



HUMAN RESOURCE (HR) POLICY RECRUITMENT POLICY ADMINISTRATIVE 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** - Master's Degree with 55 % 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 Ph.D degree will be preferred.
 - **B- Non-Teaching Staff** - A Bachelor's Degree or equivalent, minimum 2 years' experience in relevant field
- Faculty Members are recruited based on the qualifications prescribed by UGC and University of Mumbai. At present the following criterion is being followed:

■ 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.

PERFORMANCE APPRAISAL / CAREER DEVELOPMENT:

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

TRAINING OF THE EMPLOYEES:

▶ To cope employees potential in to current competitive scenario, the college conduct many in-house activities for employees training ,college also direct teaching and administrative staff for suitable external training in different institute and colleges . For supporting and facility staff the college provides opportunities of training in college campus only.

RETENTION OF EMPLOYEES:

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

MIGRATION OF EMPLOYEES:

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

RETIREMENT OF EMPLOYEES:

▶ In general case the employee who completed 60 years age will be retired from the Job , In special condition the retirement can be extend for two years.

RESIGNATION NORMS:

▶ In case if any employee wish to leave the college, He/She have to submit the resignation letter personally to the Principal and then 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 needs to resign once the semester ends.

EXIT INTERVIEW:

▶ The college conduct the exit interview for those staff who are leaving their job and who have submitted their resignation to the respective authority. Knowing the reasons for an employee's departure from a job and eliminating those factors to avoid future departures, the exit interview is conducted by the Principal and Coordinator.

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 the 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)

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

B – 7 a.m. to 6 p.m. (Supporting staff/ Peons) – Divided in two shifts

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. Physical attendance register is also maintained for attendance. 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.

CASUAL 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 month they will get the CL proportionate to remaining academic year. **CL** cannot be 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.

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:

- Permanent female employee is eligible for 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 collage 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.

■ PROVIDENT FUND :

- 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 Rs. 5,00,000 /- 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 also has the freedom to meet to the principal and can discuss freely about any sort of constructive issue. The employees also have 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 found consuming of Drug or alcohol under any circumstances at the workplace, strict actions will be taken against such 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, if any such complaint is raised against any employee strict investigation will be done & if the person is found guilty strict disciplinary action, including termination of the services will be taken.

■ CODE OF CONDUCT POLICY AS APPLICABLE UNDER MAHARASHTRA UNIVERSITIES ACT AND UGC:

- ▶ 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 Rs. 5,00,000 /- each employee. The insured employees can anytime avail the benefit of this policy during insurance period.
 - To fulfill all job related responsibility sincerely and honestly.
 - Not to involve any malpractice i.e. bribe threatening, unprofessional behavior etc.
 - To follow all the professional ethics during the employment.
 - To follow all the rules and regulations and abide by all provisions of the college willingly.
 - Maintain and develop work decorum in a positive way.
 - Not to disclose any confidential information in front of anyone.
 - Will not involve any transaction which is of personal benefit with any party concerns with the college.
 - Will put all their knowledge efforts and hard work for wellbeing of the institute.
 - To treat everyone with respect and equality.
 - To respect female employees and support their modesty.
 - Not to involve in any act that can spoil the goodwill of the college.
 - The staff cannot except / demand cash or kind from any party concerned to the college.
 - Will maintain confidentiality about exams, exams question papers results etc

■ 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.

EMPLOYEE'S BENEFITS:

- ▶ following are the miscellaneous benefits provided to employees of the college.
 - Pension under EPF scheme.
 - Free medical check- up for all the employees.
 - Facilities for loan to all employees.
 - Concession in fees to the ward of the employees in the school/ college run by the Trust .
 - Support to continue higher education by the sub staff.
 - Financial support to attend/ participate in short term course
 - Financial / Morale and Academic support for Minor and Major Research projects.
 - Annual increment is provided to all regular staff.
 - Indoor & Outdoor Sports facilities i.e. Football, Cricket on the terrace of the college building for the staff.
 - Sports meet for employees.
 - Lunch / Dinner on various occasion like Teacher's Day, Diwali etc
 - 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.