



Shiv Chhatrapati Shikshan Sanstha's

# Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



## COMPENDIUM OF INSTITUTIONAL POLICIES

Address:

**Rajarshi Shahu Mahavidyalaya, Latur**  
(Autonomous)

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## INTRODUCTION

The policy document of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), provides specifics of the institution's policy commitments for what must be done through the exploitation and development of various resources inside the institution. It is essentially a set of rules that serve as a guiding principle for the institution's path of transforming youth through holistic education towards an enlightened society. These rules and regulations are guided by the institution's policy commitments. Based on a review and analysis of the institution's vision, mission, motto, core values, outcomes, policies, strategies, and provisions, the institution's policy document was created.

The institution's policies are defined so that those who work within it have a framework for action that will enable them to carry out their duties.

This policy statement is a tool for raising standards. It is intended that the document will assist in meeting accreditation requirements. The Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), policy document is disseminated to the stakeholders by a variety of channels and posted on the institution's website for faculty, staff, students, and all other stakeholders as well as the community to access and become acquainted of. The policy document is predicted to continuously assist in fulfilling the institution's objectives and vision.



  
**Principal**  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya, Latur  
(Autonomous)



Shiv Chhatrapati Shikshan Sanstha's  
**Rajarshi Shahu Mahavidyalaya, Latur**  
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**Human Resource Development and Management Policy**

**1. Preamble:**

Rajarshi Shahu Mahavidyalaya, Latur serves to cater higher educational needs with the motto ||आरोह तमसो ज्योतिः|| (Rise from Darkness to Light) and mission 'Pursuit of Excellence'. The institution is dedicated to achieve its goal of reforming young people through comprehensive education in order to create a more enlightened society. The biggest resource at our disposal for achieving its objective is the human resource. The devoted staff founded on the principles of service, integrity, and a positive attitude plays a critical role in the institution's success. All aspects of employment, including recruitment, salary, termination, benefits, employee relations, and leaves of absence are covered by these written assertions of the institution's rules and objectives.

**2. Scope:**

The management, employees (teaching and non-teaching), students, alumni, etc. of Rajarshi Shahu Mahavidyalaya (Autonomous), Latur are all subject to this policy.

**3. Composition of Committee:**

**Shahu Staff Academy:**

Sr. No.	Designation	Position
1	Senior Faculty nominated by Principal	Chairperson
2	Faculty Representatives	Member (07)
3	Student Representatives	Member (02)

**4. Role and Responsibilities:**

- 4.1 Create a process for bringing in talented employees.
- 4.2 Retain the most competent employees to help in the growth and development of the institution.
- 4.3 Plan and execute training sessions for teaching and non-teaching human resource for skill up-gradation and induction training
- 4.4 Create a healthy work atmosphere to allow people to grow personally.

- 4.5 Concentrate on students' holistic growth through academic, co-curricular, and extracurricular programmes and activities.

### **5. Objectives:**

The objectives of Human Resource Development Policy are-

- 5.1 To foster competence among the staff and students
- 5.2 To arrange teachers' training, educational exchange program, exchange of teachers.
- 5.3 To provide students, teaching faculty, and non-teaching staff more opportunities to develop and flourish.
- 5.4 To focus on Vocational Courses and Skill Enhancement Courses.
- 5.5 To build the character to rebuild the nation.
- 5.6 To cultivate in students a humanist perspective through value-based education and community service initiatives.
- 5.7 To plan FDPs for the faculty, both teaching and non-teaching on a range of subjects in order to develop human resources to its utmost potential
- 5.8 To organise SIPs with the intention of guiding students towards improvement and success in life.
- 5.9 To organise the special interaction program with the alumni with the purpose of job opportunity, progression in studies and over all development of the current students.

