



# DNYAN GANGA EDUCATION TRUST

*To Enlighten... To Endeavour.... To Excel...*

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Ref. No. 2021-22

Outward:- GOG(A)

Date 01 July 2021

## HR Policy for B.Ed. Teaching Staff Casual Leave

### CL for Teaching Staff:

- 11 CL allowed in an Academic Year (June - April) ( 1 CL per month)
- CL is calculated at pro-rata basis based on the period of service rendered by him/her from the date of joining
- Attendance for first and last working day of every vacation is mandatory.
- **Sandwich rule:** If any leave taken on the days before and after non-working days (e.g. a Sunday, public and National holiday), the regular non-working days will also be counted as leave for the employee and deducted from their annual leave quota.

### CL Rules:

- Leave application in writing should be mandatorily submitted to College office at least one or two days in advance after all necessary signatures  
Following signatures are mandatory on the leave application  
1) Self  
2) Principal/ Management
- Employees are themselves responsible to get the necessary signatures on the leave application before submitting the same to the College Office.
- Appropriate supporting document is required if taking CL of over 2 days in same month in case of medical emergency, marriage or death in immediate family (Father, Mother, kin, Father in law or Mother in law)
- Un-Availed CL will expire at the end of the Academic Year

## Duty Leave

Duty Leave application in writing should be mandatorily submitted to College office at least one day in advance with supporting documents with approval of Principal.

## Compensatory Leave

This leave is available to Teaching Staff if they are called to the college in Vacation or Holidays.

### Medical Leave

- 8 Days
- If Medical leave not consumed then it will carry forward for next academic year, it will not be encashed.
- Appropriate supporting document i.e. Medical Certificate is required if taking Leave of over 2 days in same month in case of medical emergency.

#### **Eligibility:**

- 3 years completion of Service

### Special Leave

#### **Eligible events:**

- Death of Immediate Family (Father, Mother, Spouse, Children, Father in law or Mother in law)
- Marriage of Self
- Medical emergency (Surgery or Accidents only) of Self or Immediate Family (Father, Mother, Spouse, Father in law or Mother in law)
- Any other reason approved by Management from time to time.
- These special leaves are permitted to Teaching & Non-Teaching Staff with full pay.

#### **Mandatory requirements:**

- Signed leave application must be submitted to the College Office at least one month before the expected leave date (in cases where this is not possible inform last working day via mail, leave application need to be submitted within 2 days)
- All leave application must be signed and Approved by:
  - Principal / Management
- Appropriate Proof supporting the leave (Medical Certificate, Marriage card, Train/Flight Ticket) needs to be attached along with the Leave Application
- Granting of these leaves will be at the discretion of the management solely and will be judged on case by case basis.

## Time and Attendance Policy

### College Timings

#### Teaching Staff

- Time: 11:00 am to 5:00 pm (Last Punch – 11: 05 am) Saturday – 11:00 am to 4:00 pm.

**All the staffs are expected to complete their bio metric (thumb impression) INWARD.**

**All the staffs have to follow their OUT PUNCH timing.**

**Avoid early outpunching.**

## Mandatory Attendance

### **Mandatory Attendance for following days:**

- Exams, Events, PTM, 15<sup>th</sup> Aug (Independence Day), 26<sup>th</sup> January (Republic Day), 1<sup>st</sup> May (Maharashtra Din)
- First and last working day of every vacation

**If absent then it will be marked as LWP**

## Late Marks

- Maximum 3 days up to 10 mins Late arrival is allowed
- Next 3 late marks intimation Letter will be issue.
- If not resolved, 1 CL will be considered.

### **Late Memo:**

- After 6 late Marks Memo will be issued.
- After issue of memo if it will not resolve then action will be taken.

## Code of Conduct

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/ She shall be strictly honest and impartial in his/her official dealings.
2. Every teacher shall be present at the place of his/her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every Full-time teacher of the College may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday if required.
4. Every teacher shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
5. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His/her academic duties shall

include guidance and instruction to students in the form of assessment/examination work assigned to him/her by the College authorities.

6. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College as may be assigned to him/her by the College authorities.
7. No teacher shall discriminate against any pupil on grounds of caste, creed, religion, sex, nationality or language. He/she shall also discourage such practices among his/her colleagues and students.
8. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
9. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, etc.
10. No teacher shall resort to unauthorized use of College resources or facilities for personal, or other purpose not related to the College.
11. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College.
12. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.
13. No teacher shall take active part in politics, so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization which is or tends directly or indirectly to be subversive.
14. No teacher shall except in accordance with any general or special orders of the College or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information.
15. No teacher shall except with the previous permission of the College authorities, engage himself directly or indirectly in any business or private or accept any other employment.

## Dress Code

- **Formals and decent**
- **For Women :-**  
Saree, Punjabi Suits, Kurti with below knee length with dupatta (Scarf or Stole)  
Short Kurties not allowed.  
Long and dangling accessories, bright nail polish or lipstick, an armful of bangles and anklets are not allowed during all working days.
- **For Men:-**  
Light coloured shirt (Short sleeves and long sleeves) and dark coloured trousers or vice a versa  
Shirts with Chinese Collar are allowed  
Shirt- Solids/Stripes/ Small checks with pastel Colour base are allowed.  
No Jeans and T-Shirts are allowed,
- ID Card is mandatory

## Incentive policy for Teaching Staff

1. Training and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence .that is possible only when the faculty is involved in the research activity. The search for knowledge through objective and systematic method of finding solution to a problem is research.
2. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. Importantly, it helps the institute to stand at the global level.

## Ph.D./ FDP/Swayam/ Neptel/ Orientation/ refresher/NET/SET

### **For Ph.D. :**

- 50% upto 2 research paper
- Paid Leave 5 days per academic year up to three years accumulated.
- Mandatory Documents :- Geo Photo

### **For FDP/Swayam/ Neptel/ Orientation/ refresher**

- Per year 50% of actual cost and Maximum 3000/- whichever is lower.
- Leave 3 days - 6 days (Conference Seminar- National & International)
- Mandatory Documents :- Geo Photo



For NET/SET :

- Two Leaves per year/ on the day of exam.
- Exam Attendance proof and result is mandatory.

**Eligibility for Incentive policy for Ph.D./ FDP/Swayam/ Neptel/ Orientation/ refresher and NET, SET :**

- 1) Completed 3 years of Service in DGET.
- 2) Incentives will receive after completion of Academic Year.

### **Other Instructions**

- Head phones/ ear buds/ blue tooth/ ear phone are not allowed.
- All communication/ documents sharing should be via official email id.
- It is mandatory for all teachers to publish minimum 2 research paper + 1 FDP + 1 Swayam/ Neptel Course.

### **Note**

- ❖ Management reserves the exclusive right to award/revoke/convert/cancel any policies without prior intimation.
- ❖ Appropriate administrative action may be initiated against an employee if they are found to be in violation of the Leave Policy
- ❖ Any Administrative action/decision taken on an employee by the Management will be final and binding on the employee

  
**Chairman**  
**Dnyan Ganga Education Trust**