

Sonopant Dandekar Shikshan Mandali's
**Sonopant Dandekar Arts, V.S. Apte Commerce
and M. H. Mehta Science College, Palghar**
Kharekuran Road, Tal. & Dist. Palghar



Information Manual for ADMINISTRATIVE STAFF SERVICES

ADMINISTRATIVE SECTION

(Degree and Junior (aided and unaided) - Teaching and Non-Teaching)

1) NOC for Appointment of Junior and Degree College Staff:

- Communicating vacant positions to Jt. Director's Office for Aided Posts in the Degree College, for Junior College -Dy. Director of Education & SDSM Management for Unaided vacancies.
- Apply for NOC to fill vacant post alongwith Work-load calculations for teaching posts.
- Approved Staffing pattern for the Non-teaching vacancies (based on the strength of students).

2) Approval of draft advertisement

Degree college – Aided:

- Prepare draft advertisement for vacant positions after receiving the NOC
- Send the draft copy of advertisement for approval from University of Mumbai.
- Forward copy of draft advertisement (approved by the University) to the management for publication in the Newspapers.

Degree college: (Unaided):

- Prepare draft advertisement for vacant positions as per Management - OB Approval
- Send the draft advertisement for approval to University of Mumbai.
- Forward copy of draft advertisement (approved by the University) to the management for publication in the Newspapers.

Junior College:

- Prepare advertisement for vacant positions as per the NOC.
- Get draft advertisement approved by the management and resubmit after making necessary corrections for publication in the Newspapers.

3) Interview process:

- Receiving applications from the candidates.
- Segregation of applications (in case of teaching staff-subject wise, and in case of non-teaching staff post-wise.
- Obtain names of VC nominee, subject experts nominated by VC, JD nominee and Management nominee, School Committee of Junior College and send letters to them to attend interview.
- Send interview call letters to all eligible candidates.
- Send letters to Government nominee, VC Nominee/Subject Experts, Management Nominee to attend interview on the Scheduled dates w. r. t. degree teaching staff.
- Prepare candidates chart, showing details - name, date of birth, address, qualification, experience, etc.
- Prepare files with details of candidates, marking schemes for Members on the selection panel.
- Take attendance of candidates appeared for the interview and their details in the prescribed form.
- Type the selection reports as recommended by the selection panel
- Disburse remuneration to experts on the selection panel.
- Inform and obtain management approval for the selected candidates as per the selection report.

4) Appointment procedure:

- Send offer letters to selected candidates in order of merit and confirm their acceptance within 7 days.
- Issue appointment letters to candidates on their joining day.
- Filling of joining reports from the candidates.
- Inform the candidate to open an account in Bank for salary purpose.
- Collect attested copies of educational qualifications from the candidates for their personal file.

5) Obtaining Approvals of appointments from various government offices:

- Approval for the appointments from the University in case of degree teaching staff, from
- Dy. Director in case of junior college teaching staff and for non-teaching staff from Jt. Director's Office.
- The University prescribed 7 pages proforma alongwith the following documents is to be submitted for getting the approval of Teachers – NOC received from the Jt. Director, Draft of Advertisement approved by the University, Newspaper original in which the advertisement was published, Selection Committee report, Minority Certificate, Educational Qualification certificates, Verification of Ph.D./NET/SET certificate, Appointment letter & Work-load of the subject in which the teacher is appointed.
- On receiving approval from the University, the staff is communicated about his approval as per statute 109C of the University Act.

6) Work-load and staff approval of junior college:

- To prepare work-load of all subjects of junior college teaching staff.
- Submit the information on-line in their prescribed formats and print the formats and
- Submit a hard copy in a file for approval from the Education Inspector and Dy. Director's office Fornewas well as existing teaching staff.

