



JAHNVIS MULTI FOUNDATION'S VANDE MATARAM DEGREE COLLEGE

OF ARTS, COMMERCE & SCIENCE (CS & IT)

(Affiliated to University of Mumbai)

NAAC 'B' GRADE | AN ISO 9001:2015 CERTIFIED COLLEGE

HUMAN RESOURCE POLICY

SR.NO	TABLE OF CONTENT
1.	INTRODUCTION
2.	AUTHORITY AND MANAGEMENT
3.	VISION AND MISSION OF THE COLLEGE
4.	ORGANIZATIONAL CHART
5.	APPOINTMENT
6.	APPRAISAL AND ASSESSMENT
7.	SALARY
8.	PROVIDENT FUND
9.	SCOPE FOR TRAINING PROGRAM
10.	AWARDS AND RECOGNITION
11.	LEAVES
12.	DISCIPLINE
13.	SUPERANNUATION
14.	SUSPENSION
15.	RESIGNATION AND TERMINATION



INTRODUCTION

JAHNVIS MULTI FOUNDATION

Jahnvis Multi Foundation is a registered trust under the Bombay Trust Act, 1950 and Charity Commission, Mumbai and is also having FCRA Certificate.

The trust is currently running a Donation free institution. JMF has always been committed towards providing excellent educational services at a great ease both on the part of the provider and the bearer of Education.

This would be the first time in the history of Maharashtra that an Academic Institution is being Setup, Managed and led by an Academician itself, our great visionary Dr. Rajkumar Kolhe who is Founder President and Principal of the Degree College.

The inception of the working itself started from the early 2000's in Thane with various social and educational activities but the commencement of the first dream project took

place in 2008 in Dombivli. Within the period of our first 6–7 years approximately the trust was able to build, apart from educational activities, a school at Dawasa, Nagpur was merely its first school in a thousand kilometer area covering the nearby villages to Shower the blessings of Goddess Saraswati on them.

ABOUT THE COLLEGE

The Founder President Dr. Rajkumar Kolhe of JMF VMDC has Chosen the way of Education for the development of society and providing quality education and adding a necessary flavor to the life of the Youngsters. The real journey started from the initial 2000's but the first practical existence of the Dream Project was brought up by 2009 for the development of sound mind & skill-based workforce for the nation at large.

'Sincerity and Hard work lead to success' as the college strives hard to provide world class infrastructure like well-developed Computer, Chemistry, Media Lab, Botany, Zoology Laboratories, user friendly library & magazine cater to fulfill the academic thirst of the society. Every year we prepare an Annual Calendar for Academic Ease and thoroughly follow the same as far as the events and the dates for the same are

concerned. Apart from the academics there are also quality activities like NSS unit to train the Youngsters, Job Mela, Earn While Learn facility, etc. The Socially Deprived Children's College also provides Scholarships in order to provide them a better future which is possible by providing the quality education to them so they can also stand up in this highly competitive society easily.



JAHNVIS MULTI FOUNDATION'S VANDE MATARAM DEGREE COLLEGE

OF ARTS, COMMERCE & SCIENCE (CS & IT)

(Affiliated to University of Mumbai)

NAAC 'B' GRADE | AN ISO 9001:2015 CERTIFIED COLLEGE

The college also provides a platform to the students in order to explore themselves by arranging inter and intra collegiate sports and cultural meets. Also value based activities such as Seminars, workshops, research activities, conferences, etc., brings laurels to the college.

Theme based activities are conducted to create awareness & spread love such as Chocolate day celebration with Orphanage Children's and Rose day celebrations with Civil Service Providers. The celebrations of Annual Day 'PRERANOTSAV' add great zeal & enthusiasm.

All we can conclude is that Education is the only resource we have in our hands to mold the true nature of an individual and cast to mold a model law abiding citizen. We aim to radicalize & revolutionize the entire education system.

With the vision of providing quality education at par excellence with potential & vitality we, Vande Mataram Family, work with the aim to produce big smiles & depth of wisdom by nurturing values & humanity to serve the society and in the field of education.

AUTHORITY AND MANAGEMENT

The college is wholly administered by the Governing Council and the Council reserves its rights to alter all the rules and regulations.

VISION AND MISSION OF THE COLLEGE

JMF Vision

JMF for quality education at par excellence with potentials & Vitality.

JMF Mission

To make provision for education and personality development that nurtures an individual to be an able citizen willing to serve his/ her own family, society and nation with a right attitude.



