



## HUMAN RESOURCE (HR) POLICY

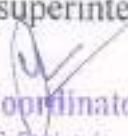
It is imperative that for a sustainable growth, institutional effectiveness and employee satisfaction, every institution should have a sound set of Human Resource Policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in consonance to the mission, vision and objectives of the institution. The Human Resource Policy encourages its employees to uphold the motto of this institution **THINK, INNOVATE & TRANSFORM** to translate the objectives into reality.

As per the guidelines of UGC, the K.L.E Society's Science and Commerce college the Human Resource Policy Document has been prepared for the staff working in K.L.E College to make them aware of the Rules and Regulations that would govern their working in this Institution. It is expected that staff members adhere to the policies mentioned in this document. The principal, HODs and Section Heads need to disseminate the contents of this policy to all the staff working in their respective departments. College does not discriminate staff on the basis of race, colour, gender, religion, age, origin, disability in the matters of employment.

### 1. Appointments:

### 2. Joining report:

Individual should complete joining formalities by submitting joining report, Employee Data Sheet and other required certificates / documents to the Establishment Section after getting signatures of Department Head, Librarian, Accountant, Office superintendent, Principal

  
IQAC Coordinator

K.L.E. Society's

Science & Commerce College,  
Kalamboli, Navi Mumbai-410218

  
Principal

K.L.E. Society's

Science & Commerce College  
Kalamboli, Navi Mumbai - 410 218



# SCIENCE AND COMMERCE COLLEGE

(Affiliated to University of Mumbai)

Plot No 29, Sector -01, Kalamboli, Navi Mumbai-410218.

Ph.:8828979594

Web: <http://klessccmumbai.edu.in>

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### 3. Opening of Bank Account:

After joining the institution, the individual shall open a salary account with bank at this premises and will submit the account number to Finance Section and Establishment Section.

### 4. Termination Notice:

The services of any employee of the K.L.E Society are terminable by giving one month notice. The services of any employee of the K.L.E Society is terminable by following due process of law for the:

- (i) Dereliction of Duty.
- (ii) Acting against the institution.
- (iii) In-disciplined way of conduction himself/herself etc.,
- (iv) In-Subordination
- (v) Malpractice
- (vi) Misappropriation of Money or any kind of resources of institution
- (vii) Criminal Offence

### 5. Resignation:

Resignation letter should be handed over to the office superintendent in person during working hours. Any other mode of communication will not be acceptable. Employees will be given their relieving order once the exit formalities are completed.

### 6. Pay and Allowances:

The scales of pay admissible to the various categories of academic and nonacademic posts in the K.L.E Society's College shall be fixed in accordance with the recommendation of the University Grants Commission/Govt. of India.

### 7. Leave:

The following are the various kinds of leave admissible to the members (Academic and Non-academic) of the K.L.E Society's college namely:

- (a) Casual Leave
- (b) Duty Leave

  
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(c) Earned Leave on Medical Certificate

(d) Maternity Leave

**Casual Leave**

Casual leave shall be granted upto a limit of 12 in a calendar year. The maximum period for which a institute employee may absent continuously on casual leave inclusive of holidays shall not exceed ten days. Casual leave can be granted for half a working day. Casual leave cannot be combined with any other leave. Unveiled CL will not be carried over to the next academic year.

**Earned Leave on Medical Certificate**

Staff Members who have been on leave on Medical Certificate for a period more than ten days would be considered on the recommendation of the Medical Board duly constituted by the Competent Authority. When the necessities arise, the Medical Board will give its recommendations on the request of the staff to the office superintendent.

To avoid any delay in getting sanction for medical Leave, the following time limit is laid down.

(i) A member intending to go on leave on medical grounds should submit her/his application within three days from the date of entering on such leave.

(ii) On receipt of such application, where reference to the Medical Board is necessary.

**Maternity Leave:**

For regular employees and approved Probationers (Women employees of the K.L.E Society College of University only) Three Months of Maternity leave with pay and allowances is admissible from per-confinement rest to post confinement recuperation at the option of the member. However, she may avail maternity leave of another three months without pay. The maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than six weeks shall precede the date of her expected delivery. The benefit of grant of six weeks in case of miscarriage / abortion in the





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entire service with pay and allowances to women employees who completed two years of service. A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother.

