of question papers, for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- ❖ Assessing reports of teachers and maintenance of Service Books.
- ❖ Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.
- ❖ Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- ❖ Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- ❖ Safe-guard the interests of teachers/non-teaching staff members and the Management.
- ❖ Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

#### **2.2.1 College Principal should:**

- ❖ Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- ❖ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- ❖ Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- ❖ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- ❖ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- ❖ Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
- ❖ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ❖ Participate in extension, co-curricular and extra-curricular activities, including the community service;
- ❖ Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

#### **2.2.2 General Responsibilities:**

- ❖ Be a member of the University Management Team;

- ❖ Chair the College Executive Management Committee and member of College Development Committee (CDC);
- ❖ Promotes and develop good governance within the College compatible with and supportive of overall University governance structures and policies;
- ❖ Leads the strategic development of the College in line with UGC's Strategic Plan;
- ❖ Manages the College budget;
- ❖ Work with academic units to represent the College to external stakeholders;
- ❖ Lead initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College;
- ❖ Lead initiatives across constituent academic units to enhance the experience of staff, students and alumni;
- ❖ Work with Heads of other Colleges to develop inter-College initiatives in research and teaching
- ❖ Diversifies the income stream of the College away from traditional sources;
- ❖ Support the enhancement of research and research centres and institutes within the College and across Colleges.

#### **2.2.2.1 Detailed Responsibilities of Principal:**

- ❖ The Head of College shall be responsible for the management of the College.
- ❖ S/he shall be the executive officer of the College,
- ❖ Shall provide leadership for the College in a collegial manner, and shall work in collaboration with other Heads of College.

#### **2.2.2.2 Reporting Responsibilities:**

- ❖ The Principal will report to the Chairman in relation to devolved budgetary accountability and to the Finance Officer and Vice Chairman Academic on a day to day basis in relation to academic related, administrative and management issues;
- ❖ The Principal will work closely with other members of the College Management Team in relation to their areas of responsibility. The Principal Statute also provides that the Principal of College shall report at least annually to the Chairman on the performance and accounts of the College, which report shall be made available to College members.

#### **2.2.2.3 Research Responsibilities:**

- ❖ Liaising closely with the Vice Principal for research and Innovation in developing College research strategy in keeping with overall College research strategy.
- ❖ Coordinating the development and implementation of a research strategy for the College and ensuring that this is consistent with the University research strategy.
- ❖ Implementing UGC/University policy on research and innovation.
- ❖ Putting in place the necessary resources and infrastructure to facilitate successful research initiatives in collaboration with the other Institutes for Research and Innovation.
- ❖ Fostering collaboration within the College, across academic units and across Colleges and between institutions.
- ❖ In collaboration with the Technology Transfer, encouraging the development of College, intellectual property and its exploitation.

#### **2.2.2.4 Responsibilities in the Areas of Teaching, Learning and Evaluation:**

Working with the heads of academic units, the responsibilities of the Principal in relation to the development and enhancement of teaching and learning within the agreed college policies will include

- ❖ Liaising closely with CDC Members in developing College academic and teaching and learning strategy in keeping with overall College and Affiliating University strategy.
- ❖ Stimulating an on-going process of enhancement of the quality and standards of all teaching and learning activities.
- ❖ Ensuring the provision of management and support for all academic programmes within the remit of the College.
- ❖ Promoting best practice in the delivery of courses.
- ❖ Encouraging the development of strategic initiatives in teaching and learning and widening participation.

#### **2.2.2.5 Responsibilities of Financial and Budgetary Management:**

Each College comprises the academic and research units that are attached to it for the purpose of the allocation of resources. The responsibilities of the Principal in this area will include:

- ❖ Liaising closely with the Finance Officer of Institute in developing College financial strategy in keeping with overall Institute's financial strategy.
- ❖ Working with the Institute's Management Team to agree the College budget.
- ❖ Working with the College Accountant and the Executive Management Committee to manage the Grant and Non Grant College budget.
- ❖ Allocation of budgets to the academic units, and research centres/institutes within the College in a transparent manner in line with:
  - The strategic imperatives of the University and the College;
  - The principles of the Resource Allocation Model (RAM);
  - Key performance indicators.
- ❖ Diversifying the income stream of the College away from traditional sources.

#### **2.2.2.6 Planning and Administration Responsibilities:**

Working with the College Development Committee (CDC), the responsibilities of the Principal in the area will include:

- ❖ Leading the establishment, updating and delivery of the College Strategic Plan, in line with the Institute/University Strategic Plan.
- ❖ In collaboration with the relevant management officials, putting in place College level administrative supports and committees compatible with Institute/University structures and policies, to allow the College to function effectively by providing adequate support to the academic and research units.
- ❖ Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines.
- ❖ Compatible with Institute/University policies, developing and implementing a College strategy to recruit and retain the best academic, research, technical and administrative staff.
- ❖ Working with the Heads of academic and research units to ensure that effective management structures are in place for each unit.

#### **2.2.2.7 Student Related Responsibilities:**

In close collaboration with the relevant Management and CDC members, the responsibilities of the Principal in this area will include:

- ❖ Contributing to the development of national and international student recruitment initiatives to attract the highest quality students.
- ❖ Working within University-wide structures to establish, manage and enhance academic, welfare and pastoral support for student.
- ❖ Putting in place programmes to facilitate and encourage the national and international mobility of student.
- ❖ Implementation of University policy on equality and widening participation at the College level.
- ❖ Helping to ensure the quality of the overall student experience within the College.

#### **2.2.2.8 Staff Management and Development:**

- ❖ Liaising closely with the Management Council members and the HR Manager of strategic staffing issues.
- ❖ Orientation and guidance of staff in the understanding of their role and contribution to the College and the University.
- ❖ Effective planning and development review including the management of staff performance and performance reviews (API).
- ❖ Support for the professional development of all staff in the College.
- ❖ Implementation of the University's Performance Management Policy.
- ❖ Management of other human resource functions with the support and in consultation with the Human Resources Department - including but not limited to- recruitment, selection, induction, probation, administration, performance management and grievances.
- ❖ Ensuring that the duty of care owed to staff and students is exercised particularly in relation to the maintenance of a learning/working environment free from bullying, harassment or discriminatory practices.

### **2.3 Vice-Principal:**

#### **Responsibilities of Vice Principal of the College:**

- ❖ In absence of the principal and with his approval, the Vice-Principal shall look-after the affairs of all the meetings.
- ❖ In absence of the Principal, he shall discharge his duties and responsibilities.
- ❖ To advice properly in order to expedite the academic activities of the College.
- ❖ To extend cooperation in all respect for the development of the College.
- ❖ To facilitate Student admission process
- ❖ To verify the course contents of each faculty member.
- ❖ To extend guidance for Student projects.
- ❖ To elaborate the procedure for supporting faculty members for attending the programs.
- ❖ To extend help in improving competencies of individual staff member.
- ❖ Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands on Training etc., on the corresponding field/area being organized at other Institutes and informing the faculty for their participation.
- ❖ To help in Organizing FDP, Seminar, Workshop etc.



- ❖ To extend support to faculty members for attending FDP, seminar, workshop etc in other institutions.

#### **2.4 Academic and Examination Supervisor:**

As per the guidelines given by MGV, the Academic and Examination Supervisor shall look-after the academic and examination affairs in the college. The responsibilities of the Academic and Examination Supervisor are as follows:

- ❖ To observe all the academic activities of the college.
- ❖ To assist the Vice-Principal to advice properly in order to expedite the academic activities of the College.
- ❖ To record the academic activities of the college and report the same to higher authorities as and when required.
- ❖ To assist in smooth functioning of all examination work including internal and university examinations.
- ❖ To provide information and instructions to College Examination Officer as and when required.
- ❖ To extend cooperation in all respect for the development of the College.
- ❖ To facilitate the students in online admission process and online examination form submission.
- ❖ To motivate the faculty members for preparation of E-content, course content, etc.
- ❖ To verify the course contents of each faculty member.
- ❖ To collect the annual and semester examination Result Analysis from the Head of the Departments.
- ❖ To extend help in improving competencies of individual staff member.
- ❖ To assist the Vice-Principal in Organizing FDP, Seminar, Workshop etc.
- ❖ To work as a coordinator between faculty and college authorities for attending FDP, seminar, workshop etc. in other institutions.

#### **2.5 NAAC Coordinator:**

The role of the coordinator of the NAAC of the College is mediator between NAAC, and the college. The responsibilities of the NAAC Coordinator are as follows:

- ❖ Should always be in contact with the concern NAAC, Bangalore as well as MGV NAAC Chairman, and carry out the NAAC work of the college.
- ❖ To get the information from NAAC, Bangalore as well as MGV NAAC Chairman and convey the same to college members.
- ❖ To prepare a team for collecting the criteria wise information from the various departments of the college.
- ❖ To assist in preparation of AQAR and Self Study Report of the college.
- ❖ To make contact with the NAAC Peer Team Chairman and Members.
- ❖ To inform the higher authorities (Principal, Vice-Principal) regarding the NAAC Peer Team visit.
- ❖ To prepare a detailed plan of NAAC Peer Team visit.
- ❖ To make necessary arrangement of NAAC Peer Team visit to college
- ❖ To submit the AQAR and SSR in prescribed time and submit the necessary fees.



- ❖ To maintain the records of MGVS NAAC Team Visits and fulfill the queries in due course of time.

## **2.6 IQAC Coordinator:**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

- ❖ To coordinate the dissemination of information on various quality parameters of higher education
- ❖ To coordinate the documentation of the various programmes / activities leading to quality improvement
- ❖ To coordinate the quality-related activities of the institution
- ❖ To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- ❖ To coordinate the timely and efficient execution of the decisions of IQAC committee.

### **2.6.1 IQAC shall evolve mechanisms and procedures for**

- ❖ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- ❖ The relevance and quality of academic and research programmes;
- ❖ Equitable access to and affordability of academic programmes for various sections of society;
- ❖ Optimization and integration of modern methods of teaching and learning;
- ❖ The credibility of evaluation procedures;
- ❖ Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- ❖ Sharing of research findings and networking with other institutions in India and abroad.

### **2.6.2 Functions of the IQAC are:**

Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

- ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- ❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- ❖ Dissemination of information on various quality parameters of higher education;
- ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- ❖ Documentation of the various programmes/activities leading to quality improvement;
- ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

- ❖ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- ❖ Development of Quality Culture in the institution;
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **2.7 College Examination Officer (CEO):**

College Examination Officer is an important statutory post formed applying the university guidelines. All sorts of examinations in the college will be governed by the CEO. The Responsibilities of the CEO are as follows:

- ❖ CEO should work as Custodian and should accept the duties of the same.
- ❖ Should always be in contact with the concern university departments and carry out the examination work.
- ❖ To follow all instructions given by the university examination department, maintain the records of the communications and carry out the work in prescribed time.
- ❖ To provide the necessary information and guidance to concerned authorities for conduct of examination.
- ❖ To assist and provide information to the students regarding all examination processes.
- ❖ To collect the information of students such as Name, Address, Contact no., email, etc. and maintain the records of the same. Should collect the information of Teaching and Non-Teaching Staff and maintain the records of the same.
- ❖ To make arrangements and follow ups for getting advance funds from university for conduction examination and submit the audited statements of the examination bills in prescribed time period.
- ❖ To report the Academic and Examination Supervisor and Higher Authorities before and after each session of examination.
- ❖ To inform the higher authorities and the university regarding the malpractices and misconducts during examination in due course of time.
- ❖ To accept the stationary delivered by the university, maintain it and use it as and when required for examination purpose only and provide the utilization of the same to the university and higher authorities.
- ❖ To prepare a requirements for the examination work and produce it to the higher authorities.
- ❖ To take care of smooth functioning of theory examinations (Internal, Term End and University) and practical examinations (Internal, Term End and University).
- ❖ To prepare an Internal and Term End Examination Time Table taking help of examination committee members.
- ❖ To follow all the instructions given by the Controller of Examination and the higher authorities.
- ❖ To send the invitation letters to the paper-setters, moderators for Examinations conducted by the college such as First Year Examinations.
- ❖ To make the arrangement for appointments of Internal Senior Supervisors, Junior Supervisors, Examiners, Assistant Senior Supervisor, etc.

## **2. 8 Head of the Department:**

- ❖ The Head shall be appointed by the Principal in the manner as prescribed in University Statutes and shall be working directly under superintendence, direction and the control of the Principal.
- ❖ He shall be Chairman of the Departmental Committee.
- ❖ He shall supervise and control the working of the teachers and the employees working in the Department.
- ❖ He shall review the Self Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal while the former Head of the Department shall submit his Self Assessment Report and or the Confidential Reports directly to the Principal.
- ❖ He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year. 6. He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
- ❖ He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
- ❖ He shall be the Chairman of admission committee for various programs of the Department as per the procedure laid down by the University/College, from time to time.
- ❖ He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the College authorities for consideration.
- ❖ He shall monitor the purchase of equipments, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the Institute.
- ❖ He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
- ❖ He shall assist the College in the smooth conduct of the College and University Examinations.
- ❖ He shall perform such other duties and responsibilities as may be assigned to him/her by the Principal, from time to time.

## **2.9 Faculty:**

- ❖ 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. The Institute Authority shall give the teacher every possible opportunity to do so.
- ❖ The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University and College examinations etc. and shall encourage pursuit of learning in the students.
- ❖ The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Principal/Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

- ❖ The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University/Institute and shall ensure the interest of the University/Institute. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- ❖ In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University/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/Head.
- ❖ A teacher shall help the University authorities to enforce and maintain discipline and good habits among the students.
- ❖ A teacher shall assist the University in smooth conduct of the College and University Examinations.

## **2. 10 Director Physical Education and Sports:**

Director Physical Education and Sports should:

- ❖ Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
- ❖ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ❖ Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ❖ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

## **2. 11 Librarian:**

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind.