7) CAS process: Eligibility:

- For promotion from Stage 1 to 2 –Six years' service (Five years – with M. Phil and Four years with Ph.D.at the time of joining), Completion of One orientation and One Refresher Course. Other stages are as per UGC guidelines
- Prepare Notice and invite applications from teachers due for CAS promotions
- Verify the details/certificates etc. of the concerned staff members who are eligible for CAS.
- Get their API forms; prepare files with all supporting documents as shown in Criterion I & II – Orientation, Refresher Course, Short term course, Research publications etc.
- Send letter to University with individual teacher's format and list of subject experts for getting the names of VC nominee & Subject Expert approved.
- Send letter to Government nominee to attend interview after receiving the list of experts from University - degree teachers.
- Send letters to VC nominee, subject experts nominated by VC nominee/experts from the Management and HOD to attend interview on the scheduled dates.
- Prepare files with all documents for all members on the selection panel, evaluation report and screening/selection report
- Type evaluation report and screening/selection report after the screening by experts.
- Pay remuneration to experts on the selection committees.
- Submit the reports/recommendations with other supporting documents to University for their approval.

8) Pay- fixations of staff members:

- TG- New Appointment, Placement(CAS promotions), Ph.D. /M.Phil./MBA/ME increments, Non-teaching –New Appointment, Time Bound Promotions, ACP, Regular Promotions
- Prepare pay-fixation forms in prescribed formats & attach the relevant documents
- Get them verified and signed by the respective authorities
- Submit a copy of duly signed fixation form to accounts section for implementation of salary/change in online salary (e-vetan)
- Intimation to the JD Office for change in e-vetan and permission to enter new name/revised pay
- Prepare Arrears statements and submit the supplementary bill.

9) Types of Leave for Non-teaching Staff:

1] Earned Leave 2] Commuted Leave 3] Half Pay Leave 4] Special Leave 5] Casual Leave
6] Compensatory Off 7] Duty Leave 8] Extra-ordinary leave. 9] Maternity Leave

1 & 2] Earned Leave & Commuted Leave:

The Non-teaching staff member availing the above leave has to obtain prior sanction. The employee Who is not vocational staffs is entitled to 30 days earned leave in a year. Earned Leave can be Accumulated upto 300 days and can be encashed at the time of retirement. For availing commuted leave two days of medical leave is debited for one day leave and the same can be availed without Submitting medical certificate.

- After receipt of Leave Application from the employee, it is sent for approval from the Principal
- After leave is sanctioned it is entered in the Attendance Muster, Leave Register and in the Service Book
- Balance Leave is recorded in the Leave Application form and Service Book and sent for Principal's signature.
- Leave availed is entered in SAP (HR soft-ware) & the application is filed.
- If Earned/Commutated Leave is more than 30 days then Memo is prepared and sent to the Accounts Department and one copy of memo is attached to Leave Application.

3] Half Pay Leave :

The employee can avail this leave for medical reason only. The leave has to be supported by a Medical certificate and the salary drawn during the leave period is half amount.

- After receipt of application for Half Pay Leave it is entered in the Attendance Muster, and then entered in the Service Book, Leave Balance is recorded in the Leave Application; Half Pay Memo is prepared and sent to the Principal along with Leave Application and Service Book for signature.
- After Principal Signatures, the Leave availed is entered in SAP(HR soft-ware)
- Half Pay Memo is sent to the Accounts Department and one copy of memo is attached to Leave Application and the same is filed.
- Leave Application and the same is file in the Leave without Pay File.

5] Casual Leave

- Total 8 Days Casual Leave is credited at the start of the calendar year. It cannot be accumulated and carried forward to another calendar year.
- Separate Register is maintained to record Casual Leave of Non-teaching Staff.
- On receipt of Casual Leave Application Leave is entered in the Attendance Muster,
- Also entered in the Casual Leave Register and sent to the Vice-Principal for signature along with Casual Leave Register.
- After Vice-Principal's Signature the Leave is entered in SAP (HR soft-ware) and filed.

