



SANMARG SHIKSHAN SANSTHA'S
SMT. RADHIKATAI PANDAV COLLEGE OF ENGINEERING

Near Dighori Naka, Umrer Road, Nagpur-441204

Recognized by Government of Maharashtra & AICTE New Delhi

Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

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HR POLICY

Sr. NO.	CONTENTS	PAGENO.
1.	General	1
2.	Service Rules	1
3.	Faculty Recruitment Procedure and Promotion Policy	3
4.	Leave Benefits and Rules	4

SERVICE RULES AND LEAVE POLICY

1 General

1.1 Working days and timings

The College Functions from Monday to Saturday every week. The College working hours are from 11.00 AM to 5.30 PM for TEACHING AND NONTEACHING Staff members.

1.2 The Class timings are between 11.00 AM and 2.00 PM in the first session. The Lunch break is from 2.00 PM to 2.30 PM. Second session is between 2.30 PM and 5.30 PM.

1.3 Maintenance of Attendance

1.4.1 Biometric attendance system is followed for both TEACHING AND NONTEACHING staff members. Entry time in the morning is before 11.00 AM and Exit time is after 5.30 PM.

1.4.2 All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HOD / Principal before leaving the work place.



The service rules are framed to ensure effective utilization of human resources for Improvement of academic and overall performance.

2.1 Service Conditions

2.1.1 The appointment order is issued based on the joining letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.

2.1.2 All appointments shall ordinarily be made on probation for a period of one year. The Faculty member is treated as "Regular" on completion of one year service.

2.2 Faculty Salary and Increment

2.2.1 Salary Based on the experience and qualifications, the monthly salary will be paid as per AICTE norms

2.2.2 Suitable dearness allowance (DA)32%, House Rent Allowance (HRA)15% and 800 rupees CLA will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management..

2.2.3 Disbursement of Salary The salary of each staff will be directly deposited in the staff members account in the Union Bank of India. This is located at the Nagpur. The staff members should give his / her account number to the accounts office. Suitable income tax, if any, will be deducted from the salary and paid to the government

2.2.4 Each member has to sign acquaintance roll maintained by the AO office before 30 or 31st of each months. Failure to sign acquaintance roll will result in belated payment of salary.

2.3 Pay Advance Interest-free advance Rs.100000/- for Teaching Staff and Rs.50000/- for NonTeaching staff will be sanctioned to the employees at the discretion of the management. The individual will be allowed to repay the advance by his/her salary. The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

2.4 Quality Improvement Programme (QIP) Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.

2.5 Superannuation and Re-Employment The age of superannuation of teachers would be 60 years and thereafter no extension of services shall be granted. However the institute may re-employ the super annuated teacher up to 65 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, as the case may. The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 65 years. However there is no provision for reemployment of such category of staff.

2.6 Faculty Resignation

2.6.1 Resignation will not be accepted in the middle of the academic year.

2.6.2 No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months' notice is to be served or Three months' salary on either side needs to be paid in lieu of such notice.

2.6.3 One month notice is to be served or one month salary on either side needs to be paid in lieu of such notice for Non-Teaching staff. 3 Faculty Recruitment Procedure and Promotion Policy 2.6 Faculty Resignation

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2.6.3 One month notice is to be served or one month salary on either side needs to be paid in lieu of such notice for Non-Teaching staff.

3 Faculty Recruitment Procedure and Promotion Policy

3.1 Recruitment Procedures

3.1.1 Based on the requirement, advertisement is given in local and national level newspapers.

3.1.2 Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.

3.1.3 The Staff Selection Committees conduct the interviews. Selected candidates are recommended for appointment.

3.1.4 The appointment is made after due approval from the Management through the Principal.

3.1.5 The appointment is given under probation for a period of one year from the date of joining in service. After one year He/She will be considered as regular and confirmed employees.