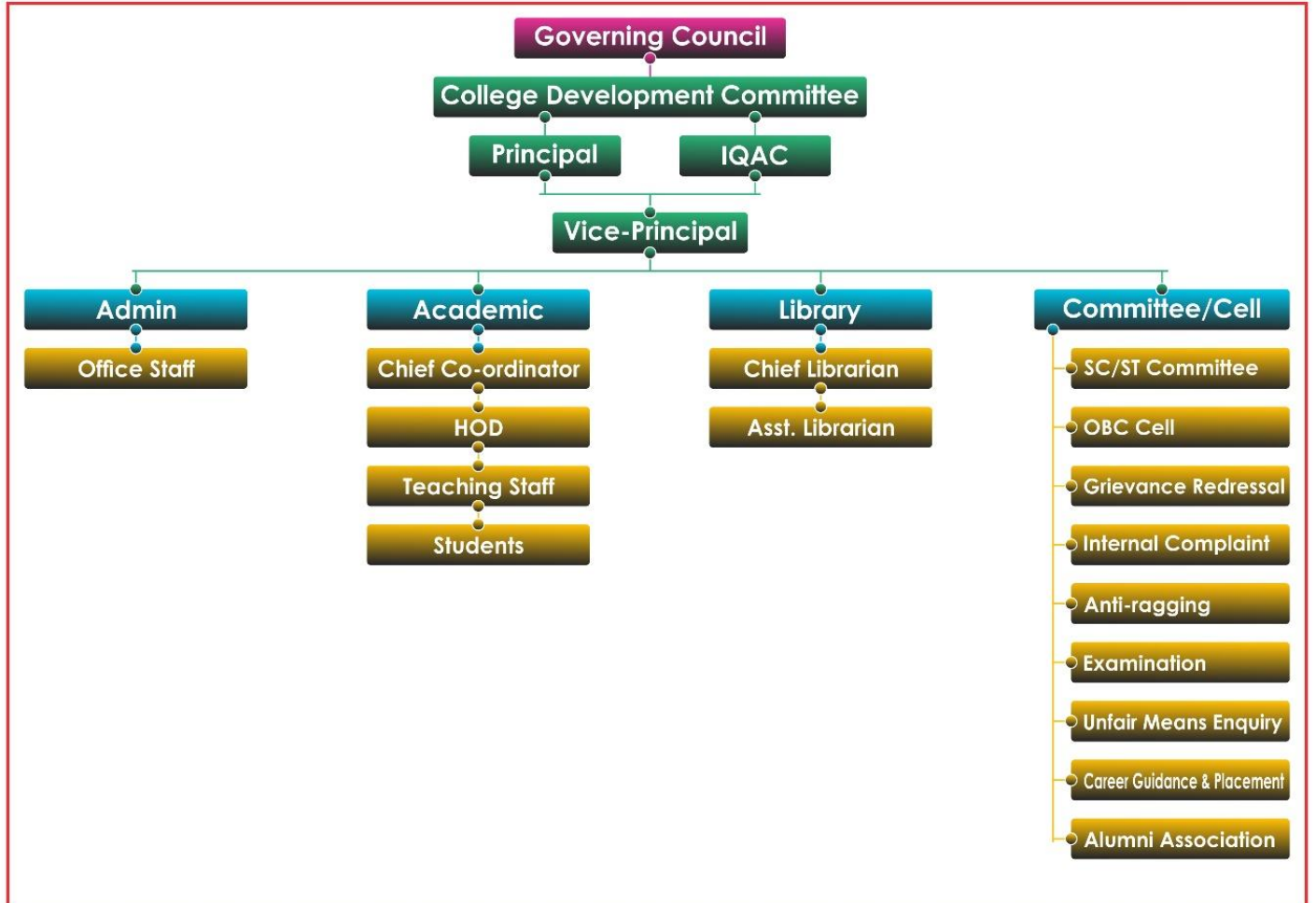
JAHNVIS MULTI FOUNDATION'S VANDE MATARAM DEGREE COLLEGE

OF ARTS, COMMERCE & SCIENCE (CS & IT)

(Affiliated to University of Mumbai)

NAAC 'B' GRADE | AN ISO 9001:2015 CERTIFIED COLLEGE

ORGANIZATIONAL CHART





APPOINTMENT

HUMAN RESOURCE PLANNING

All the HOD's shall assess in the month of April every year, the staff requirement for the subsequent academic year.

The vice principal will take the approval from the management about the vacancy.

The qualification of a teacher will depend upon the department program.

Committee of two- three faculty members shall be prepared for the purpose of the selection process.

RECRUITMENT

Advertisements for the same shall be published in Times of India, Indian Express and Maharashtra Times in the last week of May. month.

On receiving the application from the applicants they will be called for a primary interview with the Vice Principal. Before the interview, the applicant has to appear for a written test in their particular program.

After a satisfactory performance in the primary interview, the applicant is asked to conduct a demo lecture on the subject for which he/she will be appointed.

The committee members will observe the demo lecture and after their review, the final round of interview is conducted by the Principal.

ORIENTATION

Every faculty appointed in the college shall be given a brief introduction about the college by the vice Principal on the day of his/her joining.

The vice Principal shall take him/ her to the department of his /her work and introduce it to the Head of the department.

The HOD will assign the subject for the new faculty member immediately. All the faculties shall be provided with an equal number of subjects.

