

**Mahatma Gandhi Vidyamandir's**  
**Mahilaratna Pushpatai Hiray Arts, Science**  
**and Commerce Mahila Mahavidyalaya,**  
**Malegaon-Camp,**

Dist. – Nashik (M.S.)

India - 423105

**Human Resource Manual**  
**2021-2022**

## INDEX

| Sr. No. | Particulars                |  | Page No. |
|---------|----------------------------|--|----------|
| 1       | History Of college         | M. P. H. M. Mahavidyalaya, Malegaon.   | 04       |
| 2       | Governance                 | CDC<br>Principal<br>Vice Principal<br>Academic supervisor<br>College Examination Officer<br>IQAC Coordinator<br>NAAC Coordinator<br>HR Supervisor<br>HoDs<br>Faculty<br>O S, Clerks<br>Laboratory Assistant,<br>Laboratory Attendant, Peons etc.   | 07       |
| 3       | Policies                   | Grievance Redressal Policy<br>Policy against Sexual Harassment<br>Dress Code Policy<br>Public Relations and Information Security Policy<br>Flag Hoisting Ceremony Policy   | 19       |
| 4       | Terms and Conditions       | Terms and Conditions of Services   | 23       |
| 5       | Ethics and Code of Conduct | Ethics and Code of Conduct   | 24       |
| 6       | Leave and Types of Leave   | Casual Leave<br>Special Casual Leave<br>Earned Leave<br>Half Pay Leave<br>Commutated Leave<br>Leave not Due<br>Extraordinary Leave<br>Maternity Leave<br>Paternity Leave<br>Child Adoption Leave<br>Child Care Leave<br>Hospital Leave<br>Special Disability Leave<br>Compensatory Leave<br>Study Leave<br>Loss of Pay Leave | 28       |



**Mahatma Gandhi Vidyamandir's  
Mahilaratna Pushpatai Hiray Arts, Science and Commerce Mahila  
Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)  
Affiliated to Savitribai Phule Pune University**

## **1 History of the College**

Mahilaratna Pushpatai Hiray Arts, Science & Commerce Mahila Mahavidyalaya was established in June 1990. It is affiliated to Savitribai Phule Pune University, Pune (formerly University of Pune). It got UGC recognition U/S 2(f) on 10<sup>th</sup> June 1990 and 12(b) on July 2002. It is spread in 23 acres of area and includes 3 streams – Arts, Science and Commerce. It provides education in 6 subjects (Physics, Chemistry, Mathematics and Statistics, Botany and Zoology) under Science, 9 subjects (Marathi, Hindi, English, Music, History, Economics, Political Science, Geography and Psychology) under Arts and 4 subjects (Accounting and Auditing, Costing, Business and Administration, Banking and Finance, Marketing Management) under Commerce stream with Geography under both Arts and Science streams. The college also provides PG courses to cater aspiring needs in the subjects of Marathi, Music and History.

**Vision:**

“Bahujan Hitay Bahujan Sukhay”

To impart quality education for all round development of women through knowledge and value education to make them globally competent and empowered



**Mission:**

To make female students acquire scientific temper, skills, human values, leadership skills, sense of pride for culture along with progressive outlook and interdisciplinary acceptance and global outlook.

**Objectives:**

- To explore the best possible ways to realize the noble ideas of Late Karmaveer Bhausaheb Hiray, an unfailing source of our inspiration
- To develop professional, vocational skills and provide opportunities for excellence
- To develop scientific temperament for research and innovation and imbibe values of secularism, national integrity and commitment towards social reformation and progress
- To enhance digital competency and provide opportunities for skill development
- To strengthen entrepreneurship skills and competitive abilities for all round personality development of students

There are about 41 faculties including 20 Ph. D., 8 M. Phil. And 9 members NET/SET qualified. 14 non-teaching staff are working at present. There are about 27 lady faculties out of 41. The college has active NSS unit having 200 student volunteers participating in extension activities for contributing the community development. The central Library of the college has about 19300 books those include text books, reference books, encyclopedia, journals. It provides open access to the students and faculty. The college has large playground and gymkhana facilities to inculcate sport spirit (both in indoor and outdoor games) among the students.

