



JAGRAN COLLEGE OF ARTS, SCIENCE & COMMERCE

(Self-Financing Co-Ed English Medium Post Graduate College Affiliated to CSJM University, Kanpur)

620-W, Block, Saket Nagar, Kanpur – 208014

Tel.No.3243435 Fax: 0512-2604965 E-mail:jagrancollegease@gmail.com Web: jagrancollege.ac.in

Q. 6.2.1 The institutional perspective plan in effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment, service rules, and procedures etc.

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Rashmi Rajani.


PRINCIPAL
Jagran College of
Arts, Science & Commerce
Saket Nagar Kanpur

Reg. Office: Shri Puranchandra Gupta Smarak Trust

Jagran Building 2, Sarvodaya Nagar, Kanpur-208005 Ph: 0512-3941399

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Introduction –

The College is promoted by Shri Puranchandra Gupta Smarak Trust. Chairman of the Trust and College management committee, has delegated executive and decision-making powers to the Vice Chairperson of JEF who in consultation with CEO-JEF/ Secretary, College Managing Committee and Principal of the college takes decisions regarding all important matters pertaining to the Appointment of teachers and admin staff, Service rules, Procedures and Deployment of development plans related to academics, administration, and infrastructure etc. The Principal ensures healthy interaction between the management and IQAC, which enables more holistic decision making and fosters positive and happy teaching and learning environment. Besides academic support cell, administrative department, Proctorial board, Cultural and Sports cell, Executive cells under the guidance of Principal for general management and administration of the college they suggest innovative ideas for better administration and development of college.

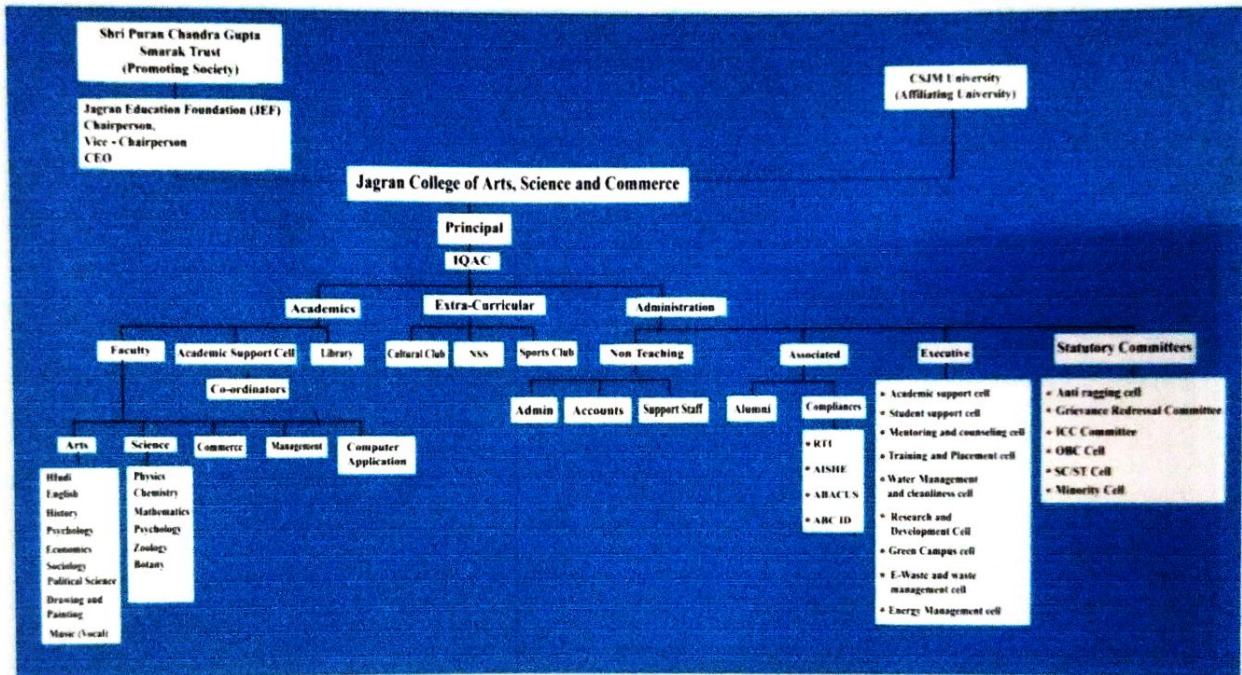
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College Organigram

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Website Build-up Plan

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EMPLOYMENT/APPOINTMENT POLICY