Once the applicant is appointed they will be provided with an appointment letter on 5th September every year.



TRAINING AND INDUCTION

Various training programs are conducted for the upliftment of faculties in their respective fields and subjects.

The Chief coordinator provides training to the new staff about the work under various committees and activities.

APPRAISAL AND ASSESSMENT

Performance appraisal will be done at the end of every year based on the feedback collected from students at the end of the year and from parents collected at the time of Parents - Teacher Meeting which is to be conducted twice a year.

Self assessment reports will be prepared confidentially by the faculties and non teaching staff members.

The same will be assessed by the Principal and President.

The assessment report shall cover all the aspects of the faculties like curricular, non - curricular and extracurricular activities, participation in workshop/ seminars/ cultural events.

According to recent trends, monetary benefits are not the only important factors of motivation. Along with that providing proper work life balance, peer motivation and encouraging boss is also equally important.

The management provides increments ranging from 10% to 30% of the basic salary and appreciation certificates to the well performing employees.

SALARY

Salary shall be discussed in the final interview round.

Salary is credited through ECS on the 10th of every month.

It might change due to Public Holidays or Bank Holidays.

PROVIDENT FUND

The employees are governed by the Employee Provident Fund Miscellaneous Act 1952.



SCOPE FOR TRAINING PROGRAM

- The management encourages the staff to attend seminar/workshop/conference for the upliftment of their personal wellbeing as well as of the institution.
- Registration/ participation charges will be borne by the institution and the members are provided as on duty that day.
- The members will also be persuaded to attend short term/ orientation courses without affecting their academic work.

AWARDS AND RECOGNITION

The awards and recognition will be provided to the members putting their best efforts into the work for achieving excellence in their field.

WELFARE SCHEMES FOR FACULTY AND NON TEACHING STAFF MEMBERS

Welfare measures for teaching and non-teaching staff:

- Casual Leave is provided for 8 days per year.
- Medical Leave is provided for 10 days per year. This can be extended depending up on casualty and disease.
- Compassionate leave is given for 13 days (given on death of a near one)
- Provident Fund's contribution (PF) (50% paid by Management and 50% paid by staff member).
- JMF Family Pension Scheme provided 100% by management.
- Public Provident Fund facility is provided 100% by management.
- 100% contribution is paid by Management for Atal Pension Scheme.
- Teaching staff have the facility of advance against salary, if required.
- Facility of interest free loan is available for the staff.
- Reimbursement of Book Publication expenses (25% by management)
- Reimbursement of Research Paper Published (50% by management)
- Reimbursement of registration/ participation charges for training programmes (100% by management). Members are provided by paid leave for attending seminars/workshops/conferences.
- Mediclaim Facility through Oriental Insurance Company and Chola Mandal (50% by staff and 50% by Management) and Life Insurance facility through Life Insurance Corporation (100% by management)
- Residential accommodation facility in college premises and management owned properties.
- Reimbursement of Traveling and Dearness expenses (made for office work) (100% by management)



- Reimbursement of quarterly railway pass (only for non teaching staff) (100% by management)

LEAVES

Yearly eight casual leaves are provided to the faculties.

Medical leaves will be granted on submission on medical certification and medical leave application.

Staff members attending seminars/ conference/ workshop/ external examiner duty shall be provided with On Duty Leave.

Faculty members are eligible to avail compensation leave in lieu of working for the Institution on a nonworking day/ general holiday.

DISCIPLINE

FOR TEACHING STAFF

Faculties shall be at the appointed classroom at the appointed time without any exception.

Every faculty shall take attendance at the beginning of the teaching session.

A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action by reporting the matter to the Principal.

Every Staff member shall attend all the department and college functions and carry out responsibilities assigned to them by employing best of their skills.

Faculties and staff members shall not engage themselves in other activities /businesses, which affect their effective contribution in the college.

Faculties and staff members shall not receive gifts of any kind from the students or their parents for any favoritism.

Faculty members shall wear a respectable attire, benefiting the institution's expectations.

FOR NON TEACHING STAFF

The requirements of the lab should be collected in advance.

Maintaining the discipline of the lab is of utmost importance.



The lab support staff will be responsible for keeping the labs clean.

The staff should assist the students in case of necessity.

FOR ADMINISTRATIVE STAFF

The administrative staff should look after the following areas:

Office management

Student service

Faculty support

Event coordination

Budget management

Communication

Data management

Technology support

Record keeping

Safety and security

Other administrative work

SUPERANNUATION

The age of superannuation shall be 65 years of age and the member will be reassured at the end of that academic year.

SUSPENSION

The management has the complete rights to place any employee under suspension for the violation of any rules.

RESIGNATION AND TERMINATION

Any faculty/ member should give a 1month notice period in case he/she wishes to resign.

The service of an employee can be terminated on grounds of misconduct/ inefficiency/ disrespect towards the higher authority causing a huge loss to the institution.