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KESHAV MAHAVIDYALAYA

Criterion 06 - Governance, Leadership and Management

Key Indicator-6.3 Faculty Empowerment Strategies

Metrics No. - 6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression


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Sl. No.	List of Documents	Document / Link
1	Manual of Human Resource Administration Policies and Regulations	View Document


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MANUAL

OF



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HUMAN RESOURCE

ADMINISTRATION

POLICIES AND REGULATIONS


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DEFINITIONS:

Unless there be something repugnant to the context, the terms used in these rules shall have the meaning as defined here under:

- (i) 'Age of Superannuation' means the age on which an employee shall retire from the regular service of the Mahavidyalaya.
- (ii) 'Appointing Authority' in relation to a post means an authority to which the power to make appointment to the said post has been delegated by the Keshav Mahavidyalaya Management Committee of the Mahavidyalaya.
- (iii) 'Competent Authority' in relation to the exercise of a power means an authority to which said power has been delegated.
- (iv) 'Principal' means the head of the Mahavidyalaya.
- (v) 'Employee' shall include teaching and non-teaching staff of the Mahavidyalaya holding a regular post substantively, or on officiating basis or on probation.
- (vi) 'Regular Post' means a post on regular establishment sanctioned by the Mahavidyalaya and carrying a definite scale of pay.
- (vii) 'Temporary Position' means a post held on temporary or on officiating basis without going through the regular selection process.
- (viii) 'Traveling Allowance' means an allowance granted to the employee to defray the expenses on out station official journey.
- (ix) 'Mahavidyalaya' means Keshav Mahavidyalaya, Rajasthan.

1. VISION, MISSION AND CORE VALUES

1.1 VISION OF KESHAV MAHAVIDYALAYA:

Our vision is to make leaders who contribute to the betterment of society by developing innovative skills, ethical and moral values, leadership qualities and teamwork, critical thinking, and research culture.

1.2 MISSION OF KESHAV MAHAVIDYALAYA:

- 1 To enrich and empower the young generation through quality education.
- 2 To make higher education accessible to the underprivileged section of the society.
- 3 To be a student-centric institution by inculcating innovative and lifelong learning skills.
- 4 To introduce innovative techniques to make the teaching-learning process more effective.
- 5 To provide a holistic academic program to foster students' personal, professional, and social growth.



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1.3 CORE VALUES OF KESHAV MAHAVIDYALAYA

- Ethics and Mutual Respect
- Transparency and Accountability
- Commitment of Excellence
- Honesty and Integrity
- Encouragement
- Social Responsibility

2. HUMAN RESOURCE ADMINISTRATION

2.1 HUMAN RESOURCE PHILOSOPHY:

- (i) We believe that Human Resources at Keshav Mahavidyalaya is an asset which needs constant grooming, encouragement for lifelong learning and must cater to a lifelong commitment in teaching, research and administration.
- (ii) We believe that equitable and fair treatment of people at work leads to harmonious work culture and the policy ought to be based on performance oriented assessment of competence, commitment and flexibility, which are pre-requisite to organizational effectiveness.
- (iii) We value and respect each person as an individual and encourage diversity of culture, thought and behavior, circumscribed only by code of ethics and overall performance.

2.2 HUMAN RESOURCE POLICY:

- (i) We view the teaching staff as core to our being, repository of our vision, mission, competence and value system.
- (ii) We look forward to young, talented and vibrant individuals who are suffused with values and commitment.
- (iii) We seek those who are passionate about teaching and overall development of students into good human-beings.
- (iv) We value and encourage dedicated and enthusiastic staff members for their untiring efforts towards overall growth of the Mahavidyalaya.
- (v) We expect commitment to lifelong learning and application of knowledge to improve the quality of human existence.

2.3 RECRUITMENT POLICY:

The recruitment of Teaching and Non-Teaching staff will be based on good performance

- (i) that we select the best among the available candidates through a fair selection process
- (ii) that in addition to academic credentials, we assign appropriate weightage to experience in industry and research while making selections to teaching positions.
- (iii) that our recruitment process is solely based on merit, qualification, trait and competency required for the given job profile; and will not be biased to an applicant's or employee's gender, caste, religion, age (adhering to statutory norms), marital status,



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nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability, proximity to another employee, etc.

Keshav Mahavidyalaya has a commitment to provide equal opportunities to all applicants and it seeks to foster diversity and capability in terms of qualification, experience and skill among the workforce.

