

HR Policy Manual

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General Policy for all Staff

- Appointment of staff should be done through proper recruitment process by Samstha and University
- Staff should submit mandatory documents and joining Report to office
- All staff should follow the timings and working hours.
- There are 10 medical leaves applicable to the staff who completed 2 years in Institute
- More than 3 late marks will cut ½ day CL and more than 5 late marks will deduct 1 CL.
- Prior intimation of Casual Leave/s to Principal needed
- For More than 1 Medical Leave, medical certificate is needed.
- 2nd and 4th Saturdays of the Month are holiday. Compulsory to come in case of any event organised on these days.

General Policy for all Non-Teaching Staff

- Non-Teaching Staff will get Complementary off for duty done on holidays.
- Service records must be updated time to time
- Non-Teaching Staff will get Complementary off for duty done on holidays.

General Policy for all Teaching Staff

- Teachers should prepared an Academic plan and complete the syllabus in given time.
- Teachers should take assignments and conduct internal assessments to monitor the progress of students
- Teachers should set the Papers, Check the papers and prepare result.
- Teachers should responsibly enter marks to University portal.
- They should maintain academic and administrative records.

- Teachers must fulfil the duties allotted by University (Paper setting and Paper assessment)

General Policy for Students

- Student should take care of their valuables/money. College will not be responsible for any loss. (e.g. Mobile, Purse , Books , Laptop etc)
- Mobile is strictly prohibited in college premises/Lab/ Classrooms. Mobile will be Confiscated if found misused during lectures/ practical /in Corridors.
- Students should not use main entry gate while leaving the campus. They should use small side gates for exit.
- Wearing Identity Card is compulsory. [fine: 10 Rs.]
- Any previous medical history must be communicated to college while taking admission.
- Ragging is strictly prohibited in college campus and in Hostel premises.

Dr.Swati Sayankar

Principal(O)