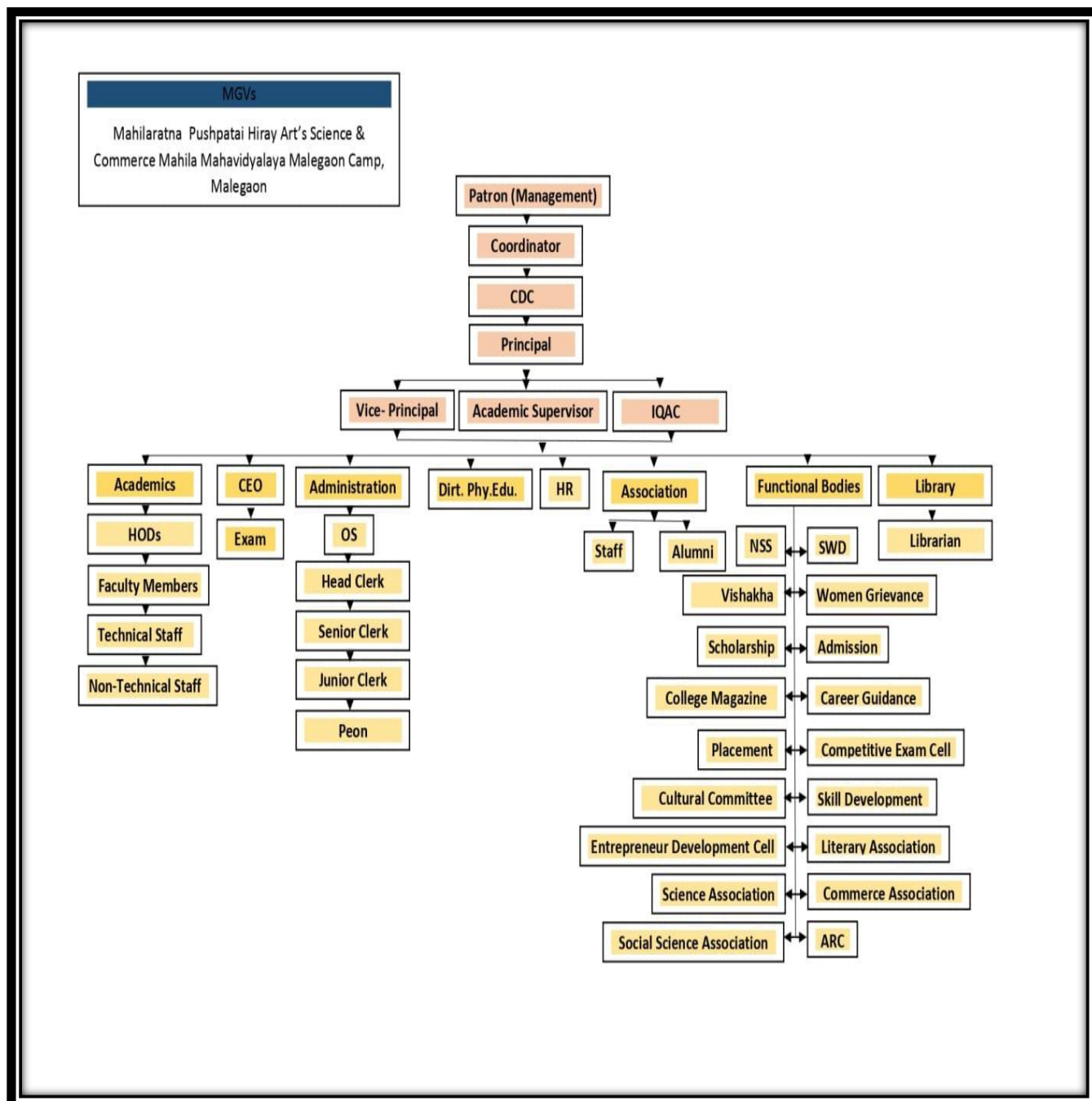
The college has been conducting various programmes such as quiz contest, GK competition, debating, poetry recitation, singing competition, data collection and analysis, for providing opportunities to the students to develop and exhibit their talent in diverse fields. The college has been following a strong mechanism to measure its academic growth by checking efficiency of the teaching faculty and administrative staff. The college has Women's Grievance Redressal Cell to solve the grievances of student and staff. : .

### **Quality Policy:**

- The college is committed to improve its quality management system through student satisfaction in terms of placement for the students, overall personality development along with academic excellence.
- The college attempts to provide the technical knowledge and hands on training through practical sessions along with theory papers.
- To encourage the faculty and staff to update their knowledge and skills from time to time.
- To achieve better results at college and university level as well and improve the same by employing feedback from students.

## 2 Governance Structure

The overall monitoring of the college is observed by the Principal, Hon'ble Chairman of College Development Committee, the Vice-Principal, the Academic Supervisor, HODs, the Office Superintendent, the administrative and non-teaching staff under the guidance and suggestions from the Mahatma Gandhi Vidyamandir Trust, Nashik.



## **Administration of the College:**

- The college is functioning under the guidance and leadership of Mahatma Gandhi Vidyamandir ,Nasik The administrative and academic progress is monitored by the governing council and college development committee. encourage the faculty and staff to update their knowledge and skills from time to time.
- To achieve better results at college and university level as well and improve the same by employing feedback from students.

## **College Development Committee**

Savitribai Phule Pune University recommended constitution of the College Development Committee as per Maharashtra Public Universities Act, 2016: Maha. Act No.VI of 2017 Section 97(1). It says-

There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely: -

- a. Chairperson of the management or his nominee ex-officio Chairperson;
- b. Secretary of the management or his nominee;
- c. One head of department, to be nominated by the principal or the head of the institution;
- d. Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
- e. One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- f. Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- g. Co-Ordinator, Internal Quality Assurance Committee of the college;
- h. President and Secretary of the College Students' Council;
- i. Principal of the college or head of the institution - Member -Secretary.