3. CLASSIFICATION & CADRE OF OFFICER AND STAFF

3.1 HEAD OF KESHAV MAHAVIDYALAYA:

- (i) Principal

3.2 CADRE OF TEACHING STAFF:

- (i) Professor
- (ii) Associate Professor
- (iii) Assistant Professor
- (iv) Physical Education Teacher (PET)

3.3 CADRE OF NON TEACHING STAFF:

- (i) Administrative Officer
- (ii) Accounts Officer
- (iii) Upper Division Clerk
- (iv) Lower Division Clerk
- (v) Computer Operator
- (vi) Assistant Librarian
- (vii) Library Assistant
- (viii) Lab Technician
- (ix) Counsellor
- (x) Clerk

4. COMPENSATION, ALLOWANCES AND INCREMENTS:

4.1.1 Pay Scale and Allowances

- (i) An employee holding a regular post substantively shall be placed in the appropriate scale of pay as prescribed by the Mahavidyalaya, from time to time.
- (ii) On substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale;

provided that the appointing authority may, on the recommendation of the Selection Committee, grant higher initial pay in the scale, as a special case.

- (iii) On appointment to a post involving higher duties and responsibilities, the basic pay of the higher scale may be fixed at a stage next above the notional pay arrived at, after adding one increment to the basic pay in the lower scale.


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- (iv) In addition to the basic pay, an employee may be allowed to draw the following allowances:
- a) 'Dearness Allowance' at the rates and subject to such conditions as the Mahavidyalaya may prescribe from time to time.
 - b) 'House Rent Allowance' at the rates as may be prescribed by the Mahavidyalaya from time to time.
 - c) 'Conveyance Allowance' wherever especially provided for in the appointment order.
 - d) 'Officiating Allowance' to the teaching staff for additional and substantial administrative responsibility discharged in accordance with the notification issued from time to time.
 - e)

4.1.2 Increments

The increment for teaching and non-teaching staff will be awarded annually based on performance. For teaching staff, performance will be assessed through student feedback, involvement in extension activities, and the effectiveness of the teaching-learning process. For non-teaching staff, it will be based on administrative performance.

The assessment cycle for performance appraisal is an Academic Year from July to June.

4.1.3 Age of Superannuation

- (i) The age of superannuation for the teaching and non-teaching staff shall be sixty years.
- (ii) The Principal shall superannuate at the age of Seventy years.

4.1.4 Removal from Service:

- (i) The Principal shall have powers to terminate the services of an employee without assigning any reason or without giving any notice during the original or extended period of probation based on poor performance during his/her service period.

4.1.5 Teaching Days:

The Mahavidyalaya must have at least 180 teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular (research and outreach activities), sports, annual day, etc. and 2 weeks may be attributed to various public holidays.

4.1.6 Medical Fitness:


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All appointments are subject to the condition that the appointee has submitted an undertaking that he/she is medically fit to serve the Mahavidyalaya;

5. MAHAVIDYALAYA WORKING HOURS:

5.1.1 Working Hours:

The functional hours of the Mahavidyalaya employees shall be 7.5 hours in a day. The bifurcation of the working hours shall be as under:

Full day reporting time:

In-Time	Up to 8:30 AM
Out-Time	After 4:30 PM
Minimum Duration spend: - 8 hours	

Work Load

The workload of the teachers in full employment shall not be less than 40 Hours a week for 30 Working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 8 Hours daily in the Mahavidyalaya.

The minimum teaching-learning process hours per week shall be as follows:

Assistant Professor	-	16 Hours
Associate Professor	-	14 Hours
Professor	-	14 Hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in administration and extension activities.

Teaching staff with additional administrative responsibility may have reduced teaching load, as approved by the Competent Authority.

5.2 VACATION, LEAVE AND HOLIDAYS:

5.2.1 Vacation

The teaching staff (Professors, Associate Professors and Assistant Professors) who may have completed one-year service in the Mahavidyalaya and who have been involved in class room teaching shall be eligible for summer vacation for a period of maximum one month (thirty days). The dates of vacation in each individual case shall be decided by the Dean of the School depending upon the teaching requirement in the ongoing activities;

provided that in lieu of two days of work performed by a teacher during the period of vacation, one day earned leave shall be credited to the leave account of the said teaching staff;

provided further, the period of Summer Vacation and eligibility for the teaching staff shall be as notified from time to time.



