



**VIVEK EDUCATION SOCIETY'S  
VIVEK COLLEGE OF COMMERCE**

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

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*Policy  
Document  
for  
Human  
Resource*

*HR Policy refers to the Staff Working Policy.*

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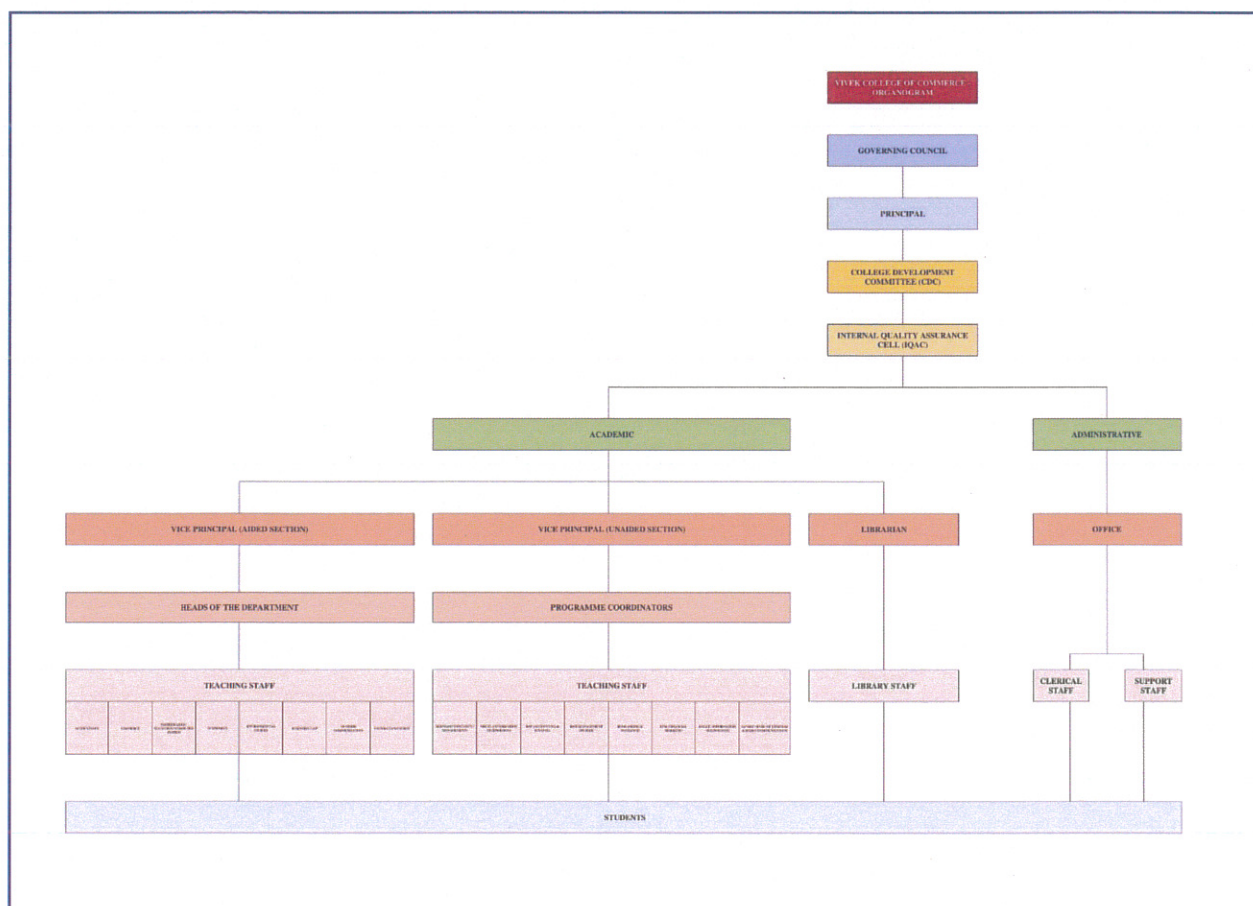
# 1. Introduction