## **The functions of CDC :**

1. To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. To decide about the overall teaching programmes or annual calendar of the college
3. To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. To take review of the self-financing courses in the college, if any, and make recommendations for their improvement



5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
9. To prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval;
10. To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
11. To make recommendations regarding the students' and employees' welfare activities in the college or institution
12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
13. To frame suitable admissions procedure for different programmes by following the statutory norms
14. To plan major annual events in the college, such as annual day, sports events, cultural events, etc.
15. To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
16. To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
17. To recommend the distribution of different prizes, medals and awards to the students.
18. To prepare the annual report on the work done by committee for the year ending on the term and submit the same to the management of such college and the university
19. To perform such other duties and exercise such other powers as may be entrusted by the management and the university.

**Principal:**

1. The Principal of the college is the head of the institution and guides for the overall development of college.
2. The Principal controls and directs the activities of the college, and staffs have responsibility through the different committees for the efficient and proper management, and administration of the college. The Principal is entitled to be a member of every committee. He is the liaison officer between the Management and the College.

3. The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co-curricular and extracurricular activities, he frames different committees and appoints a chairman and members from the staff with the help of IQAC. The committees coordinate and execute the activities assigned to them and report to the Principal.
4. The Principal coordinates with the external agencies like the University, the UGC, joint director office and other government bodies to comply necessary regulations. He safe-guards the interests of teachers/non-teaching staff members and the management.
5. He observes and implements directives issued by Government authorities' viz. Director of Education / Higher Education / University and other concerned authorities. He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

### **Vice-Principal:**

The College has a Vice-Principal. He ensures the smooth functioning of the academic activities such as teaching-learning, practical sessions, and implementation of academic calendar, time table, internal examination and evaluation work.

### **Academic Supervisor**

The College has an academic supervisor. His role is to monitor the various curricular, extra-curricular activities such as discipline, to follow the academic calendar, use innovative teaching-learning ideas, sessions of curricular and extra curricular activities.

### **CHAIRMAN OF EXAMINATION: (COE)**

1. Chairman of Examination is an important statutory post according to the university guidelines. All the Exams i.e. Internal/External conducted in the college COE should work as a custodian for all examinations.
2. COE should always be in contact with the university examination departments and carry out the examination work.
3. To follow all instructions given by the university examination department, maintain the records of the communications and carry out the work in prescribed time.
4. To provide the necessary information and guidance to concerned authorities for conduct of examination.

5. To assist and provide information to the students regarding all examination processes
6. To collect the information of students such as name, address, contact no., email, etc. and maintain the records of the same.
7. Should collect the information of teaching and non-teaching staff and maintain the records of the same.
8. To make arrangements and follow ups for getting advance funds from university for conducting examination and submit the audited statements of the examination bills in prescribed time period to the concerned.
9. To brief the academic and examination supervisor and higher authorities before and after each session of examination.
10. To inform the higher authorities and the university regarding the malpractices and misconducts during examination in due course of time.
11. To accept the stationary delivered by the university, maintain it and use it as and when required for examination purpose only and provide the utilization of the same to the university and higher authorities.
12. To prepare a requirements for the examination work and produce it to the higher authorities.
13. Smooth functioning of theory examinations (internal, term end and university) and practical examinations (internal, mid semester and university).
14. To prepare schedule of all internal examinations.
15. To follow all the instructions given by the controller of examination and the higher authorities.
16. To appoint paper-setters, examiners for internal examinations. and extracurricular activities to maintain the healthy coordination among faculties.

### **Internal Quality Assurance Cell:**

- a. College has Internal Quality Assurance Cell (IQAC) to make plans, guidance and monitor quality assurance and quality enhancement in all the academic activities.
- b. IQAC is constituted and functions as per the guidelines of the NAAC, University Grants Commission and State Government.
- c. Annual Quality Assurance Report (AQAR) approved by the CDC of the College for the follow up action for the necessary quality enhancement measures. The College regularly submit the AQAR to the NAAC.

**The IQAC Coordinator** is responsible for the

- 1) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- 2) Dissemination of information on the various quality parameters of College
- 3) Organization of workshops, seminars on quality related themes and promotion of quality circles.
- 4) Documentation of the various programmes / activities leading to quality improvement.
- 5) Acting as a nodal agency of the institution for quality-related activities
- 6) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- 7) Preparation of perspective plan.

### **NAAC CO-ORDINATOR**

NAAC coordinator is a mediator between NAAC, Bengaluru and the college. The responsibilities are as follows:

1. NAAC coordinator should be in contact with NAAC, Bengaluru as well as MGV NAAC committee chairman.
2. To disseminate NAAC related information to all the faculty members.
3. To constitute various committees for collecting the criteria wise information from the various departments of the college.
4. Timely submission of all AQARs and Self Study Report to NAAC.
5. Correspondence and submission of related documents to the NAAC and Peer Team as and when required.
6. To prepare a detailed plan and necessary arrangement of NAAC peer team.

### **H R Supervisor**

HRS helps college authorities to look after daily working of the college. He/she prepares weekly report of various committees viz. NAAC, IQAC, GAD, PLACEMENT, WEBSITE UPDATING etc covered under HR and reports the same to HR, MGV Nasik

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

Heads of the Department (HoD) of each department act as leader. They monitor academic and extension activities apart from the administration of the departments and liaison directly to the Principal and Vice Principal.

