



SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

HR POLICY

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Introduction

H.R. Policy

This policy is the guideline for appointment, recruitment, service rules for all teaching and non-teaching staff of LSRC, whether immovable or otherwise. Physical infrastructure of LSRC is defined to include the Building Premises & its various components, Furniture & Fittings, Electric Fittings, Equipment and Devices. This policy shall not deal with Information Technology infrastructure.

Authority:

Approved by the competent authority of LSRC.

Applicability:

The IT policy is applicable to all the **all teaching and non-teaching staff of LSRC.**

1. APPOINTMENT

1.1 CLASSIFICATION OF FULL-TIME EMPLOYEES

The full-time employees of the college holding different posts both teaching and non-teaching shall be classified as follows for certain administrative purposes.

- Group A: For teaching Degree
 Group B: For teaching Junior
 Group C: Non-teaching

Group	Sr.No	Post/Designation	Nature of Appointment
A	1	Asst.Prof	TEMPORARY/ADHOC
	2	Asst.Prof/Librarian	PERMANENT(AIDED)
	3	Asst.Prof/Librarian	PERMANENT(SELF-FINANCE)
B	4	Asst.Teacher(Jr. Colege)	TEMPORARY/ADHOC
	5	Asst.Teacher(Jr. Colege)	PERMANENT
C	6	Office Staff (other than class IV)	MANAGEMENT APPOINTMENT
	7	Office Staff	GRANT IN AID

The above classification is subject to change as may be decided by the Competent Authority.

The SES Management shall specify from time to time the pay scale of 1.1 Group A -1 & 3, Group B-4 and Group C -6. For other categories, salaries area per the Govt. of Maharashtra from time to time.

1.2 RECRUITMENT

i. Recruitment of faculty:

Method of recruitment: The recruitment of the faculty will be by way of direct recruitment through open advertisement.

The vacant posts shall be advertised through print (one in English and one in Marathi leading dailies) or in University News Journal or both. The applications received in response to the advertisement will be shortlisted as per the eligibility criteria. The shortlisted candidates will be called for the Interview.

ii. Recruitment Process:

During the recruitment process the following points should be taken into consideration:

- The Post, for which the recruitment action is initiated, should have been the post approved by the SES.
- Pay scales of the teaching and office staff should be according to the norms as decided in consultation with the management (1.1 Group A -1 & 3, Group B-4 and Group C -6).
- Entire process of recruitment of teaching staff should be according to the recruitment rules laid down by the University of Mumbai, Govt of Maharashtra if applicable, including qualification, age, etc.
- At least one subject expert must remain present for the meeting, Quorum of minimum 4 members required (1.1 Group A -1 & 3, Group B-4 and Group C -6).
- The date and time for the interviews once fixed will not be changed except under unavoidable circumstances.

1.3 SELECTION PROCEDURES
Constitution of SCI

Sr. No	Post/Designation (Full Time)	Nature of Appointment	Members to attend Interviews	QURUM
1	Asst.Profs	TEMPORARY/ADHOC	Local Selection Committee Gen.Secretary, CAO, Principal, Subject Expert(2), Vice Principal, Head/Coordinator of the Dept.	4 with minimum one subject expert.
2	Asst.Profs	PERMANENT(Aided and Self-finance)	As per UGC and Univ. of Mumbai Norms	
3	Asst.Teacher (Jr. Colege)	TEMPORARY/ADHOC	Local Selection Committee Gen. Secretary, CAO, Principal, Subject Expert(2), Vice Principal, Head/Coordinator of the Dept.	4 with minimum one subject expert.
4	Asst.Teacher (Jr. College)	PERMANENT	As per Govt. Norms	
5	Office Staff (other than class IV)	MANAGEMENT APPOINTMENT	Gen. Secretary, CAO, Principal, Subject Expert(1), Vice Principal, Registrar/OS	4 with minimum one subject expert.
6	Office Staff	GRANT IN AID	As per Govt. Norms	

- i. For all Teaching post DEMO LECTURE by applicants is must. A topic will be given in advance by the HoD/Coordinator and shall conduct demo lecture in a classroom and prepare an assessment report on it. This will be followed by a Selection Committee Interview (SCI)
Scores of written test will be added to the final score in case category 1.3 (1) and (3). For category (2) and (4), scores will be for indicative purpose only.
- ii. For category (5) and (6) office staff, a written examination of 50 marks on General English, GK and typing test for all Clerical post, General English and Accountancy for Accounts Clerk followed by a Selection Committee Interview. Scores of written Test will be added to the final score.
- iii. No candidate will be allowed to appear before the SCI for categories 1, 3,5 and 6 without appearing before demo lecture/written test as the case may be.

Note: NO TA/DA shall be paid by the college for attending Demo Lecture/Written Test and appearing before SCI.