Selection and Approval of Teachers

- Vacant posts are advertised through their publication in leading newspaper.
- An application is given to university for appointment of selection panel.
- The selection committee, including VC nominee, subject experts and members of the college management committee (as appointed by affiliating university) conducts the selection process.
- Selection Committee report is prepared which is confirmed and recommended by the college management committee.
- After the selection of the candidate, report is sent to university and management for approval along with following documents – Letter from the university regarding selection panel, Newspaper cutting of the published Advertisement, Application of selected candidates along with selection committee recommendation as per the university prescribed format and all the documents of their Educational Qualifications, Contract between the candidate and the college management, Attendance sheet of all the candidates present during the selection process, minutes of the meeting of the management committee regarding recommendation of the selected candidates.
- Final approval is done after the verification of all documents and endorsement by the affiliating university.
- All approved faculty are allotted teacher code by CSJM university and their name appears in the list of approved teachers of the university.
- After the approval from the university and management the candidate is asked to sign the contract with the management regarding salary, service rules, responsibilities etc.

Selection and Approval of Non-Teaching Staff

- Vacant posts are advertised through their publication in leading newspaper.
- Selection panel comprising CEO, Principal and Senior staff members review the applications
- All eligible candidates are called for personal interview
- All documents regarding Educational Qualifications, Training Diploma/Certificate, minimum two references are verified before sending the selection recommendation to the management.
- For hiring on any Technical/Specific skill-based profile written/practical test may be conducted to assess the proficiency of the candidate.
- Names of finally selected candidates is sent to the management in a sealed envelope for the final approval.
- After the approval from the management the candidate is asked to sign the contract with the management regarding salary, service rules, responsibilities etc.

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Service Rules for Teachers and Staff

The institute adheres to the rules and regulations set by CSJM University, Kanpur, University Grants Commission (UGC) and UP Government as applicable on self-financing colleges. The rules and terms of the contract signed by the candidate and management at the time of appointment are the guiding principles and binding on both the parties.

Probation Period

The employee will be on probation for a period of one year from the date of his/her appointment. The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may find necessary. On satisfactory completion of the probation period, service of teaching staff will be confirmed subject to the approval from CSJM University, Kanpur and non-teaching staff shall be confirmed subject to the satisfactory performance during probation period.

Contract/Bond with Previous Employers

It will be the personal responsibility of the employee to discharge all obligations arising out of any contract or bond with previous employers.

Promotions

As per UGC norms, there is no provision of CAS promotions of teachers in self-finance Colleges. Appointment of full-time teachers on consolidated salary is fixed as per the rules and an annual increment based on PBAS is provided to all the staff members. The management may promote a teaching or non-teaching employee at a higher post based on their performance, career advancement efforts, Experience, dedication and loyalty.

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.

Retirement:

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The age of retirement of all teaching staff shall be 62 years and in the case of other Staff it shall be 60 years however extension of one or year or more may be granted to the employee with the consent of the management.

Termination of Service

The management shall have the power to terminate the service of any member of regular staff by giving him / her, three months' notice if the member's retention in service is considered undesirable on medical grounds certified by a medical authority nominated by the Governing Body and on grounds of misconduct, misappropriation, dereliction of duty, inefficiency or any kind of moral turpitude or behavior which is unbecoming of the post.

On termination of this contract, the employee will immediately give up to the college all correspondence, specifications, books, documents, effect and records, etc. belonging to the college or relating to its and shall not make or retain any copies of these items.

Resignation:

A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority "3 months' notice" or 2 months' pay in lieu thereof. The vacation enjoyed by such employee during the notice period will not be counted as part of the notice period however, the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also. In case of teachers the management reserves the right to refuse/withhold the resignation till the completion of the session.

Leave Rules

A permanent employee is entitled to avail leave under following criteria:

Career Advancement and Duty leave: The college provides career advancement leave to attend Research Coursework Ph.D., FDP, Workshops, Seminars and Conferences and Duty leave to represent college at University, Regional, State, National or international level not exceeding 10 in one academic session.

Casual Leave: 14 Casual Leave in one year.

Medical Leave: In case of serious illness certified by the medical practitioner not exceeding one year in total service period.

Maternity Leave: Female employees are entitled for two months (60 days) maternity leave with pay.

Privilege Leave: Provided as per requirement at the discretion of the management after completion of three years of service not exceeding 10 in one year.

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CODE OF CONDUCT

1. Unless it is explicitly stated, the staff employed in the College shall be at the disposal of the College during all the working hours and she/he shall serve it in such capacity and at such places as she/he may from time to time be directed.
2. Every member of the staff of the College shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to her/him by the Principal/Management.
3. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of CSJMU, UGC and the State Government.
4. Teaching staff members are expected to constructively engage themselves in teaching classes, conducting research, advising students, managing administrative tasks, maintaining campus facilities, and participating in faculty meetings and committees. Each employee's responsibilities contribute to the overall functioning and success of the college.
5. All the members of the staff shall be neatly dressed, observing the dress code(formals) of the College.
6. They shall not absent themselves from their duties except when very necessary and with prior permission.
7. Every member shall perform all the additional duties assigned by the authority for the welfare of the students either before or after regular working hours or on holidays.
8. No member of the staff shall be, for any reason, found guilty of giving or taking bribe or gifts or any illegal gratification from the students or their parents or guardians or from other employees or from any other agencies in lieu of getting extra consideration.
9. The members of the staff shall have only a decent, mature professional relationship among themselves and with the students keeping an emotional distance and in no way involve in any harassment in word or deed.