- a. They are responsible for the overall management of the Department(s).
- b. Manage the day-to-day functioning of the Department
- c. Propose and Administer the development of new courses
- d. Organize the periodic review of courses.
- e. Coordinate the academic and administrative staff within the Department.

- f. Coordinate the examination schedule.
- g. Liaise with National Bodies and external agencies where appropriate
- h. Controls procurement of the Department.
- i. The HoDs ensure that:
  - 1) The programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standards and quality.

Co-ordination of the annual and on-going monitoring of programmes, the self evaluation of programmes is done

### **FACULTY MEMBERS (TEACHER) :**

1. Each faculty member shall at all times maintain absolute integrity and devotion towards duty
2. Each faculty member should perform all professional activities through proper channel and extend co-operation to his/her colleagues and higher authorities.
- 3)Each faculty member shall conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
4. Each faculty member should attend the college neatly dressed and follow dress regulations as per MGV guidelines.
5. Faculty members must always wear their identity cards while inside the college premises.
6. Faculty members are barred from using cell phones while taking classes, engaging in examination duties and while attending meetings.
7. No faculty member shall absent himself/herself from duty at any time without prior approval.
8. Any instruction issued by the competent authority by way of circulars from time to time must be complied with.

### **Librarian:**

The College Librarian ensures the monitoring of the following functions of the college Library. Allocation of budget with the aid of Library Advisory Committee to each department as per the norms.

1. Forwarding it for approval and sanction to the parent institution.
2. Inviting list of text books, reference books, Journals, Books for extra reading etc.

from each department and after the approval from the parent institution, sending it to the vendor appointed by the institute.

3. Besides ordering, cataloguing, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
4. He holds Book Exhibition annually and invites dealers to display their latest collection.
5. Checking the Readers' Club and finalizing the Best reader's award.
6. Monitoring the Book Bank Scheme.

### **Director of Physical Education:**

1 Director of Physical Education has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).

2 Training students for various sports and forming teams.

3 Monitoring students' coaching, ground preparation, purchasing sports material and scheduling of the games.

4 Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.

5 Making arrangements for the participation of students at university tournaments, regional/state/national level sports events.

6 Organizing Annual Sports Day at the End of the Academic year.

7 Executing any other activity related to sports.

### **College Administrative and Academic Committees:**

The various Statutory, Academic and non-academic committees monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members from teaching and administration staff.

Following is the list of the 35 committees that are operative during 2017-18 to 2022-23 for monitoring and governing various activities:

1. Internal Quality Assurance Cell (IQAC) and NAAC Committee
2. Academic Planning and Time Table
3. Discipline committee
4. UGC and SPPU scheme co ordination committee
5. Examination Committee
6. Student development officer (SWO)

7. NSS Committee
8. Anti Ragging Committee
9. Student Grievance Committee
10. Woman Grievance Committee
11. College Magazine committee
12. Students' council committee
13. Alumni and Parent Co ordination committee
14. Debating and Elocution committee
15. Feedback and roll call committee
16. Celebration of various days and Publicity committee
17. Cultural committee
18. College Associations For A) Arts and Social Science B ) Commerce Association  
C) Science Association
19. Excursion and Tour Committee
20. Staff academy committee
21. Competitive examination and Guidance committee
22. Campus beautification and Swachha Bharat Abhiyan committee
23. Academic research development committee (ARC) and NPTEL committee
24. Placement cell/ Career Katta Committee
25. Website updating committee
26. Medical checkup committee
27. Government and university scholarship committee
28. Soft skill development committee
29. UGCs B. Voc and C. C. committee
30. DBT Star committee
31. Committee for SC and ST student
32. Online program committee
33. OBC cell committee
34. Minority cell committee
35. Equal opportunity Cell

**Office Superintendent (OS):**

All the administrative staff such as, head clerk, senior clerks, junior clerks, etc. work under the supervision of the OS and complete their tasks. The **OS** has following responsibilities:

- Coordination of administrative work in office; Student admission, registration, examinations, student records.
- Records (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline.
- Management of the administrative staff within the college

- The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.

### **Administrative Staff:**

Administrative Staff comprises of Head clerk, senior clerk, junior clerks and menial staff who works under the guidance of the OS and the Principal and Vice Principal.

### **LABORATORY ASSISTANTS:**

- 1 To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist In-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.

### **LABORATORY ATTENDANTS :**

1. To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place. 2. To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory

Role of above all in design and implementation of quality policy and plans

### **PEONS:**

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the section officer/branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.



5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.

### **The involvement of the leadership in ensuring:**

- a. The policy statements and action plans for fulfillment of the stated mission
- b. The authorities collect information about the various aspects of the functioning of the College through a number of ways.
- c. The management encourages the participation of the staff in the process of decisionmaking in institutional functioning.
- d. Both teachers and non-teaching staff have their representatives in the CDC of the College.
- e. CDC in its meetings collects the information regarding the new policies to be implemented.
- f. The policy decisions regarding the college functioning are decided by the Governing body. \

### **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The Principal prepares the agenda for **CDC** meetings through the discussions with the **IQAC**, academic, administrative committees. It is presented before CDC for the approval and executed accordingly. Principal is also involved in all types of correspondence with the apex bodies viz., Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Savitribai Phule Pune University, Pune. On the basis of policy decisions of Governing Body, the action plans are prepared by the IQAC and are implemented.