### **Responsibilities of Librarian are as follows:**

- ❖ To select, develop, catalogue and classify library resources
- ❖ To answer/To fulfil the queries/enquiries raised/asked by the readers.
- ❖ To use digital library systems and specialist computer applications
- ❖ To manage the staff, including training and/or supervisory duties
- ❖ To liaising with departmental academic staff, external organizations and suppliers.
- ❖ To ensure that library services meet the needs of particular groups of users (e.g. staff, postgraduate students, disabled students).
- ❖ To manage the annual budgets and required resources of the library.
- ❖ To support independent research and learning
- ❖ To develop IT facilities for optimum utilization of library resources.
- ❖ To assist readers to use computer equipment, conduct literature searches etc.
- ❖ To promote the library's resources to users
- ❖ To provide information of library resources to higher authorities as and when required.
- ❖ To prepare an annual budget of library.

- ❖ To purchase new resources of library.
- ❖ To get the membership of recognized institution such as NLIST, INFLIBNET, DELNET etc.

### **2.12 Registrar/Office Superintendent (OS):**

- ❖ An even allocation of work amongst the staff under them with the approval of higher authorities if required.
- ❖ Maintenance of discipline amongst the staff in their section.
- ❖ He is responsible to open the files, maintain them, write note on cases allotted to them, prepare draft replies, memorandum, statements, prepare bills, data entry in computers if required.
- ❖ Maintenance of Service Books, employee's Personal files, Pay Fixation Cases and issues etc. and ensure prompt disposal of issues brought up for consideration.
- ❖ Calculation of Income Tax and processing of Form No. 16 entries.
- ❖ Strict observance of the instructions contained in the Government Resolutions (GR)/circulars/codes/manuals /office orders etc. including prompt submission of periodical statements.
- ❖ Look for punctuality in attendance by the staff, maintenance of leave record.
- ❖ Weeding out of old and unwanted papers/documents in the section.
- ❖ Any other work assigned by senior officials.
- ❖ Apart from that OS are authorized and or expected to take action on routine matters like RTI, sending reminders, interim replies, issuing acknowledgements and other intermediate disposals.
- ❖ They are also authorized to issue memorandums/internal notes of quite routine nature.
- ❖ Execute any other work assigned by Principal and senior officials.
- ❖ While working as in-charge of the section they will be responsible for the duties as assigned by Principal of the College.

### **2.13 Accountant:**

- ❖ Examining bank statements and reconciling them with general ledger entries.
- ❖ Examining expenses submitted by employees.
- ❖ Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable.
- ❖ Creating College financial reports with the above information included.
- ❖ Analysing data collected in order to determine the state of the College's financial condition.
- ❖ Analysing data to understand where the College is generating and losing revenue.
- ❖ Examining the proficiency of the software programs used to organise data.
- ❖ Generating financial reports that display the College's profits, equity and cash flow.
- ❖ The accountant shall supervise, control and regulate the working of the Accounts and Audit Sections of the College.

### **2.14 Head Clerk:**

Head Clerks are required to perform the tasks similar to those performed by Office Superintendents. But cases handle by them are less complex & important but more routine in nature. Also execute any other work assigned by senior officials.

### **2.15 Senior Clerk:**

Senior Clerks are required to perform the tasks similar to those performed by OS/Head Clerk. But cases handle by them are less complex & important but more routine in nature. Also execute any other work assigned by senior officials.

### **2. 16 Junior Clerk:**

- ❖ Junior Clerks are responsible for registration and diarisation of papers coming to the section, maintenance of the various registers in the section, typing and proof-reading of such material as assigned to them by the section in-charge/OS or other supervisory staff.
- ❖ Preparation of various periodical statement and returns to be furnished by the section to other sections or offices.
- ❖ Ensuring dispatch of outgoing letter and files of the section.
- ❖ Indexing and recording work, preparation and submission of simple notes and drafts under the guidance of the section In-charges/OS.
- ❖ They may also deal some specific subjects from against those allocated to the sections.
- ❖ However, subjects handled by them are less complex & important.
- ❖ In case they deal the subjects, they will be assigned as allotted to senior clerks. Also execute any other work assigned by senior officials.

### **2.17 Laboratory Assistant:**

- ❖ To assist students and teachers in conducting practical and experiments.
- ❖ To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
- ❖ To assist them in charge of Laboratory in purchase and procurement of laboratory materials.
- ❖ To supervise the work of laboratory attendants working under him.
- ❖ To assist them in charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- ❖ To report about breakages/losses in laboratory, to his superiors.
- ❖ To report to In charge of laboratory about misbehaviours inside the laboratory.
- ❖ To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- ❖ To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

### **2.18 Laboratory Attendant:**

- ❖ To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
- ❖ To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
- ❖ To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.



- ❖ To render physical assistance to students and teachers in conducting practical and experiments.
- ❖ To report about loss of laboratory equipment and other materials to his superiors.
- ❖ To open and to lock cupboards, doors, windows and gates of laboratory.
- ❖ To attend to delivery of letters connected with laboratory and its staff.
- ❖ To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In charge of the Laboratory?

## **2. 19 Peon:**

- ❖ He should come to office/College not later than 08:00 A.M.
- ❖ As soon as he comes to office, he should open the windows unless there are instructions to the contrary. He should dust the office tables, chairs, almeries, windows, book-shelves, file cabinets and other furniture and keep the office rooms clean and tidy.
- ❖ He should remove all waste papers etc. for disposal as directed by the officer or the Office Superintendent of the College/Department concerned.
- ❖ If he is attached to any Department/Faculty-
  - He should keep cleaning the department/cabin/room, the pencils sharpened, the ink pots filled and put other articles like pin-cushion, blotting paper holder, pen scissors, eraser, clips, etc. in their proper places;
  - He should keep slips of paper within easy reach inside the department/room for use of his Head/faculty and outside for use of the public.
- ❖ He must not leave office until all in all faculty have left. If he is attached to a Department, he should not leave before the HoD/Faculty has left. If he has to go early, he must take prior permission of his HoD or of the Office Superintendent of the College to whom he is attached.
- ❖ Before leaving College/Department/Office he should switch off all lights, fans and heater, if any, and close the windows.
- ❖ He should fill up the water jug/glass for use of the staff, if so required.
- ❖ He should assist in any office work as may be required of him.
- ❖ He should have a general idea about the arrangement for receipt of local and outside dak/post.
- ❖ He should know the priority involved in the movement of papers marked 'Urgent' 'Immediate' and 'Priority' and act accordingly.
- ❖ He should know the location of –
  - Departments and Branches and other important offices such as of Heads of Departments, Central Government Offices, State Government Offices, Banks, Post Office, Police Stations, Hospitals and companies.
  - Residences of high ranking Government officers.
- ❖ He should know the working hours of local Post Offices, Treasury and Banks.
- ❖ He must avoid personal work when he is sent out on official work.
- ❖ He should know the description of stationery articles and various kinds of form used in the office.
- ❖ He should be polite and respectful toward all Faculty and staff.
- ❖ He should be very courteous and helpful toward members of the public visiting the College.
- ❖ He must always come to College/office in uniform, which should be clean, and his appearance should be neat and tidy.

### **2.20 Sweepers:**

- ❖ Sweeping and cleaning the Laboratories, washrooms, floors in the building and college premises and any other office work related to cleaning as assigned by the office.
- ❖ Any other work as may be assigned to him by the concerned officer from time to time.
- ❖ The duties of the above cadres shall be as assigned by the concerned head of the department from time to time.

### **Non-teaching staff working in the Colleges:**

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the college from time to time. The Principal assign duties to the employees in respect of conduct of examination/admissions etc., during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.



## CHAPTER 3

### POLICIES

**Grievance College Policy** ([http://www.unipune.ac.in/administration\\_files/grievances.htm](http://www.unipune.ac.in/administration_files/grievances.htm))  
(including memos, punishment, redressal)

A grievance redressal Committee is to be set up and in station to address the grievances of the students. The grievance redressal committee will consist of staff members and principal. The Committee will be a permanent arrangement for in-house investigation to handle grievances of the students. The Chairperson of the Committee will be appointed by the Principal and the CDC Chairman.

Any students who feels that he/she is unjustly treated in by the peer group or by a staff may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.

The first step in grievance redressal shall be a verbal report thereafter, he/she should in all cases submit a complaint in writing, to the committee, and the action is taken by the committee.

Further, If the students who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Principal and CDC for redressal. This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled within the college as if within a family.

#### Grievance Committee

Name	Designation	
Prof. Kavita K. Bhoye	Chairperson	
Dr. Poonam sonwane	Member (Legal Advisor)	
Miss. Shreya Bhargave-Deore	Member (NGO)	
Dr. Smita S. Harane	Member	
Dr. Agens J. Kharat	Member	
Miss. Sarika Kumavt	Member	

### 3.1 Guidelines for the Grievance Committee

#### 3.1.1 Scope:

- ❖ The Grievance Committee shall consider individual grievances of any nature of the students.

- ❖ The Grievance Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one student.

### **3.1.2 Procedure, Periodicity and Attendance at meetings:**

- ❖ The Grievance Committee will meet at least once a month. However, if necessary, it may meet more frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- ❖ At least three members of the Grievance Committee shall be present in a meeting.
- ❖ If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the meeting.
- ❖ If the aggrieved person happens to be a member of the grievance committee, then he shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

### **3.1.3 Terms of Reference:**

- ❖ The Grievance Committee shall consider all grievances submitted in writing by the students.
- ❖ The Grievance Committee shall have access to all files confidential.
- ❖ In case of any difficulties, the Grievance Committee shall have discussion with the principal before a decision is taken.
- ❖ The Principal as far as possible shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the college.
- ❖ The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month)

#### **The following steps are to be followed with regards to all disciplinary actions:**

- **Verbal Warning:** For a minor offence, a verbal warning will be issued in a formal meeting to the student.
- **Written Warning (Memo):** If the administration has sufficient grounds to believe that verbal warnings are not sufficient then the Principal issue written warning specifying charges and asking the student to show cause notice why disciplinary action may not be initiated against you.
- If the reply of the student is found unsatisfactory then the strict action like restrict from

the college.

### 3.2 Zero-Tolerance Policy towards Sexual Harassment.

( <https://legislative.gov.in/sites/default/files/A2013-14.pdf> )

( <https://legislative.gov.in/list-acts-2013> )

Sexual misconduct will be met with a strict disciplinary action. The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The act provides Protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or Incidental thereto.

**The guidelines explicitly state the following:** “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps required.” educational institutions are also bound by the Supreme Court’s directive of 1997 and the 2013 Act. As directed by the act college has constituted a Committee called Women’s Grievance Redressal”.

#### 3.2.1 Objectives:

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women in college .
- To evolve a permanent mechanism for the prevention and Redressal of sexual Harassment cases and other acts of gender- based violence at the college.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

#### 3.2.2 The Definition of Sexual Harassment:

❖ According to The Sexual Harassment of Women at The Workplace (Prevention,

Prohibition and Redressal) Act 2013, sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances; or
  - A demand or request for sexual favours; or
  - Making sexually coloured remarks; or
  - Showing pornography; or
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- ❖ Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behaviour):
- ❖ When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
  - ❖ When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
  - ❖ Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
  - ❖ When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
  - ❖ When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
  - ❖ When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
  - ❖ Teaching activities or explanation of various issues related to fertility, reproductive health

and other research topics in a scientific manner will not be considered as harassment.

### 3.3 Constitution of the Internal Committee

The college has a duly constituted anti sexual harassment cell which follows the UGC norms ([https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition\\_1.pdf](https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition_1.pdf)) ([https://www.ugc.ac.in/pdfnews/7203627\\_UGC\\_regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf))

#### Vishakha Samiti (ICC)

Name	Designation	
Dr. Agnes Kharat	Chairperson	
Dr. Poonam sonwane	Member (Legal Advisor)	
Miss. Shreya Bhargave	Member (NGO)	
Dr. Smita Harane	Member	
Prof. Kavita Bhoje	Member	

The Committee shall consist of members, who shall be appointed by the General secretary as under, namely:

- ❖ A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.
- ❖ Two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- ❖ One member from amongst non teaching staff or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- ❖ The term of each member shall be of three years. The previous committee members will continue till the new committee is constituted at the end of the year term or as decided by General Secretary.
- ❖ Provided that at least one-half of the total Member so nominated shall be women. In case a senior level woman employee is not available, the Presiding Officer shall be nominated from other units or administrative units of the workplace.

### 3.4 Statutory Status:

The Internal Committee to Prevent Sexual Harassment of Women at the Workplace is empowered to carry out the mandate of the policy and has statutory power as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

- ❖ Summoning and enforcing the attendance of any person (Complainant/ Complainee /Witness) and examining him/her on OATH and recording the statements
- ❖ Requiring the discovery and production of valid Documents
- ❖ Any other matter which may be prescribed

### **3.5 Power and Duties of the Committee:**

The committee is NOT to act as moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non- consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a “victim” or “accused” should dress up or behave) affect their functioning as members of the committee. File a written complaint to the members in the committee or write an email- principalsurgana@ymail.com

### **3.6 Grooming and Dress Code Policy**

Dress Code & Personal Appearance: ( <https://www.mgv.org.in/profile.php>)

College doesn't have its own dress code policy but we are following the dress code policy given by the Mahatma Gandhi Vidyamandir.

#### **3.6.1 Purpose**

To provide guidelines for all teaching and non teaching staff members

#### **3.6.2 Scope**

All teaching and non teaching employees and not for students.

#### **3.6.3 Policy Statement**

This policy is designed to guide employees on the required standards of dress and appearance. Employees must always maintain an appropriate standard of dress and personal appearance at work and conduct themselves in a professional manner within the college campus. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy.

#### **3.6.4 Policy**

All employees are required to be neat, clean and tidy and of smart appearance in a way to

present themselves at all times in accordance with their professional status and dress in a manner appropriate to their role. common dress code policy is followed by all the staff members in the college campus.

#### **3.6.4 Policy elements**

These dress code rules always apply:

All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.

