



|| अग्निं सृष्टिं नमो नमो ||  
Bhagini Mandal, Chopda's

## COLLEGE OF SOCIAL WORK, CHOPDA

(GOVT. Recognised and affiliated to North Maharashtra University, Jalgaon)

Dr. Ishwar Saundankar  
Principal



Dr. Susheela Shah  
President

O.W.No.

Date:

201



### Human Resource Policy

It has been resolve in the first meeting of the local management committee in the year 2008-09 (College Development Committee) of Bhagini Mandal Chopda's College of Social Work, Chopda Dist -Jalgaon in which is unanimously recommended to adopt the following procedure for allowances and incentives to all the full time teachers for their achievements. In addition stop can be given additional benefits for his / her process in additional skills, degrees, awards etc.

- **Allowncess :**

1. Monthly House Rent Allowance will be paid to the employees to put in the pay scales.
2. Management can also decide allowances for principals, teachers and non-teaching staff salary paid to employees in subjective discretion and approval of general body.
3. The especially abled employees are eligible for the allowances for this employee should produce the medical certificate of the concerned authority.

- **Increment :**

1. For annual increment prescribed at the end of twelve months of service in the institution.
2. Additional increment shall be given to the staff member base on their performance, contributions and result achieve in the university examination at this discretion of the management.

- **Incentives and rewards :**

1. Staff member are the eligible for the following incentives and reward based on their performance, contribution and year of service at the institution for adjudication of awarding incentives and rewards.
  1. University, State, National and International awards.
  2. MRPs, Patents, Reorganization on the government bodies and NGO's.



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3. Upgrading professional qualification.
  2. Highest studies eligibility.
  4. Study leaves is granted.
  5. The faculty with not less than five continues year of service in that college to pursue /Post Doctoral research.
  6. How ever the course pursued should be direct advantage to institutes interest.
  7. The employee on return should submit full reports on the work done during study leave period.
- **Welfare Measures :**
    1. The employees shall be provided with the maternity benefit.
    2. The employees on the retirement shall be eligible for the family pension.
    3. The medical reimbursement shall be provided to the employees and their relatives (blood relations). For this employees should be followed the directive of state government.
  - **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.

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