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10. Works of honorary nature like doing research, writing books or undertaking work of an academic nature including guiding PhD students are encouraged, provided they are done without prejudice to the work in the College with proper permission from the authority.
11. No member of the staff shall disobey the orders of the management or superiors; neither shall she/he can refuse to accept any communication from the management.
12. Members of the staff shall respect the rights and dignity of all the students/colleague and deal with them impartially regardless of their religion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.

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Appointment Agreement (Permanent Employment)

This has reference to your application and subsequent interviews you have with Jagran College. We are pleased to appoint you as an Assistant professor in _____ Department in Jagran College of Arts, Science & Commerce. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a monthly gross salary of Rs. _____ only per month

2. Date of Appointment

Your date of appointment as per college records is _____.

3. Probation Period

You will be on probation for a period of one year from the date of your appointment. On satisfactory completion of the probation period, your services will be confirmed subject to the approval from CSJM University, Kanpur.

4. Responsibilities

In view of your college, you must effectively perform to ensure results. Your performance would be reviewed as per the college's Performance Management System.

5. Notice Period

While on probation, this appointment may be terminated by either side by giving **one month notice, or one month salary in lieu of notice period.**

On confirmation, you should not resign/discontinue your services from the post of Assistant Professor of Jagran College of Arts, Science & Commerce till the end of the contract period (**three years**). This appointment may be terminated by either side by giving **three months' notice or two months' salary in lieu of notice period.**

6. Contract/Bond with Previous Employers.

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It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

7. On termination

On termination of this contract, you will immediately give up to the college all correspondence, specifications, books, documents, effect or records, etc. belonging to the college or relating to its and shall not make or retain any copies of these items.

B. General

The above terms and conditions are based on College Policy, Procedures and other Rules and Regulations, currently applicable to the College's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Jagran College family and trust we will have a long and mutually rewarding association.

Yours faithfully,

(Head of the Institution)

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POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING

AND NON-TEACHING STAFF

Performance appraisal system forms an important mechanism for quality enhancement. Students are the major stakeholders therefore feedback is taken regularly from all the classes covering all crucial aspects. The employees who have contributed significantly with utmost responsibility deserve a reward that helps them stay motivated in future. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee and institution.

Encouraging a healthy work-life balance, promoting mindful practices and offering resources for mental health support are one the major priorities of the management so that teachers and staff do not feel burdened and able to accomplish challenging targets with great ease and contentment. Despite of appraisal system, all the teaching, admin and support staff members have been granted minimum 10% increment since the start of the institution, as per their dedication and work place ethics.

SELF APPRAISAL MECHANISM FOR TEACHING STAFF:

In this direction, the institute has structured an objective assessment mechanism with scope for improvement. The three-tier assessment involves:

- Self-appraisal by the faculty
- Peer evaluation by the principal and management
- Student's feedback

For the appraisal of the staff, an appraisal form is developed by the IQAC coordinator in consultation with Head of the Institution. Each staff member is assessed on rating scale from 1 – 15 on the basis of teaching content quality and delivery, regularity and punctuality in class, completion of assigned task, remedial/extra classes, admission, counseling and mentoring, maintaining college discipline, examination and evaluation, initiative in organizing extra-

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curricular. initiative in introducing innovation in academic/general. contributing and supporting actively i.e. initiative in organizing a seminar/FDP/workshop. participation in academic activity and representing college in national and international seminar/conference/workshops. awards and recognition i.e. examiner-ship/paper setter/ chairing a session/jury member. All the required information is collected from teachers to support their performance appraisal matrix.

The principal along with IQAC reviews student's feedback. appraisal forms. puts in the score under each of the above criteria. and measure the efficiency of each faculty. The appraisal forms are then sealed and final report is prepared for management consideration for increment.

APPRAISAL MECHANISM FOR NON-TEACHING STAFF:

The performance of administrative staff is also evaluated through the PBAS using Confidential Reports. Non-teaching staffs' performance is evaluated based on various criteria such as:

- Regularity and punctuality
- Completion of assigned task on time
- Comprehension and file management
- Technical proficiency
- Proactive and vigilant attitude
- Work efficiency and commitment
- Initiative towards learning newer trends
- Leadership and team work
- Discipline and regularity

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Dr. Reshma Rajali
Coordinator IQAC

Dr. Asmita Dubey
Principal and Chairperson (IQAC)

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