

*Karnala Sports Academy's*



# **BARNS COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Affiliated to Mumbai University**

शासन मान्यता - शासन निर्णय क. एन.जी.सी. २००८ (२५५/८) मडि - ३  
मुंबई विद्यापीठ संलग्नता / मान्यता - २/४९८८/२००९ दि. २५ नोव्हेंबर २००९

Ref. No. :

Date :

## **INSTITUTIONAL POLICY**

### **"ADMINISTRATION, APPOINTMENT AND SERVICE RULE"**

The policy is established to ensure transparent, fair, and effective administration, appointment, and service practices within **Karnala Sports Academy's Barns College of Arts, Science & Commerce New Panvel**. It aims to provide a framework for the recruitment, appointment, and ongoing service conditions of faculty and staff as per the UGC guideline, fostering a conducive environment for academic excellence and institutional growth.

### **RECRUITMENT AND QUALIFICATIONS**

The direct recruitment to the posts of Principal, Assistant Professors, Associate Professors and Professors in the Colleges shall be on the basis of merit through the advertisement and selections by the duly constituted Selection Committees of the college

### **APPOINTMENT**

#### **1. Principal**

- Ph.D. from an accredited university with experience in research, teaching, and administration.
- Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.

#### **2. Asst. Professor**

- The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.



### 3. Library Assistant:

- A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

### 4. Accountant

- M.Com with 0-3 years of experience in handling account proficiency in Tally package and computers.

### 5. Clerk

- Graduate with 0-3 years of experience in administrative work, proficiency in computers and typing.
- ❖ Scales of Pay:
  - a) Teaching Staff: Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Management.
  - b) All Other Posts: Scales, as prescribed by the Governing Body from time to time.
- ❖ Annual Increment for Teaching Staff

Every year the faculty has to submit his self-appraisal form which consists of performance indicators and faculty must strive to achieve the criteria mentioned therein. This is ensuring the quality in teaching and learning, research and other activities of the faculty. The faculty has to submit the self-appraisal form to the HOD for his remarks and then it is forwarded to the Principal for his assessment and for approval by the management

## RESIGNATION, TERMINATION AND RETIREMENT.

### ❖ Resignation:

A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority "1 months' notice" or 1 months' pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period.

### ❖ Termination of Service:

If a member of the staff is not regularized after the period of probation and his / her probation also is not formally extended, he / she may be appraised of the reason thereof within 6 months and he / she shall be deemed to have continued on a temporary basis and his / her services may be terminated by the appointing authority by giving "one month notice"



#### ❖ Retirement:

The age of retirement of all teaching staff shall be 62 years and in the case of other staff it shall be 60 years.

#### TYPES OF LEAVE:

➤ The following kinds of leave may be granted to an employee:

##### i. Casual leave

Employee shall be eligible for casual leave 12 days in a calendar (Generally one day per month)

##### ii. Compensatory leave-

Employees those working on the holidays will be granted compensatory off.

##### iii. Medical Leave

In case of illness, a faculty member is entitled to medical leave where employee need to submit all the necessary medical record to avail the medical leave

##### iv. Maternity Leave

Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

##### v. Vacation & Privilege / Earned Leave

- i. The teaching staff members and such other staff members declared as teaching staff members of the Institute, shall be eligible for vacation in a calendar year as per University of Mumbai guideline
- ii. Non-teaching staff members of the institute are eligible for vacation as per the stipulated guidelines of the college.

#### WORKING HOURS

➤ The working timings of the employees are recorded by the Institute.

#### ABSENCE FROM DUTY:

- An employee shall not absent from duties without obtaining the permission of the competent authority.
- In case of unavoidable circumstances, a message should be sent on the same day, giving the reasons of his/her absence.




## SERVICE RULE:

- All employees shall be punctual to their duties and shall strictly adhere to the Institution timings,
- All the employees shall strictly obey the instructions issued by the authorities.
- The teachers are expected to conduct lectures as per given timetable, maintain attendance records up to date and report it to the higher authorities.
- Teachers should attend all the Institution Functions. Seminars & Meetings.
- No Institution teacher shall engage in private coaching.
- The Heads of Departments expected to give instructions to the staff under their control.

### ❖ Maintenance of Service Books

An employee's activities and accomplishments during their time as a member of the Institution are documented in a service record, which is a compilation of printed or electronic materials. Every employee who is currently employed has a service record book kept on file. The records include the following personal information: name, address (both current and permanent), unique identification marks, qualification, date of confirmation, yearly increments released, promotions of all kinds, transfers, leave of absence taken, newly acquired qualification, special trainings received, any noteworthy achievements, etc. All of these details are listed in chronological order. The service records are updated simultaneously and on a regular basis. Every entry needs to be properly confirmed using departmental directives, payment invoices, the "leave sanction memo," and any other legally recognized records attested by



  
I/C Principal  
KSA, Bams College of Arts, Sci & Comm