### **Interaction with stakeholders**

The Principal provides information to the stakeholders particularly students, faculties and parents at the beginning of the academic year. He also communicates the information about college during welcome address to the first-year students. The prospectus is self-explanatory of the programmes, activities, code of conduct, prizes, scholarships, and rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The committees of teachers and members of the non-teaching staff play an important role in the planning and implementation of activities in different spheres of institutional functioning.

## **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The college takes regular feedback from the stake holders about the college. These feedback forms are analysed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, the non-teaching staff, the students, the parents play an important role in this. Apart from this, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan proper support for the policies.

## **Performance Appraisal System**

HEI has well-defined Performance Appraisal System for all employees and follows the rules, regulations and amendments of GoM, university and UGC strictly.

1. The performance of employees is assessed periodically after every year of service using PBAS and API scores as per the procedures.
2. The objectives are, to evaluate the performance and potential for teaching, research and extension activities which leads to progressive growth of the employee as well as HEI.
3. PBAS and API forms are verified and evaluated by the HoDs, IQAC and Principal.
4. Teachers due for promotions are recommended through the selection committees.
5. As an outcome of PBAS, HEI has 6 Professors and 6 Associate Professors.
6. The assessment of non-teaching staff is done using confidential reports (CR) and seniority.
7. The parameters assessed are moral character, modern skills, capacity to handle equipments, discipline, reliability, relations with stakeholders, organizational and retrieval of documents.
8. On the basis of the performance, employee is granted promotion by parent institute. For unsatisfactory performances, the employees are directed to reappear with improvements for the appraisal system.
9. Performance Appraisal System helped in professional developments of employees.

### **3 Policies**

#### **1. Grievance Redressal Policy:**

Grievance Redressal Committee constituted as per standard norms, is set at the college to address the grievances of the employees. The procedure has been designed to settle the problems within the College or at the extreme within the management only. The chairman of the committee has been appointed by the Principal of the college. Any employee who feels that he/she is treated unjustly, may submit the grievance in writing. First step, after the grievance/s is/are received by the committee, it shall be orally reported to the competent authority (Chairman of the committee), who can listen to the grieved person and settle the same. He/She should also seek oral explanation from the person against whom the grievance is lodged. If at all, the grievance is not settled, then a report in writing be prepared and the same be sent to the Management for further action.

If the grieved person is not satisfied by the decision/s of the committee, he/she may approach the Principal or CDC Chairman for redressal. Final place to appeal is the Management.

#### **Procedure, Periodicity and Attendance at the Meetings :**

1. The meetings be called at least once in a month. However, the same can be held 2-3 times a month depending upon the necessity.
2. At least three of the members be present during the meeting. If the committee member is concerned with the grievance, he/she should not participate in the deliberations regarding that case.
3. Following steps be taken regarding any disciplinary action:
  - a. A verbal warning be issued in the meeting between the HODs, the Principal and the concerned person, in case of minor offence.
  - b. If the administration is satisfied that concerned employee has oversights the verbal warnings or if the misconduct is serious, then a written warning (memo) be issued specifying the charges and asking the show cause why disciplinary action will not be taken against the employee.
  - c. If the administration is not satisfied with or non-receipt of the answer in writing from the employee, he/she may be placed under enquiry committee, however, no such enquiry stands necessary if the charges are accepted by the employee.
  - d. If the chargesheet or any communication in that connection are not accepted by the person, he/she may be informed verbally before two/three witnesses.

#### **2. Policy against Sexual Harassment:**

Smt. Pushpatai Hiray Mahila Mahavidyalaya has zero tolerance towards Sexual Harassment. The Parliament of India passed the 'Sexual Harassment of Women at workplace Act 2013'. It provides protection against sexual harassment of women at workplace and to prevent and redressal of

complaints of sexual harassment and for matters connected therewith or incidental thereto. Educational institutions are bound by the Supreme Court's directives of 1997 and the 2013 Act. The MGV and the SPH Mahila College is committed to creating and maintaining an environment which is free from any form of gender violence, sexual harassment and sex/gender-based discrimination.

### **3. Dress Code Policy :**

When working with MGV Tryst, employees represent the Trust their appearance contributes to reputation and development of the institution. Therefore, all the employees are required to be neat, clean, tidy and of smart appearance in a way to be of professional status and dress appropriate to their role. Following dress code rules always apply:

- a. All the employees must be well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- b. All clothes must be work-appropriate, those in workouts and outdoor activities are not allowed except during sports events outlined by HR Dept.
- c. All clothes must project professionalism. All clothes must be clean and in good shape.
- d. Clothes with stamps/pins/stickers that are offensive/inappropriate must be avoided.
- e. Wearing a clean mask during Covid-19 pandemic period is compulsory.

