



Rayat Shikshan Sanstha's,
Arts and Commerce College, Madha
Dist.- Solapur.

Human Resource Policy

It has been resolved in the first meeting of the Local Management Committee in year 2018-19 (Now College Development Committee) of Arts and Commerce College Madha in which is unanimously recommended to adopt the following procedure for allowances and incentives to all the full time teachers for their outstanding achievements. In addition, staff can be given additional benefits for his/her possessing additional skills, degrees, awards etc.

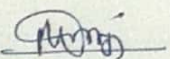
ALLOWANCES -

1. In addition of the Basic Salary, a monthly dearness allowance shall be extended to staff.
2. Monthly House Rent Allowance will be paid to employees put in the pay scale.
3. Management can also decide other allowances for Principal, Professor and Special posts.

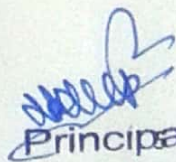
Salary paid to an employee is subject to discretion and approval of GB.

INCREMENTS -

1. Staff members become eligible for annual increments prescribed at the end of 12 Months of service in the Institution.
2. Additional increments shall be given to staff members based on their performance, contributions and results achieved in the University examinations, at the discretion of the management.


Co-ordinator,
I.Q.A.C.
Arts & Commerce College,
Madha. Dist. Solapur.




Principal,
Arts & Commerce College
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INCENTIVES AND REWARDS

1. Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution. The following points are considered to staff members with minimum 1 year of service at the institution for adjudication of awarding incentives and rewards.

1. University, State, National, and International Award
2. MRPs, Patents, Recognition on the Govt. Bodies and NGOs.
3. Industry Sponsored Projects
4. Upgrading Professional Qualification

2.Guidelines/Conditions for award of cash incentives for research publications/books published:

To encourage faculty members to develop a flair for research, cash incentives for research publications and books published are extended for regular faculty members of the college. Principal is authorized to sanction the cash incentive awards.

Publication may be considered for award of cash incentives subject to -

Publication in reputed journals.

Copy of the acceptance letter from the editorial board of the journal.

Copy of the comments made by experts on the work. Copy of the publications.

No ceiling limit on the number of publications by an individual faculty

The incentive amount shall be equally distributed amongst all the authors belonging to Arts and Commerce College only.

Impact factor should be 0.5 or above and the faculty should submit the impact factor issued by the journal.

Part of the expenditure incurred in publishing a text book to the extent of maximum Rs/- 5000.



3. Financial assistance for faculty attending the seminar/ conference/ workshop:

Registration fee and TA/DA expenditure for participating national/ international conferences/ workshops.

Faculty Development Programmes at IITs. Or online Courses such as MOOCs and NPTEL

Faculty should present the paper in person.

Faculty should be a regular employee of the college.

Lead author is only eligible for availing the facility.

Financial assistance is released on reimbursement basis on production of relevant receipts.

Financial assistance should be claimed only from one organization.

4. Higher studies eligibility:

Study leave (Fulltime) is granted:

To faculty with not less than 5 continuous years of service in the college to pursue PhD / post doctoral research.

To Non Teaching staff not less than 3 years of continuous service in the college to pursue Diploma\Degree courses.

However the course pursued should be direct advantage to institute's interest.

The employee on return should submit full report on the work done during study leave period.

The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.

For an employee due to retire within the 3 year on return study leave.

Study Leave (full time) is for maximum period of 36 months in case of Ph.D. degree\post doctoral research and 24 months for PG degree.

The college reserves the right to amend the above leave rules from time to time with the approval of its Governing Body.



PROMOTION POLICY

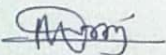
1. All promotions shall be considered on merit-cum-seniority basis.
2. The principal shall appoint a committee under IQAC for promotion purposes, in which he shall be the Chairman, with two Professors and one/two invited experts from Industries/other Institutions.
3. The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per affiliated university norms, subject to the condition that there has not been any disciplinary action taken against such candidate seeking promotion, for any misconduct he/she committed during the service.
4. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject, however, to the condition that he/she had completed the required years of service in the present position as prescribed below and should have obtained UGC prescribed qualifications.

PROVISION OF INSTITUTIONAL SCHOLARSHIP –


Regular students admitted in the college are eligible to receive the following scholarship. It has been decided in the college development committee to sanction the scholarship only to the meritorious students in the academics such as first rankers in each class and sportsperson who participated at state, national and International level competitions. Students who made an outstanding performance in cultural and extensions activities at state, national and international level. Similarly the college has reserved special fund for five students per year to train them for the competitive examination and depute them at Pune for rigorous and serious preparation. Complete expenditure shall be borne by the college for this '**One Month Special Summer Competitive Exam Class**' held at S.M. Joshi College, Pune.

Special allowance in cash will be given to the students who participate and win in the research competition 'AVISHKAR' at Sanstha and University level. Fee concession upto Rs. 1000/- is allowed in the format of EBC scholarship for the meritorious but financially weak students.

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| 1. Sports – Rs. 1000/- | 2. Cultural and Extension – 1000/- |
| 3. Competitive Exam – 25000/- | 4. Research – 1000/- |
| 5. Eco. Backward Class Scholarship – Rs. 1000/- | 6. Academic Merit Scholarship – Rs. 1000/- |


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