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Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

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Ref.:-

DATE : / /20

Service Rules

Founded in 2018, Shahid Virpatni Laxmi Mahavidyalaya is renowned as a distinguished college with over 800 students and a vibrant faculty team. We encourage you to explore academic interests that match your career goals, along with social and leisure activities that enhance your overall well-being, satisfaction, and personal development.

Spanning across 3 acres, our campus offers abundant opportunities for students to nurture their unique talents and abilities, fostering both academic excellence and personal growth. At SVLM, we are dedicated to cultivating knowledge and talent across various disciplines through innovative education programs, research endeavors, industrial training, and consultancy services. Our goal is to nurture a new generation of capable individuals equipped with competence, social responsibility, and strong moral values.



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CHAPTER 1

PREAMBLE

1.1 SHORT TITLE AND COMMENCEMENT

- i. These rules shall be called the 'Service Rules' of Shahid Virpatni Laxmi Mahavidyalaya, Titave, 416208.
- ii. These rules shall come into force with effect from 15th August 2018.

1.2 EXTENT OF APPLICABILITY

- i. These rules shall apply to all teaching/non-teaching employees and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.
- ii. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context, in as much as they do not in any way contradict it's working.

1.3 DEFINITIONS

- i. 'Governing Body' means the supreme body of the Institute.
- ii. 'Director' means the chief officer of the Institute.
- iii. The 'Principal' means head of the institute.
- iv. 'Employee' includes all teaching and non-teaching employees who are in service of the college and to those who join their services subsequent to the promulgation of these rules except where separate rules for one or the other particular category of employees are mentioned.
- v. UGC/SNTD means the University Grant Commission and Shreemati Nathibai Damodar Thackersey Women's University, Mumbai.
- vi. 'Institute' means Shahid Virpatni Laxmi Mahavidyalaya, Titave, 416208.
- vii. 'HOD' means Head of the Department of any academic department in the institution.
- viii. 'Competent Authority' in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the GOVERNING BODY.
- ix. 'Disciplinary Authority' In relation to punishment (as specified in these rules) means the appointing authority/ Director/ Principal. Managing Trustee may have delegates his power to impose such punishment.



x. 'Employee' means a person employed for teaching or non-teaching work in one of the institutions of the society, duly engaged by a letter of Appointment These include teachers, clerical staff, or any other Staff as full time or part time, whether such employment be probationary/Temporary or permanent.

xi. 'Employer' Means primarily the Managing Trustee and also connoted to any other subordinate officer on whom the powers and functions of appointment may be conferred by a resolution passed and approved by the Managing trustees. The Managing Trustee, may, from time to time issue Managing Trustees resolutions in regard to any or all his ordinary powers, privileges and discretions granted to him, and such resolutions shall have the validity, effect and full binding force of their solutions moved/seconded and passed at a meeting of the Managing Trustees, duly convened and constituted and such resolutions shall not be deemed invalid by reason of notice or for any other cause whatsoever.

xii. 'Controlling Officer' shall mean committee of persons so appointed by the Governing Body which is directly responsible for the management of the college/institute.

xiii. 'Leave' Means authorized absence from duty.

xiv. 'Appointing Authority' means the authority empowered to make appointment.

xv. 'Academic Year' means a period of twelve months beginning on the first day of July in each calendar year.

xvi) 'Pay' means an employee's gross monthly earnings from the institute, which includes all admissible allowances.

1.4 GENERAL

(i)The Service Rules are confidential between the Institute and its Employees and are made available on joining the services of the Institute.

(ii)In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Trustee will be final and binding.

(iii)Any amendment to the terms and conditions of service recorded herein will require approval of the GOVERNING BODY.

(iv) These Rules supersede all existing instructions on the subjects covered in this Service Rule.



CHAPTER-2

APPOINTMENTS & SERVICE MATTERS

2.1 CLASSIFICATION OF EMPLOYEE

Employees can be classified as:

- 1) Permanent
- 2) Probationer
- 3) On Contract
- 4) Temporary
- 5) Casual
- 6) Part - Time
- 7) CHB
- 8) Employment on a Project

2.1.1 A Permanent Employee:

Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.

2.1.2 A Probationer:

Means one who is on probation.

2.1.3 A Contractual Employee:

Means an employee who has been employed for a specific period for a particular job under the terms of contract of employment/appointment which automatically ceases after the expiry of period or completion of job.