Employees who wear a uniform must ensure that they do so during working hours and uniforms must be clean and ironed and worn in a presentable manner. Employees who represent the Trust to the members of public or parents, must wear suit/safari suit or smart jacket trousers/saree. Shirts and blouses must be ironed. Where uniforms are issued by the Trust, they remain the property of the Trust. Employees must take good care of them and be returned on termination of the job. The items that are not permitted at work place are:

1. Items of denim clothing, colored jeans.
2. Dirty/torn/frayed clothing.
3. Loose bell bottom type pants or palazzo salwar.
4. Tight fitting dresses.
5. Shorts.
6. Sports clothing like tracksuits, sports shirts, except for events where specifically mentioned.
7. Sleepers, high heels/flip-flops/sandals. These are not permitted in classrooms or in Trust's office except in cases of injury to your body, permitted by the Principal supported by medical certificate.
8. Clothing/jewelry presenting health/safety risk. Big earrings/nose rings.
9. Tattoos.
10. Excessive amount of jewelry, as they are not suited for classroom/any of the Trust functioning.

### **Casual Fridays:**

Friday is designated as the day of the week when employees may dress informally. On Fridays, formal colored clothing but only with shoes for males and Ballot shoes/sandals and *not chappals/ high heels*, for females are permitted.

### **Formal Business Attire for Principals:**

The formal attire for the College Principals in the college premises will be Blazer/Saree or Salwar with Blazer. No casual clothing or casual shoes are permitted. Tie for male Principal will be mandatory during events.

### **4. Public Relations and information Security Policy:**

Media plays an important role in generating and developing awareness of reputation of our college. Therefore, the college aims to establish strong working relationships with media to present a clear and consistent image of the college in the society. This policy applies to all the employees of the college. Information originating from must be factually accurate, complete, periodic and should reflect official position of the college. Press releases should follow the process outlined in MGV PR guidelines.

#### **Purpose:**

- a. To establish and maintain positive communication with the public and our stakeholders, via media, to promote a greater understanding of our mission and values.
- b. To encourage the public to relate to us a leading college by showcasing why we are different to other academies.
- c. To outline how we provide very best education for all pupils and support for our staff.
- d. To illustrate how our college is working for the benefit of local communities.

### **College Timings:**

The college remains open from Monday to Saturday except on Public Holidays and Sundays.

|               |                       |                       |
|---------------|-----------------------|-----------------------|
| Timings are:  | 7.30 am to 12.30 p.m. | for Morning Shift and |
|               | 11.00 am to 4.00 p.m. | for Afternoon Shift   |
| Office Hours: | 10.00 am to 05.30 pm  | Monday to Friday      |
|               | 10.00 am to 02.00 pm  | Saturday              |

### **5. Flag Hoisting Ceremony Policy:**

The National Flag or MGV Trust Flag may be hoisted in educational institutions (colleges, sports, NSS, NCC campus) to inspire the respect for the Flag. Instructions for the same are:

1. The college employees will assemble in open square with students forming the sides and flagstaff at the center of the fourth side. During the ceremony of hoisting, all those present should face the Flag and stand at attention. No one should stand behind the Flag.

2. Only the designated person unfurling the Flag will stand the Flagstaff.
3. The employees/students fall according to classes arranged in rows, one behind the other, with a gap of 30 inches. The senior most staff will be on right side.
4. The Flag will be unfurled when all the people are standing before the Flag. One person may assist the unfurling of the Flag.
5. The person in charge of the parade will call the parade to attention, just before the unfurling and will call them to salute when the National Flag flies.

Indian Flag is the symbol of national pride. It is responsibility of every citizen of India to know and remember the do's and don'ts with reference to National Flag. The same respect is to be given to the MGTV Trust.

### **Do's:**

1. When the Flag is hoisted, it should be flat and horizontal. Saffron panel should be on the top and it should be on the right with reference to the Flag. When hoisted in open, the Flag should be flown from sunrise to sunset.
2. Always hoist the Flag briskly and lower it slowly and ceremoniously. All those present should face the Flag and stand at attention, when the Flag is being hoisted or lowered.

### **Don'ts:**

1. Damaged or crumbled Flag should not be hoisted or displayed. It should not be flown half-mast, that represents depressed and mourning.
2. Any other Flag or emblem should not be placed either above or right to the National Flag.
3. It should not be used as a decoration or banner in any form, as a costume or uniform.
4. It should not be used as a toy by children, nor be printed or embroidered upon handkerchiefs, dresses or on cushions.
5. After cultural or sport events, Flags made of paper or any materials should not be discarded on the ground. Damaged or soiled Flags should be disposed in private with its dignity.
6. Littering of any kind shall not be put upon the Flag.
7. It shall not be intentionally allowed to touch the ground or the floor or trail of water.
8. It should not be used to cover the building. It should not be displayed with saffron down.
9. It should not be flown from a single masthead simultaneously with any other flag/flags.
10. It should not be used in any other manner for decoration.

## **4 Terms and Conditions of Service:**

### **Qualification and Experience:**

Employee services are governed by the provisions of the affiliating University Act / Govt. norms and the Statutes, Ordinances, Regulations and the rules as amended from time to time by the University / Govt. and the rules and regulations of the Governing Council of MGU.

