



HUMAN RESOURCE POLICY AND ADMINISTRATION POLICY

FACULTY RECRUITMENT:

- Faculty Members are recruited based on the qualifications prescribed by UGC and University of Mumbai. At present the following criterion is being followed-
 - **A -Teaching Staff/Assistant Professor** - Good academic record with first class or an equivalent CGPA at the Master's degree level in the relevant subject from any Indian University. Also candidates should have cleared the National Eligibility Test (NET) conducted by the NTA, or similar test accredited from the requirement of the minimum eligibility conduction of NET/SLET/SET. Any candidate having PHD degree will be preferred.
 - **B- Non-Teaching Staff** - A Bachelor's Degree or equivalent, minimum 2 years' experience in relevant field

FACILITY STAFF PEONS AND SECURITY STAFF:

- On the basis of experience and communication level.

RECRUITMENT POLICY:

- A systematic and proper policy is adopted for the appointment of right candidate for the right job. The objective of this policy is to appoint efficient, professional, skilled, sincere and hardworking people on the vacant position of the institute.
- **Mode of Selection-** Faculty Members recruitment is done strictly based on the norms provided by University of Mumbai and UGC. The following procedure is adopted in selection of faculty members.
 - Management's approval for filling the vacant posts .
 - Advertisement in leading Newspapers / Website / through referrals
 - Selection committee is constituted -, having Principal, 01 member of Management, 01 subject expert, 01 from admin.
 - screening of all the application received
 - written test / demo / interview is scheduled as per requirement.
 - Reporting of candidate and verification of certificates.
 - Processing of written test / evaluation / demo etc.
 - shortlisted candidates are interviewed by selection committee
 - Issue offers letter in case all concerned things are negotiated well.
 - On Date of Joining, Job resume and induction training of the candidate and inclusion of his / her name in muster roll.
 - Submission of list of faculties to the University for Ratification of appointments and approval.
 - On receipt of approval, regularization of appointment

THE DURGA DEVI SHARMA CHARITABLE TRUST (GHP) GROUP RESERVES ALL THE RIGHTS TO MODIFY OR UPGRADE THE POLICY OR ANY TERMS OF THIS POLICY WHENEVER REQUIRED.

CODE OF CONDUCT:

- Every teaching and non teaching staff of Chandrabhan Sharma College (GHP Group) is expected to follow some code of conduct that direct them to achieve excellence in their assigned responsibilities , some conducts that laid the foundation of past and future success of Chandrabhan Sharma College are –
 - **A- Integrity** - Fulfilling the promise as they are predetermined Chandrabhan Sharma college believe to achieve what they Promised , the targets and goals are fulfilled as they are promised earlier. The College States ' WE DELIVER WHAT WE DREAMS / PROMISED.'
 - **B- Quality** - The College continuously involved in the efforts to improve the quality of teaching , learning , quality of life of employees and students , the management takes extra initiatives for improvement of institute's quality in just in time .
 - **C- Innovation** - The college organized many events and programs in innovative way , since the day students / employees admit in the college the management , principal and IQAC indulge to motivates the students and employees to adopt various innovative techniques that can create something unique.
 - **D- Excellence**- The college delivers the services to the students and society in extraordinary way it 'Excellence in services and satisfaction of everyone is the main motto of the college.
 - **E- Humanity**- The college gives extra care , importance and value to all its employees and students , each and every member of GHP Group is treated as the most valuable asset of the institute.
 - **F- Justice**- Every member of GHP Group is eligible for equal way of justice , the college does not support any injustice on any sort of differentiation.
 - **G- Disciplinary Rules** - All the employees and students of the college have to adheres to rules and regulations prescribed by the management and college, very strict actions can be taken against the defaulter person depending upon the level of misconduct or ignorance of disciplinary norms.
 - **H- Women empowerment** - The college provides adequate opportunities for development of female by organizing various activities and programs, beside that the college also motivates male employees to maintain the modesty of female employees and students.
 - **I- Goal achievement** - The college puts extra efforts to complete its projected goals with positive outcome the college ensures that Goals projected in the beginning of the year can be achieved with full generosity and positive outcome before the time.

NEW APPOINTMENTS PROVISIONS:

- The administrative head welcomes the new joining and handover the appointment letter to him/her.

APPOINTMENT LETTER:

- Every person who joins newly in the organization have to submit some necessary documents as evidence of their eligibility for the job – i.e Birth certificate, All educational certificates , all the documents that represents the evidence of past experience , relieving letter of earlier employer , curriculum and extra curriculum certificates etc.