All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed except during sports events or events outlined by HR Dept.

All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.

All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.

Employees must avoid clothes with stamps/pins/stickers that are offensive or inappropriate.

Wearing a clean mask during the Covid19 pandemic period is compulsory and the mask is to be worn always except while eating or drinking tea/water. The mask should not be dirty or torn.

#### **3.6.5 Employees who are required to wear a uniform**

Non teaching staff are required to wear a uniform must ensure that they do so during working hours, Uniforms must always be clean and ironed and worn in a presentable fashion. The uniforms issued must not be altered in any way without the principal's permission.

#### **3.6.6 Employees who are required to wear protective clothing and equipment**

Employees who occupy roles that require protective/safety clothing or footwear are obliged to wear this clothing while carrying out their duties as required by law or by the college's rules. In addition, any employee whose job involves working with chemicals must keep his/her hair either short or tied back and must not wear any Jeweler other than a wedding ring and only wear minimal make-up. Wearing nail varnish and perfume is not permitted. These rules are in place for safety/hygiene reasons.

#### **3.6.7 Certain items that are not permitted at work are:**

Items of denim clothing, colored jeans Dirty/frayed/torn uniform / clothing

Loose bell bottom type pants or Palazzo Salwar. Tight fitting dresses Shorts, Hoodies (unless as part of a uniform); Sports clothing, for example tracksuits and sports shirts except for events

where specifically mentioned Slippers / High Heels / Flip-flops / Sandals — these are not permitted in Trust office or in classrooms, except in cases of injury to your body, in which case you must take prior medical permission from your supervisor. Clothing that displays slogans or symbols especially those that could cause offence Jewellery and make-up — Keep them simple. Excessive amount of jewellery and/or make-up distract. They are not suited for the classroom.

Clothing or jewellery that could present a health and safety risk. Big Ornaments like big earrings or big nose rings are to be avoided during office hours. Tattoos are to be kept covered during working hours.

### **3.6.8 Disciplinary Consequences**

Any employee who disregards these rules will be subject to disciplinary action; it is anticipated, however, that minor breaches of the policy will be dealt with as informally as possible only once in a month. In serious cases, where an employee's appearance is, in the college view, unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of his/her absence from work. Employees may face more severe consequences up to and including termination, if their appearance causes irreparable damage, like loss of image in front of parents they repeatedly violate the dress code of the college.

### **3.6.9 Casual Fridays**

The trust will designate Friday as the day of the week when employees may dress more informally than the normal day-to-day uniform or business attire. This provision applies only to employees who have no parents or customer contact. On these days, employees can wear formal coloured clothing but only with shoes for Males and Ballet Shoes/ sandals for Females. Chappal/High Heels will not be permitted.

### **3.6.10 Formal business attire for /Trustee/ Director/ CEO**

To present a professional, business like image to parents, visitors, customers and the public, all Trustees, Directors and CEO will always wear formal business attire / Safari Suit / Nehru Jacket / Blazer. Saree/Salwar with Blazer. No casual clothing or casual shoes is allowable.

### **3.6.11 Formal Business attire for Principal**

Since there is a formal interaction with students, parents and Public in schools and



colleges, the formal attire for all Directors / Principals / Headmasters in the School / College premises will be formal business attire Blazer / Saree or Salwar with blazer. No Casual clothing or Casual shoes is allowable. Tie for male Director / Principals will be mandatory during events. Headmasters can wear Nehru jacket or blazer with formal dress.

### **3.7 Public Relation and Information Security Policy**

(<https://www.mgv.org.in/profile.php>)

#### **3.7.1 Our Mission**

##### **Introduction**

College aims to establish strong working relationships with a wide range of media and recognizes the role they play in disseminating information to the public and our communities. The media continues to play a crucial role in generating awareness of and building the reputation of The College, our academies, our achievements and objectives.

This policy applies to all members of the organization and includes all staff, contracted or temporary, and sets out the context in which they should carry out communications via the media.

##### **Purpose**

To ensure a continued professional relationship with the media and therefore the public, it is vital that we present a clear and consistent image of college and our staff. All the information originating from us must be factually accurate, complete and reflect the mission, vision and official position of the organisation always. It is also important to ensure that information is released to the media in a timely manner. The way that we are portrayed in the media could have a significant influence on the public perception of the organisation, so it is vital to continue to build strong relationships across all types of key media (regional, state and national). It should be noted that any news distributed via our official PR channels, including but not restricted to social media, The college ,academy websites, newsletters and printed information, should follow the same principles as those outlined in this document.

The purpose of this PR policy is to:

- Establish and maintain positive communications with the public and our stakeholders, via the media, to promote a greater understanding of our ethos, mission and values
- Encourage the public via the media to relate to us as a leading multi- academy trust (MAT) by showcasing what makes us unique and different to other MATs and academy sponsors
- Outline the ways in which we deliver services and objectives to provide the very best

education for all pupils and the highest level of support for our staff

- Illustrate the ways in which we and our academies are working to the benefit of local communities.

### **3.7.2 Press releases**

To celebrate foundation day of the organization (Adivasi Seva Samiti and Mahatma Gandhi Vidyamandir). Also, to write an article about the social work of the organization in the anniversary newspaper in this regard and publicize various events of the anniversary.

The purpose of a press release is to promote our achievements, objectives, services and to enhance the reputation of The college and our academies. All press releases sent out to the media must be written in line with this policy and our PR guidelines. All information supplied to external media, must be entirely factually accurate and not to the detriment of any individual, organisation, institution, governing body or political party. To publicize all the activities of the college. Publicity of debates, speeches, sports competition, placement, NSS camps, blood donation camps, inaugurations, national, state level, seminars as well as important decisions.

### **3.7.3 Good communication**

Good communication is the responsibility of all staff. Principal should keep The PR Team/relevant member of academy staff informed about any items which could be used to generate positive news stories. All press releases must follow the process outlined in the college PR guidelines. The PR implications of all activities should be considered and reviewed on a regular basis and advice sought from the PR Team in the case of any queries. To act as a medium of communication between staff, alumni members and students. Presenting New Year, Diwali, birthday greetings (flowers) to maintain good relations with the concerned departments or their chief officers.

### **3.7.4 Filming and photography**

We need and welcome publicity to promote the positive image of The College and our academies. Photographs and video are a key element to publicity and to building a meaningful reputation of our organization and the work that we do. We recognize that we must use images in a responsible way that is also compliant with MGVS's Data Protection and E-Safety policies as well as national legislation. Images should only be used for legitimate and lawful purposes, such as education, and images should be stored in a secure place. Photographs and videos are kept in

the consult department. Consent should be obtained if images are to be published on the internet or used for commercial purposes. Each academy should have a photo/image consent form including clear rules on how and when pictures can be taken and published. Specific details of children appearing in photos should not be shared without considering the potential for misuse. Keep personal information to a minimum. Consider the human rights of individuals, especially their right to privacy. Consider where they are, what they are doing and whether they have an expectation of privacy. Privacy notices should be used to inform people that photography or filming is taking place at events. It should describe what the images will be used for.

### **3.7.5 Social media use policy & Guidelines for faculty, staff and students**

#### **Purpose**

This policy has been created to assist the faculty, staff and students of the MGV's ASC College, Surgana with identifying and avoiding possible issues. This policy is not intended for internet activities that do not associate or identify a faculty, staff member, student employee or student organizations with the MGV's ASC College, Surgana, do not use MGV's ASC College, Surgana email addresses, do not discuss the MGV's ASC College, Surgana and are purely about personal matters.

#### **Policy Philosophy**

These guidelines are intended to assist MGV Trust faculty, staff, and students who create, manage, or utilize social media presences as representatives of the MGV Trust. These guidelines apply regardless of one's status as an individual professional, on behalf of academic or administrative departments, or as a student representing college student organizations.

#### **Process**

**Definitions:** Users are any faculty, staff, or students utilizing social media platforms.

Social Media Platforms are technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn, and YouTube. Because of the emerging nature of social media platforms, this list is not intended to be exhaustive of all platforms available. These policies apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content. There can be no official MGV's ASC College, Surgana sites or pages on YouTube, Facebook, Twitter, etc. unless they are developed or authorized by the PR department. Any sites or pages existing without prior authorization as required above will be subject to review when

discovered and may be amended or removed.

1. Content Owners are responsible for posting and using content and maintaining compliance with regulations and MGV's ASC College, Surgana policies concerning privacy, security, human services.
2. Content Owners are responsible for monitoring and maintaining web content as follows:
3. Content is current and accurate.
4. Content Owners engage in communications that are acceptable to the MGV's ASC College, Surgana workplace and respect copyrights and disclosures.
5. Proprietary financial, intellectual property, patient care or similar sensitive or private content may not be revealed.
6. Content Owners are responsible for gaining the expressed consent of all involved parties for the right to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork and advertisements whether those rights are purchased or obtained without compensation.
7. Content Owners are responsible for constantly monitoring postings and comments to social media sites, and for deleting postings that do not adhere to our policies.

#### **General Guidelines for Online Professional or Personal Social Media Activity**

Online social media allows MGV's ASC College, Surgana faculty, staff, and students to engage in professional and personal conversations. These guidelines apply to faculty, staff and students who identify themselves with the MGV's ASC College, Surgana and/or use their MGV's ASC College, Surgana email address in social media platforms such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as open social platforms.

By posting a comment or other material to MGV's ASC College, Surgana -sponsored sites, users give the MGV's ASC College, Surgana the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content provided, which includes using the submissions for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing submissions. The MGV's ASC College, Surgana reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

The MGV's ASC College, Surgana further reserves the right to, in its sole discretion, reject or remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise

irrelevant will not be posted. Due to the sheer volume or appropriateness, the MGV's ASC College, Surgana will not respond to every posting, especially those that address individual medical issues.

**Faculty, Staff or Students who utilize MGV's ASC College, Surgana sponsored sites must follow these guidelines:**

- ❖ **Do No Harm.** All Users must ensure that their internet social networking does no harm to the MGV's ASC College, Surgana or to themselves whether navigating those networks on the job or off.
- ❖ **Personal Responsibility.** Users are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will be public for a long time protect your privacy. In addition, Users are responsible for what they post on their own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by courts). Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- ❖ **Comply with Regulations.** Users must follow the same MGV's ASC College, Surgana policies concerning general civil behavior guidelines cited above for Content Owners including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content.
- ❖ **Identify your Affiliation.** If users identify themselves as a member of the MGV's ASC College, Surgana community in any online forum and/or use their MGV's ASC College, Surgana email address, they must make it clear that they are not speaking for the MGV's ASC College, Surgana, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of the MGV's ASC College, Surgana.
- ❖ **Maintain Transparency.** The line between professional and personal business is sometimes blurred. Therefore, users must be thoughtful about a posting's content and potential audiences. Users must also be honest about their identity.
- ❖ **Be Thoughtful.** Users must be thoughtful about how they present themselves as MGV's ASC College, Surgana faculty, staff or student in online networks. By virtue of self-identifying as part of the MGV's ASC College, Surgana in such a network, users connect themselves to, and reflect upon, MGV's ASC College, Surgana colleagues and staff.
- ❖ **Conflict of Interest.** If someone or some group offers to pay Users for participating in an

online forum in their MGVS ASC College, Surgana role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and MGVS ASC College, Surgana policies and guidelines apply.

- ❖ **Job Postings.** Job postings follow MGVS ASC College, Surgana established processes.
- ❖ **Relationships.** Users should consider carefully assess the implications of "friending", "linking", "following" or accepting such a request from another person. For example, there is a potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, doctor-patient, supervisor- subordinate or staff-student merit close consideration of the implications and the nature of the social interaction.
- ❖ **MGVS ASC College, Surgana Resources.** Faculty and staff should respect MGVS ASC College, Surgana time and property. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Faculty and staff should participate in personal social media conversations on their own time.

### **Guidelines for Personal Social Media Activity**

Faculty and staff are encouraged to share MGVS ASC College, Surgana news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the MGVS ASC College, Surgana and build community. As stated above, when you might be perceived online as an agent of the MGVS ASC College, Surgana, you need to make sure it is clear to the audience that you are not representing the position of the MGVS ASC College, Surgana or MGVS ASC College, Surgana policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as MGVS ASC College, Surgana agent/expert versus opinion of a person, they are good to keep in mind for all social media interactions. When posting to a social media site you should:

**Be authentic.** Be honest about your identity. In personal posts, you may identify yourself as MGVS ASC College, Surgana faculty or staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of the MGVS ASC College, Surgana. If you identify yourself as a member of the MGVS ASC College, Surgana community, ensure your profile and related content are consistent with how you wish to present yourself to your colleagues.

**Use a Disclaimer.** If you publish content to any website outside of the MGVS ASC College, Surgana and it has something to do with the work you do or subjects associated with the MGVS



ASC College, Surgana, use a disclaimer such as this: "The postings on this site are my own and do not represent the MGVS ASC College, Surgana positions, strategies or opinions."

**Don't Use the MGVS ASC College, Surgana Names or Logos or Make Endorsements.** Do not use the MGVS ASC College, Surgana signature block, academic logo, athletic logo or any other MGVS ASC College, Surgana marks or images on your personal online sites where you are making a profit or advocating a cause or agenda not approved and endorsed by the MGVS ASC College, Surgana. Do not use the MGVS ASC College, Surgana name or logo to promote or endorse any product, cause, political party or candidate, personal opinions, or non- MGVS ASC College, Surgana services.

