



HINDI SEVA MANDAL'S (ESTD. 1950)  
**SHRI SANT GADGE BABA**  
**COLLEGE OF ENGINEERING & TECHNOLOGY**

Hindi Seva Mandal's  
Shri Sant Gadge Baba  
College of Engineering & Technology, Bhusawal



**H.R.POLICY MANUAL**  
for  
**Shri Sant Gadge Baba College Of Engineering &  
Technology Bhusawal.**



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## 1 - Terms of employment

1. Employee services will be governed by the provisions of the Maharashtra Universities Act and the Statute Ordinances, Regulations, and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing body Hindi Seva Mandal Society.
2. Employee will be appointment in this Institutes under the aegis of the Society. Appointment is strict subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the regulatory authority / AICTE & University norms. If employee do not fulfill the required qualification during the academic year or during services, employee services can be discontinued.
3. Based on Performance Appraisal which is to be submitted by employee every year and also on basis of the report of HOD & Principal, employee may be recommended for further extension/Promotion.
4. Gratuity and PF shall be considered by management for regular posts.
5. Appointment is purely on temporary basis for the period mentioned in the appointment Order. Employee must give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the academic session. The Board of Management however has discretion to relax this condition.
6. Employee will report to the concerned Head of the Department/Principal and must shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
7. Appointment of teaching staff is subject to approval from the University. Employee must fulfill all the required qualifications & experiences for the said post according to the Regulatory Authority, AICTE affiliated University norms time to time. If the University objects about any point with respect to qualification then in such case the university and H.S.M. Society's decision will be final and any claim on the said post after or during the service period will not be considered.



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## 2- Services Rules approved by the H.S.M. society

1. The staff has to submit their entire original certificate at the time of joining for verification.
2. The appointment will be on purely temporary basis and can be terminated within two weeks notice without assigning any reason thereof for the said period mentioned in appointment order.
3. If the staff members desire to leave the institute, they will have to one months notice or forfeit one month salary in lieu thereof.
4. The staff will have to produce a medical certificate of physical fitness immediately on joining the institute.
5. The staff have to oblige any other work of the institute, as directed by the management.
6. If the staff fail to abide by any of the above conditions, He / She will be liable for disciplinary action resulting in immediate termination of service.
7. The staff appointment may be on full-time contract/ Adhoc basis
8. The regular appointment will be subject to approval by the University. Educational Qualification and other rules will be applicable as per AICTE norms.
9. The staff appointment will be subject to the minimum number of Students and the Workload prescribed for the post.
10. The staff shall submit their originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge/relieving certificate, last pay certificate, change of name certificate (if any), etc. before joining their duties.
11. The staff will be allowed to join duties on producing of (a) Discharge certificate from previous employer (b) Two passport size photographs.
12. The staff is required to give the correct mailing address as soon as they join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent Registered Post Acknowledgement Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by them.
13. The staff will not conduct or engage themselves in any private tuition or private coaching classes.
14. The staff will not engage themselves in any other paid full-time or otherwise, during the continuance of their service, without the permission of the Competent Authority / Management.



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15. The staff will be required to serve one month's notice or surrender one month's gross salary in lieu notice period, if they intend to resign the post.
16. If any staff are found absent continuously for more than thirty days without permission their service will stand terminated automatically. If they are found guilty or violating of any terms and conditions mentioned above, they will be liable for disciplinary action and punishment decided by the management provided for in the status. During the period of their service, they shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
17. The staff have to communicate their acceptance to the Management / College / Institution within five days from the date of receipt of order or appointment, failing which their appointment is liable to be cancelled.
18. The staff will not be allowed to leave the service in the middle of the academic session.
19. The staff will have to discharge their duties and any other curricular and extra-curricular work that will be assigned to them by the Principal, from time to time.



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### 3- Work Days, Institute Timings & Attendance System

Scope – All employees of the College / Institutes under the agies of the Society

#### A) Workdays

Working days will be Monday to Saturday.

#### B) Working hours

The work timings of the College / Institutes under the agies of the Society are as follow:

- i) A day will be counted for 7 hours of the duty including lunch time for half an hour.
- ii) General Office time is 10.00 am to 5.00 pm. It will vary as per the requirements of the departmental work.
- iii) Office timing will be as per rules or as prescribed by the Principal/Head of the Department.

#### C) Attendance System / process

- i) All the staff members are required to mark their attendance on the Attendance Register two times in a day i.e. while starting your duty and after duty hours.
- ii) It is mandatory for all the Employees to mark their attendance daily in Attendance Register.



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## 4- Leave Policy

### Leave Rules

#### A. Casual Leave

1. All the employees are entitled for 12 days of casual leaves in a year in an academic year (1st July – 30th June).
2. Regular faculty and staff who have completed one year of service are eligible to apply for CLs.
3. Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
4. Casual Leave can either be prefixed or suffixed with vacation.
5. Casual leave not availed in a academic year will lapse.
6. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
7. Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
8. Casual leave can be availed by individuals only on prior sanction.
9. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended.
10. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

#### B. Vacation Leave

Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

#### C. Earned Leave

Non Teaching staff members are entitled for 10 days of earned leave per year.

