

DR.VITHALRAO VIKHE PATIL FOUNDATION

**VADGAON GUPTA (VILAD GHAT),
AHMEDNAGAR**



**Dr. Vithalrao Vikhe Patil
Foundation**

Ahmednagar

SERVICE & CONDUCT RULES

POLICY

**DR. VITHALRAO VIKHE PATIL FOUNDATION,
Vadgaon Gupta (Vilad Ghat), Ahmednagar.**

SERVICE & CONDUCT RULES

Following Medical & Technical Institutes/Colleges are run by the Foundation:

1. Dr. Vithalrao Vikhe Patil Foundation's Medical College & Hospital, Vadgaon Gupta, Ahmednagar.
2. Dr. Vithalrao Vikhe Patil Foundation's College of Physiotherapy, Vadgaon Gupta, Ahmednagar.
3. Dr. Vithalrao Vikhe Patil Foundation's College of Nursing Education, Vadgaon Gupta, Ahmednagar.
4. Dr. Vithalrao Vikhe Patil Foundation's College of Engineering, Vilad Ghat, Ahmednagar.
5. Dr. Vithalrao Vikhe Patil Foundation's College of Pharmacy, Vadgaon Gupta, Ahmednagar.
6. Dr. Vithalrao Vikhe Patil Foundation's Institute of Business Management & Rural Development (IBMRD), Vilad Ghat, Ahmednagar.
7. Dr. Vithalrao Vikhe Patil Foundation's College of Agriculture, Vilad Ghat, Ahmednagar.
8. Dr. Vithalrao Vikhe Patil Foundation's Industrial Training Institute, MIDC, Ahmednagar.
9. Dr. Vithalrao Vikhe Patil Foundation's Industrial Training Institute Ranjangaon Mashid, Tal. Parner, Dist. Ahmednagar.
10. Dr. Vithalrao Vikhe Patil Foundation's English Medium (CBSE) School, Vilad Ghat, Ahmednagar.
11. Dr. Vithalrao Vikhe Patil Foundation's Dr. Balasaheb Vikhe Patil Junior College, Vilad Ghat, Ahmednagar.

Foundation follows Maharashtra University of Health Sciences, Nashik Statutes for Medical Institutes, Savitribai Phule Pune University for Technical Institutes and Mahatma Phule Krishi Vidyapith, Rahuri for Agriculture College regarding the service rules for Teaching staff & Non-Teaching Staff.



A) Appointments:

Academic/Teaching Posts: Recruitment of Teacher:

1. Appointment of Teachers by Selection Committee:

Selection Committee shall consist of:

- a) Chairman, Governing Body of the College or/his Institution nominee from amongst members of the Governing Body.
- b) A Nominee of the Vice Chancellor (General)
- c) If the Post is reserved one, the Chancellor shall nominate one additional member, belonging to Scheduled Caste of Scheduled Tribe or Denitrified or Nomadic Tribe who should be preferably an expert on the subject.
- d) Three experts in the case of appointment to the posts of Professor and Associate Professor (minimum two out of three are present on the committee at the time of interview), and two experts in the case of appointment to the post of Assistant Professor and Associate Professor (minimum one must be present).
- e) One Nominee of the Director of Technical Education not below the rank of Dy. Director of Technical Education.
- f) Dean/Principal.
- g) Head of the concerned department of the College / Institution.

Procedure:

- a) All posts of the teachers shall widely advertised with particulars of minimum & other qualifications, if any & emoluments. Reasonable time to be allowed to applicants, to submit their applications.
- b) The date of the meeting of the Selection Committee to be fixed so to allow the notice of fifteen days to each member & to the candidates. The particulars of each candidate called for interview, are collected of the in consultation with the Head of the Department/ Principal of the College. The panel members are intimated seven days before the date of the meeting.
- c) The quorum to constitute meeting of the Selection Committee shall be four members of whom, one being V.C. Nominee & three experts nominated by the University.



- d) The Selection Committee shall interview & adjudge the merits of each candidates in accordance with the qualification advertised, & report to the Competent Authority the name arranged in order of merits giving reasons for order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are founds suitable.
- e) The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons selected/recommended.

2. Appointment of Teachers on Institute/ Management level for filling in temporary vacancy:

Where vacancy of a teacher is to be filled in temporarily but not exceeding one academic year/ one term, the appointing Authority on the recommendation of the Principal/ Director of the institution shall fill in the temporary vacancy.

If the vacancy exceeds a period of a term but does not exceed more than a year, the vacancy will be filled in the Appointing Authority on the recommendation of the Local Selection Committee constituted as follows & information of the same will be given to the Competent Authority:

- a. Chairman of the Governing Body or his nominee.
- b. Dean/Principal of the College.
- c. Head of the Department of the College.
- d. One expert in the subject concerned nominated by the Chairman of the Governing Body.

Procedure:

- a) To fill temporary vacancy an advertisement be given in leading newspaper.
- b) Suitable/ Qualified candidate called for interview before Local Selection Committee.
- c) After the recommendation of the Local Selection Committee, candidate may be given appointment on purely temporary/ adhoc basis for on academic year/ one term.



