



Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



COMPENDIUM OF INSTITUTIONAL POLICIES

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INDEX

Sr. No.	Particulars	Page No.
1	Introduction	1
2	Admission Policy	2 to 5
3	Anti-ragging Policy	6 to 9
4	Code of Ethics in Research	10 to 12
5	e-Governance Policy	13 to 16
6	Energy Conservation and Management Policy	17 to 19
7	Equal Opportunity Policy	20 to 23
8	Finance and Accounting Policy	24 to 33
9	Gender equity policy	34 to 38
10	Green Campus Policy	39 to 44
11	Grievance Redressal Policy	45 to 47
12	Human Resource Development Policy	48 to 59
13	Innovation, Incubation and Startup Policy	60 to 63
14	Information Technology (IT) Policy	64 to 69
15	Infrastructure Utilization and Maintenance Policy	70 to 74
16	Internal Quality Assurance Policy	75 to 79
17	Outcome Based Education (OBE) Policy	80 to 83
18	Performance Based Appraisal System (PBAS) & Shahu Career Advancement Scheme (SCAS)	84 to 111
19	Policy on Consultancy Services	112 to 114
20	Policy on Corporate Training	115 to 116
21	Policy on disabled-friendly and barrier-free environment	117 to 122
22	Policy on Financial Assistance Provided to Faculty Members	123 to 125
23	Policy for Award of Scholarship & Freeship	126 to 128
24	Process Manual of Learning Level Identification Mechanism	129 to 134
25	Research Promotion Policy	135 to 139
26	Resource Mobilization Policy	140 to 143
27	Service Rules for Teaching and Non-Teaching Staff	144 to 148
28	Annexure-I	149
29	Annexure-II	150

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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Service Rules for Teaching and Non-Teaching Staff

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 a grant in aid autonomous college run by Shiv Chhatrapati Shikshan Sanstha, Latur and affiliated to Swami Ramanand Teerth Marathwada University, Nanded. For grant in aid programmes, the rules and regulations issued by UGC, Govt. of Maharashtra and Parent University time to time are applicable for recruitment, promotion and services of Teaching and Non-Teaching Staff. For self-financed programmes, the service conditions fixed by management of Shiv Chhatrapati Shikshan Sanstha, Latur are applicable.

2. Scope:

These service rules and regulations are applicable to the selection, appointment, promotion, etc. of Principal, Professor, Associate Professor, Assistant Professor, Librarian, Director of Physical Education, Lecturer (Contractual, CHB), Assistant Librarian, Registrar, Office Superintendent, Head Clerk, Senior Clerk, Junior Clerk, Laboratory Assistant, Laboratory Attendant, Library Assistant, Library Clerk, Library Attendant, Peon, Electrician, etc.

3. Composition of Selection Committee:

3.1 Staff on Posts Sanctioned by Govt. of Maharashtra:

For grant in aid programmes, the rules and regulations issued time to time by UGC, Govt. of Maharashtra and Parent University are applicable for recruitment, promotion and services of Teaching and Non-Teaching Staff.

3.2 Teaching Staff on Posts Sanctioned by Managing Body of Shiv Chhatrapati Shikshan Sanstha, Latur:

Sr. No.	Designation	Position
1	Management Representative	Chairperson
2	Head of the Concerned Department	Member
3	Subject Expert	Member
4	Principal	Member Secretary

3.3 Non Teaching Staff on Posts Sanctioned by Managing Body of Shiv Chhatrapati Shikshan Sanstha, Latur:

Sr. No.	Designation	Position
1	Management Representative	Chairperson
2	Registrar	Member
3	Office Superintendent	Member
4	Principal	Member Secretary

4. Selection Process of Staff:

4.1 Teaching Staff:

4.1.1 Grant in aid post:

For selection of grant in aid teaching staff following process shall be adopted.

- Approval to workload and posts by Joint Director, Higher Education, Nanded Region, Nanded.
- Fixation of roster by Swami Ramanand Teerth Marathwada University, Nanded.
- Approval to recruitment process by Joint Director, Higher Education, Nanded Region, Nanded.
- Approval to advertisement draft by Swami Ramanand Teerth Marathwada University, Nanded.
- Publication of advertisement in newspapers, university news, institutional website and website of Swami Ramanand Teerth Marathwada University, Nanded.
- Screening of applications and issue of call letters to shortlisted candidates.
- Interview and demo class of shortlisted candidates by university constituted selection committee.
- Approval to the proceedings of university constituted selection committee by Swami Ramanand Teerth Marathwada University, Nanded.
- Appointment and joining by the staff.
- Approval to the joining of staff by Swami Ramanand Teerth Marathwada University, Nanded.

4.1.2 Self-financed post:

For selection of teaching staff for self-financed programmes following process shall be adopted.

- Approval to workload and posts by the managing body of Shiv Chhatrapati Shikshan Sanstha, Latur.
- Publication of advertisement in newspapers and institutional website for walk in interview.
- Interview and demo class.
- Selection, appointment and joining by the staff.

4.2 Non-Teaching Staff:

4.2.1 For Grant in aid post:

For selection of grant in aid non-teaching staff following process shall be adopted.