- ❖ **Take the High Ground.** If you identify your affiliation with the MGVS ASC College, Surgana in your comments, readers may associate you with the MGVS ASC College, Surgana, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly. Don't pick fights online.
- ❖ **Don't Use Pseudonyms.** Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- ❖ **Protect Your Identity.** While you should be honest about yourself, don't provide personal information that scam artists or identity thieves could use. Don't list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.
- ❖ **Respect Your Audience.** Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the MGVS ASC College, Surgana community.
- ❖ **Breaches of Security**
  - ❖ For security and technical reasons, the MGVS ASC College, Surgana reserves the right to monitor, record and log all use of its information technology resources and activity on the MGVS ASC College, Surgana network. Any individual suspecting that there has been or is likely to be a breach of data security must inform their local IT department immediately. The IT department and MGVS ASC College, Surgana will advise the individual and their line manager on what action should be taken. The MGVS ASC College, Surgana reserves the right to take such action as it deems appropriate against individuals who breach the conditions of this policy. MGVS ASC College, Surgana staff, students, contractors, sub-contractors or agency staff who breach this policy may be subject to disciplinary action, including suspension and dismissal as provided for in the

MGV's ASC College, Surgana disciplinary procedures.

### 3.7.6 Other Policies

Additional services provided by Public Relation department include:

- Internal communication;
- Crisis management;
- Public information campaigns;
- Management of media and film rights; and
- Maintenance of social media accounts.

### 3.8 Recruitment Policy

College doesn't person shall be appointed to teaching posts we are following the guidelines given by M.G.V. Trust and prescribed by University Grants Commission/University form to time.

( [https://www.ugc.ac.in/pdfnews/4033931\\_UGCRegulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGCRegulation_min_Qualification_Jul2018.pdf) )

*\*Appendix-III*

### 3.9 Induction Policy

College has been organized 2 days orientation programme beginning of academic year for teachers. A personal file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate Biodata/Resume
2. Certificates of birth, education and medical fitness Written comments of reference, if any
3. Appointment letter / Contract letter
4. Joining Report
5. Job Description, Performance & Development Plan
6. Personal details of employees like permanent/current address/blood group
7. Relieving letter or experience certificate from the previous employer or last employer
8. Letters of annual salary revisions & copies of performance appraisal
9. Two colored passport size photograph
10. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.



11. Any other personal memos
12. Resignation / Contract termination letter
13. Claim Certificate
14. Any other information deemed appropriate by MGVS Trust.
15. Legal issue
16. PAN Card and Aadhar Card

All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. The HR team will co-ordinate the Induction Process. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Programme, on a need basis. The induction process may be phased over a few days so as not to disrupt the daily work of staff and those conducting the induction. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

- Explain the Vision, Mission and Guiding Principles of MGVS Trust
- Present briefly the key ideas of Catholic Teaching on Education
- Provide access for the new employee to read the policy documents such as HR TEAM Manual, Handbook, Gender/Emergency /environment Policies etc.
- Describe key office norms and policies, systems, manual of procedures etc.
- Review the job description with the employee
- Orientation on Performance Management System
- Clarification on reporting relationships with respect to supervisors and peers.
- Personal file

### **3.10 Time and Attendance Management Policy (Working Hours)**

- The office working hours are from 9:30 am to 5:30 pm five days a week from Monday to Friday and for Saturday 10 a.m. to 1:30 p.m.
- For Teaching staff working hours is from 8 a. m. to 1 p. m. for arts and commerce faculty and for science 11 a. m. to 4 p. m.
- College enjoys the right to shift to a different pattern for working days and working hours.
- Any change in the Class and Office timings shall be notified to the respective staff.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.

- All staff shall sign the attendance register and swipe their face reading / fingerprints at the biometric reader. Late comers must mark the time of arrival in the late attendance register while signing into the college. At the end of the week, Assistant Administrator or any other authorized person is to adjust late arrival adequately to casual leave.
- Late Attendance with Permission: The request for permission in writing shall be submitted to the Principal through the concerned HOD on the previous day itself and shall be availed only after getting prior approval from the Principal. In these cases, while closing the attendance, office will mark P” against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance. The individual will also indicate whether prior permission has been obtained from the Principal. However, the veracity will be verified by the office.
- The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.
- Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register.
- If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.
- In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.
- It is the responsibility of each employee to ensure that his /her attendance sheets are marked up to date/complete, all due reports for the month have been submitted and leave records, if any for the month, are also up to date to facilitate preparation and payment of their monthly salary in time.
- A staff member shall not leave the workplace earlier than the prescribed working hours. If, for any unavoidable reason, one must leave the workplace earlier, then prior written permission should be obtained from the Principal and an entry in the movement register must be made before leaving the workplace.

### 3.11 Public Holiday Policy:

SPPU, Pune

[http://collegecirculars.unipune.ac.in/sites/documents/Academic%20Calender/Academic%20Holidays\\_21.012021.pdf](http://collegecirculars.unipune.ac.in/sites/documents/Academic%20Calender/Academic%20Holidays_21.012021.pdf)

Govt. of Maharashtra <https://mat.maharashtra.gov.in/Site/Upload/Pdf/Calendar-2021.pdf>

As per calendar year, University prescribes the public holidays and the full authority to grant holidays is reserved to Principal.

### **3.12 Communication & Reporting Policy** (<https://www.mgv.org.in/profile.php>)

Daily & Weekly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Principal.

Weekly Review Meeting:

It is mandatory to attend and compulsory to give Weekly Report in written form to your Reporting Authority /HOD.

It is compulsory to attend meeting called by the Principal as per mentioned schedule.

### **3.13 Feedback and suggestion Scheme**

College has Suggestion box for the students and alumni. We analyses their suggestions

Every year we collect student's feedback form and analyses them and give detail report to the staff members.

### **3.14 Awards** (<https://www.mgv.org.in/profile.php>)

Every year college gives awards to the students to gives excellent performance in sports and annual social gathering. College also felicitates the staff members who get PHD award at the time of annual gathering Programme.

### **3.15 Flag Hoisting Ceremony Policy:** ([http://www.ugc.ac.in/pdfnews/0255930\\_Flag-Code-of-India-2002.pdf](http://www.ugc.ac.in/pdfnews/0255930_Flag-Code-of-India-2002.pdf)) (<https://www.mgv.org.in/profile.php>)

The college follows the guidelines given in the above links for flag code Policy. The National flag, University flag, or MGV trust flag may be hoisted in college on respective occasions (Republic day, dependence day , Maharashtra day. MGV trust foundation day, University Foundation day NSS, Sport events etc.)

#### **3.15.1 Instructions for guidance on the same are given below:**

1. The College staff will assemble in open square formation with students / employees forming the sides and the Flagstaff at the centre of the fourth side. It is also important to know that, during the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all people present should face the Flag and stand at attention. No one should be standing behind the flag.
2. Only the designated person unfurling the Flag will stand the paces behind the Flagstaff. No other person will stand behind the flagpole.
3. The employees / students will fall according to classes and in squads of ten (or other number

according to strength). These squads will be arranged one behind the other. 30 inches will be the gap between each row. The senior most staff / students of the Trust or college will be on the right side.

4. The Flag will be unfurled only when all the people are standing in front of the flag. One person may assist in the flag unfurling, at the dais.
5. The physical director is in charge of the parade. The Person in charge of the parade (or assembly) will call the parade to attention, just before the unfurling, and he will call them to the salute when the National Flag flies. The parade will keep at the salute for a brief interval, and then on the command “order”, the parade will come to the attention position.
6. The Flag Salutation will be followed by the National Anthem. The parade will be kept at the attention during this part of the function.
7. On all occasions when the pledge is taken, the pledge will follow the National Anthem. When taking the pledge, the Assembly will stand to attention and the Designated Person will administer the pledge ceremoniously and the Assembly will repeat it after him.
8. In pledging allegiance to the National Flag, the practice to be adopted in Schools / Colleges is that everyone should stand with folded hands and repeat together the following pledge: “I pledge allegiance to the National Flag and to the Sovereign Socialist Secular Democratic Republic for which it stands.”
9. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them.
10. Indian flag is the symbol of national pride. It is the responsibility of every citizen of India to know the do’s and don’ts with respect to the National Flag. The same respect is to be given to the MGVS Trust Flag.

#### **3.15.2 Do’s**

- i. When the flag is hoisted, it should be flat and horizontal. Saffron panel should be on the top and it should be on the right with reference to the flag.
- ii. When flag is hoisted in open, it should be flown from sunrise to sunset.
- iii. Always hoist the flag briskly and lower it slowly and ceremoniously.
- iv. All people should face the flag and stand at attention, when the flag is being hoisted or lowered.
- v. When the Flag is carried in a procession or a parade, it shall be either on the marching right, i.e., the Flag’s own right, or if there is a line of other flags, in front of the centre of the line.
- vi. When the Flag is displayed on a speaker's platform, it should be flown on the speaker’s right as he faces the audience or flat against the wall, above and behind the speaker.
- vii. Wherever the Flag is flown or displayed, it should occupy the position of honour and be distinctly

placed.

- viii. When the National flag is displayed flat and horizontal on a wall, the saffron band shall be uppermost and when displayed vertically, the saffron band shall be to the right with reference to the flag, i.e. it may be to the left of a person facing it.
- ix. When a National flag is displayed from a staff projecting horizontally or at an angle from a windowsill, balcony or front of a building, the saffron band shall be at the farther end of the staff.

### **3.16.3 Don'ts**

1. Damaged or crumbled flag should not be hoisted or displayed.
2. It should not be flown half-mast (represents depressed and mourning).
3. Any other flag or emblem should not be placed either above or right to the national flag.
4. It should not be used as a decoration or banner in any form.
5. It should not be used as a costume or uniform.
6. It should not be used as a toy by children.
7. It should not be printed or embroidered upon handkerchiefs, dresses or on cushions.
8. After cultural or sport events, flags made of paper or any materials should not be discarded on the ground. Damage or soiled flag, paper made flags should be disposed in private with the dignity of the flag.
9. Littering of any kind shall not be put upon the Flag
10. The Flag shall not be used as a drapery (arrangement of any cloth or clothing, loosely or casually) in any form whatsoever, including private funerals
11. The Flag shall not be used as a portion of costume or uniform of any description nor shall it be embroidered or printed upon cushions, handkerchiefs, napkins or any dress material;
12. The Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything
13. There shall be no objection to keeping flower petals inside the Flag before it is unfurled as part of celebrations on special occasions and on National Days like the Republic Day and the Independence Day
14. The Flag shall not be intentionally allowed to touch the ground or the floor or trail in water
15. The Flag shall not be used as a covering for a building The Flag shall not be intentionally displayed with the “saffron” down.
16. The Flag should not be flown from a\_ single masthead simultaneously with any other flag or flags
17. No other flag or bunting should be placed higher than or above or side by side with the National Flag
18. Any object including flowers or garlands, or emblem should not be placed on or above the Flag-mast from which the Flag is flown

19. The Flag should not be used in any other manner for decoration
20. The Flag made of paper may be waived by public on occasions of important national, cultural and sports events. However, such paper Flags should not be discarded or NSS
21. Department own on the ground after the event. As far as possible, it should be disposed of in private consistent with the dignity of the Flag
22. The Flag should not be displayed or fastened in any manner as may damage it
23. No other flag or bunting shall be placed higher than or above or, except as hereinafter provided, side by side with the National Flag; nor shall any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the Flag is flown.
24. The Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform.
25. No Photo is to be placed on a chair. Only Table is to be used for flag hoisting ceremony.

### **3.16\_ Information Technology Policy**

We gives requite purchasing order to MGV trust. MGV trust provides us computer software and hardware. We are using Vridhi software for admission and for examination. We are updating our college website time to time.

### **3.17 Mobile Phone Device Policy**

Use of mobile is strictly prohibited in college campus. But in this pandemic situation we are allowing the students to use mobile devices for online teaching, learning and examination.

## CHAPTER 4

### TERMS AND CONDITIONS OF SERVICE

#### Classification of Human Resource in ASC College, Surgana

MGV's Arts Science and Commerce College, Surgana believes in employing competent persons for its programmatic and administrative functions. The employees have been recruited as per SPPU, Pune, UGC State Government Policy

([https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018-9-2.pdf](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018-9-2.pdf))

([https://www.coep.org.in/page\\_assets/336/RECRUITMENT\\_RULES\\_AND\\_SERVICE\\_CONDITIONS\\_FOR\\_FACULTY\\_R1.pdf](https://www.coep.org.in/page_assets/336/RECRUITMENT_RULES_AND_SERVICE_CONDITIONS_FOR_FACULTY_R1.pdf))

and non grant employees have been recruited as per MGVs Policy

(<https://www.mgv.org.in/profile.php>)

#### 4.1 ASC College Surgana recognizes the following classification of its staff.

**4.1.1 Regular Employee:** One who holds permanent post in the organization and whose appointment have been confirmed in writing by the appointing authority. Categories of Employees at ASC College Surgana are divided into:

- ❖ **Teaching Staff:** Professors, Associate Professor, Asst. Professors, Librarian and Physical Director
- ❖ **Technical Support Staff:** Lab Assistants and Lab Attendants, Library attendant
- ❖ **Administrative:** Principal, Office Superintendent, Accounts,
- ❖ **Administrative Support Staff:** Peons,

**4.1.2 Temporary Employee:** One who is appointed either to fill a regular position, which is temporarily vacant, or for work which is essentially of a temporary nature and likely to be completed within a limited period. Temporary employees are not eligible for any benefits other than agreed wages unless expressly stated otherwise.

**4.1.3 Contract Employee:** One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work on a specified project/ program not exceeding two years on the completion of which the contract shall stand terminated. The contract can be renewed for a mutually agreed upon period based on the performance evaluations review and the needs of MGV's ASCCS at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

**4.1.4 Part-time Employee:** One who is appointed to work for specified hours in a day or in a week, which is less than the normal hours of work of the organization. The benefits of Part-time employees shall be governed by the terms of their employment.

**4.1.5 Visiting Faculty:** Any faculty engaged from time to time as visiting faculty.

**4.1.6 Any other class of Employee:** Any other category of employees can be engaged from time to time as requirements of the institution and are governed as per the terms given.