NECESSARY DOCUMENTS:

- every person who joins newly in the organization have to submit some necessary documents as evidence of their eligibility for the job – i.e Birth certificate, All educational certificates , all the documents that represents the evidence of past experience , relieving letter of earlier employer , curriculum and extra curriculum certificates etc.

■ INDUCTION TRAINING:

- ▶ Every new employee of the GHP group is provided job specification and necessary training in concern to the position he/she joined. Proper and clear information is provided to the persons once they take over the charges of the specific designation.

■ EMPLOYEES ID CARDS:

- ▶ Every employee of the GHP group is provided unique Identification number which will represent their employment and can be used in all the communications and formal transactions with outsiders.

■ MENTORING:

- ▶ The college is following a specific schedule for mentoring of all the students. All the teaching staff are assigned a systematic schedule for personal mentoring with students, it enhances the cordial relationships and prevents backlogs in studies.

■ PERFORMANCE APPRAISAL / CAREER DEVELOPMENT:

- ▶ The college provides sufficient in-house and external opportunities of career development, Knowledge up gradation and promotion. The Appraisal of all the staff is done once in a year based on their previous year performance, which is evaluated periodically.

■ PROBATION AND CONFIRMATION POLICY:

- ▶ Every new employee of the GHP group will work on probation for three months. The performance of the employee is continuously monitored during this period. If the performance of the employee is good then the person can get confirmation on certain terms and conditions. After confirmation only the employee is eligible for all the Leave and facilities.

■ TRAINING OF THE EMPLOYEES:

- ▶ To cope with employees' potential in the current competitive scenario, the college conducts many in-house activities for employees' training. The college also sends teaching and administrative staff for suitable external training in different institutes and colleges. For supporting and facility staff the college provides opportunities of training in the college campus only.

■ RETENTION OF EMPLOYEES:

- ▶ The college believes to retain the eligible and hardworking employees for life span provided that the employees also desire so. The college designs adequate and best suitable policies that favor the employees' working condition and job satisfaction.

■ MIGRATION OF EMPLOYEES:

- ▶ If for better career opportunity or future betterment any employee wishes to leave or migrate from the existing job, the college with full spirit of employee's wellbeing allows them to leave without any condition.

■ RETIREMENT OF EMPLOYEES:

- ▶ In general case the employee who has completed 58 years of age will be retired from the job. In special conditions the retirement can be extended for two years.

■ RESIGNATION NORMS:

- ▶ In case if any employee wishes to leave the college, he/she has to submit the resignation letter personally to the HOD, which will be forwarded to the Principal and then to the Administration office for further process. A prior notice of one month is must before leaving the job. For teaching staff resignation during the ongoing semester will not be accepted. The faculty will resign after the semester will over.

NOTICE PERIOD:

- ▶ The employee cannot leave the organization in between the running semester, they have to serve 2 months notice to the principal before leaving the college.

NO DUES:

- ▶ The college will issue no dues certificate only when the migrating employee return back all the belongings of the college. in proper condition.

IT POLICY:

- ▶ The college provides computer, laptops, software and hardware for smooth functioning of the job responsibility, during the employment tenure it is mandatory for all the employees who are availing benefits of these facilities that they will use all these facilities for professional purpose and well being of the others, they will not use any

EXIT INTERVIEW:

- ▶ The college conduct the exit interview for those candidates who are leaving their job and submitted their resignation to the respective authority. To know the reasons of employee's migration from the Job, and to eliminate these reasons to avoid future migration The principal and HOD conducts the exit interview. The employees cannot use these or damage these hardware or software for their personal purpose.

DISPUTE REDRESSAL:

- ▶ The college is following healthy and cordial working environment for all the employees, still if any dispute arises then the college is maintaining proper positive work decorum for resolution of dispute by mutual understanding between the two parties.

TERMINATION POLICY:

- ▶ The management can terminate any employee from the services in case of unsatisfactory services or misconduct of behavior. The management will provide 1 month notice and proper reason for termination of the services to the employee

ADMINISTRATIVE POLICY:

- ▶ An adequate and systematic policy is framed and applied to maintain positive work decorum and employees satisfaction the administrative office in consultation with Principal and management designs administrative policy, currently the norms followed by all the employees are according to recent admin policy which is mentioned as under -

WORKING HOURS:

- ▶ The college is working 6 days in a week in morning and afternoon shift, except Sunday and all government / Public holidays. The working hours of the college is 7.a.m to 6.p.m including 20 minutes break, this time is classified in to different staff categories schedules which is as follow-

Teaching staff - A - Morning shift - 7.20 a.m. to 2.00 p.m. (Degree Courses)

B - Afternoon shift - 12 p.m. to 6 p.m. (Junior college)

Non-Teaching staff - A - 8.a.m. to 4 p.m. (Admin. Office)

B - 8 a.m. to 6 p.m. (Supporting staff/ Peons)

Securities and other contractual staff time varies as per their requirement.