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5.2.2 Festival Holidays:

The employees shall be entitled to avail the festival holidays as per the list of holidays notified by the Mahavidyalaya from time to time.

5.2.3 Right to avail Leave:

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

5.3 KINDS OF LEAVE:


- (i) The following kinds of leave would be admissible to permanent teachers:
 - a) Leave treated as duty, viz. Casual leave.
 - b) Leave earned by duty, viz. Earned leave and Commuted Leave.
 - c) Leave not earned by duty, viz. Extraordinary leave; and Leave not due.
 - d) Leave not debited to leave account i.e. Leave for academic pursuits, viz. Study leave and Special Academic leave.
 - e) Leave on grounds of health, viz. Maternity leave.
- (ii) The Keshav Mahavidyalaya Management Committee may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit.

5.3.1 Casual Leave:

- (i) Total casual leave granted to an employee shall not exceed 15 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. The holidays or Sundays falling within the period of casual leave shall not be counted towards casual leave.
- (iii) Half day casual leave is admissible to all employees of the Mahavidyalaya, subject to the availability of leave admissible in his/her casual leave account.

5.3.2 Earned Leave:

- (i) Earned leave admissible to a teacher shall be:
 - 10 days in a calendar year; *plus*
- (ii) In case of others employees, two and half day earned leave shall be granted for every completed month of service in the Mahavidyalaya.
- (iii) Earned leave at the credit of an employee shall not accumulate beyond 240 days. The maximum earned leave that may be ordinarily sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in


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the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

5.3.3 Maternity Leave:


- (i) Maternity leave on full pay shall be granted to a woman employee for a period not exceeding 26 weeks or 6 months. Also this leave is applicable in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career shall not be more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity benefit to women employees having two or more than two surviving children shall be 12 weeks or 3 months, of which not more than 6 weeks shall precede the date of her expected delivery.
- (iii) Maternity benefit to a woman employee who legally adopts a child below the age of three months shall be 12 weeks from the date the child is handed over to the adopting mother.
- (iv) Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate. The total leave admissible should not exceed one year.
- (v) A woman employee who has worked in the organization for a period of 6 months is entitled for payment in maternity leave.
- (i) Where the authority passing the order under sub clause (i) is satisfied that the employee is innocent or that the suspension was not justified, the said authority may order that the period of his absence from duty be treated as on duty, with full pay and allowances;

provided that the payment of allowances would be subject to the satisfaction of other eligibility conditions.

- (ii) In all other cases where the employee is found guilty of alleged misconduct, the authority passing order under sub clause (i) may order forfeiture of the difference between the full pay and allowances and the subsistence allowance paid, to the Mahavidyalaya.

6. WELFARE SCHEMES:

Keshav Mahavidyalaya recognizes the contributions of its employees towards development and progress. The college offers concession facilities or waivers on tuition fees for the wards of both teaching and non-teaching staff who wish to enroll in programmes, fostering an environment that enhances productivity and efficiency


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6.1.1 Transport: For employees residing in local areas, air-conditioned bus facility is extended at nominal charges, to ease their daily commute.

7. DISCIPLINE AND RELATED MATTERS:

7.1 SUSPENSION:

The appointing authority may place an employee under suspension:

- (i) Where disciplinary proceedings are either contemplated or are in progress;
 - (ii) where a criminal case against is either under investigation or is in progress in the trial court;
- provided a subsistence allowance of not less than one half and not more than three fourth of his pay is allowed to him during the period of suspension.

7.2 PENALTIES:

An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties:

- (i) Censure.
- (ii) Withholding annual increment with cumulative effect.
- (iii) Withholding promotion.
- (iv) Reduction to a lower rank or to a lower stage in the time scale of Pay.
- (v) Withholding promotion.
- (vi) Reduction to a lower rank or to a lower stage in the time scale of Pay.
- (vii) Compulsory retirement.
- (viii) Removal from service without disqualification for future employment.
- (ix) Dismissal from service with disqualification for future employment in the Mahavidyalaya.

Provided that no order imposing penalties shall be passed unless:

- a) an independent inquiry conforming to the principles of natural justice has been conducted and the employee has been found guilty;
- b) a show cause notice has been issued asking the employee to explain as to why the proposed penalty should not be imposed upon him.

Provided further that the procedure given above will not be necessary under the following circumstances:-

- a) Where the dismissal, removal or reduction in rank follows the conviction of an employee in a criminal charge except where the conviction is for a minor offense like violation of traffic rules.


