Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018–2019 Awarded by SNDT Women's University, Mumbai

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL
Vallabhbhai Road, Vile Parle (West), Mumbai-400 056.
Tel.: 2612 8840, Telefax : 91–22–2617 6196
E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Ref. :

Date : 15/02/2019

MANIBEN NANAVATI WOMEN'S COLLEGE

POLICY FOR HUMAN RESOURCE MANAGEMENT

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1. Introduction

The Policy for Human Resource Management is the guideline for appointment, recruitment, and service rules for all teaching and non-teaching staff of Maniben. Nanavati Women's College

2. Employee Classification

a) **Permanent (Grant-In-Aid)-** Appointed on Government NOC post.

b) **Permanent (Management)-** Employees who have successfully completed the probation period and are offered long-term employment with full organizational benefits.

c) **Clock Hour Basis-** Grant-in-Aid Teaching) -Appointed on Government NOC,

d) **Contractual (Management)** -Appointed by the Management on contract basis.

e) **Temporary/ Ad-hoc.** -Visiting Faculty (Management)

f) **Temporary/Ad-hoc** - Employees hired for a short duration to meet immediate organizational needs. They do not have a long-term commitment and may not receive benefits like permanent employees.

g) **Visiting Faculty**-Experts or professionals engaged to provide specialized knowledge or training for a specific period, typically in educational institutions.

3. Recruitment and Employment of Management Salaried Staff

a) **Policy**

Recruitment for various posts in the College made by the Management will be purely on merit basis. A person fulfilling requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the position. The College follows the qualifications, pay scales and other guidelines issued by the University and Government Resolutions, from time to time in this regard.

b) **Employee designations**

A structured hierarchy of roles Principal, Vice principal, Head of the departments, Coordinator, Faculty Members titles in the organization, detailing responsibilities and reporting structures

c) **Recruitment & Selection Process**

Recruitment of faculty: Method of recruitment: The recruitment of the faculty will be by way of direct recruitment through open advertisement. The vacant posts shall be advertised through print (one in English and one in Marathi leading dailies) or in University News Journal or both. The applications received in response to the advertisement will be shortlisted as per the eligibility criteria. The shortlisted candidates will be called for the Interview.

The procedure for attracting, evaluating, and hiring candidates, including steps like advertising job openings, conducting interviews, and finalizing appointments.

d) **Probation & Confirmation**

The process of evaluating newly hired employees during the probation period, if decided and transitioning them to permanent roles upon successful completion.

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4. Grand and pay Structure

As per the decision of Management

Increment:

Teaching Staff: Minimum three years of completion in contract increment is minimum 5 to 25% (every two years) or before within two years.

For Non-Teaching Staff: The best performance increment up to 20 % and 3% to all.

5. Job profiles of Principal, Vice Principal, Head of Departments and Course Coordinators

a) **Principal:** Oversees the overall functioning of the organization, ensures academic excellence, and aligns institutional goals with organizational objectives.

b) **Vice Principal:** Assists the Principal in administrative and academic duties and steps in as acting head in the principal's absence.

c) **Heads of Departments**: Lead specific academic or operational departments, manage departmental staff, and oversee curriculum development or task execution.

d) **Course Coordinators**: Manage the delivery of specific courses, liaise between faculty and administration, and ensure academic standards are met.

6. Job profiles of Administrative Non-Teaching Staff

Responsibilities and expectations for administrative staff, including roles like office administrators, clerks, lab technicians, and support staff, focusing on organizational efficiency and support functions.

7. Service Rules, Regulation

Comprehensive guidelines defining employee rights, duties, work conditions, and organizational policies to ensure smooth operations and compliance with laws.

8. Code of Conduct

a) Post Graduate teaching, Research, professional development, other professional commitments other than those of the college have to be done after 1.00 pm only on college working days

b) Teachers involved in Ph.D. or other major or minor research may be granted some relief depending upon the prevailing circumstances. In such cases, teachers should provide sufficient proofs for the work.

c) If one needs to come late or leave early, prior special permission must be taken from the Head of Department (HOD) and Vice Principal. In case the Vice principal is absent, permission has to be taken from the principal.

d) It may be noted that the Vice Principal and Principal have the authority to refuse the leave early or allow late arrival to college

e) Please note that teachers may be required to work beyond the official timings for college activities. If so, HODs and Teachers in-charge of committees are requested to inform their colleagues in advance.

f) Photo identification card is issued to all employees.

g) Teachers should make a note in the log book regarding all the details of your leave. The concerned HOD or Vice principal must be kept informed.

h) Permission for casual leave should be obtained at least one day before the day from which casual leave is required. Permission must be taken from the HOD and the vice principal (or Principal).

i) The employee cannot take more than 3 days casual leave at a time.

j) Any teacher interested in attending a Seminar/Workshop/Talk/Any Event/Refresher Course/Orientation Course or Faculty Development program must obtain prior permission before applying for the same.

k) Rule for 'Duty Leave' – Actual Days of the Seminar/ Conference +2 days prior and 2 days after.

l) Written applications along with the Invitation Letter/ Acceptance of Paper etc. must be submitted to the principal, for approval of leave prior to attending the seminar, conference etc.