2.1.4 Temporary Employee:

Means person who is appointed on a temporary post or in a temporary capacity of a permanent post.



2.1.5 A Casual Employee:

Means one who has been engaged on an occasional nature of job / post, on day-to-day basis.

2.1.6 A Part-Time Employee:

Means one who has been employed on any job/post on part-time basis

2.1.7 CHB:

Means one who has been employed on a particular post / job purely on a CHB basis and does not fall in any of the above categories.

2.1.8 Employment on a Project:

Means one who has been employed for a project, if a position at the Institution is funded by a grant or a project, it is subject to the availability of funds. In the event that the grant or project funds are exhausted or reduced, or the grant or project is complete d or cancelled, this employment may terminate without the right of employee appeal.

2.2 RECRUITMENT

Source of Manpower: -

For recruitment purpose, the following may be followed viz through

- i) Open advertisement in leading Newspaper.
- ii) Referral
- iii) Consultants
- iv) E-mail/Postal/ By hand receipts.
- v) Interview

2.3 APPOINTMENT

1. All appointment means: Managing Trustee or he may have the power to delegates his authority to any person.
2. All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority
3. Qualification and experience - For the appointment of Teaching & Non-teaching staff, UGC/SNDT norms wherever applicable will be followed.



4. Every applicant for employment will be required to fill up and sign the prescribed/general information form and undergo:

I. A test of proficiency in the job he seeks in the manner considered necessary for the purpose.

II. Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment. A copy of the said Rules and Regulation shall be issued to each employee at the time of his/ her employment copy of the said Rules and Regulation shall be issued to each employee at the time of his/her employment.

III. When joining service the employee shall furnish the Management with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the management.

V. Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.

VI. Every employee, before appointment, shall produce documentary evidence of his/her date of birth as indicated below.

a) A certified copy of date of birth as recorded in the Register of the Corporation/Municipality.

OR

b) Matriculation /school Final/ School Leaving Certificate;

c) The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.

VII. All applicants will be interviewed and tested for proficiency in the vacant/new job.

5. A members of the staff appointed against a permanent post shall be on probation ordinarily for a period of three month provided the Management may waive it for exceptionally deserving candidate or extended the period of probation for a further period of three months. After satisfactory completion of the period of probation the employee shall be confirmed by the Management in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.

6. The services of any employee on probation may be terminated without assigning any reason whatsoever.

7. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.



8. The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the giving and receiving of any information requested by The Institution and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.

9. Every employee, other than casual, part time, CHB shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered, probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the institution.

10. An employee may discontinue his services in the college even after his confirmation by giving one month's notice or by paying an amount equal to one month's salary in lieu of notice provided there are no dues outstanding against the employee.

11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal.

12. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution

2.4 OTHERS EMPLOYMENT

a) No full time teacher (including the Director/ principal) of Institute shall be permitted to any part time teaching/or remunerative assignment.

b) No full time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.

c) Any employee (including a teacher) contravening the provisions of this rule shall be liable to such disciplinary action as may be deemed fit and proper.

2.5 AGE

Person below the 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school/ college leaving certificate or birth certificate issued by Municipality/corporation in original for verification of the institute, The date of birth once declared, admitted and recorded by the institute/office shall not, thereafter be altered.



2.6 PROBATION

All appointments against permanent posts will normally be on probation ordinarily for a period of the three months provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period. After satisfactory completion of the period of probation the employee shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing. Unless confirmed in writing the employee shall continue as a probationer.

2.8 PERFORMANCE APPRAISAL:

The formal written evaluation program of Shahid Virpatni Laxmi Mahavidyalaya is established to provide annually, a planned, scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance accomplishments of the employee during a specified rating period. The review helps to answer several basic questions that are of concern to all of us as employees: "How am I doing?", "Where do I go from and here?", and "How will my supervisor support me in getting there?"

For the employee evaluation:

- Indicates where he/she stands in relation to the expectations of the Institution, the department, and the immediate supervisor.
- Assures mutual understanding of responsibilities and work assignments.
- Serves as a source of assistance and guidance in improving and preparing for advancement.
- Assures mutual understanding of responsibilities and work assignments.
- Serves as a source of assistance and guidance in improving and preparing for advancement.

