



**SERVICE RULES,  
POLICIES AND  
PROCEDURES**

## **Service rules, Policies and Procedures (w.e.f. 1 July 2008)**

### **I. Procedure of teaching & Non-teaching staff recruitment**

1. Department submits their manpower requirement.
2. The manpower requirement from the all departments is clubbed together at Establishment Section.
3. Roster verification from competent authority – Savitribai Phule Pune University.
4. The combined manpower requirement is sent to the management committee and the Director for approval.
5. Upon approval of Management committee, Establishment section will prepare the draft format for advertisement.
6. Advertisement is to be published in widely circulated newspapers (Like Sakal, Times of India etc.) at national and state level.
7. In case of faculty, details of reserved seats are forwarded to SPPU, Pune, various employment exchanges with a request to send a list of eligible candidates.
8. Applications with Bio-data from candidates desirous of seeking employment (Application format given on web-site) along with application fee, if mentioned in the Advertisement, are received.
9. All applications received within the stipulated time period are processed and Application forms are forwarded to respective HOD for scrutiny/ comments about the suitability of applicants.
10. Entry of the information of candidates will be made in the prescribed interview format.
11. Director appoints staff selection committee as per the guidelines given by Competent Authority.
12. Convey Date, Time & Venue to candidates as well as to experts
13. Candidates will be interviewed by the interview panel.
14. Selection committee report for faculty duly signed by all competent authorities will be prepared and for Non-teaching staff statement of selected candidates for will be prepared which will be duly approved by the Director and selection committee panel.
15. Offer letter / telephonic intimation or Email will be sent to the selected candidates.
16. Acceptance letter will be collected from the interested candidates.
17. Appointment letter will be issued after the candidate joins the Institute.

### **II. Procedure of maintaining teaching & Non-teaching staff service records**

1. Joining activity will start when new employee reports to Establishment Section.
2. The new staff member, who joins the Institute, will fill up staff information sheet and Joining Report & submits to the Establishment Section through HOD.



3. The HOD returns the same, after the signature, to Establishment Section. The Establishment Section submits both documents to the Registrar for the signature.
4. On receipt of joining report, duly signed from Registrar, Employee Code Number (generated with continuous incremental type) is allotted to the staff member.
5. Prepare a personal file (as per the contents list), which containing original application of the selected candidate along with copies of Qualification certificates and testimonials, office order, joining report and staff information sheet.
6. Personal file of newly joined employee will be identified by a label which consists of following information viz
  - a. Employee Name
  - b. Designation
  - c. Employee code Number
  - d. Department
7. Service Book will be prepared, in duplicate. One will be marked as original in red which remains in Establishment Section and second will be marked as duplicate in blue which remains with staff. The service book in respect of teaching and non-teaching employees will be prepared on the following conditions.
  - a. For Non-Teaching Staff: When the staff member is given applicable scale
  - b. For teaching staff: At the time of faculty appointed by competent authority along with those who are working on ad hoc basis and completed 2 years of continuous service on scale.
8. The staff members will receive the increment as per VI pay guidelines / institution norms.
9. Individual staff member will be provided Identity card within 15 days after the receipt of application with two photographs from employee.
10. The Establishment section will check bio-metric attendance record every month for all staff members.
11. The Establishment section will prepare a Consolidated Monthly Attendance Report based on Attendance Report from various departments at the end of every month for salary.
12. Consolidated Monthly attendance report duly signed by the Administrative Officer will be handed over to Accounts Section for preparing salary sheet in the first week of the next month.
13. In case of employee resigns, or his/her services are terminated or his/her tenure is over or retired, relieving orders are to be issued by the signature of Director only, both in case of teaching and non-teaching staff members. Relieving order will be issued only after receipt of No Dues Certificate.



### **III. Staff leave Policies**

The institute follows leave policies as per government norms and time to time amendments made by the State Government.

#### **Basic Leave Rules –**

##### **General Principles :**

1. Leave is not a matter of right.
2. Leave sanctioning authority may refuse or revoke the leave of any kind.
3. Absent on duty without intimation or without permission of higher authority will be treated as unauthorized absence.
4. In general, leaves are to be prior sanctioned.
5. These rules may change as per Govt. norms /as per Management decision

##### **1. Casual Leave :**

- i. 15 days of Casual Leave is applicable to the regular employee in one academic year (i.e. from 1<sup>st</sup> July to 30<sup>th</sup> of June).
- ii. Balance casual leave beyond 30<sup>th</sup> June will be lapsed.
- iii. Casual leave cannot be combined with any other type of leave or vacation.
- iv. Casual Leave should be avail proportionately. In an exceptional circumstance an employee may avail not more than 7 days casual leave at a time. The same can be prefixed or suffixed to Sunday or Holiday provided that the total period of absence does not exceed 7 days at a time.
- v. Holidays & Sundays falls during the period of Casual Leaves are not counted as a part of Casual Leave.
- vi. An employee joins in between the academic year, will get proportionate Casual leave (i.e. from the date of joining to 30<sup>th</sup> June).
- vii. Half day Casual leave may be sanctioned for morning session or afternoon session.

##### **2. Earned Leave :**

- i. Non-vacational staff working on regular pay scale / band is admissible for 30 days of earned leave per year. 15 days of earned leave will be credited to his/her account on 1<sup>st</sup> January and 1<sup>st</sup> July of every year.
- ii. If an employee put on scale in the middle of the year, proportionate earned leave up to the half year will be credited to his/her account.
- iii. If an employee is going to retire or resigns, proportionate earned leave i.e. up to the completed calendar month in that half year up to the date of retirement or resignation.
- iv. Minimum 3 days of Earned leave can be availed. 1 or 2 days of earned leave will not be sanctioned.