1.4. PAYMENT TO PANEL MEMBERS

External panel members will be paid Honorarium as decided from time to time.

No Internal panel member or any SES member or any of the member working under the SES group will be entitled for Honorarium.

1.5. GENERAL INSTRUCTIONS

- 1) Appointments to the posts of 1.1 Group A (2 & 3) and B(5) category shall be made by the competent authority by following the procedure as specified here or by authorities like UGC, University of Mumbai, Govt of Maharashtra, as the case may be, from time to time.
- 2) The posts in categories 1.1 Group C-5 will be filled in by direct recruitment through advertisements. For Group C-6 will be filled in either by direct recruitment through advertisements or by internal promotion as per the NOC issued by the Jt. Director by following the procedure laid down.
- 3) Educational and other qualifications, age limit, experience and other incidental matters related to the recruitment and promotion is published separately from time to time.
- 4) All the appointments have to be reported to the Management for approval.
- 5) Before issuing an Appointment letter, an offer letter stating the nature of employment, pay/scale and leave admissible, should be issued. Once offer letter is accepted, final appointment letter is to be issued.
- 6) All the offer letters and appointment letters for both the teaching and non-teaching are to be signed by the Hon'ble Secretary of SES.
- 7) Copy of Selection Committee report, Offer letter and Appointment letter are to be submitted to the SES Office and the other set is to be kept with college office.

1.6. CONTRACT EMPLOYEES

The Management of SES may appoint persons on a contract basis to teaching and non-teaching positions due to exigencies of work, for a specific period not exceeding 6 months, as the case may be.

The terms and conditions of service of the contract employees shall be specified by the Management of SES and they shall not be eligible for any benefits extended to the regular employees.

The services of such an employee will stand automatically terminated at the end of the period of his/her appointment.

1.7. PROBATION

- a) All the appointments (1.1 A 3,5,6 & 7) of the approved or sanctioned posts will be on probation. The period of probation for the teaching and non-teaching employee shall be one year from the date of his/her joining the duty.
- b) The services of an employee who has been appointed on probation can be terminated without assigning any reason but with a notice of one calendar month or one month's salary (Basic + D.A.) in lieu thereof.
- c) The Principal shall obtain confidential report on the performance of the employees under his/her supervising authority/ sectional head / Head of the Department, as the case may be and should report the competent authority at least four weeks prior to the completion of the probation period. The competent authority may take the decision of confirming the services of employee or extending the probationary period based on the report of the performance of the employee and on his/her own assessment and the same must be communicated to him/her before the end of his probation period.

The employee shall be considered confirmed in his/her post only if and when he/she receives a letter of confirmation from the college. If such letter is not issued before the end of his/her probation period, the further period of his/her service is to be considered as an extended period of probation, for which he/she will be paid his total emoluments.

- d) If an employee who has been promoted to a higher position and is not confirmed on his/her post of promotion, he/she will be reverted to his/her original post and the period of promotion will be considered as period of continuation of his/her service on the original post. He/she will be entitled to all the benefits due to him/her as an employee on the original post. A promoted employee can also be reverted to his/her original post if he/she is not found suitable during the period of his/her probation.
- e) The Hon'ble Secretary may extend the period of probation of an employee for a maximum period of one year.

1.8. COMMENCEMENT OF SERVICE

“Service” of an employee shall be deemed to have commenced from the working day on which an employee has reported for duty at the place intimated to him/her by the competent authority.

If he/she reports after 12 noon of that day, his/her service shall be treated as commenced from the next working day.

2. RESIGNATION

A confirmed employee who intends to leave the service of the college, shall have to give a three months' notice addressed to the Principal to that effect. He/she can also pay an amount equal to his one month / three months' salary (Basic + D.A.) as the case may be in lieu of such a notice. In the case of an employee on probation in whose case the notice period will be of one month and an amount to be paid in lieu of that will be equal to his/her one month's salary (Basic + D.A.). Expression 'Month' mentioned here and elsewhere in this policy means the month in the English calendar.

However, the SES Management may waive the condition of notice or payment in lieu of it in genuine and deserving cases on the recommendations of the Principal.

If a candidate who has been appointed to any post in the college fails to join the service on or before the date mentioned in his/her letter of appointment, his/her appointment will stand automatically cancelled unless and otherwise he/she obtains prior permission of the competent authority to do so.

The resignation of an employee shall not be effective unless it is accepted by the Competent Authority and the employee concerned is informed accordingly. A resignation given by an employee will not be normally accepted under the following circumstances:

- a. If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
- b. If the employee is under a bond to serve the college for a specified period, which is not yet over;
- c. If there are any dues and other borrowed materials to be recovered from the employee.
- d. If the employee is on leave or is absent from duty.

e. for any other sufficient ground to be recorded in writing.