6] Compensatory Off Leave: It has to be necessarily pre-sanctioned and utilized within 3 months.

- Staffs who work on Sundays/ Holidays/on Off Saturdays OR who work for additional time regularly beyond office hours are entitled to claim this leave by filling Compensatory Off form. This form is forwarded to the Registrar/Head of Department to Principal for sanction.
- After receipt of C.O. form duly signed by the Principal the leave is credited to the concerned staff's account in the Register maintained separately for compensatory off.
- After receipt of Leave Application (for availing leave) Leave is entered in the Attendance Muster, then entered in C.O. Register and sent to the Vice-Principal for Signature.
- After Vice- Principal's Signature the Leave is entered in SAP and C.O. Leave Application is filed.

7] Duty Leave: If the employee has to visit for official work to University/Board Office/Government Office or attend any Seminar/Work-shop he has to apply for duty leave and obtain prior sanction for the same In case of urgency, the sanction can be obtained verbally and then the application for duty leave has to be submitted.

8] Maternity Leave: A female employee is entitled to 180 days maternity leave. She has to submit medical certificate from the Doctor stating the tentative month of delivery of baby. If the female employee has not yet completed one year of service, then she is entitled to leave but without any pay. However, if the female employee has completed one year of service and is on probation for the second year then she is entitled to Half pay leave. The female employee who has completed two years of probation is entitled to maternity leave with full pay.

**09) Types of Leave for Teaching Staff:
Degree College Teaching Staff (Aided & Un-aided)**

Types of Leave :-

- 1] Commuted Leave = **20 Days for 12 months**
- 2] Half Pay Leave 3] Special Leave 4] Casual Leave **-15 days in one academic Year**
- 5] Study Leave 6] Duty Leave 7] Maternity Leave

Procedure for Sr.nos. 1,2,3,4,6,7 is same as mentioned for the non-teaching staff stated above.

10) Junior College Teaching Staff (Aided & Un-aided)

Types of Leave :- 1] Earned Leave = **10 Days for 12 months** 2] Half Pay Leave
3] Maternity Leave 4] Casual Leave = **12 days in one academic Year**
5] Duty Leave

Procedure for Sr.nos. 1, 2, 3, 4, 5 is same as mentioned for the non-teaching staff above.

10) Provident Fund, Gratuity & Pension:

The employees recruited after 1-11-2005 have to submit the following documents for obtaining DCPS No. from the Government under **Defined Contributory Pension Scheme (DCPS):**

- Form No. 1 (as per G.R. dated 25th March, 2011) i.e. Appendix 2 in triplicate
- University approval for teaching staff
- Form no. 2 for nomination of GPF for opening GPF account
- Three photographs

For availing loan from his/ her GPF account (Refundable – should have completed minimum 20 yrs. service / Non Refundable – should have completed minimum 20 yrs service) :

Documents required:

- Loan application of the concern employee with following other documents
- Housing Loan for purchasing the flat : Agreement copy,
- Last pay certificate from the college.
- One can borrow only 50% of credit balance in the employees PF Account on the date of making application for Loan.
- For repair of own house at native place or in Mumbai : Copy of the agreement - Quotation
- NOC from the society,
- Residential certificate from Grampanchayat and
- Last pay certificate.

For availing loan for marriage purpose (Own/daughter/Son's marriage):

- Completion of 10 years of service
- Application for loan
- Date of birth proof
- Marriage invitation card & Xerox copy of the Ration Card
- Last pay certificate.
- Six months basic pay for non-refundable loan and three months basic pay for refundable loan is sanctioned.

After receiving the above documents for loan the proposal is sent to the Joint Director, Higher Edn., Mumbai Region for Degree college (Teaching and Non-Teaching) staff and to the Education Inspector, Western zone w.r.t. the Junior College teaching staff for necessary action.

11) Pension: When & Who is entitled?