For the supervisor the evaluation:

- Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.
- Assures that the employee is fully aware of assigned duties and responsibilities. Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the institute.
- Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
- Establishes the basis for better two-way communications. Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.
- All staff employees should be evaluated annually. It is not mandatory that temporary employees be evaluated, but is advisable, especially in instances of unsatisfactory work performance of individual employees performance appraisal to be conducted. Unscheduled



performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory.

- The Institution may initiate unscheduled evaluations.
- The head is responsible for conducting the review and evaluation with employee. Standard evaluation forms and additional instructions related to conducting a performance the evaluation may be obtained from the Head of Institution.

Performance Appraisal Review Process

Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file in Head of the Institution. The appraisal will be done by the immediate Head of the Department & Head of the Institution (the rater) and will be reviewed at the next level of supervision (the reviewer).

2.9 GRANT OF INCREMENT:

Increment of any members of staff, Teaching or non - teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self-appraisal & interview.

2.10 CONFIRMATION

On satisfactory completion of probation, an employee shall be considered for confirmation in service.

He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority.

2.11 PROMOTION

i) The faculty up gradation shall be considered strictly as per norms. ii) Up gradation of other staff will not necessarily depend solely on seniority.

The following factors will also be taken into account:

- a) Past performance record
- b) Potential for higher responsibilities
- c) Punctuality and good conduct on and off the premises the categories of staff and the same will be decided as per requirement by the Appointing authority based on recommendation forwarded by the Director/Principal specified date of his/ her new position, shall be subjected to disciplinary action.



d) Good Performance in Interview

2.12 DEMOTION

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily

2.13 RESIGNATION

- a) An employee, desirous of leaving the institution, shall give one working month notice or one-month pay in lieu of notice to the principal before leaving.
- b) A probationer may terminate his service by voluntary resignation by filling with the Director/ Principal Institute management similar notice in writing at least one month in advance.
- c) Not withstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

2.14 SUPERANNUATION/RETIREMENT

- a) All employees would superannuate on attaining (after completion) the age of 60(sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the norms.
- b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

2.15 TERMINATION OF SERVICE

- i) The institute / trustee reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis.
- ii) The institute / trust shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute office / trust.
- iii) Services of a probationer will stand terminated if not confirmed on completion of Probationary period or of an extended probationary period. He would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by



giving one months prior notice. Likewise the probationer may terminate his services by giving one month's prior notice.

iv) Confirmed employee should submit his/her resignation by giving one months prior Notice to get released from employment or paying salary to get early released from employment in lieu of one month's notice simultaneously the same procedure is also applicable to the Management.

v) A temporary employee's service may be terminated any time by either party without any notice

vi) On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute.

vi) The final clearance shall be given to the Accounts dept. to release the due payment by Head of institution.

2.19 EMPLOYEE RECORDS

The administration department maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify administration department in writing of any changes in name, home address, marital status, telephone number, e-mail and person to notify in case of emergency. It is also important to notify administration department of scholastic achievements that may enhance your opportunities for advancement.

2.20 DISCLOSURE OF INFORMATION

As a service to employees, the Records Section of the Administration department will furnish upon written request of third parties outside the Institution an employee's dates of employment at the Institution and his or her title or position. In instances where payroll information or any other information is requested (e.g., salary information for the purpose of obtaining a loan), the requesting party will be advised that this information will only be made available with the written consent of the employee and Director/ Principal of the Institution.

2.22 CONFIDENTIAL RECORD OF THE EMPLOYEE

a) A service record including leave account etc. shall be kept in the form prescribed for every person in a regular appointment under the management.



(b) A confidential report in the form prescribed shall be kept by the institution /college authorities in respect of every employee. Confidential adverse entry shall be communicated to the employee, who will have the right to represent to the management whose decision shall be final.



CHAPTER-3

GENERAL RULES

These rules apply to all employees, whether CHB, temporary, part-time, contractual or permanent, in the service of Shahid Virpatni Laxmi Mahavidyalaya, Titave 416208.