- Approval to workload and posts by Joint Director, Higher Education, Nanded Region, Nanded.
- Fixation of roaster by Swami Ramanand Teerth Marathwada University, Nanded.
- Approval to recruitment process by Joint Director, Higher Education, Nanded Region, Nanded.
- Approval to advertisement draft by Swami Ramanand Teerth Marathwada University, Nanded.
- Publication of advertisement in newspapers.
- Skill testing for shortlisting candidates
- Interview of shortlisted candidates
- Selection, appointment and joining by the staff.
- Approval to the joining of staff by Joint Director, Higher Education, Nanded Region, Nanded.

At the time of joining the grant in aid post, every staff has to execute a deed of contract in prescribed proforma.

4.2.2 Self-financed post:

For selection of non-teaching staff for self-financed programmes following process shall be adopted.

- Approval to workload and posts by the managing body of Shiv Chhatrapati Shikshan Sanstha, Latur.
- Publication of advertisement in newspapers and institutional website for walk in interview.
- Skill testing for shortlisting candidates
- Interview of shortlisted candidates
- Selection, appointment and joining by the staff.

5. Probation and Confirmation:

On initial appointment the staff shall be on probation. The period of probation shall be for one year and extendable by six months in case of unsatisfactory performance. The performance based self-appraisal and confidential report duly forwarded by head of the departments shall be collected annually for current and future steps. Also the student feedback on teaching-learning process shall be collected throughout the year and shared with concerned faculty member for improvements if any.

6. Promotion and Career Advancement:

The teaching and non-teaching staffs working on grant in aid posts shall be governed by rules and regulations of Govt. of Maharashtra and UGC for Promotion and Career Advancement.

The rules and regulations of Shiv Chhatrapati Shikshan Sanstha, Latur shall apply for promotion and career advancement of teaching and non-teaching staff of self-financed programmes.

6.1 Performance Appraisal:

Every faculty member shall be evaluated by the students towards the end of the course. The Principal and Vice-principals collates and communicates it with the concerned faculty member regularly. If a faculty member gets negative feedback consecutively for two terms, he/she shall be communicated in writing and if he/she is not able to make improvements in teaching even after this, the services shall liable to be terminated.

6.2 Uses of Performance Analysis:

- To identify areas that need improvement
- To assess the teaching capability of faculty member
- To assess and adjust the workload
- As a basis for promotion and providing other incentives

7. Norms of Leave:

Leave is the privilege of teaching and non-teaching staff; it is subject to exigencies of work. The administration of institution shall have the discretion to sanction, postpone, curtail, refuse or revoke as per the exigencies of the situation. The institution shall develop standard format of leave application. The teaching and non-teaching staff shall apply in advance for the leave through head of the department. The teaching and non-teaching staff shall not proceed on leave unless the leave application has been approved by the authority. In case of emergency or unfortunate circumstances, the teaching and non-teaching staff should inform the authority about leave. If the oral communication is accepted, the teaching and non-teaching staff shall submit the leave application in writing at the time of joining the duty. For teaching staff working on grant in aid posts the rules and regulations about leaves of Govt. of Maharashtra and Swami Ramanand Teerth Marathwada University, Nanded shall be applicable.

7.1 Casual Leave:

7.1.1 Teaching and non-teaching staff can avail maximum 8 Casual Leaves during the year.

7.1.2 Teaching and non-teaching staff can avail together maximum 3 Casual Leaves.

7.2 Medical Leave:

7.2.1 Teaching and non-teaching staff working on grant in aid posts can avail maximum 10 Medical Leaves during the year.

7.2.2 For staff working for self-financed programmes the management of the institution shall provide maximum 05 Medical Leaves.

7.2.3 The newly recruited staff can avail medical leave only after completion of probation.

7.3 Duty Leave:

The teaching and non-teaching staff shall be provided with duty leave for official work, attending seminar/conferences/workshops/orientation course/refresher course/FDP/ STC, delivering lectures as resource person, attending Ph.D. viva-voce, etc.

7.4 Other Leaves:

The other leaves including paid, maternity, paternity, childcare leaves, etc. shall be sanctioned as per the Govt. of Maharashtra and Swami Ramanand Teerth Marathwada University, Nanded guidelines at the sole discretion of Principal of the institution.

8. Biometric Rules:

- 8.1 The biometric attendance is recorded as per the Govt. of Maharashtra and Swami Ramanand Teerth Marathwada University, Nanded guidelines.
- 8.2 In cases of 'Forgot to punch', the staff shall submit the hard copy of the request, giving reasons, if any, and recommendation by the HoD, to the Principal, on the very next working day and his decision will be final.

9. Resignation from duty:

9.1 Resignation:

- 9.1.1 The staff member may resign from the post by giving preceding notice for the period of time prescribed in the appointment order or salary in lieu thereof. The resignation becomes effective only when it is accepted by the management.
- 9.1.2 If a staff member resigns without prior intimation in between a semester, he/she will have to pay one months' salary to the institution.


9.2 Retirement:

- 9.2.1 The staff member shall retire from the service as per norms of as per the Govt. of Maharashtra and Swami Ramanand Teerth Marathwada University, Nanded guidelines.
- 9.2.2 If needed Institution may continue the retired staff member on sole discretion.

9.3 Termination:

- 9.3.1 The service of regular teaching and non-teaching staff may be terminated based on following reasons:
 - Misconduct such as physical violence, sexual harassment, etc.
 - Part of any criminal offence.
- 9.3.2 The service of staff members in probation period and self-financed programmes may be terminated by giving one-month notice or paying one-month salary in lieu of the notice.




Principal
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)



शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना - १९७०