3. SUPERANNUATION AND RETIREMENT

A.

Sr. No	Post/Designation	Nature of Appointment	Superannuation and Retirement Age
1	Asst.Prof	TEMPORARY/ADHOC	N.A. as the appointment is year to year basis.
2	Asst.Prof/Librarian	PERMANENT	60 Years
3	Asst.Prof/Librarian	TEMPORARY	N.A. as the appointment is year to year basis.
4	Asst.Teacher(Jr. College)	TEMPORARY/ADHOC	N.A. as the appointment is year to year basis.
5	Asst.Teacher(Jr. College)	PERMANENT	58 Years
6	Office Staff(other than class IV)	MANAGEMENT APPOINTMNET	58 Years
7	Office Staff	GRANT IN AID	58 years and 60 years for class IV

B. An employee, who attains the age of superannuation on any day other than the first day of any calendar month, shall retire on the last day of the month in which he/she completes his/her age of retirement.

C. If the employee has been certified by a registered medical practitioner as incapacitated for doing further service on account of mental or physical infirmity, he/she may be retired by the SES Management even before the age of superannuation.

D. The Competent Authority may require the employee to retire if the post which he/she is holding at present is abolished and if there is no suitable equivalent post for his/her absorption.

Explanation:-

“Date of Retirement” means the date on which the employee attains the age of superannuation i.e., 58 years or 60 years as the case may be”

4. SERVICE RULES

Primarily all members of staff, both teaching and non-teaching are employees of the SES. Hence, Rules and Regulations of the SES from time to time are binding on all the employees.

Sr. No	Post/Designation	Nature of Appointment	Service Rules/Responsibilities etc.
1	Asst.Prof	TEMPORARY/ADHOC	Code of Conduct for teachers and as per the Offer and Appointment order/letter, Statutes/Act of the Govt. of Maharashtra, University of Mumbai & Rules and Regulations of the SES.
2	Asst.Prof/Librarian	PERMANENT	Code of Conduct for teachers and as stated in the Offer and Appointment order/letter/MPU Act, 2016, Statutes, Rules and Regulations of the University/Management/Govt. & Rules and Regulations of the SES for time to time.
3	Asst.Prof/Librarian	TEMPORARY	Code of Conduct for teachers and as per the Offer and Appointment order/letter & Rules and Rules & Regulations of the SES.
4	Asst.Teacher(Jr. College)	TEMPORARY/ADHOC	As per MEPS Regulation Act, 1977 from time to time & Rules and Regulations of the SES.
5	Asst.Teacher(Jr. College)	PERMANENT	As per MEPS Regulation Act, 1977 from time to time & Rules and Regulations of the SES
6	Office Staff(other than class IV)	MANAGEMENT APPOINTMNET	As per Standard Code Rules of the Non-Teaching Employees & Rules and Regulations of the SES.
7	Office Staff	GRANT IN AID	As per Standard Code Rules of the Non-Teaching Employees & Rules and Regulations of the SES.

5. LEAVE

No leave can be claimed as a matter of right. Discretion to refuse leave or revoke leave in exceptional circumstances lies with the sanctioning authority. The following shall be the kinds of leave.

Sr. No	Post/Designation	Nature of Appointment	Nature of leave
1	Asst.Prof	TEMPORARY/ADHOC	Casual leave, and duty leave
2	Asst.Prof/Librarian	PERMANENT	As per the statute 190 of the University of Mumbai.
3	Asst.Prof/Librarian	TEMPORARY	Casual leave, and duty leave
4	Asst.Teacher(Jr. College)	TEMPORARY/ADHOC	Casual leave, and duty leave
5	Asst.Teacher(Jr. College)	PERMANENT	As per MEPS Regulation Act
6	Office Staff(other than class IV)	MANAGEMENT APPOINTMNET	Casual leave, and duty leave, medical leave,
7	Office Staff	GRANT IN AID	As per standard code rules

5. COMPETENT AUTHORITY TO SANCTION LEAVE


Sr. No	Category	Kind of Leave	Competent Authority	Remark
1	Principal	All Leave	Hon'ble Secretary, SES	NIL
2	Teaching Staff incld. Librarian	All Leave	Principal	Principal will seek management Approval if financial parameters are involved.
3	Registrar/OS	All Leave	Principal	Principal will seek management Approval if financial parameters are involved.
4	Class III and IV Employees	All Leave	Registrar*	Registrar will seek principals and management Approval if financial parameters are involved.

*In the absence of Registrar, the OS will officiate

6. EMPLOYEE NOT TO SEEK OUTSIDE EMPLOYMENT

No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary, without previous permission of the PRINCIPAL in writing.

DISCLAIMER: The Competent Authority has the right to make any amendments in the above-mentioned policies as the case may be and the same shall be informed to all.



Principal