### **Pay, Allowances, Increments:**

Scales of pay, allowances and other financial benefits for various categories of the staff are recommended and sanctioned by the University / State Govt. norms. Annual Increments shall be sanctioned by the Principal / General Secretary on satisfactory performance of the employee on the recommendations of Appraisal Policy.

## **5 Ethics and Code of Conduct**

As a staff member of MGV Trust, one is always under public scrutiny. And as such, following points one needs to know and follow.

### **Matters of General conduct:**

1. Always maintain absolute integrity and devotion to duty.
2. Those holding responsible posts should maintain independence and impartiality while discharging their duties.
3. Maintain a responsible and decent standard of conduct in private life render prompt and courteous service to the public.
4. Shall be competent in understanding and using both written and oral English.
5. Shall be able to communicate effectively with the students and parents.
6. Shall have legible handwriting and have good telephone skills.
7. Shall be confident and able to deal with the students at all levels.
8. Shall maintain proper standards of appearance department whilst at work and be able to work with minimum supervision.
9. Shall be prompt and punctual.
10. Shall be properly dressed and always display your photo ID badge as laid down by the Trust.
11. Commit yourself to and uphold the supremacy of the constitution of India, sovereignty and integrity of India, the security of the State, public order, decency and morality.
12. Maintain discipline in the discharge of duties and high ethical standards and honesty.
13. Promote principles of merit, fairness and impartiality in the discharge of duties.
14. Maintain accountability and transparency. Use resources of Trust efficiently, effectively and economically.
15. Maintain confidentiality in the performance of your official duties.
16. Use IT infrastructure and facilities for official use only.

### **Don'ts:**

1. Do not make joint representations in the matters of common.
2. Do not indulge in acts unbecoming of a MGV Trust.
3. Do not be discourteous, dishonest and partial. Don't adopt dilatory tactics in your dealings.
4. Don't associate yourself with any banned organizations. Do not join or support any illegal strike.
5. Don't express to views on Indian or foreign affairs, while visiting foreign countries.
6. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations etc. having official dealings with you.
7. Do not engage yourself in canvassing business of Life Insurance Agency, Commission



- Agency or Advertising Agency owned or managed by the members of your family.
8. Do not undertake private consultancy work.
  9. Do not bring any political influence in matters pertaining to your service.
  10. Do not consuming any intoxicating drinks or drugs while on duty.
  11. Do not accept award of monetary benefits instituted by other Private Trusts/Foundations, etc.
  12. Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
  13. Do not misuse your position as Trust servant and take decisions in order to derive financial or material benefits for yourself, your family or your friends.
  14. Do not get involved in any unauthorized communication with any agency or trust / society of any information of the trust.
  15. Do not approach your subordinates for standing surety for any loans taken from any private sources either by you or by relatives/friends.
  16. Do not use MGV Trust facilities for personal purposes or for spouses/relatives' business.
  17. Do not treat personal expenses / trips as official expenses / trips.
  18. Do not make a promotion decision about a spouse or relative.
  19. Do not buy equipment from supplies for personal use at high discounts in the name of MGV Trust.
  20. Does not use the buying power of MGV Trust to acquire goods or services for the benefit of the employee or his/her family members.

## **6. Grievance Redressal Cell:**

If a staff member has a grievance, it is better be resolved by writing to, or meeting concerned HoD. You may remind HoD after some time to see in to the matter. In case the grievance remains unresolved, it can be referred to the Trust Grievance Committee.

## **Sexual Harassment of Women at the Workplace:**

Employee's behaviour in all interactions with the colleagues must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome behaviour, whether directly or by implication, such as through

- a. Physical contact and advances,
- b. Demand or request for sexual favours,
- c. Sexually coloured remarks,
- d. Showing pornography,
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

A victim of sexual harassment (anyone who perceives sexual harassment to oneself) may lodge a complaint to the Principal. Any employee can approach the Women's Cell constituted by the Trust, either for advice or for redressal. An inquiry by the Women' Cell has the status of an official inquiry under the Civil Services Rules and employees have to co-operate with the Cell in its investigations.

## **Student Campus Code of Conduct:**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 7.30 am to 4.00 pm.
3. Students should stand rise from their seat when the teacher enters the classroom and remain standing until the teacher takes his/ her gets seat or they are allowed to sit. They should observe utter silence during the class hours.
4. Teachers shall be greeted appropriately with 'Good Morning Sir / Miss' or 'Good Afternoon Sir / Miss' and a 'Thank you Sir / Miss' when the teacher leaves the classroom.
5. No student shall enter or leave when the lecture is ON without the permission of the teacher.
6. Student having their lab. Sessions must report to the lab directly.
7. All students shall leave the classes immediately after the last hour. They should not stay back in the classroom /lab beyond normal working hours unless there is special permission/special class.
8. No students shall wander or gather in veranda, corridor and staircase etc.  
Canteen, coffee shop, stationary store and bankto be visited only during intervals and non-working hours. Unauthorized absence from the class will attract disciplinary action.
9. All the leave applications be submitted in time for the sanction by the HoD and concerned teacher. Application for medical leave should be attached by the valid medical certificates.
10. Students should come to the college in the approved uniform with Ballet shoes or sandals. Those in laboratories, should wear lab. -coats or aprons and safety shoes.
11. All the students shall wear their identity cards, well displayed. Any teaching and non-teaching staff shall have the right to peruse it.
12. All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of MGV academic values will be referred to the discipline committee.
13. Students are expected to maintain the silence in the college academic building.
14. For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort in staircases or circulation areas where they could interfere with the free movement.
15. Students are encouraged to make use of the library, common computing facilities at the departments and to involve in co-curricular activities or any program authorized by the college beyond their class hours.
16. Students should keep the campus and all the classrooms neat and clean. Personal belongings, such as shoes and aprons shall not be stored in the classrooms. Do not put any waste anywhere in the campus except in the dustbin provided for.
17. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or