### **6. Talent Management Policy:**

- 6.1 The Policy aims to build holistic approach, to optimize staff skills, to build culture, engagement, capability and capacity through integrated talent acquisition, development and deployment processes aligned with institutional goals.
- 6.2 The Talent Management includes recruitment and selection, induction programmes, goal setting, performance based self-appraisal and faculty development program.
- 6.3 The Talent Management procedures aim to retain employees and foster their continuous development of skills and competency to achieve long term goal and objective of institution.
- 6.4 The Talent Management procedures initiate to take various activities to boost the talent of the students.

### **7. Recruitment and Selection Policy:**

- 7.1 The recruitment and selection is of paramount importance in order to appoint staff with proper skills and attributes to achieve institutional objectives.
- 7.2 The institution shall adhere to UGC, Government of Maharashtra and Parent University guidelines for recruitment of right talent.
- 7.3 Along with academic merit, merit in sports, culture, and other fields is also given consideration at the time of admission.

### **8. Induction Programme:**

- 8.1 The institution shall organize induction programme for newly recruited staff in order to make them familiar with the Vision, Mission and Core Values of the institution.
- 8.2 The institution also offers a variety of programmes for its regular staff members to keep them abreast of its Core Values and Vision.
- 8.3 The institution also provides innovative training programmes for non-teaching employees to inspire them to perform as effectively as possible.
- 8.4 During the first month of the academic year, the institution plans the Student Induction Programme to introduce and update the students about the work culture of the institution.
- 8.5 The institution organises health camps and awareness campaigns on health-related issues for staff members in addition to academic activities to maintain their mental and physical well-being.

### **9. Goal Setting:**

- 9.1 Each staff shall prepare SMART (Specific, Measurable, Achievable, Relevant, Time bound) Goals for growth and development of their department, institution, student success and own career.
- 9.2 'Study Courses-Learn Life Skills- Acquire Competency to Fly' Strategy is followed for students to make them good human being

### **10. Performance Based Self-Appraisal:**

- 10.1 Staff members shall be judged and evaluated by students, HoD, Vice-Principal and Principal time to time through self-appraisal.

### **11. Faculty Development Policy:**

- 11.1 Faculty members are sent for FDP- orientation, refresher and short-term courses etc.
- 11.2 Faculty members are encouraged and sponsored for Seminars, Conferences and Workshops.
- 11.3 Faculty members are provided with financial support to attend international conferences / workshops
- 11.4 Participation and presentations in seminars, conferences and workshops are encouraged by the IQAC.
- 11.5 Faculty members are encouraged to undertake training, consultancy and research.
- 11.6 Faculty members are encouraged to undertake Major and Minor Research Projects, research sponsored by AICTE, UGC and ICSSR etc.
- 11.7 Seed money for research is provided to the faculty members based on the merit of the research proposals which are sanctioned by the Research Advisory Committee.
- 11.8 Faculty members are encouraged to undertake additional certifications related to

their domain area of specialisation.

- 11.9 Faculty members are encouraged to enrol for doctoral research and as research supervisors.
- 11.10 Faculty members are encouraged to keep his/her behaviour positive and physical strength to face every challenge of life.
- 11.11 Faculty members are encouraged to acquire new teaching techniques and use them to improve the quality of teaching.

## **12. Talent Attraction and Retention:**

- 12.1 The Institution shall strive to attract the quality manpower.
- 12.2 The Institution will provide competitive pay, proper workload, job security, clarity in role, rewards and recognition, financial support for personal growth.
- 12.3 The Institution shall perform right selection or provide opportunities for development and growth, etc.

## **13. Categories of Human Resources:**

Following shall be the categories of various human resources-

### **13.1 Administrative Staff:**

Principal, Vice Principal, IQAC Coordinator, HoD's, Registrar, Controller of Examination, Training and Placement Officer, Chief Coordinator, Class Coordinator.

### **13.2 Teaching Staff:**

Professors, Associate Professors, Assistant Professors, Lecturers, Librarian and Director Physical Education.

