

URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uessrcollege@gmail.com / uesschool@yahoo.com

Institutional Policy “Administration, Appointment and Service Rule”

The administration, appointment and service rules are implemented to maintain and enhance the quality education by specifying the qualification and criteria for the appointment of teaching and Non-teaching staff. The college has structured and implemented the Service Rules and Regulations as per UGC Guidelines.

APPOINTMENT

1. Principal

- Ph. D with teaching/research/administrative experience in a recognized higher education institution.

2. Asst. Professor

- Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in relevant subjects from a recognized university with either NET or SET or Ph.D.

3. Lab Assistant:

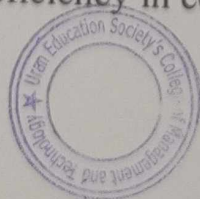
- Completed B.Sc.I.T. With Computer Software and Hardware Knowledge.

4. Accountant

- B.Com with 0-3 years of experience in handling account proficiency in Tally package and computers.

5. Clerk

- Graduate with 0-3 years of experience in administrative work, proficiency in computers and typing.



RESIGNATION AND TERMINATION:

- If an employee at any time after confirmation intends to resign, shall give one months' notice in writing or pay one months' salary.

TYPES OF LEAVE:

The following kinds of leave may be granted to an employee:

i) **Casual leave -**

- Employee shall be eligible for casual leave after every 45 days.
- Not more than one casual leave is allowed for the staff within 45 days.

ii) **Compensatory leave-**

- Employees those working on the holidays will be granted compensatory off.

WORKING HOURS OR HOLIDAYS OR VACATION:

- The working timings of the employees are recorded by the Institute.
- The Institute will give Festival holidays as per the Mumbai University.
- The employees working on the holidays will be granted compensatory off.
- The Institute will give vacation as per Mumbai University.



Prudave
I/C Principal
Uran Education Society's College of
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ABSENCE FROM DUTY:

- An employee shall not absent from duties without obtaining the permission of the competent authority.
- In case of unavoidable circumstances, a message should be sent on the same day, giving the reasons of his/her absence.

SERVICE RULE:

- All employees shall be punctual to their duties and shall strictly adhere to the Institution timings.
- All the employees shall strictly obey the instructions issued by the authorities.
- The teachers are expected to conduct lectures as per given timetable, maintain attendance records up to date and report it to the higher authorities.
- Teachers should attend all the Institution Functions, Seminars & Meetings.
- No Institution teacher shall engage in private coaching.
- The Heads of Departments expected to give instructions to the staff under their control.



C. Prudaw
I/C Principal
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