ATTENDANCE:

- attendance for teaching and non-teaching staff is recorded by face recognition and Biometric system through Master soft ERP system. In case if anyone unable to record the attendance in the system, He or She must inform personally to admin staff on the same day, otherwise absent will be mark for the day.

LATE MARK:

- Arrival after the reporting time is marked as late, Maximum 3 late marks are allowed in a month, attendance marked late beyond 3 will leads to deduction in 01 CL or Leave Without Pay whichever is applicable.

PERMISSION FOR LEAVE:

- A prior permission is required for half day /full day leave except CL. Proper sanction by Principal is necessary for CL leaves, any leave taken without sanction / permission will be treated as LWP.

LEAVE:

- Every employee of the college is allowed 12 CL in an academic year leaves taken beyond this limit will be treated as LWP. Newly joined staff are not eligible for any leave for three months after three months they will get the CL proportionate to remaining academic year. CL cannot be encashed or clubbed with any other leave.

MEDICAL LEAVE:

- The approved staff is allowed for maximum 12 days medical leave depending upon the types of illness. These leave must be sanctioned by principal after submission of all medical documents, unsanctioned leaves will cause to LWP.

EMERGENCY LEAVE:

- The employees are eligible for maximum of 5 days of emergency leave on approval of principal.

SANDWICH LEAVE:

- As the college is working 6 days in a week, leave taken on Saturday and Monday will be treated as Sandwich leave and it leads to deduction of 3 days salary or CL whichever is applicable.

MATERNITY LEAVE:

- After joining of one year the female staff is eligible for 6 month maternity leave for better health of mother and the child. The staff who is availing maternity benefit, have to submit an undertaking of surety that she will be join back the college after her maternity leaves will over, In case if the staff does not join back her duties, or leaving the college then she have to reimbursed all the maternity benefits she received from the college.

ON DUTY LEAVE:

- All the teaching and non-teaching staff is eligible for maximum of 10 days OD leave after six month of their Joining. Prior sanction by principal is must to avail these leaves; the extension of leaves is depending upon the necessity of the cause.

HIGHER STUDY LEAVE:

- The approved staff of the college is eligible for higher study leave or competitive exam preparation leave after six month of the DOJ. The maximum 1 month can be availed after submission of necessary documents and sanctioned by principal.

■ PHD. LEAVE (FOR RESEARCH SCHOLAR ONLY):

- The maximum of 1 month leave can be availed after proper compliance of the necessary conditions , only the staff who is pursuing PHD from a valid university is eligible for this leave. The staff who is pursuing PHD can leave early @ 11.a.m in morning and 3.30 in afternoon shift till their research work continue.

■ PROVIDENT FUNDT:

- Every approved staff of the college is eligible for contribution to the PF after the 01 year of DOJ .the contribution of employer and employee will be equal i.e. 12.5% each , of the basic pay of the employee. The employee will be provided UAN number to check the amount and balance of his contribution to the Fund by using online portal. The employee can withdraw his share of contribution after six month of the membership

■ TDS:

- Every employees who contribute to PF will also be eligible for Tax deduction on income at source according to current applicable rate of taxation

■ INSURANCE:

- The college is providing group health insurance facility for all the non-teaching staff working in GHP group from Kotak General insurance for a limit of 5,00,000 /- rs each employee. The insured employees can anytime avail the benefit of this policy during insurance period.

■ PAPER PRESENTATION/SEMINAR/WORKSHOP REIMBURSEMENT:

- The employee who present research paper in any seminar can claim for reimbursement for certain expenses. Also the staff who is attending any workshop, seminar, conference or refresher course can also claim expenses concerned to the event. For reimbursement prior approval of principal is necessary. The employee who wish to avail reimbursement must have to submit all the necessary document showing the proof of all the expenses, in relevance to the event.

■ COMPLETION OF PH.D:

- The employee who completed his/her PHD will get the higher salary as per the norms of university of Mumbai, the employee is also given preference for promotion in his/her job designation

■ ON QUALIFYING NET/SET:

- Any employee who qualified NET/SET will get the increment in annual salary, also the employee will get the benefit as per the norms of University Of Mumbai.