- Completion of minimum of 10 years of service at the time of retirement by superannuation.
- The employee who has not completed 10 year service at the time of superannuation is not eligible for pension but he will be entitled for gratuity, service gratuity and provident fund.
- On completion of 20 years qualifying service the employee is eligible for voluntary retirement.
- If the employee dies while in service his/her family members (husband/wife) are eligible for family pension.
- The minimum service should be more than a year at the time of death of the employee to make his family eligible for family pension.
- If both wife and husband die their minor children are eligible for family pension up to the age of 21 years in case of son and 25 years in case of unmarried daughter)
- If any one daughter or son is mentally or physically challenged and not in a position to earn then he/she should submit the certificate from medical authorities (J.J. Hospital) to claim family pension.
- The family member is minor any one nominee/guardian is eligible to take pension on behalf of that minor member.
- If the employee has given resignation instead of application for voluntary retirement after completing twenty years of service he will not be eligible for pension.
- If employee has rendered more than 33 years' service at the time of retirement only 33 years' service is counted for calculation of pension and gratuity.
- After 19th February, 2009 there is an amendment in the calculation of pension, the pension amount is calculated @50% of the last pay and Grade pay plus Dearness Allowance as applicable from time to time.
- If an employee was appointed before **01.10.1982** he/she should have exercised the option for pension.
- There were 3 such options given on the following dates: 1)**21.07.1983** 2)**18.02.1988** 3)**10.1993**. The employee /s who has exercised any one of this option should deposit the management share as well as employee share alongwith the interest from the date of joining upto the date of option by preparing the 25 column statement to be submitted with the pension papers.
- The employee retiring by superannuation will be intimated 8 months before through letter by the college regarding his/ her retirement and submission of the necessary documents for preparation of pension papers such as 10 copies of joint photograph with his/her spouse, permanent residential address, family details and name of the bank, address and account no. where employee has decided to receive his/ her pension.
- After receiving the above-mentioned information/documents, three sets of pension papers are prepared. Out of these three, two sets are sent to Joint Director, Higher Education., Mumbai Region for Degree college (Teaching and Non-Teaching) staff and to Office of the Dy. Director of Education, Mumbai for the Junior College teaching staff.
- A letter is sent three months before retirement of the employee to the concerned department to stop the provident fund deduction from the employee's salary. Proposal for final withdrawal is prepared and submitted to Education Inspector's office in case of Junior College & Joint Director Office in case of Degree College for further process.
- After Pension Payment Order (PPO) from the Accountant General, Maharashtra is received:
- Issue No Dues Certificate to the concerned employee. Application of the concerned employee along with Xerox copy of Pension Payment order and No due certificate is to be submitted to

Joint Director, Higher Education, Mumbai Region for Degree college (Teaching and Non-Teaching) staff and to Deputy Director of Education for Junior College teaching staff to get the NOC for release of pension.

- After getting the above NOC the concerned employee has to go to Pay and Accounts Office, Bandra (E) for his/her identification and subsequently the Gratuity and **Commutation** amount is received through the College and pension is credited in the employees account.
- The Pensioner will be required to submit Alive Certificate every year in the month of November to the Bank in their prescribed form.

Forms to be filled for pension and documents to be attached:

