



## **Gokhale Education Society**



## **Human Resource Policy**

## HUMAN RESOURCE POLICY

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### Human Resource Planning

The Principal will consider appointing a Head for every department, besides the number of teaching faculty required in accordance with the student faculty ratio. The faculty student ratio shall be maintained as per PCI norms. As per curriculum workload and student-faculty ratio, Head of the department should prepare the staff requirement one month before every semester and submit the same to Principal. The Principal will obtain the staff requirement list from all the Head of department and decide the number of faculty members as per student faculty ratio. Considering the total admissions for FY & DSY;

Minimum workload during the week for each category shall be maintained as follows:

Sr. No.	Designation	Workload per Week
1	Principal	08
2	Professor	12-14
3	Associate Professor	14-16
4	Assistant Professor	16-18

The Principal shall appoint a selection committee for short listing / recruitment of teaching and non-teaching faculty in each department. The selection committee composed of the HOD, one senior staff of concerned department and two inter-department staff members.

### Recruitment

The committee shall augment candidature from any or all of the following sources:

- Advertisement in the Newspapers
- Applications received by Post / Courier / Email (online) / Personally
- Through Direct Reference by Current Employee

The committee deems it fit, may also conduct "Walk in Interviews" for augmenting the required candidates, in case of urgency.

The committee shall short list the candidates in the following processes:

- Personal Interviews
- Class room demonstrations/ Demo Lecture





- The educational qualification and experience for the various teaching posts will be as per the norms declared by SPPU, Pune and/or MSBTE, Mumbai and PCI, New Delhi from time to time.
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal. Further; the Principal and Hon. Secretary & HR Director of Gokhale Education Society, can discuss and decide the appointment.
- An “Appointment Letter” shall be released by head office and duly signed Hon. Secretary in prescribed format.

### **Orientation for New Faculty**

- Every appointed faculty shall be given a brief introduction about the College either by the Principal or Concern Head of Department on the day of his/her joining.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- He /She will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the Institute.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc are completed by obtaining the assistance of the Administration/Office team.

### **Position and Pay Scale**

The Institute will have the following positions of hierarchy in the teaching departments:

- Principal
- Head of Department
- Teaching staff

In addition, each department shall have supporting staff like, Lab Assistants and Lab Attendant.

The Institute Office will have the following positions of hierarchy in the administrative department.

- Registrar / Assistant Registrar,
- Office Superintendent,
- Clerk(s),
- Accounts Officer,





- Library staff,
- Laboratory Support Staff,
- Cashier,
- Peon/s.

➤ **The Scales of pay for various teaching/ non-teaching positions will be as follows:**

- As per DTE/PCI/MSBTE norms, commensurate with the qualifications and experience.
- Benefits Extended to Faculty and Non-Teaching Staff / Yearly Increments / Incentives and Rewards.
- As per DTE/PCI/MSBTE/Government/Institute's Management norms from time to time.

**Casual and Medical Leaves**

- Every employee shall be eligible to avail up to a maximum of 12 (Twelve) Casual Leave (CL) in a calendar year/academic year (wherever applicable).
- Every employee shall be eligible to avail up to a maximum of 10 (Ten) Medical Leaves (ML) in a calendar year/academic year (wherever applicable). Medical Certificate is essential in case of leave taken more than 3 (Three) successive days for claim under the criteria of ML.

**Compensatory Leave**

- In general, prior approval of Principal should be obtained by the staff, for carrying out works on holiday and then compensatory leave will be sanctioned to the staff.
- Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance.
- The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed during the same academic year.
- Compensatory leave will not be granted to any staff for special/extra classes, educational tours, SPPU/MSBTE practical examinations, inspection of MSBTE, other bodies, emergency works and special working on Saturday, etc. In short, for the day wherein staff received remuneration, the Compensatory leave will not be granted.

**On Duty**

- On Duty permission regarding institute/departmental work will be granted only on the prior permission in writing from the Head of the Department and an approval by the





Principal. viz. Industrial Visits, Trainings, Workshops, Conferences, Seminars, PCI/MSBTE Inspection Duty, examination duty assigned by university etc.

### **Vacation Leave**

- Only teaching staff members and non-teaching staff (excluding library and office staff) are eligible to avail vacation leave.
- Vacation can be availed only during the vacation period declared by SPPU at the start of every academic year.
- Vacation Leave may be availed in two spells in each vacation.
- Vacation Leave may be curtailed or refused depending upon the emergency of works.

### **Maternity Leave**

The leave can be granted to all female staff subject to the following conditions:

- They should be approved, confirmed staff at college/institute,
- Should have completed the minimum of two years of satisfactory service,
- The maternity leave is limited to a maximum of 6 (Six) months only.

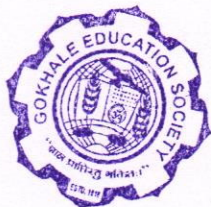
### **Promotion Policy**

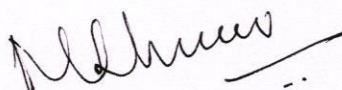
All promotions shall be considered on the basis of merit-cum-seniority.

- The committee for promotion shall constitute Principal and Management Representatives.
- The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines as per SPPU, Pune, PCI, New Delhi norms subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, subject to he/she had completed the years of service in the present position and should have obtained.

### **Retirement**

- All teaching and non-teaching staff shall retire on completing the age of superannuation, as per DTE/SPPU State Govt. norms declared from time to time.
- The Institute will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.



  
**SECRETARY**  
Gokhale Education Society