3.1 CODE OF CONDUCT

Code of conduct for student, Faculty, Non-teaching staff and Principal

Students:

1. It is compulsory to use uniform regularly.
2. College identity is compulsory for every student for college entry and violation of rules leads to penalty.
3. Regularity of practice classes and lectures are compulsory otherwise exam permission is not given.
4. Follow the college rules strictly.
5. Outcomes are strictly prohibited.
6. Those students are coming for office work not to be longer elsewhere.
7. Disciplines less students are liable to penalty.
8. 75% attendance of class is necessary for Board and University examinations. Less attended students are not allowed to appear the final examination.

Teachers:

1. Faculty shall conduct himself / herself with absolute dignity and decorum in his/ her dealing with the superiors' colleagues and student every time.
2. No Faculty remains absent himself / herself from duties at any time without prior permission from higher ups.
3. Faculty shall agree to execute all work assigned to him/ her by Head of Department and Head of Institution from time to time honestly, sincerely and carry out all the orders of the superiors.
4. The Faculty undertakes not to carry on any other Trade, business or activity which goes against the contract of employment with the college.
5. Faculty shall not accept any work outside the institution without the permission of the principal of college.
6. Faculty should not raise / receive any money / donation for the goodwill of the college without prior permission of principal.
7. Faculty should actively participate in all the college activities and programs for motivating the student.
8. Faculty should give extra inputs to make the students not only academically brilliant, but confident, competent and fully developed personality.
9. Faculty shall not indulge in any organized anti- institutional activity and should not promote, abet, assist or motivate any groupism or unhealthy activity.



10. Faculty shall not directly apply to seek another Job expect through the secretary of the management / Sanstha.
11. Faculty shall report to the management, if there is any criminal complaint, action / proceeding lodged against him/her in any police station/ court or forum.
12. Faculty shall not collect any money except when he/ she is specifically authorized by the Head of Institute / management of sanstha in writing for any particular fund rising program.
13. Faculty shall abide by the code of conduct and the rules enclosed with in terms and conditions of service hereto.

Principal:

1. The principal should oversee and monitor the administration of the academic program and general administration of the institute to ensure efficiency and effectiveness in the overall administration task and assignments.
2. The Principal should chalk out policy and plan to execute the vision and mission of the college.
3. The Principal should monitor financial matters efficiently.
4. The principal should go through the financial audited statement of the institute.
5. The principal should form various college level committees which are necessary for the development of the institution.
6. The Principal should convene meetings of different Cells as and when required
7. The principal should encourage the faculty members to author text books and publish research papers in reputed national and international journals.
8. The principal should provide leadership, direction, and co – ordination within the institute.
9. The principal should periodically review this code of conduct.
10. The principal is responsible for the development of academic program of the institute
11. The principal should motivate the faculty to submit research proposal to various funding agency
12. The Principal should ensure quality in education and academic activities.
13. The Principal should form various college level committees and appoint coordinators.
14. The Principal should motivate teachers to enhance their knowledge by attending various training programs conference workshop etc.
15. The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.

Officials and Support Staff:

1. It is compulsory to use uniform and identity regularly.
2. Non - teaching staff working in the college office or department should remain on duty during college hours. They should report for duty at least 30 minutes in advance.
3. Staff employed in the college shall absent himself from his/her duties without permission. In a case of sickness or absence on medical ground , a medical certificate shall be produced within a period of week
4. Non – teaching staff not leave the college premises without permission before 5.30 p.m.



5. Administrative staff should look after student's admission and examination.
6. Administrative staff should be well versed in e- administration
7. Administrative staff should behave politely and compassionately with parents/guardians.
8. Administrative staff should develop co-operative and friendly relationship with faculty members.
9. Administrative staff should perform all professional activities through proper channels.
10. Administrative staff should not involve in unethical practices.
11. Administrative staff should not remain absent from duties without prior permission.
12. Administrative staff should not engage directly or indirectly in any trade or business
13. Maintain honesty, integrity, fairness in all activities
14. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
15. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
16. Must not intercept or misappropriate college money.
17. Must not be absent from duty without official approval or approved sick leave.
18. Avoid social networking sites such as Face book, WhatsApp, etc. during the working hours.