### **13.3 Non-Teaching Staff:**

Office Superintendent, Head Clerk, Senior Clerk, Junior Clerk, Receptionist, Class IV – staff (Peons)

### **13.4 Technical Support Staff:**

Hardware Technicians, Electrician, Laboratory Assistant, Laboratory Attendants, Library Staff etc.

### **13.5 Students:**

UG, PG and Research Scholar.

#### **14. Job Responsibilities:**

The responsibilities of all faculties shall be assigned as per the norms of UGC, New Delhi, Government of Maharashtra and Swami Ramanand Teerth Marathawada University, Nanded.

#### **14.1 Administrative Staff:**

##### **14.1.1 Principal:**

- To promote the professional and academic growth of staff through meetings, in-service training and personal contact.
- To take an active role in the Planning and Development of the institution.
- To propose Staff Welfare Schemes.
- To prepare strategic/perspective plan of the institution.
- To conduct internal as well as external audit of the institution.
- To monitor and motivate the collaborative activities.
- To generate and utilize corpus fund.
- To strengthen the research activities in the institution.
- To verify and evaluate the PBAS of staff.
- To prepare and perceive the proposals of the University Grants Commission / University.
- To look after the Admission Process.
- Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.

##### **14.1.2 Vice Principal:**

- To look after faculty wise admission process of the institution.
- To verify the monthly attendance report
- To prepare academic calendar.
- To conduct feedback on teaching learning process and take corrective measures.
- To pre sanction the leaves.
- To monitor the institution campus.
- To supervise campus cleanliness and beautification.
- To prepare admission brochure and Teaching Diary.
- To supervise and guide the activities of the star department selected under the CPE.
- To monitor Girls Hostels.
- Participation and presence in the NSS camps and NCC camps.
- To monitor daily lecture report of the teaching staff.
- To supervise constructions of building and complete the minor constructions within time.
- To verify the stock of various departments annually through Stock Verification Committee.

#### **14.1.3 IQAC Coordinator:**

- To coordinate the broadcasting of information on different quality parameters of institution.
- To work as member secretary of Academic Council.
- To coordinate the collaborative quality initiative activities in the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.
- To conduct the regular meetings of IQAC.
- To prepare IQAC report while promoting of staff.

#### **14.1.4 Head of the Departments:**

- To design the curriculum of UG and the PG curriculum by the PG department.
- To monitor daily activities of department.
- To prepare departmental activity annual plan and timetable,
- To collect teaching plan of subordinates.
- To allocate workload in the department.
- To prepare SWOC analysis of department.
- To update departmental home page.
- To maintain academic discipline in the department.
- To provide inputs to the principal for conducting Academic Council.
- To conduct feedback on curriculum from various stake holders.
- To monitor student association activities.
- To allocate and monitor the student seminar as well as students research project.
- To conduct departmental meeting regularly.
- To organize professional development activities in the department
- To prepare the list of Slow and Advance learners in subject.

#### **14.1.5 Registrar:**

- To work as member secretary of finance committee.
- To maintain the records of corpus fund.
- To prepare utilization certificate of various schemes and projects.
- To distribute and monitor the duties of all non-teaching staff.
- To play role as mediator in staff recruitment process according to the need.
- To help in publishing the recruitment advertisement in regional newspaper.
- To dispatch the call/selection letters to the appointee.
- To conduct internal and external audit.
- To maintain all account heads.
- To help in disbursement of all sorts of scholarships.

#### **14.1.6 Controller of Examination:**

- To work as the member secretary of BoE.
- To perform all exam related duties from registration of examination form to result.
- To distribute the degrees to the graduate and post graduate student by due permission of parent university.
- To conduct and monitor all examinations smoothly.
- To disburse the payment of all examination bills.
- To take the additional exam for final year students.
- To monitor the malpractices during examination with the help of 32(5) committee
- To adjust the examination system according to the pandemic and non-pandemic situation.

