

N.S.SCIENCE AND ARTS COLLEGE, BHADRAWATI

DISTRICT-CHANDRAPUR – 442902 (M.S.)

RECRUITMENT, PROMOTIONAL RULES AND POLICY

RECRUITMENT :

1. Appointments:

The Management/ Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders are issued by the Management of the institution.

2. Qualifications:

The qualifications, age, experience etc., shall be as per UGC/ State Govt. norms in respect of teaching staff and AICTE/ State Government / University norms in respect of Non-Teaching Staff.

1. Selection:

> Selection is to be done through open advertisement and University guidelines will be followed for recruitment of staff. The process of selection incorporates –

- Calculation of Workload from Departments to which post is to be filled
- Category-wise requirement as per university /Govt. approvals
- Calling for applications through newspaper advertisement and website and other available media
- Selection committee which includes external/internal subject experts
- Scrutiny of applications and interview
- Issue of appointment letters

> The committee for teaching Staff Selection shall have the following members

- Chairman (Management)
- Principal
- HOD of the Department
- Subject experts
- Joint Director Nominees

> The Management / Governing Body may in special circumstances appoint qualified persons on C.H.B. basis year after year till the post is filled permanently.

- The selected candidates will be given appointment orders by college management. The selected candidates who join the duty may have to satisfy the university and Govt. of maharashtra norms.

- > When an employee joins the college, a personal file shall be opened having
 - Application with photo and appointment order
 - Joining report
 - Certificates of qualification and experience
- > The following shall also be maintained in the same file.
 - Assessment reports
 - Rewards
 - Significant event to be recorded from time to time
 - Promotion & salary hike
 - Higher qualification details, if acquired during service.
 - Research publications
 - Professional body membership details
 - Resignation / retirement details.

4. Seniority:

The matters related to seniority is finalized by the Governing Body of the college as per the procedure laid out by State Government/ Affiliating University

5. Pay, Allowance, Increments and Promotions:

Pay: UGC scales of pay are applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non-teaching staff.

Allowances: Dearness, House Rent and other allowances as per Govt. of Maharashtra norms for teaching staff and State Govt, norms for non -teaching staff are given by Management from time to time to all regular employees of the college.

Regular Increments: The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee every year.

Incentive for acquiring M.Phil / Ph.D degree during service: One advance increment may be given to the faculty who acquire M.Phil & Two advance increments may be given to the faculty who acquire Ph.D in their service.

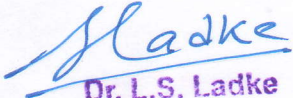
PROMOTIONAL POLICY


Promotions under Career Advancement Scheme: Promotions under Career Advancement Scheme to teaching staff shall be granted as per UGC/State Govt.norms. Composition of Committee for promotions under Career Advancement Scheme shall be the same committee as the formulated for selection of faculty and meets as and when required.

- The requirement to get promoted from Asst. Professor Stage 1 to Asst. Professor Stage 2 is 4 years of total experience with Ph.D and from Stage 2 to Stage 3 it is 5 years experience with ph.D.
- The requirement to get promoted from Sr. Asst. Professor to Associate Professor is total experience of at least 3 years with Ph.D. degree.
- The requirement to get promoted from Associate Professor to Professor is total 3 years experience as Assoc. Professor.

The non teaching staff is promoted based on their satisfactory performance in the annual appraisal form.

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Dr. L.S. Ladke
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COORDINATOR-IQAC
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