



Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawalga's

SHIVNERI MAHAVIDYALAYA,

Shirur Anantpal, Dist. Latur- 413544

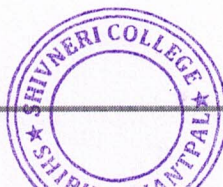
(NAAC Accredited B+ Grade with 2.54 (CGPA))

POLICY DOCUMENT

FOR

HUMAN RESOURCE POLICY

INTERNAL QUALITY ASSURANCE CELL





Reg. No. Maha/4062/Latur. F.3343 Latur
Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawalga's

Shivneri Mahavidyalaya

(Arts, Commerce & Science)

NAAC accredited 'B⁺' Grade with 2.54 CGPA

Shirur Anantpal-413 544 Tq. Shirur Anantpal, Dist. Latur

Email: shivneriprincipal@gmail.com

Web: www.shivnericollegeshiruranantpal.com

Mob: 9421352519

Principal

Dr. A. B. Dhalgade

(M.Com., M.Phil., Ph.D.)

Human Resource Policy

The HR policies are often governed by state government regulations, the institutional rules, and influenced by affiliations with statutory bodies like the University Grants Commission (UGC) and Swami Ramanand Teerth Marathwada University, Nanded. Since HR policies can change over time and are specific to each institution, Policy provides a general overview of some common aspects found in HR policies for higher education in India:

1. **Recruitment and Selection:** This section outlines the procedures for hiring faculty, Administrative staff, and other employees. It may cover aspects like job advertisements, qualifications, interview processes, selection criteria, and documentation requirements are as below:
 - a. Educational qualifications, pay scales and service conditions are as prescribed by the Apex body, Govt. of Maharashtra and Swami Ramanand Teerth Marathwada University, Nanded from time to time.
 - b. Reservation in this advertisement as per Maharashtra Educational Institutions (Reservation in Teacher's Cadre) Act, 2021 notification dated 07-04-2022 and Government Resolution from Higher and Technical Education Department of Government of Maharashtra, dated 11- 04-2022.
 - c. Reservation of SC/ST Categories is interchangeable as per Govt. GR Dated 05.12.1994.
 - d. Reservation for VJNT Categories is internally transferable.
 - e. Relaxation of 5% will be provided from 55% to 50% of the marks at the Master's degree level for SC/ST category.
 - f. Vacant post and All the Terms & Conditions are applicable as mentioned in No Objection letter from Hon. Deputy Secretary (Higher Education), Mantralaya, Mumbai.





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- g. Reserved category candidates are advised to send a copy of their application to the Deputy Registrar, Special Cell, Swami Ramanand Teerth Marathwada University, Nanded.
 - h. PWD and Woman Reservation will be strictly followed as per Government Resolution.
 - i. All the Terms & Conditions are applicable as mentioned in the GR Dated 12.11.2021 from Higher and Technical Education Department of Government of Maharashtra.
2. **Employment Terms and Conditions:** This part typically includes details about the terms and conditions of employment, such as working hours, leave policies, probation periods, remuneration, promotions, and benefits like health insurance, retirement plans, and other perks.
 3. **Professional Development:** Institutions usually encourage faculty and staff to engage in professional development (like as RC, OC, FDP, MDP, etc.) and research activities. HR policies may include provisions for sabbaticals, research grants, attending conferences, workshops, and pursuing higher studies.
 4. **Performance Evaluation:** The policy should outline the performance appraisal process, frequency, criteria used for evaluation, and how the outcomes can affect promotions.
 5. **Code of Conduct and Ethics:** Higher education institutions often have a code of conduct and ethics that employees are expected to abide by. This may include guidelines related to integrity, confidentiality, and respect for diversity and inclusion.
 6. **Grievance Redressal:** There should be a mechanism for employees to raise concerns and grievances related to their work environment, compensation, or other relevant issues. The policy should outline the procedure for filing and addressing grievances to mother institute.





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- 7. Anti-Discrimination and Harassment Policies:** To promote a safe and inclusive workplace. HR policies should address issues of discrimination and harassment and provide a framework for dealing with such cases.
- 8. Leave Policies:** This section covers various types of leaves such as sick leave, casual leave, earned leave, and maternity/paternity leave, along with the process of applying for and granting leaves.
- 9. Termination and Exit Procedures:** HR policies usually describe the conditions under which employment can be terminated, the notice period, exit interviews, and other relevant procedures.
- 10. Intellectual Property Rights (IPR):** For research-oriented institutions, there may be clauses related to ownership and sharing of intellectual property generated by employees during their tenure



PRINCIPAL

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(Arts, Commerce & Science)
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