3.1.6 AICTE pay scales are implemented. Deserving candidates are offered higher pay.

3.2 Promotion Policies

3.2.1 The college follows AICTE norms for qualification and experiences in respect of promotion of faculty members

3.2.2 In addition, due consideration is given to academic performance and overall contribution by the faculty members.

3.2.3 Incentives are offered to faculty members who excel in academics.

3.2.4 Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.

4 Leave Benefits and Rules

4.1 Casual Leave (CL)

4.1.1 Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 2 days of CL continuously.

4.1.2 The teaching and non-teaching staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.

4.1.3 Holidays interposed between CLs will be taken as CL. 4.1.4 No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7 days. 4.1.5 If it exceeds 7 days all the general holidays or ODs will be considered as CL.

4.2 Phone Casual Leave (PCL)

4.2.1 The number of phone casual Leave, in case of genuine reasons of emergency, per semester is 2 out of 12 Casual Leaves (4 per year). PCL more than 2 per semester will be considered as loss of pay

4.3 Medical Leave

4.3.1 The number of medical leave, in case of genuine reasons of emergency, per year is 8 days.

4.4 Maternity Leave (MAL)

4.4.1 As per the latest amendment in the maternity benefit act 1961, every female employee is eligible to get maternity leaves of 26 weeks.

4.4.2 Every female employee will get 26 weeks of maternity leave for the first two children, after that it will be 12 weeks. 4.4.3 Female employees can avail 8 weeks maternity leave before the expected delivery date and remaining 18 weeks maternity leave will be given after delivery date.

4.4.4 A female employee shall be eligible for 3 months Maternity Leave with full pay / 6 months Maternity Leave with half pay in case of delivery.

4.4.5 A female employee who has been on maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

4.4.6 A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave. In case of any violation of bond, she has to repay the salary received during the maternity leave.

4.5 Compensatory Leave (CCL)

4.5.1 Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.

4.6 Late attendance

4.6.1 Number of Late Attendance (LR) per month is 2. (Maximum of ½ an hour)

4.6.2 LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as 1 day CL. If CL is already availed it will be treated as loss of pay.

4.7 Permission The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

4.8 Exam On Duty (EOD)

Attending works related to RTMN University, Nagpur is obligatory on the part of faculty members.

4.8.1 Acting as RTMN University, Nagpur Representative, and External Invigilator for conduct of RTMN University Examinations.

4.8.2 Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing in RTMN University, Nagpur etc.

4.9 Other On Duty Related to Academic Work (OOD)

The number of Other On Duty per semester is 5 days. The OOD may be availed for the academic related works.

4.9.1 Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.

4.9.2 Invited to other Colleges / Organizations for honoring a faculty member for his/her achievements.



4.9.3 Attending Conventions / Meeting etc., of professional bodies like ISTE, IEEE, CSI, IET etc.

4.9.4 Attending Doctoral Committee meetings and writing course work examinations for Ph. D. pursuing research scholars.

4.9.5 Writing University Examinations for B.E / M.E pursuing Staff Members.

4.9.6 Acting as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.

4.10 Special On Duty (SOD)

4.10.1 Attending sponsored programmers like FDP / SDP / Summer / Winter School etc., (conducted for more than 2 days) organized by Government / Renowned Institutions.

4.10.2 Organizing Function / Seminar / Symposium / National Conferences / Exhibition etc. by our faculty and Faculty members who are deputed by HoDs.

4.10.3 Accompanying Students for industrial visits / Placements. Note: Granting OOD / SOD solely at the discretion of the Principal considering the overall works of the institution and depending upon the situations prevailing at that time in the best interest of the college.

4.11 Vacation Leave (VL)

Diwali Vacation

4.11.1 All Faculty members in our institution are eligible for Diwali Vacation of about 10 days.

Summer Vacation

4.11.2 Faculty members who have completed 1 year of experience in our institution are eligible for WL of about 2 week.

4.11.3 In case of any emergency vacation leave can be availed prior without affecting regular academic.



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