#### 4.2 Employment Terms

##### Qualification and Experience-

Employee services will be governed by the provisions of the Savaitribai Phule Pune Universities Act / Government of Maharashtra Norms and the Statutes, Ordinances, Regulations



and the Rules of the University / State Government and as will be amended from time to time by the University/Government and rules of the Governing Council of MGV. Minimum qualifications for the posts of Professors, Associate Professor and Assistant Professor, and other Academic Staff in Colleges and revision of pay scales and other Service Conditions pertaining to such posts for the disciplines of Arts, Commerce, Humanities and Sciences.

### **Coverage**

These Regulations are issued for minimum qualifications for appointment and other service conditions of Assistant professor, Associate Professor, Professor and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

- ❖ Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
- ❖ Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

### **4.3 Pay Scales, Pay Fixation, and Age of Superannuation**

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission/ Government of Maharashtra (Appendix-I & II)

#### **4. 3.1 Recruitment and Qualifications**

- ❖ **3.1.1** The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Colleges, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted selection committee as per the provisions made under these regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these regulations.
- ❖ **3.1.2** The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these regulations.

#### **4.3.2 Qualifications:**

No person shall be appointed to the post of Professor, Assistant professor, Professor, Librarian or Director of Physical Education and Sports, in affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these regulations.

#### **4.3.2.1 Principal and Professor (Professor's Grade)**

##### **A. Eligibility:**

- ❖ Ph.D. degree
- ❖ Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- ❖ A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- ❖ A minimum of 110 Research Score as per Appendix II, Table 2

##### **B. Tenure**

- ❖ A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- ❖ After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as previous position.

#### **4.3.2.2 Vice Principal**

An existing senior faculty member may be designated as Vice-Principal by the governing body of the college on the recommendation of the principal, for tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the principal for any reason, the Vice Principal shall exercise the powers of the Principal.

#### **4.3.2.3 Assistant Professor: Eligibility:**

- ❖ A Master degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ❖ Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in College subject to the fulfillment of the following conditions: -
  - a) The Ph.D. degree of the candidate has been awarded in a regular mode;
  - b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate has been conducted;

- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph. D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency. The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

*Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.*

*Note: The Academic score as specified in Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

#### **4.3.2.4. Associate Professor:**

##### **Eligibility:**

- ❖ A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ❖ A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- ❖ A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

#### **4.3.2.5 Professor:**

##### **Eligibility (A or B):**

##### **A.**

- ❖ An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- ❖ A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

## **4. 4 Constitution of Selection Committee**

### **4.4.1 Assistant Professor, Associate Professor in College:**

- A.** The selection committee for the post of Assistant Professor in college shall consist of the following persons:

- ❖ Chairperson of the governing body of the college or his/her nominee from amongst the members of the governing body, who shall be the chairperson of the committee.
- ❖ The Principal of the College.
- ❖ Head of the Department/Teacher-In charge of the subject concerned in the College.
- ❖ Two nominees by the Vice-Chancellor of the affiliating university that is Savitribai Phule Pune University Pune, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
- ❖ Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the chairperson of the governing body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- ❖ An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

**B.** Five members, including two outside subject experts, shall constitute the quorum.

#### **4.4.2: Principal and Professor**

##### **Selection Committee**

(a) The Selection Committee for the post of College Principal and Professor shall have the following composition:

- ❖ Chairperson of the Governing Body to be the Chairperson.
- ❖ Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- ❖ Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- ❖ Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
- ❖ An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the

Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- ❖ Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

The screening-cum-evaluation committee on verification/evaluation of grades secured by the candidate through the assessment criteria and methodology Performa designed by the respective university based on these regulations and as per the minimum requirement specified:

- In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- In Appendix II, Table 4 for each of the cadre of Librarian; and
- In Appendix II, Table 5 for each of the cadre of Physical Education and Sports shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

For all Selection Committees specified in these Regulations, Head of Department / Teacher-In charge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

#### **4.5 Seniority of Teachers:**

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

1. (a) Seniority of the teacher in the University in a cadre shall be determined on the basis of the date of continuous appointment.
- (b) Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College /Institution run by the



same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.

2. The Life Member or Life Worker, if any, shall be treated on par with other teachers while determining their seniority.

3. The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.

4. As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.

5. (a) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.

(b) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.

6. In respect of teachers whose length of continuous service is the same the teacher drawing higher salary will be treated as senior and as between two teachers whose length of service and the salary are the same, the teacher senior in age shall be treated as senior.

7. However, the seniority of teachers who have changed the College/Institutions before 04.10.1975, shall not be disturbed provided they have been duly appointed and confirmed in their respective posts.

8 Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to a Reader, a Reader senior to a Lecturer, a Lecturer senior to a Demonstrator/Tutor/Master of Methods.

#### **4.6 Period of Probation and Confirmation**

- ❖ The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- ❖ The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- ❖ Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- ❖ The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- ❖ All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

#### **4.7 Creation and Filling-up of teaching Posts**

- ❖ Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

- ❖ All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

#### 4.8 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

#### 4.9 Teaching Days

- ❖ The College must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:

**Number of weeks : 6-days a week pattern**

<b>Categorization</b>	<b>College</b>
<b>Teaching and Learning Process</b>	<b>30weeks(180 days)</b>
<b>Admissions, Examinations, and preparation for Examination</b>	<b>10</b>
<b>Vacations</b>	<b>10</b>
<b>Public Holidays(to increase and adjust teaching days accordingly)</b>	<b>2</b>
<b>Total</b>	<b>52</b>

- ❖ In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work



during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

#### 4.10 Workload

- ❖ The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the College.
- ❖ The direct teaching-learning work load should be as follows:  
Assistant Professor - 16 hours per week, Associate Professor/Professor - 14 hours per week
- ❖ Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

#### 4.11 Service Agreement and Fixing of Seniority

- ❖ At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- ❖ The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.
- ❖ **Inter-se seniority between the direct recruited and teachers promoted under CAS**  
The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

#### 4.12 Academic Standards in College

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the College.

- ❖ The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- ❖ Research clusters shall be created amongst the college within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- ❖ An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their

teaching work. In addition to the Human Resource Development Centre of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programme as per their mandate.

- ❖ Induction programme shall be treated at par with the Orientation Programs already being run by the Human Resource Development Centre of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ❖ All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

## **CHAPTER- 5**

### **ETHICS AND CODE OF CONDUCT**

#### **5.1 Code of Ethics for Principal**

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by MGVS's Arts, Science and Commerce College Surgana are as follows:

- To uphold and upkeep the culture of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
- The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

## 5.2 Code of Conduct for Teacher

### Introduction

Professional ethics are personal and corporate rules that govern behavior with the context of a particular profession. As prescribed by UGC the professional ethics for teaching profession is as follows:

#### 5.2.1 Teacher and their responsibilities

Whosoever adopts teaching as a profession assumes the obligation to conduct the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among the students must be his/ her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament amiable in disposition.

#### Teachers should:

- Adhere to responsible pattern of conduct and demeanor expected of them by community.
- Manage their private affairs in a manner consistent with dignity of profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation in professional meetings, seminars, conferences towards contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examination including supervision, invigilation and evaluation.

- Participate in extension, co circular and extra circular activities including community service.

### **5.2.2 Teachers and students**

#### **Teachers should:**

- Respect the right and dignity of the student in expressing his/ her opinion.
- Deal justly and impartially, with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage the students to improve their attainments, develop their personalities and at same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide the students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

### **5.2.3 Teachers and colleagues**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **5.2.4 Teachers and authorities**

- Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

- Cooperate in formation of policies of the institution by accepting various offices and discharge responsibilities which offices may demand.
- Cooperate through their organization in the formulation of policies of other institutions and accept offices.
- Cooperate with authorities in betterment of the institution keeping in view the interest and in conformity with dignity of profession.
- Should adhere to conditions of contract.
- Give and expect due notice before change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

#### **5.2.5 Teachers and non-teaching staff**

- Teachers should treat non teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and non teaching staff.

#### **5.2.6 Teachers and guardian**

- Try to see through teachers bodies and organizations that institutions maintain contact with guardians, their students, send reports of their performances to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and for the benefit of institution.

#### **5.2.7 Teachers and society**

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community moral and intellectual life.
- Be aware of social problem and take part in such activities as would be conducive to progress of society and country as a whole.
- Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

### **5.3 Code of Conduct for Supportive Non-Teaching Staff**

Being the employees of the MGV's Arts, Science and Commerce College Surgana all the supporting non teaching staff should follow the code of conduct as mentioned bellow:

The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- They should also be responsible for the proper use and maintenance of college equipments and furniture.
- No support staff should be under the influence of drugs or alcohol during office hours.
- The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The support staff should show no discrimination on basis of gender, caste or religion.
- Interactions between support staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

#### **5.4 Professional Ethics for all:**

- Avoids gossip at workplace.
- Avoids loose talk and politicking at workplace
- Concentrates on the work in hand
- Be capable of working in a team
- Shows no interest in private lives of colleagues but helps when asked



- Understands one's capacity and freedom to work
- Does not underestimate or belittle seniors when working as the team leader
- Adheres to the rules of the workplace: dress code, efficiency, decency, time management, punctuality, etc.
- Follows work ethics/loyalty and meets deadlines.
- Understand responsibility and assume mature leadership by being tolerant to dissident opinions
- Do not misuse authority
  - **Besides the above, the faculty members and non-teaching staff are also required to adhere to:**
  - **1. Ban on Private Tuitions**
  - Members of the faculty shall not engage in the conduct of coaching classes either individually or in groups.
  - **2. Ban on Smoking and Consumption of Alcoholic Drinks**
  - Smoking and consumption of alcoholic drinks within the campus are prohibited.

### 5.5 Code of conduct for Students

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

- All students shall be responsible to the Principal, Vice-Principals, faculty members and other designated persons for their conduct.
- No student shall use improper language or indulge in insubordination and / or violent behavior.
- No student shall resort to any kind of demonstration on campus.
- No student shall possess, use or circulate pornographic material in any form.
- No student shall cause damage of any kind whatsoever to college property.
- No students shall use cell phones at the campus.
- No students shall resort to ragging at the college campus.
- No students shall smoke or partake of alcoholic drugs at the college campus.
- Every student shall wear his / her identity card while on campus.
- Students shall be punctual in their timings and attendance.
- All students shall strictly adhere to the dress code.
- Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Ragging banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of

ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.

- The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
- Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
- No student will be allowed to take active part in current politics.
- Prior permission from the Principal is essential to take part in inter – collegiate competitions.
- No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
- Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C., lights etc., is breach of discipline, and the guilty will be duly punished.
- Students should not leave their books, valuables and other belongings in the classroom.
- The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
- Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Principal for his/her signature
- Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
- All Institute activities are organized under the guidance and supervision of the Principal and Faculty In-Charge.
- Students must not associate themselves with any activity not authorized by the Institute Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.

- Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
- Every student has to participate in at least two of the co-curricular activities offered in the institute.
- It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- Disciplinary action will be taken against students found carrying and/or using cell phones, pagers Walkman, Discmans, iPods etc. on the institute premises.
- Matters not covered by the existing rules will rest at the absolute discretion of the Director.
- Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
- Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
- Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
- No type of vehicles shall be used during celebrations inside the institute campus.
- Students joining the Institute are bound by the rules and regulations of the Institute.
- The Principal is the ultimate disciplinary authority in the institute.
- Students must keep their terms strictly in accordance with rules of college / university and UGC.
- Students are advised to come to the College 10 minutes before commencement of their Classes or Practicals.
- Students must help to keep the institute campus neat and clean.
- Students should wear Institute uniform or the formal dress as decided by the competent authority.
- Use of Mobile phones in college premises is strictly prohibited. Any violation of this will lead disciplinary action.

- All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
- No outsider is allowed to enter the college premises without permission of the Principal. Trespassers are liable for prosecution.

### 5.6 Grievance Redressal:

MGV's Arts, Science and Commerce College Surgana has a duly constituted a Grievance Redressal Cell which will scrutinize and solve the problems / grievances of students, teaching and non-teaching staff.

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

### 5.7 Sexual harassment of women at workplace

Sexual harassment injects the most demeaning sexual stereotypes into the general work environment and always represents an intentional assault on a person's innermost privacy.

#### 5.7.1 What is Sexual Harassment?

According to the Supreme Court order, sexual harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature. Basically it is any unwelcome words or actions of sexual nature.

#### 5.7.2 Examples:

- Denial of payment or official approval in the absence of sexual favours
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Coloured jokes shared in the office that make others present feel uncomfortable.

MGV's Arts, Science College has a duly constituted anti sexual harassment cell which follows the UGC norms as detailed in the following website: (

[https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition\\_1.pdf](https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition_1.pdf) )

### 5.7.3 Functions of the Cell

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed;
- To advice complainants of the informal and formal means of resolution as specified by the Cell;
- To ensure the fair and timely resolution of sexual harassment complaints;
- To provide information regarding counselling and support services on our campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

The Cell seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment. Simple respect for all on the campus community is thus the focus.

The Cell seeks to achieve these goals through:

**Dissemination of Information** – through production, distribution and circulation of printed materials, posters, displaying posters, boards etc.

**Awareness Workshops** – about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.

**Counselling** – Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

#### 5.7.3.1 Complaint Mechanism Procedure to file /report a complaint:

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.

- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

### **5.8 Standard Operating Procedures for Anti Ragging**

MGV's Arts, Science College, Surgana has a duly constituted a Antiragging Committee which will work for prevention of ragging in the college and will spread anti- ragging campaign in the student community. This cell follows the UGC norms as detailed in the following website: (<https://icar.org.in/files/edu/UGC-regulation-ragging.pdf>)

The major functions of the committee are as follows:

- To take all necessary measures for prevention of Ragging inside the Campus
- To publicize to all students and prevalent directives and the actions that can be taken
- To Conduct workshops against ragging menace and orient the students

#### **5.8.1 Implementation of Anti-ragging**

- An anti-ragging committee is formed by the staff council. The members name and numbers are displayed at prominent location in the college.
- Anti-ragging warnings are displayed at prominent locations in the college.
- An anti-ragging undertaking is taken from the students at the time of admission.
- Committee members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

## CHAPTER 6

### FINANCE — PAY AND ALLOWANCES

#### 6.1 Components of Salary:

The salary has several components. The various components that make up the salary of an employee are listed below:

([http://sppudocs.unipune.ac.in/sites/circulars/Administrative%20Circulars%20%20Teaching/7th%20Pay%20with%20Corrigendum\\_27.062019\\_27.062019.pdf](http://sppudocs.unipune.ac.in/sites/circulars/Administrative%20Circulars%20%20Teaching/7th%20Pay%20with%20Corrigendum_27.062019_27.062019.pdf))

**Basic Pay:** The initial pay at the time of initial appointment in each grade is shown below :-

- All things being equal the salary promised in the appointment letter or Memorandum of Understanding shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- Payment is directly deposited in a bank of Maharashtra.
- Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, DCPS, other deductions as required by law from time to time and deductions for loan repayment or other dues.
- Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment.
- Part-Time employees shall be paid a consolidated monthly remuneration. The terms and conditions of their remuneration shall be decided separately in each case. Their payday and leave will be governed by the terms of their contract.
- The various heads on which the Gross Salary of each employee is based is:

- ✓ Basic
- ✓ AGP
- ✓ D.A.
- ✓ HRA
- ✓ T.A.
- ✓ Tribal Allowance
- ✓ Other Allowance

#### 6.2 Annual Increment:

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations.

a. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.

b. All employees will be informed in writing about their annual increments after the Performance Appraisal.

The increment is an increase in pay for each year on a particular date. As per the annual increment is granted once a year, the first on 1st January or the second on 1st of July of every year and the minimum qualifying period for earning an increment is six months of qualifying service on that date.

- One increment is equal to 3% of the basic pay and AGP wherever applicable. The



increment is computed and rounded off to the next multiple of ten.

Annual increment will be marked in the service book for all employees.

### **6.3 Deductions**

Income tax, professional tax and provident fund, DCPS ,LIC, Society Loan are deducted wherever applicable. An employee may also authorize deductions for Institute- sponsored health benefits, insurance, and employee's emergency fund. All other deductions will be notified to the employees.

### **6.4 Income Tax Deduction at Source (TDS)**

According to the provisions of Section 192 of the Income Tax Act 1961, tax must be deducted at source by the employer from the salary of the employee after considering any other declared income.

The employer is obliged to deduct such tax spread equally over the financial year.

Deductions to the extent allowable under the law can be allowed by the employer only on submission of valid proof. (Any default by the employer in this respect can attract severe penalties under the Act.)

The Finance Department will supply copies of the declaration form which every employee must submit at the time of joining and thereafter on or before 1st April of each financial year, in order to give details of other

Income and proposed investments so that monthly TDS deductions can be planned by the Accounts department.

Employees are requested to make all their investments on or before 15th January of each financial year and submit copies of these investments along with the final declaration forms on or before January 20th.

Every Employee is required to provide documentary evidence towards their investment and/or other payments towards their eligibility of allowable income tax deductions as per their submitted details in the beginning of the year. However, in the event of any unavoidable change, the adjustments in the tax shall be made in the salaries of January and February.

**6.5 TA/DA:** The Claimed presented the employee to the Account section of the College, when employee goes with earlier authorization by authority of college for educational reason.

### **6.6 Other Allowances**

Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for employees governed by the relevant rules as notified by the Government of Maharashtra from time to time.

### **6.7 Incentive for Higher Education:**

#### **Incentives for Ph.D./M.Phil. and other Higher Qualification**

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv. a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.  
b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science

from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.  
(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil. degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

- xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil. at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

#### **6.8 Transfer & Relocation:**

- Employees who want to be transferred from the college till the end of March, their application is sent to the institutions as per the institutions Circulars.
- Employee will be transferred from one to other branches of MGVS only.

#### **6.9 PF Policy (Employee Benefit Policy):**

##### ***Eligibility:***

All employees across all levels & all locations as per their hiring scale.

##### ***Objective:***

To establish statutory compliance and a guiding document for 'Employee Benefit'

#### **SCHEMES:**

##### **A) PF: We follow the Provident Fund and Miscellaneous Provisions**

Act, 1952. Notification of newly joined employee with employment proof, PAN copy and AADHAR copy should be given for enrolling employee to get PF/DCPS benefits. 10% of employee's basic + dearness allowance will be deducted from employee and same will be contributed by organization. (Maximum contribution from organization will be 1800/- INR. Form 2 and Form 11 should be filled up by HR for employee at the time of joining. UAN number of every employee is handed over and timely activation of UAN number needs to be completed by HR. HR should assist every employee to access their PF account and update the details (KYC, Nomination, personal details, etc.) For withdrawal or transfer, employee should fill up the withdrawal or transfer form and form 15 G with necessary details and documental proof should be submitted to HR to initiate the process.

#### **6.10 Motivational Incentives:**

Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/Associate

## PROFESSOR

**A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

### **B. Career Advancement Scheme (CAS) for Colleges teachers**

#### **I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:** Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / or six years of service for those without Ph.D./M.Phil. / PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days' duration on teaching methodology; and
- ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

#### **II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

##### **Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/Research Methodology

course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

### **III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

#### **Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (tendays) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria:**

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and



ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

#### **IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

##### **Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

##### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

#### **Counting of Past Services for Direct Recruitment and Promotion under CAS**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.



- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
- (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
  - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case maybe
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

#### **6.11 Pension, Gratuity, Commutation of Pension etc.:**

The Proposal will be submitted to the Joint Director, Pune after preparing the provident fund, accounts and service certificates at the stage of retirement. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to employee of the College.

#### **6.12 New Pension Scheme**

The New Pension Scheme works on Defined contribution basis. Government servants will have to make a contribution of 10 % of his basic pay, + AGP, +DA, which will be deducted from his salary bill every month and The Government will make an equal matching contribution.

#### **6.13 Encashment of Leave :**

Leave preparatory to retirement, Leave beyond the date of compulsory retirement or quitting of service. Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation. Cash equivalent of leave salary in case of death while in service. Employee will be claimed as per the Govt. of Maharashtra rule to appointing authority

**6.14 Voluntary Retirement:** At any time after a government employee has completed twenty years of qualifying service, he/she may by giving notice of three months in writing to the appointing authority, retire from service. The notice of voluntary retirement given under sub rule of retirement policy of Govt. of Maharashtra shall require acceptance by the appointing authority that is Mahatma Gandhi Vidyamandir,

**6.15 Salary Advance:** In genuine cases salary advance is sanctioned to employee after approval from respective authorities

## CHAPTER 7

### LEAVE AND LEAVE RULE

1. SPPU, Pune ([http://www.unipune.ac.in/pdf\\_files/law/teacher-revised.pdf](http://www.unipune.ac.in/pdf_files/law/teacher-revised.pdf))

2. Govt. of Maharashtra

([https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PU B.G.O.M.-3\\_1981\\_SECOND%20EDITION\\_LEAVE.pdf](https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PU B.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf))

### 7.1 Leave Rules for Teaching Staff

#### 7.1.1 Duty Leave:

- ❖ Duty leave up to 30 days in an academic year may be granted for the following purposes:
  - Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the college;
  - Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Principal of the College;
  - Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the College;
  - Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
  - For performing any other duty assigned to him/her by the college.
- ❖ The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- ❖ The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- ❖ Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- ❖ Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

#### 7.1.2 Study Leave:

- ❖ The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- ❖ A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- ❖ The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor of College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- ❖ The study leave shall be granted by the management on the recommendation of the principal of the college concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College.
- ❖ The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- ❖ The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- ❖ The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- ❖ No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the management in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the management to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- ❖ Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- ❖ The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the College on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

- ❖ The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- ❖ A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- ❖ A teacher -
  - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - (b) who fails to rejoin the services of the college on the expiry of his/her study leave or
  - (c) who rejoins the service of the college but leaves the service without completing the prescribed period of service after rejoining the service or
  - (d) who, within the said period, is dismissed or removed from the service by the college shall be liable to refund, to the college the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

- If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned; he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations. Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.
- After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- The teacher on study leave shall submit to the Principal of his/her parent College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the College.
- With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the management of Colleges/Institutions

and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the College/Institution in the long run.

### 7.1.3 Sabbatical Leave:

- ❖ The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ❖ A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- ❖ A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- ❖ A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- ❖ During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher re-joins the university on the expiry of his/her leave.

### 7.1.4 Other Kinds of Leave Rules for Permanent Teachers of the Colleges

**The following kinds of leave would be admissible to permanent teachers:**

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (iv) Leave not debited to leave account
- (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (vii) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

#### 7.1.4.1. Casual Leave

- (i) The total casual leave granted to a teacher shall not exceed fifteen days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### 7.1.4.2 Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:



- (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution;
- (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

#### **7.1.4.3. Half-pay Leave**

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

#### **Explanation:**

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

#### **7.1.4.4 Commuted Leave**

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

*Provided* that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

#### **7.1.4.5 Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The management/principal empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

#### **7.1.4.6 'Leave Not Due'**

(i) 'Leave not due', may, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a

case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the (principal) College Governing Body.

*Provided* that the management/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

#### **7.1.4.7 Maternity Leave**

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

#### **7.1.4.8 Child-care Leave**

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period the cases, where the child-care leave is granted for more than 45 days, the College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

#### **7.1.4.9 Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.



## 7.2 Declared Holidays

The college including its office will remain closed on Government declared holidays.

**7.3 Commencement and Conclusion Dates:** The dates for the commencement and the conclusion of both the First and Second terms in all the Faculties shall be determined by the SPPU.

- Term can be kept by only duly admitted students in the College. Terms to be kept for any University Examination shall normally be consecutive except when otherwise prescribed for the Course.
- The total number of terms, however, shall be kept to the satisfaction of the authorities concerned.
- For keeping a term in any Class in a College a student shall attend at least 75% of lectures delivered per term.
- The Principal of the College may, on account of bonafide illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the Maximum.
- In case a student is permitted to participate in the N.C.C./N.S.S. camps or to undergo a training or military duties/Inter-University/Inter-Collegiate Competitions/Sports and Games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance of the student.
- The Principals and Heads of Institutions shall keep a Register of the daily attendance of duly admitted students.
- (a) To keep a term at a College, a student must complete to the satisfaction of the Principal the course of studies at the College prescribed for such terms for the Class to which the student belongs.
- (b) In Colleges where facilities for N.C.C. Training are available, N.C.C. Training will be obligatory for Under-Graduate student of that College who has joined such training. Such a candidate shall have to produce, along with his application for admission to the examination, a Certificate from the Principal to the effect that he has undergone satisfactorily the required N.C.C. Training during the year.
- This Certificate shall be issued by the Principal in consultation with the N.C.C. Authorities.

## 7.4 Leave Rule For Non teaching Staff

( [https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3\\_1981\\_SECOND%20EDITION\\_LEAVE.pdf](https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf) )

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides a healthy and efficient staff for the ASC College Surgana.

Ours College provides different kinds of leave to meet with the various eventualities of its staff. Availing of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal

functioning of the college.

The various types of leaves are available for non-teaching staff of college as per their concerned universities Act, statutes, notification and direction, Government/Management GR, Rule and Regulation.

### **The following kinds of leave shall be admissible to Non Teaching staff**

#### **7.4.1 Leave Rules For Non Teaching Staff**

Following kinds of leave shall be admissible to the employees:

##### **1) Leave earned by duty:**

Earned leave, half pay leave, commuted leave and leave not due.

##### **2) Leave not earned by duty:**

Casual leave, special casual leave, maternity leave, paternity leave, child care leave, hospital leave,

#### **7.4.2 Earned leave**

##### **Earned leave admissible to employees**

1 (a) The leave account of every employee shall be credited with earned leave, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.

(b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days. Provided that where the earned leave at the credit of an employee as on the last day of December or June is 300 days or less but more than 285 days, the

advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (a) shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the employee takes during that half-year and the balance, if

any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

(c) The maximum amount of Earned Leave (E.L.) that can be granted to an employee at a time shall be 180 days.

(d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

(e) when an employee is appointed, earned leave shall be credited to his leave account @  $2\frac{1}{2}$  days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed e.g. if he is appointed on 13th March, the number of completed months of his service in that half year will be 3 and the credit will be  $3 \times 2\frac{1}{2} = 7\frac{1}{2}$  days rounded to 8 days if he is appointed on 4th April, the number of completed months will be only 2 and the credit will be  $2 \times 2\frac{1}{2} = 5$  days.

(f) the credit for the half year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of  $2\frac{1}{2}$  days per completed month in that half year up to the date of retirement/resignation. If in the case of an employee who resigns from the University service, the leave

already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

(g) when an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When an employee dies, while in service, credit of Earned Leave shall be allowed at the rate of 2½ days per completed month of service up to the date of death of the employee.

(h) if an employee has availed of extra ordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and / or dies non subject to maximum of 15 days.

(i) while affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

ii) Lab attendant who has filled option form ,he will get vacations along with staff then he/ she will not eligible for earned leave.

#### **7.4.3. Limits of accumulation and grant**

(a) An employee shall cease to earn leave under Clause 1 when the earned leave due amounts to 300 days.

(b) The maximum amount of earned leave that can be granted to an employee at a time shall be 180 days.

Earned leave may be granted for a period exceeding 180 days, but not exceeding 300 days if the entire leave so granted or any portion thereof is spend outside India, Bangladesh, Bhutan, Myanmar (Burma), Sri Lanka, Nepal and Pakistan. Provided that where earned leave for a period exceeding 180 days, is

granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

Provided earned leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days

(c) Prefixing /Suffixing of Holidays to leave:-

Prefixing and suffixing holidays to leave other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically with-held. When an employee is certified medically fit for joining duty, holiday(s) if any succeeding that day shall automatically be allowed to be suffixed to the leave and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.

#### **7.4.4 Half Pay leave**

(1) The half-pay leave account of every employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.