*Vivek College of Commerce recognizes its responsibility to respect and protect the rights of its Staff and their welfare. The Institute has adopted the following guidelines as part of its goal to respect the fundamental rights and determine the duties of its staff.*

- The Institution shall obey and comply with the guidelines issued by UGC and University of Mumbai (being an affiliated college) and shall maintain a good working relationship with its staff.*
- The institution shall seek to provide a safe and healthy work environment.*
- The institution shall not engage in nor support the use of corporal punishment, mental or physical coercion, or verbal abuse.*
- The institution shall prohibit discrimination of staff based upon sex, race, national origin, political beliefs, or religion and maintains a discrimination-free work environment.*
- The institution shall prohibit and comply with laws prohibiting acts of sexual harassment or threats in the workplace.*



## 2. Organisational Chart



## *Standard Operating Procedures guidelines for recruitment of Staff at the Institution*

### 3. Recruitment:

#### *Appointment of Permanent Teachers:*

- Once any post (aided) is vacant, due to resignation/superannuation/VRS, NOC should be applied in the Joint Director's Office.
- Application must contain the following:
  - Covering Letter
  - In case of resignation, copy of the resignation letter.
  - A copy of Staffing Pattern





- The post must be filled within 6 months from the date of receipt of NOC from govt.
- Advertisement draft shall be prepared for the vacant post.
- The same shall be sent to University of Mumbai with the covering letter & a copy of NOC for approval.
- Once it is approved, (Received letter from University) advertisements can be placed in the 2 Newspapers, i.e., Times of India (English) & Maharashtra Times (Marathi).
- Once Advertisement has been placed, applications can be accepted from the candidates within 15 Days from the date of advertisement.
- A Scrutiny Committee & a Selection Committee can be appointed as per guidelines by the authorities.
- Interview Date shall be fixed.
- Prepare a Notice for Selection Committee members for the Interview.
- Letters to be sent for VC Nominee, JD Nominee and Subject Experts
- Applications shall be shortlisted by the Scrutiny Committee.
- The shortlisted candidates shall be called for an interview.
- Once the interview is finished, Selection Committee Report has to be prepared.
- Prepare Offer Letter for the selected candidate.
- Prepare Appointment letter after receiving acceptance letter from the selected candidate.
- Once selected Candidate joins the duties, undertake the Joining Report of the candidate.
- Seven-page report to be submitted to the University, then to Joint Director's office.



- Similar procedure can be adopted by the college for advertisement, call for application from candidates, interview process and final offer as per the guidelines of the University and direction from Management of the college.

#### ***Appointment of Visiting Teachers:***

- Appointment shall be on the basis of recommendations from Heads of Department, Co-ordinators for a particular subject/course having industry, expert knowledge.
- Based on the expert knowledge, experience and feedback from students visiting Teachers shall be continued.

#### ***Appointment of Non-Teaching Staff (Aided):***

- Once any post is vacant, due to resignation/superannuation/VRS, NOC shall be obtained from the Joint Director's Office.
- Application must be containing the following:
  - Covering Letter
  - In case of resignation, copy of the resignation letter.
  - A copy of Staffing Pattern
- The post must be filled within 6 months from the date of obtaining the NOC.

#### ***Appointment of Non-Teaching Staff (Unaided):***

- Once any post is vacant, advertisement can be given through various sources and the process of interviewing the candidate be followed for selecting the candidate by the management.
- Appointment letter mentioning the terms of appointment, salary and other relevant information shall be issued once the candidate is selected.

*All staff will be required to follow the code of conduct.*





## **4. General Guidance:**

### **Attendance:**

- Attendance shall be maintained through Biometric Attendance System. In addition, Attendance Muster shall be kept in College office for day to day In-Out Time and Signature.
- Daily lecture report for faculty shall be maintained.
- Daily report for admin staff shall be maintained.

### **Dress Code:**

- Dress code shall be strictly adhered to as deemed fit for the educational institutional and as specified by management from time to time.
- The support staff/ Class IV staff shall be provided with a uniform.
- Identity Card shall be issued to all staff members. Wearing of ID card is compulsory for all staff within the college premises.