#### D. Medical Leave

All the employees are entitled for ten Medical Leaves (ML) in an academic year (1st July to 30th June).

- In case of Medical Leave, a medical certificate from Registered Medical Practitioner should be produced.



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- In case of emergency, a special leave may be granted subject to the approval from Principal.
- In case of emergency / Medical Leave, the employee should inform to the concerned Head of the Department.

**E. Maternity Leave**

All the regular lady employees are entitled for Maternity Leave as per the prevailing norms prescribed by the authorities from time to time

**F. Duty Leave**

Duty Leaves means Employee going for official work upon the approval or instructions of the Compete Authority.

- a) If D.L. is necessary, Employee must take an approval from their Reporting Authority in advance, via Application request.
- b) The Reporting Authority must approve this request on the same day of the request made.
- c) Any Out-Door without advance intimation and approval shall be treated as absent.

**G. Compensatory Leave :**

- a) An employee, who is required to work on a holiday / on an emergency duty, will be eligible to apply for Compensatory leave.
- b) Compensatory Leave may be sanctioned only if the employee has been called to duty by the Competent authority.
- c) The concerned employee and officer shall maintain a record of the work done on that day.
- d) Ordinarily compensatory leave shall be taken within same academic year and shall not be allowed to carried forward to the next academic year.
- e) Compensatory leave must be got sanctioned in advance before it is availed.



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## 5- Public Holiday Policy

Public Holidays – National & Festival Holidays will be as per the University norms and declared by the Competent Authorities time to time

## 6- Salary and Increment

### Salary :

Salary will be paid on 1<sup>st</sup> of every month subject to availability of the funds. It is advisable for employees to have a savings account with Bank in this regard so that the salary can be directly transferred to the respective savings account of employees.

### Promotion Policy :

Promotion will be made as per the University norms and declared by the Competent Authorities time to time

### Increment:

- Increments will be sanctioned only on satisfactory report of performance of the employee.
- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.



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## **7- Retirement/ Resignation/Termination Policy**

### **Policy Related to Retirement**

- Retirement will be made as per the University norms and declared by the Competent Authorities time time.
- Retirement is implemented in the institute as per Govt. of Maharashtra Norms.

### **Policy Related to Resignation**

- Any Member of the faculty in permanent service shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one months salary in lieu there of.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation. Normally they will not be relieved in the middle of a semester.
- Any member of the Support Staff in permanent service shall give one months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay one months' salary in lieu thereof.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation. Again, normally they will not be relieved in the middle of a semester.
- Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation. Normally Teaching faculty members will not be relieved in the middle of a semester.
- However, the Principal reserves the right to waive the notice period or the compensation thereof.

### **Policy Related to Termination of Services of an Employee**

- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Principal reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/3 months notice or in lieu thereof 1/3 months pay.



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- The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- A service file shall be maintained in case of all employees.
- Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- The Management, subject to the ratification of the governing council, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.



  
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## 8- Code of Conduct / Disciplinary Proceedings

- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievances.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- No employee may absent himself/herself from duty without prior permission.
- In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.



  
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## 9- Grievance Cell

### Grievance Redressal Mechanism

Institute has its own grievance redressal committee/ ICC for staff and students. An employee has any complaint or grievance regarding the employment, working conditions or any concern causing him for the smooth operations / discharging his duties may approach his/ her HOD for redressing of the same. An employee may submit the same in writing. The necessary action will be taken up based on the severity of the issue. Internal grievance cell will be formed for further investigation in the respected institution; if need be. The committee reviews the grievances received and resolves it. Based on severity of complaints, it is resolved in time limit suggested by management. Identity of person filing complaint in suggestion boxes are kept confidential. The solution/decision with regard to suggestion is communicated to related committee/cell or individual of the Institute for further action. In case of emergency following members can be contacted and their number are displayed at various locations in the campus.

- Principal
- Head of Department
- Concerned Faculty member
- Office Superintendent

### Women's Grievance Committee

This committee will have following functions towards female students, teaching and nonteaching women staff of the institute:

1. To prevent sexual harassment and to promote the general well-being
2. To provide appropriate working conditions in respect of work, leisure, health, and hygiene.
3. To ensure that there is no hostile environment toward women at work places.
4. To provide guidelines for the redressal of grievances related to sexual harassment of women.

It will be duty of the Women's Grievance Committee to prevent sexual harassment and to promote the general well-being, to provide appropriate working conditions in respect of work, leisure, health, and hygiene and to provide guidelines for the redressal of grievances related to sexual harassment of women.