■ OPEN DISCUSSION POLICY:

- The college is maintaining the working environment in such a way that , any employee can feel free to meet IQAC, Administration office, HOD, and discuss about the work environment or professional issues. All teaching and non-teaching staff is also having the freedom to meet to the principal and can discuss freely about any sort of constructive issue. The employees are also having liberty to suggest and discuss the constructive and innovative ideas with principal and if the suggestion/ ideas are really effective the Principal in consultation with Management will Implement it.

■ DRUG & ALCOHOL POLICY:

- Any employee of GHP group cannot involve any transaction or consumption of Drug or alcohol under any circumstances at the workplace , if anybody found guilty of this , strict actions will taken against that employee.

■ **WORKPLACE HARASSMENT POLICY:**

- ▶ Any employee of the college if behave with other employees / subordinates in such a way which is offensive, humiliating, abusive , not welcoming, threatening or not appreciative , then on receiving the complaint against him / her strict disciplinary actions will be taken from college authority.

■ **EQUAL OPPORTUNITY POLICY:**

- ▶ The College is providing equal opportunity of progress and career development to each employee, no differentiation is done on the basis of religion , race, cast language etc.

■ **SEXUAL HARASSMENT POLICY:**

- ▶ the college have very strict rules against sexual harassment. and college is following Zero Tolerance in reference to sexual harassment , till now no case is reported under this provision , in future if any complain raised against any employee then he/she will be suspended immediately , after investigation if the person found guilty very strict disciplinary action , including termination of the services can be taken.

■ **CODE OF CONDUCT POLICY:**

- ▶ Being the part of GHP group and employee of Chandrabhan Sharma College following are the duties of each employee of the college-
 - A- To fulfill all job related responsibility sincerely and honestly.
 - B- - Not to involve any malpractice i.e. bribe threating, unprofessional behavior etc.
 - C- To follow all the professional ethics during the employment.
 - D- To follow all the rules and regulations and abide by all provisions of the college willingly.
 - E- Maintain and develop work decorum in a positive way.
 - F- Not to disclose any confidential information in front of anyone.
 - G- Will not involve any transaction which is of personal benefit with any party concerns with the college.
 - H- Will put all their knowledge efforts and hard work for wellbeing of the institute.
 - I-To treat everyone with respect and equality.
 - J- To respect female employees and support their modesty.
 - K- Not to involve in any act that can spoil the goodwill of the college.
 - L- The staff cannot except / demand cash or kind from any party concerned to the college.
 - M- Will maintain confidentiality about exams, exams question papers result etc.
 - N- The employee who resigns from the employment can not be involve in similar types of business which is of competitive nature of the college, for one year of the resignation.
 - O- The employees does not have any legal right of issuing any copy of the written material / policy of the GHP

■ **DRESS CODE:**

- ▶ **A. Teaching staff** - Female – Simple traditional Indian attire.
Male – Decent Formal Pant / Shirt.
- B. Non Teaching staff** - As mentioned above
- C. Supporting staff** - Will wear uniform provided by the college during working hours.



Chandrabhan Sharma College
Arts, Commerce & Science

Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College

of Arts, Commerce & Science

(Hindi Linguistic Minority Institution)

(Affiliated to the University of Mumbai)

Accredited by NAAC 'B+'

EMPLOYEE'S BENEFITS:

▶ following are the miscellaneous benefits provided to employees of the college.

- 1- Pension under EPF scheme.
- 2- Free medical check- up for all the employees.
- 3- Facilities for loan to all employees.
- 4- Concession in fees to the ward of the employees in the school/ college run by the GHP group .
- 5- Support to continue higher education by the sub staff.
- 6- Financial support to attend/ participate in short term course to Academic staff conducted by college, University of Mumbai.
- 7- Financial / Morale and Academic support for Minor and Major Research projects.
- 8- Implementation of 7th pay for regular teaching and non-teaching staff.
- 9- Annual increment is provided to all regular staff.
- 10- Sports facilities i.e. Football, Cricket on the terrace of the college building for the staff.
- 11- Sports meet for employees.
- 12- Celebration of Teacher's Day.
- 13- Yoga, Meditation, Awareness session on practical health themes.

ALL THE ABOVE MENTIONED POLICIES CAN BE AMENDED OR WITHDRAW BY THE MANAGEMENT ACCORDING TO THE CHANGES IN GOVERNMENT / UNIVERSITY OF MUMBAI PROVISIONS.

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