### **Parking:**

- Parking inside the college premises is not encouraged. However, staff using bicycle, or any environmentally friendly vehicles are allowed to park their vehicle inside the premises.
- A separate cycle stand shall be provided for encouraging the use of the same inside the premises.

### **Pay and Allowance:**

- The salary of aided staff will be determined as per the rules from the State Government and the University, approved by Joint Director, Higher Education Dept.



- *All Unaided Staff Salary will be determined as per the rules and regulations of Management of the College and their approval.*

#### ***Increment:***

- *The increment of all aided staff would be sanctioned on the basis of the approval by Joint Director, Higher Education Dept. every year.*
- *All Unaided Staff increment approved by Management of the College every year.*

#### ***Leave:***

*Claim of Leave is not a matter of right. Adequate intimation needs to be given to the authority for sanction of leave. Proper procedure needs to be followed before and after availing leave.*

- *Teaching staff (Aided) is allowed for 10 Medical Leave, Casual Leave as per government and university directives.*
- *Non-Teaching staff of Aided is allowed for 30 Earned Leave, 10 Medical Leave and 8 Casual Leave.*
- *Teaching staff of all unaided staff is allowed for 15 CL and other leaves as per the management directives.*
- *Non-Teaching staff of unaided staff is allowed for 30 CL and other leave as per the management directives.*

#### ***Services provided to the Staff:***

- *Staff can avail counselling services at the college itself.*
- *Staff can avail photocopy and print services.*
- *The campus is a No SMOKING campus.*
- *Internet facility is available for Staff with a login ID and password.*





## **5. Learning and Development:-**

We, at Vivek College of Commerce believe in constantly upgrading the skills of its staff by providing regular training. To achieve this objective, the college has initiated Faculty Development Program (FDP). Seminar/Webinar, Workshop to be organized on regular basis for teaching and non-teaching staff for their skill enhancement through IQAC department. It is mandatory for all to participate in such programmes. A proactive step undertaken by the faculty for upgrading skills by developing e-content in order to enhance learning effectiveness shall be encouraged.

## **6. Sexual Harassment:-**

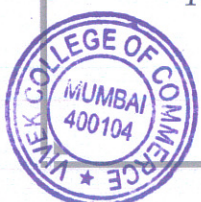
At Vivek College of Commerce, there will be zero tolerance for any form of sexual harassment, and we are committed to take all necessary and immediate steps to ensure that its staff are not subjected to any form of harassment. We at Vivek College of Commerce are committed in giving every employee a just and fair hearing on issues that are raised on complaints of Sexual Harassment through Internal Complaint Committee constituted as per guidelines. Vivek College of Commerce takes disciplinary action against any victimisation of the Complainant or the Respondent that may result from a Complaint.

- Reports of harassment will be investigated promptly and discreetly.
- Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such reports.

## **7. Termination:**

The services of an employee are liable to be terminated in the following cases:

- i. Major misconduct (as per guidelines of University of Mumbai)





- ii. *Unsatisfactory performance*
- iii. *Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.*
- iv. *Involvement in criminal offence(s).*
- v. *Violation of the terms Contract and undertaking given at the time of joining / thereafter.*
- vi. *Non-adherence to code of conduct and other guidelines issued from time to time.*

*Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the Management decision will be final & binding.*

### **Voluntarily Exit:**

- 1. Staff can resign from the services of Vivek College of Commerce by giving notice applicable as mentioned in the appointment letter of Vivek College of Commerce.*
- 2. It is preferred and expected that the employee must talk with his / her reporting Authority or with the Management on the reason/concerns before giving formal intimation for resignation.*
- 3. Final dues except PF shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations and followed proper procedure in intimation to the college.*





4. The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.

An exit interview through a questionnaire shall be taken.

Note: The policy framed is subjected to changes from time to time as an when required in accordance with UGC, Government of Maharashtra, University of Mumbai & Management Policy.



**CA. Shrikant Marathe**

**IQAC Coordinator**



**Dr. Vijetha Shetty**

**Principal**

Updated on 19<sup>th</sup> April 2021