- For regular pensioner i.e. Retirement by Superannuation form numbers 7, 6, 5, 1, 3, 4
 - No dues Certificate
 - Last pay certificate
 - No break certificate
 - No event certificate
 - FRA certificate
 - Pension Option Form
 - 25 Column statement
 - Certificate by College showing Management Share
 - Form no. B for commutation of pension
 - Pay-fixation Forms (Parity scales/Bhole Commission, IV pay, V pay, VI pay, Placements/Time Bound promotions, Feedre Cadre, PH.D./M. Phil Increments etc.)
 - For employees those who have opted for Voluntary Retirement all the above forms will remain same except
 - Form No. A for commutation of pension
 - Notice period of 92 days (Both day of Notice and last day inclusive)
 - Management Resolution accepting Voluntary Retirement.
 - Original Service Book/s
 - In case of Junior College following additional documents are to be attached - Leave History , Service History (showing scale of pay from the date of appointment and Basic pay, Annual Increments, change in pay on account of pay-fixations, placements, regular increments etc.)Certificate regarding vacation enjoyed – stating all vacations enjoyed from ___ to ___
- ❖ In case of Family pension Form Nos. 10, 12,16 and 17
- Original Death Certificate
 - No dues Certificate
 - Last pay certificate
 - No break certificate
 - No event certificate
 - FRA certificate
 - Nomination Forms
 - Passport size photographs of spouse and children
 - Date of Birth Proof (Leaving Certificate)
- ❖ Any employee having qualifying service of any other college before joining the present college should submit the following documents from his previous college/s:
- Original service book/s
 - Last pay certificate/s
 - University approval/s
 - FRA Certificate attested by the principal and counter sign by the Joint Director of the
 - concerned Region/ from the Dy. Director in case of Junior College (countersign is needed only in case of service from one region to another region)
 - Original Pay-fixation Forms

- Pension Option Form
 - No dues certificate
 - An employee who has worked in Junior College before and joined Senior College then he has to submit the above documents duly countersigned by the Dy. Director of the Concerned Zone to count his service for pension.
- ❖ **Condonation of Break in Service:**
- Employee from Junior College, who joins Degree College and there is a break in service then the break condoning authority is Director of Education, Pune.
 - Employee who has worked in two different colleges under the same University and there is Break in service then the break condoning authority is the University.
 - Employee who has worked in two different colleges under different Universities and there is Break in service then the break condoning authority is Director of Education, Pune
- ❖ **Qualifying Service:**
- If there is LWP from any period from 1 August, 2001 the period of LWP will not be counted for the qualifying service for pension benefit. However, if the period of Leave without Pay is on medical grounds than it will be counted as qualifying service.
 - If the period of LWP is not approved/sanctioned by the authorities then it will be considered as Break in service which needs to be condoned.
- ❖ **Compassionate Ground Appointment:**
- The spouse /ward of the non-teaching employee (Class III & IV) who expires while in service can submit an application for job in place of the deceased employee on compassionate ground.
 - The application should be signed in original and submitted within three months from the date of death of the employee along with the following documents provided the applicant or no other family member is in Government service:
 - Original copy of death certificate.
 - Proof of date of birth of the applicant (Applicants Age should not exceed 45 years)
 - Attested copy of ration card
 - Educational qualifications of the applicant
 - Form no.1 duly filled by the applicant giving all relevant details
 - Form No 2 is to be filled by the College and signed by the Principal
 - No objection certificate in the Government prescribed format
 - Affidavit on a Rs.100/- non-judicial stamp paper as per the Government prescribed format
 - The college then prepares a proposal and submits to the Joint Director's Office alongwith the non-teaching approved staffing pattern, aided students strength, vacant positions on the date of death of the employee.
 - The Joint Director Office scrutinizes the proposals and forward the same to the Director of Education Office; Pune for sanction/approval for appointment.
- ❖ **12) SERVICE BOOK:**
- It is the most essential document required to record the entire service history of an employee i.e. from the date of joining to end of service.
 - The first page is most important and has to be filled carefully, wherein the Date of Birth and Medical Fitness are to be verified and signed by the Head of Institution.
 - The date of birth proof (School leaving certificate) copy is to be pasted on the first left page of the service book.
 - The details of first appointment, nature of appointment, designation, pay-scale, basic pay, date of increment, University approval no., placements, promotions, earned leave, State Awards, Pay—fixation stamps duly signed, Leave Travel Concession & Arrears amount paid on account of

revision in pay, punishments affecting pay/suspension etc. are to be recorded carefully in the service book from time to time and signed by the Principal.