### Promotion:

All promotions shall be by selection based on merit from among the candidates possessing the qualifications prescribed, seniority being considered only when merit and efficiency are approximately equal.

### Attendance:

The establishment section shall be responsible for maintaining attendance records for all staff. Punctuality is the most important character of an employee of the institution. It is a sign of professionalism and helps the employee stand out as a reliable and trust worthy employee.

- All staff members are expected to maintain punctuality.
- All the staff members of the institution shall mark their biometric attendance both in time and out time.
- One minute after the scheduled In-time and one minute before the scheduled Out-time up to 10 minutes will be treated as Late arrival or Early out. However, an employee will be allowed 2 times late arrival or early out in a month. But for every three late/early out,  $\frac{1}{2}$  a day C.L. will be deducted. The staff member has no CL/Comp. Leave at his/her credit, the salary will be recovered accordingly.
- For every 10 minutes Late after the scheduled in time and 10 minutes early out before the scheduled Out-time in a single day,  $\frac{1}{2}$  a day will be deducted in the available CL/Comp. Leave or salary as the case may be.
- Any Leave or On-duty should have the approval of the Registrar on or before the last working day of every month, failing which salary will be withheld proportionately. However, any claim in this regard will be processed only in the following month.



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f. Earned Leave & Medical Leave approval process will be done manually. Once the approval is obtained, details should be entered in BRAIN, after rejoining the duty, along with the request approved by the Registrar before the last working day of every month.

g. If any staff member failed to mark her/his out punch (for a single day) in the biometric system, that day will be treated as Leave / LLP.

h. Any kind of leave/On duty, the Teaching Staff should get the final approval from the Registrar. The Non-Teaching Staff should get the final approval from the Head concerned.

i. All staff members should be present in their respective workplace. If anyone goes out during office hours he/she must mark (Out/In) at the punching system.

j. The staff members who wish to avail of leave post Afternoon, the leave will be sanctioned on the basis of emergency and requirements with final permission by principal.

### Code of Professional Ethics:

Teachers and their Responsibilities: Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his /her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his /her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

### Teacher should:

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.

(ii) Manage their private affairs in a manner consistent with the dignity of the profession.

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profession;

(iii) Seek to make professional growth continuous through study and research;

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

(v) Maintain active membership of professional organisations and strive to improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;

(vii) Discourage and not indulge in plagiarism and other un ethical behaviour in teaching and research;

(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices, tradition and ethos.

(ix) Co-operate and assist in carrying out the functions related to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## Teachers and Students

Teachers should:

(i) Respect the rights and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

(iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities,

and at the same time contribute to community welfare;

*[Signature]*  
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## Summer/Winter Vacation:

A circular on Summer Vacation/Winter provided by university of Mumbai and its terms and condition shall be released every year for the Staff. The vacation for such staff member may be applied well in advance to their respective Authorities

## DO'S & DON'TS FOR FACULTY:

Some of the DO's and DON'Ts for faculty members are enumerated below. These are to be strictly followed for achieving academic excellence.

### DO'S

- i. Reporting time 10 minutes before first lecture i.e.7:15 AM.
- ii. Strictly obey the instructions and circular issued by the institution from time to time.
- iii. Be in time for all classes and leave classes exactly in time after completion of session.
- iv. Take attendance at start of class.
- v. Insist on timely submission and accuracy of lab records.
- vi. Timely submission of all tasks allotted and proper feedback.
- vii. Be ethical, thorough professional and a good team member.
- viii. Contribute in academic and administrative activities.
- ix. All should attend functions/ meetings/Training etc., as and when arranged.

### DONT's

- i. Don't avail leave without prior sanction (In emergency only, inform HoD timely).
- ii. Don't leave the class in between class and practical's.
- iii. None of the resources of the Institution should be used for personal purposes.
- iv. Don't avoid feedback.
- v. Don't get into altercation with seniors and students.
- vi. Don't give lame excuses for not doing a job in time.
- vii. Avoid Grape Wine Communication, discuss technology instead.
- viii. Don't spread rumors or accept them.





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ix. Don't be disgruntled.

x. It is forbidden to conduct any common meetings/protest against the institution, inside or outside the premises.

xi. Avoid unethical exit.

  
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