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- b) Where the authority competent to impose the aforesaid penalty is satisfied that, for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the employee.
- c) Where the Principal is satisfied that it would not be expedient in the interest of the Mahavidyalaya to hold such an inquiry.

7.3 DISCIPLINARY ACTION:

7.3.1 Teachers of the Mahavidyalaya:

- (i) A teacher of the Mahavidyalaya shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- (ii) The breach of any of the provisions of the Code of Professional Ethics prescribed by the Mahavidyalaya and/ or Mahavidyalaya Grants Commission or a regulatory authority/ body shall be deemed to be misconduct.
- (iii) A teacher of the Mahavidyalaya may be removed or his services terminated on one or more of the following grounds: -
 - a. willful neglect of duty;
 - b. misconduct;
 - c. breach of any of the terms of contract of service;
 - d. dishonestly connected with Mahavidyalaya Examination;
 - e. scandalous conduct or conviction for an offence involving moral turpitude;
 - f. physical or mental unfitness;
 - g. incompetence;
 - h. abolition of the post;
- (iv) No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to:
 - a. submit a written statement in his defence;
 - b. present his case in person; and
 - c. producing a witness or witnesses in his defence as he may wish;

provided that the Keshav Mahavidyalaya Management Committee or an Officer authorized by it to conduct the inquiry, may, for sufficient reasons to be recorded in writing, refuse to call a witness(s);
provided further that the inquiry process shall be completed within a period of three weeks.
- (v) The Principal in his capacity as the Chairman of the Keshav Mahavidyalaya Management Committee may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service



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or terminate his services mentioning the ground of such dismissal, removal or termination.

- (vi) The decision shall forthwith be communicated to the teacher concerned.
- (vii) The Principal may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension *or place a teacher on service break without salary at his discretion.**
- (viii) The disciplinary action taken by the Principal, in his capacity as the Chairman of the Keshav Mahavidyalaya Management Committee, shall be reported to the Keshav Mahavidyalaya Management Committee in its next meeting for ratification.
- (ix) A teacher of the Mahavidyalaya shall be deemed to have been placed under suspension with effect from the date of his conviction;
 - a. when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;
 - b. if detained in custody, whether the detention is for any criminal charge or otherwise.

7.3.2 Non-Teaching Staff of the Mahavidyalaya:

- (i) In case of an allegation of misconduct against an employee of the Mahavidyalaya below the rank of Principal, if deemed necessary, the Principal may place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).
- (ii) Based on the report of inquiry committee and severity of the misconduct, the Principal may take disciplinary action, including removal/termination of services of the employee concerned.
- (iii) No disciplinary action shall be taken and penalties imposed, until the employee has been given a reasonable opportunity to show cause against the action proposed to be taken against him.
- (iv) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
- (v) An appeal against the order of the Principal shall lie with the Principal
- (vi) Notwithstanding anything contained in the terms of his contract of appointment, a non-teaching employee of the Mahavidyalaya below the rank of Principal may be removed from his services by the Principal if the employee;
 - a. is of unsound mind and is an undercharged insolvent;



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- b. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
- c. is otherwise guilty of misconduct;

7.4 APPEAL:

An employee aggrieved by the order of penalty imposed upon him/her, shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the Principal shall be final.

7.5 CODE OF CONDUCT:

- 7.5.1 Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- 7.5.2 Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the Mahavidyalaya and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature;


provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties;

provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- 7.5.3 An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- 7.5.4 An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
- 7.5.5 No employee shall leave the station without prior approval of the competent authority.
- 7.5.6 Subject to the general laws on the subject, no employee shall;
 - (i) be under the influence of liquor or drugs.
 - (ii) appear in public in a state of intoxication.
 - (iii) participate in demonstration, dharna etc.
- 7.5.7 No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.