(2) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

(b) The credit for the half-year in which an employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

(c) When an employee is removed or dismissed from service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When an employee dies while in service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed month of service upto the date of death of the employee.

(d) When a period of absence or suspension of an employee has been treated as dies-non in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year, shall be reduced by one eighteenth of the period of dies non subject to a maximum of ten days.

(3) Half-pay leave may be granted to an employee on medical certificate or on private affairs. No half-pay leave may be granted to an employee in temporary appointment except on medical certificate.

(4) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

#### **7.4.5 Commuted leave**

(1) Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent employee subject to the following conditions:-

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;

(b) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(c) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority.

(2) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall

be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the employee for further service or in the event of his death.

NOTE.- Commuted leave may be granted at the request of the employee even when earned leave is due to him.

#### **7.4.6 Compensatory Leave**

Compulsory attendance on Saturdays/Sundays or other public holidays justifies the grant of compensatory leave for the number of days an employee is compelled to attend the office, unless it

is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under the previous orders of the office-in-charge. The number of days of compensatory leave earned will be noted in the casual leave register and the grant of leave also noted therein. Compensatory leave to the extent actually earned may be allowed under the same conditions as prescribed for grant of casual leave. The compensatory leave earned by non-teaching employees should be allowed to be availed of within a period of four months of its becoming due;

#### **7.4.7 Maternity Leave**

- (1) A female employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.
- (2) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) Maternity leave not exceeding 45 days may also be granted to a female employee (irrespective of number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of Medical certificate.
- (4) (a) Maternity Leave may be combined with leave of any other kind.
- (5) Maternity leave shall not be debited against the leave account, and unmarried female employees are also eligible for maternity leave.

#### **7.4.8 Child Care Leave (CCL):**

- (1) Women employee having minor children below the age of eighteen years may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of her two eldest surviving children, whether for rearing or to look after any of their needs like education, sickness and the like. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care leave shall not be debited against the leave account. Child care leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.
- (2) Child care leave shall be admissible for two eldest surviving children only. For the purposes of sub-rule (1), "child" means-
  - (a) a child below the age of eighteen years: or
  - (b) a child below the age of twenty two years with a minimum disability of forty percent
- (3) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority (principal of college)
- (4) The leave is to be treated like Earned Leave and sanctioned as such.
- (5) Consequently, Saturdays, Sundays, Gazetted holidays, etc. falling during the period of leave would also count for Child Care Leave, as in the case of earned leave.

(6) Child care leave is also admissible to women employees with disabled children upto the age of 22 years.

(7) Child Care Leave may not be granted for a period less than 15 days at a time.

(8) Child Care Leave may not be granted in more than three spells in a calendar year.

(9) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

(10) LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

#### **7.4.9 Paternity Leave**

1. A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for childbirth, i.e. upto 15 days before, or upto six months from the date of delivery of the child. During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave).

2. If the paternity leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

*NOTE.- The Paternity Leave shall not normally be refused under any circumstances.*

#### **7.4.10 Paternity Leave for Child adoption**

1. A male employee with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

2. During the period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3. The Paternity Leave may be combined with leave of any other kind.

4. The Paternity Leave shall not be debited against the leave account.

5. If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

*NOTE.- The paternity leave shall not normally be refused under any circumstances.*

#### **7.4.11 Child Adoption Leave**

1. A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, for a period of 180 days immediately after the date of valid adoption.

2. During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3. (a) Child adoption leave may be combined with leave of any other kind.



(b) In continuation of the child adoption leave granted under sub-rules (1), a female employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a

period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave. Provided that this facility shall not be admissible in case she is already

having two surviving children at the time of adoption.

4. Child adoption leave shall not be debited against the leave account.

#### **7.4.12 Hospital Leave**

(i) Hospital leave may be granted to an employee for medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of official duty. This leave will be available to such employee only, whose duties expose them to such illness or injury.

(ii) Hospital leave may be granted on leave salary on average pay or half pay as The College may consider necessary.

(iii) The amount of hospital leave is limited to three months on average pay in any period of three years. Hospital leave on average pay counts for the purpose of this limit as half the amount of leave on average pay.

#### **7.5 Leave not due**

1. Save in the case of the leave preparatory to retirement, leave not due may be granted to an employee in permanent employment limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;

(b) leave not due shall be limited to the half pay leave he is likely to earn thereafter;

(c) leave not due shall be debited against the half pay leave the employee may earn subsequently; Provided, however, in order to mitigate the hardship of the temporary employees who are suffering from T.B., Leprosy, Cancer or mental illness, leave not due may be granted to such employees for a period not exceeding 360 days during entire service subject to the fulfillment of conditions in clauses (a) to (c)

above and also subject to the following conditions, namely:-

(i) that the employee has put in a minimum of one year's service;

(ii) that the post from which employee proceeds on leave is likely to last till his return to duty; and

(iii) that the request for grant of such leave is supported by a medical certificate.

(2) (a) Where an employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the 'leave not due' shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where an employee who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to



the extent the leave has not been earned subsequently. Provided that no leave salary shall be recovered under clause (a) or clause

(b) if the retirement is by reason of ill health incapacitating the employee for further service or in the event of his death. Provided further that no leave salary shall be recovered under clause (a) or clause (b) if the employee is compulsorily retired prematurely.

## **7.6 Leave not debitable to Leave Account**

### **7.6.1 Casual Leave**

(i) Casual leave is not earned by duty. An employee on Casual Leave is not treated as absent from duty and his pay is not intermitted. Casual Leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of 8 days in a calendar year, which shall run

from 1st January to 31st December each year. Provided that persons who join service in the middle of a year may avail casual leave proportionately or the full period at the discretion of the competent authority (principal)

(ii) Casual leave can be combined with Special Casual Leave and compensatory leave in lieu of Saturdays and other holidays but not with any other kind of leave.

(iii) it cannot be combined with joining time.

(iv) Casual Leave may be granted as and when occasion arises up to 5 days at any one time. Sundays / Public holidays / restricted holidays / weekly offs can be prefixed/suffixed to casual leave.

(v) Saturdays/Sundays and recognised holidays falling in between the casual/compensatory leave shall not be counted as part of casual leave.

(vi) Casual Leave can be taken for half-day also.

(vii) LTC can be availed during Casual Leave.

(viii) Late Coming

Half a day's casual leave shall be debited to the casual leave account of an employee for each late attendance but late attendance upto an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons e.g., illness in a

family, vehicle breakdown, late running of buses / train etc.

### **7.6.2 Special Casual Leave**

#### **7.6.2.1 For Participation in Sports and Cultural Activities:**

1. Special Casual Leave may be granted to an employee for a period not exceeding 10 days in any one calendar year for participating in interdepartmental tournaments and sporting events. In the case of employees who are selected for participating in sporting events of national/international importance, the period of the actual days on which they participate in the events as also the time spent in traveling to and

from such tournaments/meets may be treated as duty. Further, if any preparticipating coaching camp is held in connection with the above-mentioned events and the employee is required to attend the same, this period may also be treated as on duty.

2. The quantum of special casual leave for a period not exceeding 30 days in a calendar year allowed to employees for the following purposes:

- i) attending coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or Training Schemes;
- ii) attending coaching or training camps at the National Institute of Sports, Patiala;
- iii) participating in mountaineering expeditions;
- iv) attending coaching camps in sports organised by National Sports Federation/Sports Boards recognised by Government (Department of Youth Affairs and Sports);
- v) participating in trekking expeditions;
- vi) participating in sporting events of national/international importance
- vii) coaching/administration of teams participating in sporting events of national/international importance.

### **7.6.2.2 For Family Planning**

#### **1. In the case of male employees.**

Male employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding five working days. Saturdays/Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. If any

employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding five working days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to failure of the first operation.

#### **2. In the case of Female Employees.**

(a) Female employees who undergo tubectomy operations – whether puerperal or non puerperal – may be granted special casual leave not exceeding 10 working days.

(b) In the case of female employees who undergo tube ctomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 10 working days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(c) Female employees who have insertions of intrauterine contraceptive devices (IUCD) may be granted special casual leave on the date of the IUCD insertion.

(d) Female employees who have reinsertions of Intrauterine Device (IUD) may be granted special casual leave on the date of the IUD re-insertion.

(e) Female employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 10 working days. Female employees who undergo salpingectomy operation alongwith Medical Termination of Pregnancy and avail the facility of maternity leave for six weeks under Rule 39 (2) will NOT be entitled to additional 10 working days of special casual leave.

#### **3. Male Employees whose wives undergo tubectomy operation**

(a) Male employees whose wives undergo either Puerperal or nonpuerperal tubectomy operation for the first time or for the second time due to failure of the first operation (Under Family Welfare Programme) may be granted special casual leave for 3 working days, subject to the production of a

medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(b) Male employees whose wives undergo tubectomy, salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days, subject to the production of the medical certificate stating that their wives have undergone tubectomy, salpingectomy operation

after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(c) Special casual leave has to follow the date of operation. The grant of special casual leave to a male employee whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the special casual leave will necessarily have to follow the

date of operation and there can not be any gap between the date of operation and the date of commencement of special casual leave.

#### **4. Special casual leave for women employees when their husbands**

**undergo vasectomy operation.** Special casual leave for one day, on the day when their husband undergo vasectomy operation may be given to women employees, to enable them to attend on their husbands.

#### **5. Post-sterilization complications**

An employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of postoperation complications may be allowed special casual leave to cover the period for which he or she is hospitalised on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an Authorised Medical Attendant.

#### **6. For undergoing recanalisation operation**

Employees who undergo operation for recanalisation may be granted special casual leave upto a period of 21 days or actual period of hospitalization as certified by the Authorised Medical Attendant, whichever is less. In addition special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalisation operation (without any commitment to the reimbursement of medical expenses) is subject to the following conditions.

(i) The operation should have been performed in hospital/medical college/institute where facilities for recanalisation are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/Union Territory /Administration for performing recanalisation operations.

(ii) The request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalisation of the employee for the period stipulated therein was essential for the operation and post- operation recovery.

(iii) The concession indicated above is admissible to employees who:

- (a) Are unmarried or
- (b) Have less than two children or
- (c) Desire recanalisation for substantial reasons, e.g., a person has lost male children or all female children after vasectomy/tubectomy operation performed earlier.

## 7. Combining with regular/casual leave

Special casual leave connected with sterilisation, recanalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed both to regular leave and casual leave. Special casual leave should either be prefixed to regular or to casual leave and not both. Similarly, special casual leave may be suffixed either to regular leave or to casual leave and not both. The intervening holidays and/or Saturdays/Sundays may be prefixed /suffixed to regular leave, as the case may be.

### 7.7 Miscellaneous

- (i) An employee summoned to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interest are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (ii) Special Casual Leave not exceeding ten days in a calendar year may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the College or other academic work which will include working on the committees appointed by the University/Government/U.G.C., lecturing and examination work and U.P.S.C. work, or such other work as may be specified by the University.
- (iii) Special Casual Leave may granted to an employee where the staff is prevented to attend office during civil disturbances, curfews or strikes.

### 7.8 Leave for Non-grant Employee

The MGV's Arts, Science and Commerce College, Surgana has follow the rule of Mahatma Gandhi Vidyamandirs trust for Leave for Non-grant Employee.( <https://www.mgv.org.in/profile.php> )

## CHAPTER 8

### MEDICAL FACILITIES

MGV's Arts, Science and Commerce College Surgana has Provided medical facility to employee and students through Collaboration with Rural Hospital Surgana Under Memorandum of Understanding (MoU) Sign with Rural Hospital.

- The multifarious medical needs of students and staff members are not fulfilled by the college.
- The ASC College Surgana is conducted health check up of first year student by appointed local clinic.
- The ASC College Surgana is provided first aid kits to students & staff members when necessary.
- The ASC College Surgana is suggested to staff members to avail medical facility of our institute.

## CHAPTER 9:

### CAREER DEVELOPMENT

#### Introduction:

**Student:** At ASC College Surgana we recognize that our students are the key to our success, and nothing can be achieved without their engagement.

ASC College Surgana has competitive exam cell and career & placement committee these committees are working for career development of our students.

**Faculty:** The College has followed the ugc guideline for Faculty Development. The University Grants Commission has been making proactive efforts to upgrade the knowledge and skills of faculty members in the institutions of higher education. For the purpose of organising orientation and refresher courses for in service faculty members, the UGC has established and funds a network of 66 Academic Staff Colleges across the country. Besides, the UGC has also identified as many as 5 universities/institutions to organise and conduct refresher courses for faculty members in their chosen areas of specialization during 2008-2009.

<https://www.ugc.ac.in/page/faculty-development.aspx>

#### Cultural Activities in ASC College Surgana

Today's education system is not just confined to academics, but modern-day schools focus on imparting skills to students like personality development, confidence building, communication skills, etiquettes, etc. Cultural activities come into play in instilling these skills in the students.

Some of the important activities are conducted in ASC College Surgana.

- Sports events
- Local festival celebration
- Annual day & prize Distribution with dance and music competition.
- Debates and speeches
- Exhibition and workshop

#### NSS Activities in ASC College Surgana

After independence the University Grants Commission, headed by S. Radhakrishnan, recommended the introduction of voluntary national service in academic institutions. This idea was again considered by the Central Advisory Board of Education (CABE) at its meeting in January, 1950; after examining the idea and the experiences of other countries in this field, the board recommended that students and teachers should devote time to voluntary manual work. In the draft first Five-Year Plan adopted by the government in

1952, the need for social and labor service by Indian students for one year was stressed. In 1958 Jawaharlal Nehru, in a letter to the chief ministers, considered the idea of social service as a prerequisite for graduation. He directed the Ministry of Education to formulate a suitable scheme for the introduction of national service into academic institutions.