#### **14.1.7 Placement Officer:**

- To arrange campus interview in the institution.
- To arrange training and placement program.
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- To conduct feedback on curriculum by stakeholder from industry.
- To arrange mock interviews and soft skill related programs.

#### **14.1.8 Chief Coordinator:**

- To arrange Parent Teacher Association meetings
- To conduct regular feedbacks on Teaching and Learning
- To conduct regular meetings of class coordinator with Administration.
- To supervise the class coordinator.
- To help in structuring the time table.

#### **14.1.9 Class Coordinator:**

- To prepare result analysis report.
- To conduct regular feedbacks on Teaching and Learning
- To prepare practical timetables.
- To allocate mentees to mentor.
- To arrange class wise activities.
- To distribute the research project and skill enhancement course to final year students.

## **14.2 Teaching Staff:**

### **14.2.1 Teaching Faculty:**

- Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's.
- Complete the syllabi in the subjects assigned.
- Prepare Teaching Plan/ Study Materials.
- Conduct at least two internal Tests during each semester in the subjects assigned to you
- Encourage students to participate in co-curricular and extra-curricular activities.
- Plan, deliver and evaluate theoretical / practical instructions.
- Faculty can communicate with the HoD for their requirements.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- To advise and assist the students in their project works.
- Participate in professional development activities.
- Involve in at least one task for Institutional Development during a semester
- Any other responsibilities that may be assigned by the HoD.
- To produce 95% result in the subject taught.
- To take up Collaborative programmes with other institution.
- To publish at least two papers in journals of UGC Care list during every semester.

### **14.2.2 Librarian:**

In addition to the duties of the teaching faculty as mentioned above, the Librarian shall perform the following duties:

- The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

### **14.2.3 Physical Director:**

- To perform the duty as a teacher he/she is a Physical Director also.
- To work as the member secretary of Discipline Committee of College.
- To organize indoor and outdoor sport activities for the students.
- To monitor and help in establishment of playground, infrastructure, etc.
- To facilitate the playground for various games along with sport kits.
- To maintain and upgrade gym and yoga centre.

### **14.3 Non-Teaching:**

#### **14.3.1 Office Superintendent:**

- To handle the establishment department
- To look after Staff recruitment process
- To maintain personal files of staff
- To dispatch the inward documents to concerned authority
- To maintain service books of staff
- To finalize and forward the retirement proposals of staff

#### **14.3.2 Head Clerk:**

- To record and update office database
- To scan and take photocopy of office documents.
- To perform clerical activities of a college to support principal, teachers and administrative staff.
- To maintain and manage college records in an organized manner.
- To assist and support school principal in running the college successfully.
- To prepare and disburse staff salary and pay fixation related work
- To prepare and circulate annual income tax(Form 16)
- To prepare and forward staff medical bills to JD Office

#### **14.3.3 Senior Clerk:**

- To complete student admission related tasks
- To check the eligibility of admitted students and EBC
- To handover the TC and documents to passout students
- To help in issuing all types of certificates required by students
- To maintain the staff muster along with their leave entries
- To supervise the enquiry counter and inward and outward section.

#### **14.3.4 Junior Clerk:**

- To prepare the checks of amounts to be disburse under different heads.
- To purchase stationery and printing related items and hand overing of it.
- To update the service book with increment entries as well as medical and EL.
- To supervise admission process, exam/EBC/TC form filling process.
- To work as chairman of Account section.
- To prepare and finalise the MCVC staff salary.
- To dispatch the inward documents to concerned authority deputy director, ZP and to Government of Maharashtra etc.

#### **14.3.5 Clerk:**

- To help in scholarship section.
- To maintain the attendance record of Arts, Commerce and HSC Vocational students.
- To maintain the record of examination related postal correspondence with Parent.
- To help in typing of all exam related duties among staff.
- To help in cash counter/salary/senior college/Biotechnology section.