3. Non- Teaching staff:

Appointment of Non- teaching staff:

Foundation follows the rules & regulation of Maharashtra University of Health Sciences, Nashik and other Universities.

To fill vacancy a advertisement be given in leading newspaper. Vacancy of non-teaching staff filled in adhoc basis for one year, those non-teaching staff who complete 5/7 years of their service are given pay scale & allowances as per the Foundation's rules.

Probation:

The period of probation of the staff shall in no case be more than two years. On the expiry of which he/she will be deemed to be confirmed. If assessment of his work is not satisfactory, his services shall be terminated by giving him notice as per his appointment order.

B) Service Book:

A Service book shall be maintained by the Registrar or any other Officer duly authorized by him/Dean/Principal/Head of Recognized Institution for the staff of the College/Institution and shall contain such information regarding date of birth, date of appointment, qualification, scale of pay, increments, probation, particulars of leave & such other information as the Competent Authority may prescribe.

C) Increments:

The employee, having his pay on the pay scale, shall draw increment every year unless it is withheld for any specific reason.

The Head of Department should send the CR (Confidential Report) of each employee every year before one month of his increment date to the competent authority i.e. Management/Governing Body.

D) General

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.



2. Leave Application: The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty member shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.
3. No leave can commence unless it has been sanctioned. Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action and penal deductions.
4. Acceptance of alternate: Employment/engaging in trade/ business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.
5. No leave will be sanctioned on telephone: except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.
6. Continued absence of more than fifteen days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.
- 7.

E) Kinds of Leave:-

- a. **Casual Leave (CL)**
- b. **Compensatory Off**
- c. **Medical Leave (ML) / Sick Leave (SL)**
- d. **Earned Leave (EL)**
- e. **Extra Ordinary Leave/ Leave Without Pay (LWP)**
- f. **Duty Leave (DL)**
- g. **Study Leave**
- h. **Vacation Leave**
- i. **Maternity Leave**

a) Casual Leave:

Casual leave is intended to meet special circumstances for which provision can be made by exact rules.



1. For Teaching staff 15 days and Non-Teaching staff 12 days Casual leave in one calendar year.
2. Casual leave can be availed prorata basis commencing from the beginning of the calendar year.
3. If any staff avails casual leave more than the prorata basis, the leave may be considered as extra ordinary leave (i.e. leave without pay) by the sanctioning authority.
4. Not more than 3 days casual leave can be availed at a time, to be extended to 5 days in most exceptional circumstances.
5. Total period of casual leave and holidays enjoyed at a time should not exceed 3 days. Only in exceptional circumstances casual leave can be extended to five days, if it is due.
6. Absence on a half working days should be treated as full day's casual leave.
7. Casual leave cannot be affixed or prefixed with Earned Leave, Medical leave or vacation.
8. Casual leave should not be availed without prior sanction & without making alternate arrangement of the work in consultation with HOD.
 - a. Employees are expected to be punctual and shall attend regular college duties in time. He/she must sign the muster roll and mark the time at which he/she reports for duty.
 - b. If an employee comes more than 10 minutes late for 3 or more times during a month, his/her casual leave shall be debited at the rate of 1 day's for 3 days late attendance.
9. If there is tendency to fritter away casual leave, the following steps may be taken against the person concerned:
 - a. Refusal of Casual leave, if it is believed that it is asked for without adequate ground.
 - b. Treatment of absence as leave without pay when a person has remained absent without making alternative arrangements for his periods/work.



b) Compensatory Off:

No Compensatory Off will be allowed for completion of academic work allotted to the Teaching staff members.

Employees if asked to work (except academic work) on Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have compensatory holiday, provided they work for more than 6 hours on that day.

Compensatory holidays should not be accumulated more than 3 days at a time. No compensatory of be permissible If he has already 3 compensatory offs at his credit. Compensatory offs are to be enjoyed on full day basis (No half compensatory off is permissible). Compensatory holidays should not be availed without prior sanction. Compensatory off can be affixed or prefixed with Earned leave / Medical leave.

No compensatory off is allowed to carry over to the next calendar year. Compensatory off must be availed within 3 months from the date of work.

No compensatory off is permissible for attending the remunerative work on Sundays or Public holidays.

While asking for extra work (other than academic one), the Competent Authority should issue an office order in writing.

c) Medical Leave / Sick Leave:

- 1) All Teaching & Non-Teaching staff members get Medical leave for 10 days on commutation basis or 20 days on half of pay for each calendar year.
- 2) Medical leave may be granted in case if sickness of the employee and not his/her dependents. A medical certificate from Doctor or a registered medical practitioner would be required in case where more than Three days the person was sick.
- 3) Medical leave cannot be sanctioned between two holidays. (i.e. One side holidays, Sunday) otherwise it will be counted in the Medical leave.
- 4) Employee applying for a medical leave should produce treatment certificate with their application and at the day of joining duty he/she should submit a fitness certificate.



d) Earned Leave:

I. Teaching:

No Earned leave for Teaching faculty. However, vacation can be converted to earned leave. The basic rate for conversion is one day for three consecutive days..