Teachers and College Teachers:

1. Treat other members of the profession with dignity.
2. Treat respectfully to other teachers, render assistance for professional assistance.
3. Refrain from lodging unsubstantial allegation against colleagues.
4. Teachers and Authority Teachers should Discharge their professional responsibility according to the existing rules and adhere to procedures consistent with profession.
5. Refrain from undertaking any other employment and commitment such as private tuitions.
6. Cooperate in formulation of policies of the institution.
7. Cooperate with the authorities for the betterment of institution.
8. Should adhere to the conditions of contract.
9. Refrain from availing themselves of leave except on unavailable ground and with prior intimation

Teachers and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners and cooperate with them.
2. They should help in the function of Joint Staff Council in which nonteaching staff also members.
3. Teachers and Society Teachers should through institution maintain contact with the guardians of their students, send report of their performance to guardians, meet them exchange their ideas and feedback for the benefit of the institution.
4. Recognize that education is public service and keep them informed of educational program being provided. Work to improve education in community.
5. Be aware of social problems and take part in activities which would be conducive to the progress of society.

Students and Teachers:

1. Respect the right and dignity of the students in expressing his/her opinion.
2. Deal justly and impartially with students regardless their religion, caste, political, economic and physical characteristics.
3. Encourage students to improve their attainment and develop their personalities.
4. Inculcate among students scientific outlook, dignity of labor, patriotism.
5. Be affectionate to students and not to behave in eradivative manner.
6. Make themselves available to students even beyond their classrooms, help and guide students.
7. Refrain from inciting students against other students.

3.2 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

No employee shall, except with the previous sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- I. Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- II. Evidence given in any judicial enquiry; or
- III. Evidence given in any departmental enquiry ordered by the Disciplinary Authority of the Institute

3.3 ENTRY AND EXIT

Employees shall not enter or leave the premises of the Institution Except by the gate or gates door or doors provided for the purpose. No employee shall bring with him/her to the College hand bills. Tools, articles, hazardous goods etc., other than those permitted by the concerned authority.



CHAPTER-4

LEAVE RULES

4.1. INTRODUCTION

Leave Rules shall mean Casual Leave, Medical Leave, Maternity Leave, Study Leave, Leave on Loss of Pay. These Leave Rules will come into force with effect from August 2020.

These Rules shall apply only to all the employees of the SVLM.

4.2 GENERAL

- I. Leave shall be granted in accordance with the "Rules".
- II. Leave cannot be claimed by any employee as a matter of right.
- III. For purpose of Leave, Leave Year shall be reckoned from June 01 to May 31.
- IV. Leave application shall be submitted in the prescribed form to the Head of the Department who will approve such leave and all HODs should submit their application to the Principal and/or Director of the College for approval.
- V. The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- VI. A record of all sanctioned leave shall be maintained in the Administrative Department.
- VII. An employee who is placed under suspension shall not be granted leave.
- VIII. An employee is required to apply in writing for extension of any leave before it expires.
- IX. Employees shall, before proceeding on any leave, intimate to the competent authority his/her address while on leave and shall keep the authority informed of any changes in the address.
- X. Employee will be granted casual leave of 1 day (One day) for One month's work.
- XI. Casual and Part time employees are not entitled to any leave. Absence from duty shall be treated on Leave without Pay.
- XII. No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness. If any doubt arises the Competent Authority has every right to take second opinion from another doctor and his decision shall be final and binding. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.



XIII. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

XIV. No leave can commence unless it has been sanctioned, Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.

XV. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

XVI. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

XVII. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

XVIII. The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the

GOVERNING BODY in its sole discretion. The decision of the GOVERNING BODY in this

Regard shall be final and binding.

Nature of Leave	Quantum of Leave/year	Leave with pay /Without Pay	Accumulation	Remarks
Casual Leave	12 Days	With Pay	NIL	2 Days at a time
Medical Leave	8 Days	With Pay	NIL	-
Maternity Leave	6 Months	With Pay	NIL	-
Study Leave	15 Days	With Pay	NIL	-

4.3. COMBINATION OF LEAVE

Any kind of leave under these Rules except Casual Leave may be granted in combination with or in continuation of any other leave.

(i) Holiday: Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

(ii) Salary: Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA .conveyance, etc.