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**Committee for Grievances of Reservation Students & Faculty Members**

College has constituted Reservation Grievance Committee to hear grievances of reservation students, teaching and non-teaching staff of the university. Reservation Grievance Committee has the following members:

Reservation Grievance Committee will function for the grievances of SC/ST students and employees of the University and render them necessary help in solving their academic as well as administrative problem.

**Women Cell Committee**

**Function**

- To build Self-esteem and dignity among girls students and ladies faculty member.
- To offer services such as counseling ,legal aid in case of atrocities against women
- To create awareness regarding women rights.
- To arrange problems regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace.



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## 10-Employee Separation

### Retirement & Extension

1. After attaining the age of superannuation as per the norms prescribed by the UGC or the affiliated univers & state of Maharashtra time to time, the employee shall retire from the services of Constituent College Institutes under Society.
2. The age of superannuation is decided on the basis of the date of birth of the employee as entered in t records of Constituent Colleges / Institutes under Society and proof submitted therewith. No subsequ justification towards the information furnished shall be entertained.
3. Every employee shall retire on the last day of the month in which he / she attains age as per the guidelines the state of Maharashtra or the norms of UGC and written intimation of the retirement date shall be sent to t employee at least 1 month in advance.
4. The final dues of the employee shall be settled as per the normal procedure
5. Extension of services of an employee who has reached at the age of Retirement age shall be at the s discretion of the Management.
6. Such employees shall be given an appointment letter as fixed term contract for 11 months period, renewal of contract subject to fulfilling the physical, technical, and other conditions as may be described in the letter.

### Resignation:

1. Employees can resign from the services of Institutes and Society by giving notice applicable as mentioned the appointment Order of Constituent Colleges / Institutes under Society or as mentioned in the HR Poli Manual, which may be revised from time to time
2. It is preferred and expected that the Employee must talk with his / her Reporting Authority on the reason concerns before giving formal intimation for resignation.
3. Final dues shall be settled after 30 days from the last working day after ensuring that the employee t completed with his / her obligations to Constituent Colleges / Institutes under Society.



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4. Employees not giving proper one month notice, hand over or failing to meet any process as laid down in the afore said "Exit Process" may not be relieved, and settlements due to such employees may be withheld and / forfeited.

5. The Management shall have the right to refuse to accept the resignation of any employee when a disciplinary action is contemplated or pending against them and / or any task assigned to the concerned employee is incomplete or pending

**Seeking Release:**

i) Nobody can leave the service without applying for the release to the constituent College/ Institute of Society

ii) The Director/Principal appointed in a Constituent Institute / college to the Society shall not leave the service without giving One month's notice to the Appointing authority or in lieu of notice pay to the Appointing Authority an amount equivalent to One month's salary. The Appointing Authority, at its discretion may waive the above notice period in part or in full.

iii) In the event of a vacancy in the post of the Director/ Principal of a constituent college/Institute, occurring due to illness, leave, retirement resignation, or for any other reason, the current duties of the said post shall be assigned by the competent authority to another employee in the college/institute, in addition to his/her own duties, as a temporary arrangement till the Director/ Principal resumes his/her duties or till the post is filled due procedure.

**Handing over charge:**

i) The Employee before leaving service shall hand over the charge of his post to a duly authorized person and shall return all books, computer, furniture, etc. issued to him to the College/ Institute / library/ Department, and shall pay up in full all charges due from him for occupation of residential quarters, water and electric charges if any, etc.

ii) If he fails to do so, the Head of Institute shall recover the amount due from such employee on account of the above items from his last salary.

iii) The last salary will not be paid to the employee until a clearance certificate is issued by the Head of the Department/ Head of Institute concerned after obtaining No dues Certificate of all concerned sections.

iv) The exiting employee shall have to handover data related to Institute/ College activities / portfolios handled by him/her in soft copy / hard copy format e.g. seminar, guest lectures, placement, alumni, events etc.; and other communication related to the institute / college with any outside party / individuals, to a person authorized by the Principal of the college / institute.



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**Relieving Order / Discharge certificate:**

The Appointing Authority / Head of Institute will give a discharge certificate to the employee who leave service after due notice or to the employee whose services are terminated after making sure that the employee leaving services, has paid off all amounts due from him/her to the College/Institute and a proper handover roles and responsibilities has been done to the designated person taking over the charge from the leaving employee.

**Death while in Service**

All dues shall be settled in favor of the nominees as appearing in the records after ascertaining the identity of the nominees and obtaining an indemnity bond from them. In no circumstances after settlement of dues shall take place without ascertaining the legal heirship in case of any dispute arises.



  
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## 11- Staff Welfare

Following practices are followed in the institute for staff welfare:

1. Scale pay
2. PF
3. Gratuity
4. Free Education in our institute for staff's children's.
5. Support for higher education of staff members
6. Medical support



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## 12- Exit Management

All employees need to follow exit rules as mentioned in your appointment order.

- No dues from all the departments shall be done prior to the last working day of an employee.
- A detailed handover note shall be taken for the for the office records which is duly signed by the HOD and the concerned employee.



  
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