II. Non-teaching: To be eligible for Earned Leave, the employee shall complete minimum one year of continuous service.

- 1) Earned Leave is admissible to all non-teaching staff. Employees should get Earned leave for 30 days in each calendar year.
- 2) Earn Leave can be accumulated up to 240 days.
- 3) Earned Leave can be availed minimum 3 days at a time.
- 4) Earned Leave cannot be affixed & prefixed with Holidays or Sundays or C.L. from both sides.
- 5) Earned Leave should not be availed without prior sanction.
- 6) If a person is absent without prior sanction of leave or without making alternate arrangement, his absence for the day will be treated as extra ordinary leave i.e. Leave without Pay.
- 7) If employee, avails Earned Leave, no other type of leave will be sanctioned in continuation with Earned Leave. In the situation when Earned Leave is prefixed with Holidays or Sundays, the leave immediately after holidays and Sundays will be treated as Earned Leave.

e) Extra Ordinary Leave/Leave Without Pay:

- 1) For reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he may be granted, "Extra Ordinary Leave/Leave without Pay" at the discretion of the Principal/Director/Management subject to exigencies of service. Such leave shall not exceed 3 months in a calendar year at a time.
- 2) Maximum for 6 months including 3 months, as above on medical ground where the staff has completed 3 years of continuous service.
- 3) Maximum for 12 months, on medical grounds where the staff has completed 5 years of continuous service.



- 4) Maximum for 12 months, for undergoing treatment on TB, Leprosy etc. where the staff has completed one year completed service.
- 5) Maximum for 18 months for undergoing treatment on TB, Leprosy etc. where the staff has completed one year completed service.

f) Duty Leave / Special Leave:

- 1) An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
- 2) Duty leave may be granted for one or more of the following purposes.
 - a. To deliver academic lecture.
 - b. To work on behalf of the University/ College.
 - c. To read/present a research paper in a Conference/Symposium of National/International level or to attend workshop/seminar.
 - d. To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
 - e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- 3) The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:
 - Appointment letter from the competent authority/ University/Councils.
 - The paper has been accepted for presentation and a communication to this effect received in writing.

g) Study Leave:

1. Leave for up to a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized Institute.
2. Study Leave may be granted as per rules issued from time to time.



h) Vacation Leave:

1. Vacation for Teaching staff will be granted as prescribed by M.U.H.S, Nashik for every academic year for Summer and Winter Session.
2. Teaching staff are entitled for Vacation Leave after completion of minimum one year of continuous service.
3. The vacation leave shall get sanctioned in advance. The Vacation programme shall be prepared by H.O.D approved by Dean/Principal as per below format:

Name of the Department:-

Vacation Period :-

S.N.	Name of Faculty	Vacation to be availed	Duty to be performed

Signature of H.O.D

4. The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning is not hampered.

i) Maternity Leave:

1. Maternity leave may be granted to a permanent female employee who have completed two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay for a maximum period of 90 days, subject to production of Medical Certificate.

F) Retirement Age:

Retirement age for Teaching & Non-teaching staff is as per the University/Govt. of Maharashtra rules.

G) Resignation/Termination of Services:

1. The appointing authority shall have a power to terminate the services of any employee without notice or without any cause assigned during the period of probation.



2. The appointing authority shall have the power to terminate the services of employee by giving one month's notices or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the ground of retrenchment. This provision shall apply to regular/permanent employees of the institutes.
3. A member of the staff can leave his employment by giving notice or pay as per Appointment Order. If the permanent staff wanted to leave the services without any notice, he has to pay as per the appointment order. If the staff member is working in the consolidated pay he has to deposit the pay as per appointment order.

H) Pay & Allowances:

As per University/Govt. of Maharashtra Norms, D.A. & other allowances approved by Foundation.

I) Promotion:

1. Teaching Staff should be given promotion as per Central Council/University/Govt. of Maharashtra rules, after acquiring minimum qualification & experience for such post. Vacant post will be filled among faculty members from seniority list through Selection Committee.
2. Non-Teaching staff should be given promotion as per seniority list through Departmental promotion Committee (DPC). The senior scale given after twelve years completion of his service from the date of his such scale.

J) Holidays:

Holidays will be observed as per University/Government/Foundation rules.

K) Traveling Allowance:

T.A /D.A for outstation work will be paid as per University norms approved by Foundation.

L) Festival Advance:

Festival advance will be given for Deepawali Festival



M) Employee's Welfare:

1. Provident Fund.
2. Gratuity benefit for retired staff.
3. Group Insurance will be given to all employees under 'Rasta Appati Kavach' policy with accidental / life cover up to Rs.1 Lac.
4. Residential staff quarter facility provided for staff members.
5. Bus facilities provided for staff, students for to & fro from city to colleges.

N) Students Welfare:

1. Earn & Learn scheme of University.
2. Students who are top ranked on 1st position in their exam will get award on the Birth Anniversary of Padmashree Dr. Vithalrao Vikhe Patil.
3. Fees concession for students for Poor Boys Fund specially earmarked for poor & deserving students.



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**Secretary General
DVVP Foundation,
Ahmednagar.**