



# BHAVNA TRUST

JUNIOR & DEGREE COLLEGE OF COMMERCE & SCIENCE  
(AFFILIATED TO THE UNIVERSITY OF MUMBAI)  
NAAC ACCREDITED WITH GRADE B++ IN THE FIRST CYCLE

Plot No. 5, Sunder Baug, Raje Shivaji Chowk, V. N. Purav Marg, Deonar, Mumbai - 400 088.

## HUMAN RESOURCE (HR) POLICY, RECRUITMENT POLICY & ADMINISTRATIVE POLICY

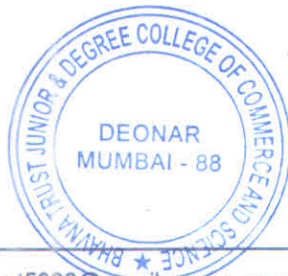
- **FACULTY RECRUITMENT:**
- Faculty Members are recruited based on the qualifications prescribed by UGC Following criterion is being followed:-

A) Assistant Professor - Master's Degree with 55% or an equivalent CGPA at the Master's degree level or candidate should have cleared the NET/SLET/Ph.D.

- B) Non-Teaching Staff - A Bachelor's Degree or equivalent, minimum Qualification.
- **PEONS AND SECURITY STAFF RECRUITMENT:**  
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 UGC. The following procedure is adopted in selection of faculty members.
- Management's approval for filling the vacant posts.
- Advertisement in leading Newspapers /University news Magazine.



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- Selection committee is as Follows Principal, 01 member of Management, 01 subject expert, 01 V.C Nominee.
- Screening of all the application received.
- Written test / Demo / Interview is scheduled as per requirement.
- Verification of certificates of the Candidate.
- 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 Rectification of appointments and approval.
- On receipt of approval, regularization of appointment.
- BHAVNA TRUST 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 up gradation and promotion. The Appraisal of all the staff is done once in a year based on their previous year performance, which is evaluated periodically.



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## • TRAINING OF THE EMPLOYEES:

To cope employee's potential into current competitive scenario, the college conduct many in-house activities for employees training. College also direct teaching and administrative staff for suitable external training. For supporting the staff the college provides opportunities of training in college campus also.

## • RETENTION OF EMPLOYEES

- The college believes to retain the eligible and hardworking employees. The college designs adequate and best suitable policies that favors 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 with 1 Month Notice.

## • 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.



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## 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 Management and Principal .

## • ADMINISTRATIVE POLICY:

An adequate and systematic policy is framed and applied to maintain positive work decorum and employees satisfaction, the 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, except Sunday and all Public holidays. The working hours of the college is 7.30.a.m to 12.30.p.m including 25 minutes break, this time is classified into different staff categories schedules which is as follow:

### **Teaching staff**

Morning shift – 7.30 a.m. to 12.30 p.m. (Degree Courses)

### **Non-Teaching staff**

A - 10.a.m. to 5 p.m. (Admin. Office)

(Supporting staff / Peons) - Divided into two shifts

Security's time varies as per their requirement.

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- **ATTENDANCE:**

Attendance for teaching and non-teaching staff is recorded by face recognition and Biometric 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. Late mark beyond 3 will leads to deduction in 01 CL or Leave Without Pay whichever is applicable.

- **CASUAL LEAVE:**

Every employee of the college is allowed 12 CL in an academic year.

- **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. Three months maternity leaves is available to the female employee.



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- **DUTY LEAVE:**

All the teaching and non-teaching staff is eligible for Duty Leave. Prior sanction by principal is must to avail these leaves; the extension of leaves is depending upon the necessity of the cause.

- **Ph.D. LEAVE (FOR RESEARCH SCHOLAR ONLY):**

The staff who is pursuing Ph.D. 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 date of joining. The contribution of employer and employee will be equal i.e. 12% 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.



*A. Singh*  
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## • PAPERPRESENTATION/SEMINAR/WORKSHOP REIMBURSEMENT:

The employee who present research paper in any seminar can claim for reimbursement for expenses also the staff who is attending any workshop, seminar, conference can also claim expenses (conference fees) 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 (conference fees), in relevance to the event.

## • COMPLETION OF PH. D:

The employee who completed his/her Ph.D. will get the higher salary.

The employee is also given preference for promotion in his/her job designation.

## • ON QUALIFYING NET/SLET EXAM:

Any employee who qualifies NET/SLET Exam will get the increment in annual salary.

## • OPEN DISCUSSION POLICY:

The college is maintaining the working environment in such a way that, any employee can feel free to meet Principal 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 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.



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- **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.

- **PREVENTION OF WORKPLACE HARASSMENT POLICY :**

Any employee of the college if behave with other employees / subordinates in 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.

- **Anti-SEXUAL HARASSMENT POLICY:**

The college has 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.



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

- 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 expect or demand cash or kind from any party concerned to the college.
- Will maintain confidentiality about exams, exams question papers and 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.

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## • EMPLOYEES BENEFITS:

Following are the miscellaneous benefits provided to employees of the college.

- Free medical check-up for all the employees.
- Facilities for Interest free loan to all employees.
- Concession in fees to the ward of the employees
- Support to continue higher education.
- Financial support to attend/ participate in short term courses.
- Financial 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 in the Turf.
- Sports meet for employees.
- Lunch, Dinner on various occasion like Teacher's Day, Diwali etc. provided to the employees.
- 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 THE UNIVERSITY OF MUMBAI's PROVISIONS.



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