furniture which could defame the college and destroy the academic ambience. They are not allowed to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

18. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically sound, mentally alert and socially sensitive.
19. Those who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the dept. and selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the event for participation.
20. Appearing in the internal examinations is mandatory for all the students.
21. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within and outside the College.
22. Harassing juniors, ill-treated fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies of Hon'ble Supreme Court of India.
23. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

## 6 Leave and Leave Rules

### **Purpose of Leave:**

The college provides the employees different kinds of leave with good intention of providing rest, recuperation of health and for meeting social obligations. Availing of leave should be with proper notice so that work of the college should not suffer. Leave sanctioning authorities have to use their discretion in sanctioning the leave such that the normal functioning of the college is not hampered. Various types of leave available for the teaching and non-teaching staff of the college, as per the SPPU Act, Statutes, notification and direction, Govt. / MGVS Rules and Regulations are:

### **1. Casual Leave (C.L.):**

- 12 days casual leave in an academic year for teachers and 12 days casual leave for non-teaching staff in a calendar year.
- It is up to the discretion of the Principal to sanction more than 3 days of CL at a stretch.
- Balanced CL after the academic or calendar year will lapse.

### **2. Duty Leave (D.L.):**

For completing Orientation, Refresher, Short-Term Courses, attending Conferences, Seminars, Symposia, Workshop at different levels, Official Meetings, University and meetings at MGVS, attending visits to other Colleges etc. on producing required invitation/ selection letter/s.

### **3. Study Leave:**

For 2 years for Career Development of a teacher.

### **4. Medical/Sick Leave (M.L.):**

- 10 half-pay from Jan. to Jun. and 10 half-pay from Jul. to Dec. every year for both teaching and non-teaching staff.)
- It should be applied with Doctor's Certificate.
- In case, adequate number of M.L. is not available, the he/she can club CL with it. If CL is not available, then Earned Leave, other wise it will be treated as LOP.

### **5. Earned Leave (E.L.):**

12 Days

### **6. Maternity Leave (MAL):**

All female staff on completion of 2 years of service.

- 180 days of paid Maternity Leave is allowed only from the date of delivery for 2 children.

Employee can club all CL, ML, EL during this duration.

- Before availing this leave, a certificate from the gynecologist must be submitted, mentioning the expected date of delivery, after delivery, they must submit the hospital documents to process the leaves.
- Intervening National/ declared/ festival/ weekly off days will be counted as part of leave.
- If, because of any complication, leave has to be extended, will be counted as LOP.

#### **7. Surrender Leave:**

For Non-teaching staff, the Librarian and the Principal.

#### **8. Commuted Leave:**

10 days per year but leaves lapse after accumulation of 180 days.

#### **9. Leave without pay (LOP):**

Maximum 1 Month.

- It can be applied by an employee when no other leave is available.
- During the period of LOP, employee is not entitled to pay any pay or allowance.

#### **10. Compensatory Leave:**

Leave for the employee on other working days if he/she works on holidays or on National/declared/festival/weekly holidays.

#### **Leave Application:**

The available leave balance is to be checked by the Office Superintendent of the College. All the employees have to apply for leave on the specified leave application proforma, thoroughly approved through the respective Head of Department (in case of Teachers) and the O.S. (in case of Non-teaching staff). Ensure that the leave application be checked by the O.S. and duly signed by the Vice-Principal before proceeding to the Principal.

#### **Cancellation of Leave:**

The HoD can also cancel the once sanctioned leave on a situational/need basis. If the employee proceeds to avail the canceled leave, then those days will be treated as absence from the duties and the prevailing rules will be applicable.

#### **Extension of Leave:**

As it is necessary to get prior sanction for the leave, the same is applicable for the extension of leave. Extension of leave has to be communicated to the Head of the Dept./ Office well in advance and get the sanction for the same.

**Absence from the Duty:**

- If the employee takes off from duty without prior leave permission or proper intimation, under certain unavoidable circumstances, then those days will be treated as absence from the duty and treated under LOP.
- Employee has to report to his/her department Head on rejoining duty from absence and provide valid reason for absence in writing.
- If any employee remains absent for more than 7 days official correspondence will be sent to him/her asking to report to duty and to provide explanation for the absence.
- Based on the enquiry any action deemed fit would be taken by the MGV management.