- The annual increment entry is recorded on regular basis and signed by the employee and Principal.
- The last pages show the medical and earned leave (wherever applicable) records and summary of service year-wise.

- ✚ The service book is prepared in duplicate and the second copy remains with the employee and is updated on regular basis.

- In case the original service book is lost/torn/mutilated a police complaint has to be lodged immediately and the Concerned Government Office is to be informed. New service book is to be reconstructed after obtaining permission from the Government office and the same is prepared on the basis of documentary evidence from the personal file/salary register/pay bills etc.

❖ **13) Personal File:**

- Personal File has to be prepared for every employee who is working with the institution.
- It contains the employees resume, educational qualification certificate copies, appointment letters, pay-fixation forms, option forms, nomination for provident fund & pension forms, Orientation/Refresher Courses if any, Workshop/Conferences/Seminars attended, Awards, Recognitions, University Approvals and all other important communication made with the employee.
- It is always kept in safe custody of the office.

❖ **14) Registers maintained by the College Office:**

- ✚ **General Register:** The entire students record course-wise, class-wise, Roll No. wise is maintained in this register. (Sr. No., Roll No. Name, Address, D o Birth, Caste, sub-caste, Religion, Native place, etc. details are written referring the admission form filled by the student. This is to be maintained academic year-wise.

- ✚ **Fee Register:** Details of various fee components paid by every student course-wise, class-wise and deposits paid by the students are mentioned in this register. This is to be maintained academic year-wise.

- ✚ **Dispatch – Inward/Outward Register:** All the communications received by post/courier/by hand are opened and stamped showing inward no. and date of receipt in the Inward Register which briefly mentions the subject matter and the office/person from whom the communication is received. All the communications submitted to the statutory bodies/students/management etc. are entered in the outward register which briefly shows the outward no., subject, to whom it is sent, mode of delivery etc.

- ✚ **Accounts:** Cash Book, Ledger, Petty cash register, Stock Register, Salary Register etc. are maintained by the Accounts section on annual basis.

- ✚ **Purchase Register:** Records all the details of the purchases made by the college.

- ✚ **Leave Register:** Separate Registers for Teaching & Non-teaching (aided & unaided staff members) are being maintained on annual basis to record the leave of the employees.

- ✚ **Scholarship/Freeship Register:** Students availing various scholarships/freeships are recorded in this register on annual basis. It shows the type of scholarship/freeship and amount due, received and disbursed.

- ✚ **Attendance Musters:** All the employees are required to compulsory sign the muster in addition to the Biometric attendance.

❖ **15) Prospectus and Admission Forms:**

- ✚ Prospectus is printed every year for the students in the beginning of the year.

- ✚ It provides all the details about the courses offered by the college with various subject combinations.

- ✚ It provides the academic calendar.

- ✚ The statutory warnings, code of conduct, Rules and regulations to be followed by the students are printed in the prospectus.

- ✚ It provides the information about the Management/Trust, College Staff members, facilities available for students.
- ✚ Fee structures, Refund Rules and Important University Ordinances related to attendance etc. are mentioned in the prospectus.
- ✚ It is also available on the College website: www.sdsmcollege.com
- ✚ Admission forms are also printed on year to year basis and sold to the students at the time of admission.
- ✚ There are different forms for Junior and Degree College students.

❖ **16) Examination Form:**

- ✚ Every student has to fill the examination form available in the office before appearing for their examinations which is either semester-wise/ATKT/additional exam.

❖ **17) College Magazine:**

- ✚ The college magazine is printed every year and distributed amongst the students and staff in the beginning of the academic year for the previous academic year.
- ✚ The college magazine committee provides all the information printed in the magazine.
- ✚ All the events, students' achievements (academics, sports, cultural events) articles, poems, songs, cultural events, departmental events, programmes done for social cause etc. are printed with colorful photographs in different sections of the magazine.