



Shikshan Prasarak Mandal, Kamptee's

SETH KESARIMAL PORWAL COLLEGE OF ARTS AND SCIENCE AND COMMERCE, KAMPTEE

Principal
Dr. M. B. Bagade
M. Sc., Ph. D.

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
NAAC Accredited with 'A' Grade

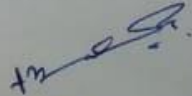
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Date 03/12/2018

Service Rules and Recruitment Policy of the College

1. Appointments

- a) Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of staff of the Institute.
- b) Selection Committee for filling teaching posts by open advertisement shall be constituted by the Governing Body as per the RTM Nagpur University / Government rules in vogue and subject experts will be invited from the University.
- c) Selection Committee for non-teaching posts shall be constituted by the Governing Body.
- d) If the post is to be filled by open advertisement, it shall be advertised by the Principal. Applications received shall be scrutinized by the Principal / Head of the department for selecting the candidates to be called for interview.
- e) The selection committee interviews the candidates called for interview and makes its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit.
- f) No act or proceedings of any selection committee shall be questioned on the ground of the absence of any member or members of the selection committee
- g) Provided that for any meeting of the selection committee, if found necessary, the Principal / Secretary shall give at least a 'week notice' of the meeting to the members of the selection committee.
- h) Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by the RTM Nagpur University / U.G.C. / Govt. of Maharashtra.
- i) Principal shall be the appointing authority for all the posts in the Institute.




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2. Scales of Pay

- a) Permanent Teaching Staff: UGC scales of pay as applicable from time to time and prescribed by Government of Maharashtra.
- b) Permanent Non-Teaching Staff: Scales of pay as applicable from time to time and prescribed by Government of Maharashtra.
- c) All Other Posts: Scales, as prescribed by the Governing Body from time to time. Wherever there is no scale of pay for a particular post, suitable scale of pay shall be prescribed by the Governing Body.

3. Allowances

Dearness allowance and house rent allowance shall be adopted as per Maharashtra State Government rates and ratified by the Governing Body.

4. Increments

All services in a post on time scale of pay shall count for increments in that time scale as prescribed by Government of Maharashtra provided the employee meet the performance indicators as per the self-appraisal form.

5. Withholding of Increment

When an increment of an employee is withheld as a disciplinary measure, the authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e., with or without cumulative effect.



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Principal
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General Conditions of Service

1. Medical Fitness

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Governing Body. The Governing Body may, however, for sufficient reasons, relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases, subject to such conditions, if any, as may be laid down by the Governing Body.

2. Whole-Time Employee

- a) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him / her by the Principal, even beyond the scheduled working hours and on holidays and Sundays.
- b) An employee of the Institute shall devote his / her whole time to the service of the Institute and execute such duties as may be assigned to him / her by the Principal. He / She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his / her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Principal, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

3. Probation

- a) All employees appointed to regular posts under the Institute shall be on probation for a period of two years.
- b) Employees appointed to higher post by promotion shall also be on probation for a period of one year.
- c) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.





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4. Confirmation

When an employee completes his / her probation, or extended period of probation, the appointing authority shall decide whether his / her probation is completed satisfactorily, and if it is so decided, it may regularize him / her in the post in which he / she has completed the probation. The employee will be deemed to have completed the probation satisfactorily.

5. Termination of Service

The services of any employee can be terminated by the Governing body as per the rules and procedures laid down by Government of Maharashtra and Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

6. Resignation

Any employee can resign from his / her post as per the rules and procedures laid down by Government of Maharashtra and Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

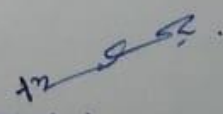
7. Retirement

The age of retirement as prescribed by Government of Maharashtra of all teaching staff shall be 60 years and in the case of non-teaching staff it shall be 58 years.

8. Seniority

The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the selection committee, if any, which has included them in the panel.




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