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- 7.5.8 No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the Mahavidyalaya.
- 7.5.9 No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical;
- provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.
- 7.5.10 No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of superior functionaries of the Mahavidyalaya.
- 7.5.11 No employee shall communicate without authorization; any information or document save in cases where such communication is in the normal discharge of duties assigned to him.
- 7.5.12 No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.
- 7.5.13 No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- 7.5.14 An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.
- 7.5.15 No employee shall contract a bigamous marriage in contravention of the law on the subject.
- 7.5.16 No employee shall misuse or carelessly use the facilities provided by the Mahavidyalaya to facilitate the discharge of his official duties.
- 7.5.17 No employee shall ask or permit his spouse to ask any of his subordinate purchase anything either on advance payment or otherwise.
- 7.5.18 The following acts of commission will constitute serious misconduct:
- (i) Theft, fraud, deliberate falsification of records.
 - (ii) Fighting with/ assault on another person.
 - (iii) Physical violence or bullying.
 - (iv) Deliberate damage to Mahavidyalaya property.
 - (v) Act of insubordination.
 - (vi) Unauthorized entry to prohibited areas.
 - (vii) Accessing internet sites containing pornographic, offensive or obscene material.


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- (viii) Breach of health and safety rules.
- (ix) Remaining absent from duty for 10 days without the information to H.O.D/ superior officer in line.
- (x) Bribery or corruption, including taking and giving inducements.
- (xi) Manipulation of Mahavidyalaya documents /records.
- (xii) Failure to comply with statutory or regulatory requirements or the Mahavidyalaya rules, policies or procedures.
- (xiii) Criminal activity or offence (Whether committed during or outside normal working hours).
- (xiv) Inappropriate relationship with student even consensual.
- (xv) Violent or abusive or indecent behavior.

7.6 THE CODE OF ETHICS:

The effectiveness of a Mahavidyalaya in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the academic and employees display in day to day discharge of their duties. With a view to ensuring that the employees behave responsibly, a code of conduct has been drawn that provides a general framework of ideals and expectations from them. The code of ethics is intended to be a self-imposed discipline for all employees, including the teaching members who otherwise may exercise academic independence.

7.6.1 Content Competence:

A teaching staff should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

7.6.2 Pedagogical Competence:

A pedagogically competent teaching staff:

- (i) precisely communicates objectives of the course to students.
- (ii) is aware of alternative instructional methods and strategies; and
- (iii) selects method of instruction that is effective in achieving the objectives.

7.6.3 Student Competence:

Teaching staff must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

7.6.4 Relationship with Students:

Teaching staff must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.


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7.6.5 Confidentiality:

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the Mahavidyalaya or its students.

In order to protect the confidentiality of any official information or data gained by an employee; a Non-Disclosure Agreement (NDA) is incorporated for all employees of such departments or positions dealing with non-disclosable information. A copy of the said NDA is at **Annexure-11** which shall be duly signed by employee.

7.6.6 Respect of Colleagues:

All members of Mahavidyalaya community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

7.6.7 Impartial Assessment of Students:

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

7.6.8 Respect of the Mahavidyalaya:

All the employees of the Mahavidyalaya must respect the values, the goals and the policies laid down by the Mahavidyalaya.

7.6.9 Scholastic Integrity:

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

7.6.10 Social Responsibility:

The Mahavidyalaya employees must be aware that the ultimate purpose of education is the overall development of the civil society.

7.6.11 THE SUBJECTS AND SITUATIONS NOT COVERED

The subjects and situations not covered under these policies and regulations relating to Human Resource Administration shall be governed by the guidelines issues by the statutory councils and state Government of Rajasthan from time to time.


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7.6.12 POWERS TO INTERPRET THE RULES

The decision of the Principal on all matters concerning to interpretation of these rules shall be final.

Note: For subjects/situations not Covered in This Policy and Procedure Manual Shall Be Dealt in Accordance with the statutory councils or government of rajasthan as notified from time to time.



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8. GRIEVANCE REDRESSAL MECHANISM

The Mahavidyalaya is committed to creating a work environment that is free from any feeling of unfair and discriminatory treatment by an employee in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority. To ensure that the employees do perform their duties in a stress free work environment and their grievances are redressed in a time bound manner, the Mahavidyalaya has laid down a three-tier 'Grievance Redressal Mechanism'.

8.1 COLLEGE LEVEL GRIEVANCE REDRESSAL COMMITTEE:

The aggrieved individuals not satisfied with the decision of School Level Committee may prefer an appeal to the College Level Grievance Redressal Committee within a period of two weeks from the receipt of the decision.

The collective grievances of the employees or the individual grievances having Mahavidyalaya level ramifications shall be referred to Mahavidyalaya Level Committees only.

