

Shree Venkateshwara Shikshan Sanstha's Nanasaheb Mahadik College of Engineering, Peth

SERVICE RULES AND CODE OF CONDUCT

Qualification: Qualification for the appointment of the staff should be as per the AICTE norms.

Appointments:

Recruitment strategy: Recruitment of faculty is done as per guidelines and norms laid by AICTE/University. The process of recruitment for selecting teaching faculties is explained in brief below-

- The teaching load is calculated based on student intake and is approved from university.
- The classification of total faculty position requirements like Professor/ Associate Professor and Assistant Professor also Open/Category wise according to the percentage defined by University.
- All this data is maintained in roaster and approval from university for all faculty positions is taken. The specimen of advertisement based on the departmental requirement is sent to the University for Approval.
- The advertisement for various posts is published in various Marathi and English newspapers also the advertisement is displayed on the college website and on the university web portal and applications are asked from qualified candidates.
- University forms a Staff Selection Committee consisting of subject expert, ladies representative, representative for cast and principle. The interviews are conducted and selection of candidate is done by Staff Selection Committee.
- The list of selected candidates after interview is sent to the University for approval. After receipt of approval from university candidates are given appointment orders.
- The information for changes-in-staff in prescribed format is sent to University whenever faculty is recruited through UGC interviews.
- This process takes a long time to get an approved faculty. So, college invites application from the candidates as per the departmental requirement based on the calculated teaching load.
- The candidates are selected and appointed as faculty on Ad hoc basis through the interviews conducted by Local Management Committee (LMC)

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Retention strategies:

- Scale of pay as per AICTE/University rules and regulations is provided to the faculty who selected through the University Grants Commission (UGC) interviews.
- Any staff member, on regular appointment, shall be on probation for a period of two years.
- The institute encourages the faculty by providing proper financial assistance to attend the conference and workshop, to present papers in state, national seminars, symposia platforms.
- The institute has time bound and performance based promotion policy.
- The faculty members are extended different types of leaves like CL, SL, Medical Leave, maternity leave etc.
- The institute encourages the faculty to take up PhD programs on part time Basis.
- The faculty members on an Ad hoc basis are assured of their continuous service whose performance is better and satisfied.

Discipline:

- Everyone should work in synergy for the development & progress of the college/department.
- Teaching staff members and supporting staff members should reach to the college at the given scheduled time.
- Every staff should be available in the college premises during the entire period of working hours.
- It is obligatory for everyone to do such work assigned by the college authority that pertains to and has a bearing on smooth running and improvement as a whole of this institute.
- Class IV employee should keep cleanliness in the laboratories, classroom and passages.
- Faculty should be responsible for encouraging the students to participate in the sports and in college competitions.

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- Faculty are not permitted to engage themselves in any business, consultancy, private tuitions or such other work with or without remuneration without prior permission of the management.
- Faculty and staff should not involve in any activities within and outside the premises that shall be detrimental to the institute.
- Services of staff are transferable to any other college/Institute run by the Shri Venkateshwara Shikshan Sanstha.

Leave Rules:

- A member of the staff shall not absent himself / herself from his / her duties without prior permission of concerned authority. In case of any emergency leave, he/she should inform the concern authority by phone call & submit the leave application after joining the duties.
- College authorities have right to reject the leave of any staff if that staff is needed for some important college work.

Casual Leave (CL):

- All staff members are eligible for 12 days of casual leave per year.
- At a time not more than two days casual leave shall be granted.

Medical Leave (ML):

- In case of absence on medical issues, intimation should be sent to the concerned authority and a Medical Certificate shall be produced at the time of joining after leave.
- All staff members are eligible for 10 days of medical leave per year.

Duty Leave (DL):

- DL will be granted when staff members are required to go out for official duties or to participate in FDP/workshops/seminars/conferences etc. Staff members going for examination work of University are also eligible for DL.

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Maternity Leave:

- A women employee of the institute, who has completed at least one year of continuous service, is eligible for maternity leave, subject to prior approval of the Principal/Designated authority.

Leave Without Pay (LWP):

- Any additional leave beyond the above mentioned will be considered as a LWP.
- If any staff member is absent from his/her duties without making alternative arrangement for his/her duty (responsibility) and without prior or later permission will be considered as a LWP.

Termination of employment:

The Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- Physical or mental unfitness
- Serious misconduct and negligence of duty
- Involved in any illegal activities and found criminal by law in any offence
- Continuous poor academic performance
- Violation of code of conduct
- Gross insubordination

Resignation:

- Staff will be required to give ONE month prior notice before leaving the services or staff will be given one month notice if your services are to be terminated by the management. This is mandatory to safeguard the academic welfare and interest of the institute.
- Staff Members, if given up their job, shall hand over their responsibilities and get the No Objection Certificate from concerned departments.

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Retirement Age:

- Retirement age for all the teaching staff will be 60 years. The retirement age for non-teaching staff will be 58 years. The managing committee may grant extension if the employee has no mental / physical disabilities and his or her services are beneficial to the institution as per the rules of government of Maharashtra / AICTE / University. The management shall have the right to retire an employee in case one is found physically or mentally disabled which renders him incapable to carry out his duties.