### **Launch of NSS:**

In May 1969, a conference of student representatives (of universities and institutions of higher education) convened by the Ministry of Education and the University Grants Commission also unanimously agreed that a national-service scheme could be an instrument for national integration. The details were soon worked out and the Planning Commission sanctioned an outlay of Rs. five crores for the NSS during the Fourth Five-Year Plan, stipulating that the NSS be a pilot project in select institutions and universities. On 24 September 1969, then-Union Education Minister V.K.R.V. Rao launched the NSS at 37 universities in all states. The scheme has been extended to all states and universities in the country, and also +2-level institutes in many states. The NSS unit started in our college since June 1992. Now we have one NSS units with 250 volunteers regularly engaged in the different social activities of NSS.

### **Organization**

At national level, Ministry of Youth Affairs and Sports of India is the nodal authority, which works with state-level NSS cells. State-level NSS cells are responsibility of the respective state governments. Within states, each university has University level NSS cell under which institutions (schools and colleges) based NSS units operate. Most government and government-aided institutions have volunteer NSS units. Institutions are encouraged to have NSS volunteers. A unit typically comprises 20–40 students. They are managed internally by a responsible party from the school or college, who reports to the regional NSS coordinator. Most institutions do not have a separate uniform for NSS volunteers as there is standard khakhi colored national dress for NCC.

### **Aim:**

To give a new dimension to the higher education system and orient the student youth to community service while they are studying in educational institution.

### **Objectives of NSS:**

- To enable the students to understand the community in which they work;
- To understand themselves in relation to their community;
- To identify the needs and problems in the community and provide the solutions of which they can be involved;
- To develop among themselves a sense of social and civic responsibility
- To apply their education in finding practical solution to individual and community problems.
- To gain skills in mobilizing community participation;
- To acquire leadership qualities and democratic attitude;



- To develop capacity to meet emergencies and national disasters; and
- To practice the sense of national integration.

### **Motto:**

The Motto of NSS "Not Me But You" reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students develop appreciation to other person's point of view and also show consideration to other living beings. The philosophy of the NSS is well doctrine in this motto, which underlines/on the belief that the welfare .of an individual is ultimately dependent on the welfare of the society on the whole and therefore, the NSS volunteers shall strive for the well-being of the society.

### **Symbol of NSS:**

The symbol for the NSS has been based on the giant Roth Wheel of the world-famous Konark Sun Temple (The Black Pagoda) situated in Orissa.



The wheel portrays the cycle of creation, preservation and release. It signifies the movement in life across time and space, the symbol thus stands for continuity as well as change and implies the continuous striving of NSS for social change. The eight bars in the wheel represent the 24 hours of a day. The red colour indicates that the volunteer is full of young blood that is lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is tiny part, ready to contribute its share for the welfare of the mankind

### **Details of College NSS Unit:**

1. Year of NSS implementation: June 1993

2. Strength of NSS Volunteers Sanctioned:

- Regular Activity 250 ,
- Special Camp 125

3. Duration: 2 Years

- **Organization chart of the Department:**

Designation
Principal President

Vice-Principal .Member
P.O. Member
P.O. Member
P.O.Member women's Representative
Non -Teaching Representative
Students- Representative Boy
Students- Representative Girl

### **.Glimpses at NSS Activities**

As per the programs and schedule given by the university, NSS advisory committee and local needs every year our NSS unit conducts various social programs.

- Cleanliness Programme at college
- Cleanliness Programme at village
- HIV-AIDS prevention rally
- Tree plantation
- Blood donation camp
- Awareness of Voters
- Lecture on cashless transactions
- Blood checkup camp
- Avoid use of plastics rally
- Cyber security camp
- Women security camp
- Kerala flood relief fund collection
- On road safety Programme
- Sanitary pad distribution

### **Annual Special NSS Camp:**

Seven day special Camps are held annually, funded by the government of India & Savitribai Phule Pune University, and are usually located in a rural village or a city suburb. Volunteers may be involved in such activities as:

- Cleaning
- Forestation
- Stage shows or a procession creating awareness of such issues as social problems, education and cleanliness

- Awareness Rallies
- Inviting doctors for health camps

There are no predefined or reassigned tasks; it is left up to the volunteers to provide service in any way that is feasible.

### **Co-curricular Activities in ASC College Surgana**

Co-curricular activity is an integral part of college and university students. CCA develops social interaction and healthy recreation in the atmosphere of formal education. In many colleges and universities, thrust is given in leadership development through designing some specific co-curricular activities. The importance of CCA in colleges has increased in the recent times. Following Co-curricular Activities are taken in college.

1. Scheme (NSS)
2. Scheme (Board of Students Development)
3. Debate and discussion
4. Workshops
5. Seminar
6. Conference
7. Sports and Games
8. Cultural Programmer

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## APPENDICES

Appendix I

Appendix II

### Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
University-2 Section

Shastri Bhavan, New Delhi  
Dated 2<sup>nd</sup> November, 2017

### Corrigendum

**Subject:** Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"  
(b) Cell Academic level 13A, row 10 may be read as "2,04,700" instead of "2,04,100"  
(c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy  
(Dr. K.K. Tripathy) 21/11/17  
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice-Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Appendix-

I

Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.)	57,700	88,900	79,800	1,31,400	1,44,200	1,82,200
2	89,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	81,200	73,100	84,700	1,38,400	1,52,600	1,93,800
4	83,000	75,200	87,200	1,41,600	1,57,900	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,58,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,800	1,07,200	1,76,500	1,93,500	
12	79,800	95,400	1,10,400	1,81,600	1,99,800	
13	82,200	98,300	1,13,700	1,87,300	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,800	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,600	1,27,900	2,10,800		

K. K. T. 11/10

Pay Band (Rs.)	15,600-39,100			37,400-67,000	67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100	
19	98,200	1,17,200	1,35,700		
20	1,01,100	1,20,700	1,39,800		
21	1,04,100	1,24,300	1,44,000		
22	1,07,200	1,28,000	1,48,300		
23	1,10,400	1,31,800	1,52,700		
24	1,13,700	1,35,900	1,57,300		
25	1,17,100	1,39,900	1,62,000		
26	1,20,600	1,44,100	1,66,900		
27	1,24,200	1,48,400	1,71,900		
28	1,27,900	1,52,800	1,77,100		
29	1,31,700	1,57,500	1,82,400		
30	1,35,700	1,62,200	1,87,900		
31	1,39,800	1,67,100	1,93,500		
32	1,44,000	1,72,100	1,99,300		
33	1,48,300	1,77,300	2,05,300		
34	1,52,700	1,82,600	2,11,500		
35	1,57,300	1,88,100			
36	1,62,000	1,93,700			
37	1,66,900	1,99,500			
38	1,71,900	2,05,500			
39	1,77,100				
40	1,82,400				

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## Appendix -II

### Appendix II

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities  <b>Note:</b> Number of activities can be within or across the broad categories of activities
<b>Overall Grading:</b> <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2. <b>Or</b> <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading <b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.



**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**Table: 3 A****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

*#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.*

**Note:**

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks  
(ii) JRF/NET/SET Maximum - 07 Marks  
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
<b>Total</b>	<b>-</b>	<b>100</b>

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

**Table: 3 B****Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

# However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note :

(A)

(i)	M.Phil. + Ph.D.	Maximum	-	25 Marks
(ii)	JRF/NET/SET	Maximum	-	10 Marks
(iii)	In awards category	Maximum	-	03 Marks

- (B) Number of candidates to be called for interview shall be decided by the college.
- (C)
- |                       |   |            |
|-----------------------|---|------------|
| Academic Score        | - | 84         |
| Research Publications | - | 06         |
| Teaching Experience   | - | 10         |
| <u>TOTAL</u>          | - | <u>100</u> |
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

**Table 4****Assessment Criteria and Methodology for Librarians**

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>Assistance towards updating institutional website</li> </ul>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

**Table 5****Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.



3.	Institution participating in external competitions	<p>Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.</p> <p>Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p>Unsatisfactory - Neither good nor satisfactory.</p>
4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p>	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	<p>(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii)Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p><b>Note:</b></p> <p>i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		

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SUKUL

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### Appendix-III -----

#### Objective

To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination based on caste, creed, sex, race, or disability. All recruitment

will be based on predetermined specific positions and competency.

#### Scope of the Policy

This policy covers all appointments of the organization. This also covers appointments for the project related positions both in the headquarters and institutions.

#### Job Analysis, Job description and Terms of Reference

Staff Requirement: All positions in the organization shall be based on a need assessment and work analysis. The MGVT Trust together with the concerned staff / HR Department will determine the need to open a new position or to close an existing position. Each job and position need to be analyzed in terms of job content and broken down to knowledge and skill requirements. The job/position analysis carried out will form the basis for the HR department to document the skill and knowledge profile of each position. The number of persons required for each position will be assessed from the HR department requirement plan. Each position will require position job) description and position job) profile in order to be able to recruit the persons with the right skill and qualification for carrying out the job expected out of that position. "Terms of Reference" (ToR) should be defined for all the posts in the organization as per approved standards. The ToR contains the job description, required educational qualification and experience, defined operational structure and other matters relating to the employment for each post in the organization. For all positions in MGVT Trust, job descriptions are prepared and shared with the concerned staff at the time of recruitment and at the time of employee orientation. A copy of the job description shall be kept in the personnel files of the employees. When a new position is created, it is the responsibility of the HR department to prepare a job description unless like an existing post. Job description would have to be reviewed periodically to meet standard content.

#### General Criteria Governing Recruitment

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 56 years. The age may be waived in case of Contract Employee but as a rule



the maximum age for recruitment should be one year less than the superannuation age (60 years) fixed by the organization.

The minimum age for recruitment is 18 years. MGVS Trust does not permit child labor in any of its establishments nor does it encourage child labor in any of its partner institutions.

MGVS Trust reserves the right to do a background check on any person selected for employment.

Persons selected for appointment should possess sound mental and physical health.

### **Internal Appointments**

In order to avoid stagnation of the competent employees and encourage career growth, Management would develop a mechanism for creating avenues for growth/promotion.

When a vacancy arises, internal appointment may be promoted as far as possible. But this is purely at the discretion of the MGVS Trust who may assess the situation objectively based on the merits of the fresh requirements and actual staff position. In the event of MGVS Trust opting for internal appointment, the vacant position or a new position is advertised or posted within the organization specifying clear eligibility criteria. Every eligible employee from among staff can apply for the position. The short-listing for interviews would be made as per the profile and requirements of the job. Any interested candidate should forward his/her application for the same in the prescribed format to the appointing authority with a copy to the Department in Charge who has to advise if the applicant can be spared for the new assignment. The Department in Charge will give an assessment of the candidate with special reference to the requirements of the job applied for and keeping in mind the performance of the candidate over the previous two years.

### **Advertisement**

The HR Department will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short-listed candidates as may be appropriate after acquiring requisite approvals. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or MGVS website ([www.mgv.org.in](http://www.mgv.org.in)) and MGVS official website

website : [www.mgv.org.in](http://www.mgv.org.in)

Facebook :MahatmaGandhi Vidyamandir

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

There should be a minimum of 10 days between the date of publication of the advertisement and interview. Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be

different for different positions. The administration shall determine this with intimation to and approval from MGVT Trust.

### **Short listing**

All applications are scrutinized to ensure that they conform to the minimum requirements of the position. Persons given as reference in the application may be contacted to further refine the short list. For a single post, from the suitable applications received, an appropriate number will be called for the interview process. Intimation for interview is sent thereafter.

### **Assessment process**

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments: Written test, Skill Test, Interview.

Non-teaching staff shall be recruited based on the assessment of their skills and references.

### **The Assessment and Interview Panel**

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.

For the test and interview — the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

### **Interview Rating Form**

The Interviewer's rating form is aimed to achieve two things To map the process through which the candidate passes, and To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings there of. This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form

### **Proceedings of Interview**

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

### **Checking of References**

The HR department shall reference checks with the referees given/ obtained from the candidate. As a policy, MGVS Trust will contact the current employer as a part of reference check.

### **The Offer Letter**

Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing.

### **Medical Fitness**

Before issuance of offer letter, selected candidates at their own cost must undergo a pre-employment medical examination according to prescribed medical standards by the organization. The authorized medical examination Centre will be Dr. Shodhan Gondkar (M.D., OB/GY), Ramalayam Hospital, Panchavati Karnaja, Behind Hotel Bhagwati, Panchavati Nashik -3

### **Letter of Appointment**

The selected candidate must bring the relieving order from the previous organization before joining duty. An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and pre-employment medical examination. The Appointment letter should contain:

- The designation/ title of the job and responsibilities specific to the job
- The level of commands / reporting to and taking responsibilities in the absence of supervisors.
- The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.
- 3.15.4 Joining Report

On joining, the candidate should give the joining report duly filled and signed before the MGVS HR Team. If the candidate joins at the Branch or Field Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Main Office.

### **Probation and Confirmation Policy**

All new staff will initially be on a probation period. It shall be 24 months. The HR Team in consultation with the concerned HOD will conduct monthly review on work plan regularly, which will duly be shared with probationer. At the end of probation period and based on a final report by the HR Team, the MGVS Trust will decide on the confirmation or termination of the probationer. In

exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. If, however after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated. A notice given to the staff member shall outline reason for non-confirmation, and/or extension of probation period. MGV Trust enjoys the right to waive Probation period in the case of experienced staff chartered by the organization. Expertise/experience/competence of the staff and the reason for waiving probation should be documented. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion. The HR team in consultation with the concerned HOD will conduct monthly review on work plan regularly, which will duly be shared with probationer. At the end of probation period and based on a final report by the HR Team, the MGV Trust will decide on the confirmation or termination of the probationer. In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. However, after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated. A notice given to the staff member shall outline reason for non-confirmation, and/or extension of probation period. MGV Trust enjoys the right to waive Probation period in the case of experienced staff chartered by the organization. Expertise/experience/competence of the staff and the reason for waiving probation should be documented. Notwithstanding the above, the MGV Trust reserves the right to terminate an employee at any time during the probation period with due discretion.

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