The composition of the Mahavidyalaya Level Committees shall be as under:

8.1.1 For Teaching & Non-Teaching Positions:


- | | |
|--|------------|
| (i) Principal | : Chairman |
| (ii) Two Associate Professor
nominated by Principal | : Member |
| (iii) One Sr. Level Non-Teaching Officer | : Member |
| (iv) One Asst. Professor | : Convener |

8.1.2 The Committees, if felt necessary, may invite the aggrieved employee(s) for a personal hearing. The aggrieved employee(s) may also seek personal audience with the Committee. If need be, the Committee may at its discretion allow the aggrieved employee to take assistance from any other employee of the Mahavidyalaya to present his/her case.

8.1.3 The aforesaid Committees shall be meeting to review and resolve grievances once a quarter. Grievances of urgent nature may be taken up by the Committee for immediate resolution, in case the same is decided by the Principal, as an exception.

8.2 APPEAL TO THE PRINCIPAL:

In case the grievance is not resolved at Mahavidyalaya Level Committee or the employee(s) is are not satisfied with the decision of a Mahavidyalaya Level Grievance Redressal Committee, the aggrieved employee may prefer an appeal to the Principal, within a period of 30 days. The Principal may dispose off the appeal within a period of four to six weeks of the receipt of the request.


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The decision of the Principal shall be final and there shall be no further appeal in the matter. As regards any interpretation of rules, the decision of the Principal shall be final and binding.

The complaints relating to sexual harassment are, however, not be covered under these rules.

9. THE INTERNAL COMPLAINTS COMMITTEE (ICC)

Sharda Mahavidyalaya encourages equal opportunities at work place for both male & female employees. In order to ensure safety of women at workplace and to maintain gender equality & women empowerment, the Mahavidyalaya follows the guidelines as mentioned in UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions), Regulations 2015 in its true sense.

An Internal Complaint Committee is constituted, from time to time, in accordance with the provisions of the Regulations, which comprises more than half women members as also one member drawn from NGO/Social Worker/Public Representative who is committed to the cause of women.

10. EXIT POLICY

Employees are important assets of the Mahavidyalaya and therefore the constant endeavor of the Mahavidyalaya is to promote effective employees and employer relations by encouraging openness and trust.

Exit procedure ensures that an employee's exit is smooth and dealt with efficiently. While it is essential that the employees have a good image of the Mahavidyalaya during the course of their employment, at the same time it is important that they retain that image even while severing his/ her relationship with the Mahavidyalaya.

10.1 EXIT TYPES:

An Employee is separated from his or her services with the Mahavidyalaya due to the following:

10.1.1 Resignation:

Resignation is the most common means of ceasing employment and is normally accomplished by employee deciding to separate from his services. This shall be based on details as in the letter of offer shared with the employee.

10.1.2 Superannuation:

An employee superannuating at defined age shall be relieved / reinstated in service based on decision as per Rajasthan Government from time-to-time.


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10.1.3 Abscondment:

An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the 11th day of absence at his/her place of duty.

10.1.4 Termination:

i. Early termination of fixed-term employment:

A fixed-term contract may be terminated before its expiry date by the Mahavidyalaya;

- a. During the probation period specified in the letter of appointment.
- b. On the grounds of unsatisfactory performance or gross misconduct (Refer the disciplinary rules of the Mahavidyalaya)
- c. Where the work is no longer required to be undertaken.
- d. Termination on completion of fixed term contract:

The contract of an employee appointed on fixed-term contract will terminate automatically at the end of the contract period. The extension of the contract shall be as per the decision of the Mahavidyalaya specific to the contracted employee.

ii. Termination due to Inefficiency/ Retrenchment:

The termination of services of an employee may be resorted to on account of incapacity or inefficiency. However, the following must be taken into account before initiating the process of termination:

- a. The Mahavidyalaya must be able to demonstrate that the employee has consistently failed to perform up to the required standards, notwithstanding all possible remedial measures, including opportunities provided for improvement.
- b. The Mahavidyalaya must be certain that the employee is incapable of improving or unwilling to improve his/her performance.

iii. Termination on account of Disciplinary Action:

Employees are required to uphold the highest standard of professional and personal behavior in Mahavidyalaya. An employee who is guilty of misconduct/ gross misconduct rendering him or her unsuitable for employment in the Mahavidyalaya is in effect, in breach of her or his contract and may therefore be terminated. (Refer Disciplinary policy)

10.2 CONFIDENTIALITY OF EXIT PROCESS INFORMATION:

As a matter of policy, the Mahavidyalaya will make all reasonable efforts to maintain confidentiality of persons completing the Exit Questionnaire and/or an Exit Interview.


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