#### **14.3.6 Receptionist:**

- To welcome the hosts and help them to reach their destination in college campus.
- To maintain inward-outward record.
- To receive and answer the all types of phone calls on reception counter.

#### **14.3.7 Class IV – staff (Peons):**

- To collect and update the student fees section.
- To help in filling of the GOI scholarship and freeship forms of students.
- To help in disbursement of student account.
- To maintain postal correspondence record in scholarship section.

#### **15. Appointing Authority:**

The President / Vice-President / Secretary of the Shiv Chhatrapati Shikshan Sanstha, Latur shall be the appointing authority for the post of Principal, Vice Principal, IQAC Coordinator, Heads, Registrar, Controller of Examination, Placement Officer, Chief Coordinator, Class Coordinator.

#### **16. Qualifications and Experience:**

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the University Grants commission, New Delhi/Government of Maharashtra.

#### **17. Recruitment and Selection:**

- 17.1 The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.
- 17.2 The rules prescribed for selection of employees from time to time by UGC, New Delhi/ Government of Maharashtra shall be followed.
- 17.3 A post shall be filled up by direct recruitment through open advertisement.
- 17.4 The candidates for Assistant Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Principal / Chairman.

- 17.5 Candidates for non-teaching posts are selected based on practical test conducted by department selection committee and if need be a final round of one-on-one interview by the Principal.
- 17.6 An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain:
- 17.7 The designation/title of the job and responsibilities specific to the job.
- 17.8 The level of commands/reporting to and taking responsibilities in the absence of Supervisors.
- 17.9 The letter of Appointment and Job Description (JD) should be signed by the Employee as a sign of acceptance.
- 17.10 On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.

### **18. Incentives and Awards:**

- 18.1 Research Seed money up to Rs. 20000/-
- 18.2 The wards of faculty members are given a concession in tuition fees.
- 18.3 Free Uniform to needy and greedy students.
- 18.4 Free hostel facility for economically weaker students.
- 18.5 Book bank facility for topper students (05)
- 18.6 Laptop loan facility for students through Shahu Credit cooperative society
- 18.7 Concessional rate Gym facility in campus.
- 18.8 "*Shahushree Award*" for student.
- 18.9 "*Shahubhushan Award*" for Teaching and nonteaching staff.

### **19. Facilities and Amenities:**

#### **19.1 Identity Card (ID):**

All employees are required to have carry ID cards. College will issue these cards to new staff after joining the organisation.

#### **19.2 Students Association:**

All the departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as quiz, workshops, guest lectures poster presentation, seminars.

#### **19.3 Library:**

Institution has an excellent library facility with various disciplines books, references and digital library, reading room which are available for faculty/staffs and students. The faculty/staff members can take the books by using borrowing cards. The library has

subscribed for National/International journals to encourage and create research environment.

#### **19.4 Health Care Centre:**

To keep students, resident employees and their families healthy, happy and joyful a health centre has been constructing in the campus. The primary duties of the health centre have started its functioning provide immediate medical treatment to employees & students in the campus. Health Centre is well equipped with many advance medical equipment like, X-ray, Nebulizer, Autoclave for sterilization, two consulting room, Dressing room, Dispensary room, Registration room. Health Centre provides medicine for minor illness and dressing at nominal charges.

#### **19.5 Canteen Facility:**

Our college campus has two canteens (Main Campus and BT campus) facilities which caters to the needs of the staff and students.

#### **19.6 Fitness and Yoga Centre:**

Institution Gym is well equipped with cardio, hard core, strength training, yoga room and one instructor for personal training.

#### **20. Review and Implementation:**

- 20.1 The policy will be reviewed time to time.
- 20.2 Human Resource Development and Management policy will be displayed on the college website and communicated to all stakeholders.
- 20.3 Shahu Staff Academy will look after the implementation of policy in letter and spirit.



  
**Principal**  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya, Latur  
(Autonomous)



शिव छत्रपती  
शिक्षण संस्था  
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना - १९७०