4.5 CASUAL LEAVE

Casual leave may be prefixed or suffixed to weekly holidays

1. Sundays, holidays and weekly holidays falling within the period of Casual leave or preceding or following it should not be counted as part of the Casual leave (Casual leave may be prefixed or suffixed to weekly holidays / any other holidays including Sundays)
2. Casual leave cannot be combined with any other kind of leave or vacation or puja holidays.
3. All casual leave which any employee/person is entitled to during any academic year shall cease to be due to him/her at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year. Casual leave is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty in case it is for one day. In such cases the employee must report his absence to the HOD who will subsequently inform to the Administration department or OS over phone or otherwise.
4. Casual leave may be granted to all employees for a total of 12 days in each Academic Year subject to the necessities and exigencies of work.
5. Notwithstanding anything contained herein, Casual Leave may be sanctioned by the Department Head at his/her discretion and in case of HOD the Principal shall sanctioned the leave.
6. Casual leave cannot be combined with Earned Leave/Sick Leave/Maternity Leave and the same is solely the discretion of the Management.
7. Not more than 2 days casual leave may be availed of at a time.
8. Casual Leave not availed during a Leave Year shall lapse.
9. No half leave shall be allowed except for late attendance

4.9 LEAVE ON LOSS OF PAY

1. Under extra ordinary circumstances Leave on loss of pay in a Leave Year may be grant the sole discretion of the management and the nature of the exigency shall be clearly recorded.
2. Leave on Loss of Pay if not sanctioned by the management such period of absence will not counted as service for any purpose.



4.10 NO WORK NO PAY

In all cases of absence from duty without leave or permission or where an employee fail discharge his duties, the principle of 'no work no pay' shall apply.

4.11 SANCTIONING AUTHORITY

Sanctioning Authority for any kind of leave shall be as follows:

For Teaching & Non-teaching Staff - Respective HOD

For HOD (Teaching & Non-teaching Staff) Principal/Director



CHAPTER-5

JOB RESPONSIBILITIES

5.1 WORKING DAYS

The working days of the Institute shall be from Monday to Saturday. The Institute shall observe a minimum of 90 teaching days per semester which means at least 180 teaching days during an academic year. However, special classes may be arranged, as and when, the need arises.

5.2 WORKING HOURS

Normal working hours of the employees will be in terms of the institute rules and regulation, to the extent applicable to the employees.

5.3 FESTIVAL HOLIDAYS

Festival holidays of the Institute shall be as per Govt. of Maharashtra's list of Festival holidays.

5.4 RESPONSIBILITIES OF TEACHERS

Responsibilities of the teachers of the institute will be in terms of the UGC rules and regulation to the extent applicable to the employees and any other responsibilities as assigned by the Principal/ Director(s).

5.5. COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL

(i) A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, leave, promotion, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.

(ii) Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

5.6. THE FORMAL PROCEDURE FOR THE SETTLEMENT OF THE GRIEVANCE

WOULD BE AS FOLLOWS:

(i) That the employee shall first take up his grievance in writing to his HOD and HOD will try to resolve the grievance within three days. If not he will forward such grievances to the Principal



forthwith. Then the principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 7 days.

(ii) In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he or she may submit his grievance to the Managing Trustee who would try to settle it as early as possible.

(iii) The Managing Trustee in consultation with the GOVERNING BODY would take a decision in the matter and the same will be conveyed to the employee preferably within a period of ONE month.

5.7. SERVICE OF NOTICE

(i) A matter required to be notified under these rules and any notice by the management to the employee in the college shall be displayed on the notice board. When so displayed, such matter or notices shall be deemed to have been communicated to all the employees.

(ii) A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the institution/college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication will also render the employee liable to disciplinary action.

(iii) In the case of an employee who is absent or on leave, any intended notice or letter of Communication shall be sent to him by registered post-with acknowledgement-due to the last recorded address of the employee shall be deemed to have been served on him. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting. It shall be deemed to have been served.

(iv) A matter required to be notified under the rules and a notice or communication by the Principal to the employee will be in English.



CHAPTER-6
CONDUCT, DISCIPLINE & REVIEW RULES

PART-I CONDUCT RULES

6. 1.1 GENERAL

(i) Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may, for the time being, be placed.

(ii) Every employee shall use his utmost endeavor to promote the interest of the Institute and shall show courtesy and attention in all transactions.

(iii) Do nothing which is unbecoming of an employee of the Institute.

6. 1.2. INTEGRITY

(i) Every employee will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

(ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority

6. 1.3. MISCONDUCT

A. Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless for work.