1 International Seminar (3+4=7)
1 National Seminar (2+4=6)

m) Copy of Invitation Letter, Acceptance of Paper, Details & Proof of Travel, Report (One Page) and Certificate to be submitted to the Vice principal within one week of re-joining.

n) Do not use Laptop & Mobile Phones for personal work during lectures.

o) Kindly avoid taking lectures during Recess timings.

p) Please take a written note and appointment letter from the student seeking tie concession for employment and/ or other personal reasons. If any student fails to submit a written note and appointment letter she will be considered as Defaulter Student.

q) Please inform other colleagues about any event organized especially if it involves student missing lectures.

r) For further details regarding rules kindly read the manual. (Kept with the Vice principal)

s) Three late marks (after 7.30 am) will considered by 1 CL

t) In case of any queries, kindly contact Vice Principal or Principal.

u) Let's be professional and be highly committed to give the best foe the growth and development of the institution.

v) Teachers on contract basis should complete their stipulated tenure as mentioned in their appointment letter. The management reserves the right to discontinue the services of the employee with a one month notice period.

8. Reward and Award

The Management will support research activities of teaching staff. All the staff members will. Be rewarded once a year as per their performance.

9. General Working Conditions

a) Duty hours

The minimum working hours for a full-time degree college teacher is at least 5 and half hours daily on working days from.7.30 am onwards. Teaching and non-teaching Staff: 6-days week (Monday-Saturday)

Working hours: Admin: 9.00 am to 4.30 pm Class IV Employees- 9.00 am to 5.00pm.

b) Attendance

The establishment section shall be responsible for maintaining attendance record for all staff. Punctuality is the most important character of an employee of institution. It is a sign of

professionalism and helps the employee stand out as reliable and trust worthy employee.

All staff members are expected to maintain punctuality.

All the staff members of the institution shall mark their biometric attendant both in time and out time.

b) Outdoor duty

'On Duty Leave' means any work done for Department, College or University BOS/Academic Council/ Faculty Meeting, Paper Setting, Examination, Syllabus Workshops, Yuva Mahotsav, Vigilance, Tours & Visits/ Picnics, Ph.D. Viva, School initiative, Any other (discretion of the principal).

c) Vacation: As per university Calendar.

d) Maternity Leave

The institution is providing Maternity Leave to the female employees for a period of up to 3 months whose employment tenure in the institution has been at least 2 years.

e) Leave sanctioning Authority

Permission for casual leave should be obtained at least one day before the day from which casual leave is required. Permission must be taken from the HOD and the vice principal (or Principal).

f) Leave Salary

Extra leave should be applied a week in advance and it will be leave without pay.

g) Employee leave card

Leave cards must be filled and signed by the concerned HOD and Vice principal within one week from the date of joining duty. The leave cards are kept with the vice principal. Kindly update your leave cards immediately after re-joining.

10. Scholarship and Sponsorship

Fee Support- Employees' children will get a partial fee waiver.

11. Miscellaneous

a) Wearing of Identity Badges

Identity cards are a vital part of our security system. Valid identity card with employee name, photo, date of joining, department, competent authority signature and hologram should be issued. The ID is a key to enter the college campus. All Staff is required to wear an ID card in the campus. If identification card is lost or stolen, employee must obtain a replacement. Lost or stolen cards should be reported to the principal as soon as possible. Failure to wear your ID cards should lead to disciplinary action or penalty.

b) Service Book

A service book shall be maintained in respect of all staff member in the University prescribed format for employees with teachers for more than 3 years of service.

c) Release from Service

An employee may be released from the service of the College as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed by Government

on the directives given by UGC/other Apex Bodies and made applicable to the employees. However, the decision of the Management shall be treated as Final for the purpose of determining the employment. In case of a contractual employee, he/she can resign with a one-month prior notice. An affiliated University approved employee is liable to fulfil three months' notice period before resignation

d) Handing over charge

i. The employee before leaving the service shall handover the charge of his post in the prescribed formats to the Head or the person duly authorized by the Principal or Management

ii. The employee shall return to the College, all the Library books, Advance(s), materials, equipment's, identity card and clear dues, if any, etc. If he/she fails to do so, the College shall recover the amount due from such teacher on account of the above items from his/her final dues.

iii. The College shall handover the discharge/experience certificate in the prescribed form and any document(s) related to the employee.

e) Superannuation/Retirement Age

The age of superannuation of the employee shall be as prescribed by Government on the directives given by UGC/other Apex Bodies from time to time

f) Contributory Provident Fund

Employees as decided by the management body shall be covered under the provisions of the "Employees Provident Fund and Miscellaneous Provisions Act 1952".

g) Parking Facility

All staff members are provided with the parking facility for their two-wheeler.

12. Performance Management

The teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs. The Management and the Principal shall give the teacher every possible opportunity to do so.

In Classroom Teaching the Teacher should

i. Engage the full lecture and should not leave the class early.

ii. Use "Information Communication Technology (ICT)" for effective delivery of lectures wherever possible

iii. Encourage students asking doubts / questions.

iv. Take care of slow learner students and pay special attention to their needs in remedial coaching classes.

v. Motivate the students and bring out the creativity / originality in the students and should make he/she available for doubt clearance.

vi. Interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.

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13. Disciplinary Action

Any kind of misconduct and unfair practices noticed by the management with evidence will lead to discontinuation of the employment offer letter.

14. Amendment

Management committee may from time to time, add, alter, delete or otherwise amend these terms and conditions of service. Changes may be done by the management committee according to the University of Mumbai amendments. The mode of changes and providing information on the amendments shall be communicated in the Staff Meetings and / by other general mode of communication such as – What's App and such similar messenger and also e-mails.

Dr. Rajshree Trivedi
Principal,
Maniben Nanavati Women's College

Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai-400 056.

M.N.W. COLLEGE Vile Parle (W) MUMBAI-56