4. Obtaining leave or attempting to obtain leave on false pretenses.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the Institution Authorities.
6. Borrowing or lending money on the College premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.
8. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority.
9. Failure to report a disease an employee which may endanger others.
10. Using institutional facilities unauthorized for personal gain.
11. Sleeping while on duty.
12. Neglect of duties assigned to the employees.
13. Entering a section or department except for purposes of assigned duties.
14. Late coming or absence of a habitual nature.
15. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
16. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
17. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
18. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
19. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
20. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
21. Unauthorized use of the name, address, telephone or any other description of the institution.



22. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
23. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
24. Gambling within the premises of institution.
25. Bringing liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behavior in the premises of institution or inside the premises, where such behavior is connected with employment.
26. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.
27. Delay in the performance of work or go slow in work or instigating thereof.
28. Willful damage to work-in-progress or to the property of the institution.
29. Misbehaving with students/parents/guardian
30. Willfully and deliberately not taking classes as per the schedule of routine
31. Poor performance for teaching students in the classes
32. Instigating the students against the College Authority
33. Not wearing uniform allotted by the College
34. Not wearing Identity card during working hours
35. Refuse to comply any reasonable instructions of the College Authority/superiors
36. Illegal confinement of management staff

C. Penalties for Minor Misdemeanor

1. Censure
2. Warning
3. Withholding an increment or promotion to the next higher grade.
4. With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the employee



of the whole or part of any pecuniary loss caused to the institution due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the institution.

D. Penalties for Major Misdemeanor A.

1. Suspension without pay and allowance.
2. Reduction to a lower post or grade or to a lower pay scale.
3. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the institution.
4. Dismissal from service, which debars the employee from future employment in any capacity in the institution.

B. Explanation

The following shall not amount to penalty within the meaning of the rule.

1. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.
2. Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
3. Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave or suspension.
4. Compulsory retirement at an age below the prescribed age for normal retirement.

PART-II

DISCIPLINE & REVIEW RULES

6. II.1. DISCIPLINARY AUTHORITY

Disciplinary Authority means the authority competent to impose any of the penalties specified in Disciplinary Authority for various grades of employees shall be as follows:

- (i) For Director/Principal - Chairman of the GOVERNING BODY
- (ii) For all employees of the college- Director/Principal



6. II.2. PENALTIES

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons.

- (a) Censure/warning
- (b) Withholding of promotion for a specified period.
- (c) Demotion to a lower post or to a lower salary slab
- (d) Dismissal or removal from service
- (e) Compulsory retirement
- (h) Reduction (Demotion) in rank

6. II.3. SUSPENSION

The Chairman of the "GOVERNING BODY" and/or Director/Principal may place an employee under suspension pending further action in the following cases wherein:-

- (a) Disciplinary proceedings against him/her are contemplated or pending.
- (b) A case against him/her in respect of a criminal offence is under investigation or Trial.
- (c) Deemed suspension for being in custody for 48 hours.

6. II.4. PROCEDURE FOR DISCIPLINARY ACTION

- (i) No order of punishment shall be issued without the employee's having been given an opportunity for explanation
- (ii) The employee concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within a period specified in the charge sheet.
- (iii) If the employee concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an enquiry officer and a presenting officer.
- (iv) The employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the employee charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed ex parte in his absence.



(v) The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the institution. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.

(vi) The employee shall be permitted to produce his/her oral /documents evidence and shall be permitted to cross-examine a witness deposing in support of the charges and also to produce witnesses, if any, in his defense.

(vii) On the conclusion of the enquiry, the enquiry officer shall record his findings and whether Window all or any of the charges leveled against the employee are established together with reasons and will submit the enquiry report to the disciplinary authority.

(viii) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent employees submission thereto on receipt of such submission the D.A. shall consider the findings of the E.O. and the submission thereto, thereafter, depending on the facts and circumstances of such case, the DA shall come to his findings, and give the charged employee a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such representation as he may wish to make against the proposed action.

(ix) On receipt of the representation if any, made by the employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee and same shall be communicated to him in writing.

(x) If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received if he had not been placed under suspension.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases:

i. Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.

ii. Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause, or to hold enquiry.



A handwritten signature in blue ink, appearing to be "D. W. W."

Principal

Shahid Vajpai Laxmi Mahavidyalaya
Titave, Tal. Radhanagari, Dist. Kolhapur.