



Shree Rahul Education Society's

RAHUL COLLEGE OF EDUCATION

UGC Recognition under sec 2(f) of the UGC Act 1956 |

(N.C.T.E. Reg. No. WRC/5-6/89/2006 Dtd. 27/09/2006 CODE NO.APW03437/123403)

Affiliated To University of Mumbai AFF/RECOG.1/1249 OF 2007 Dtd. 28 Feb. 2007 | College Code: 767



HUMAN RESOURCE MANAGEMENT POLICY

This document is policies and procedures which will provide guidelines on employer - employee relationships; the main objective is to impart information on acceptable norms of behavior, work schedules, health and safety measures, employment laws, conflict resolution and disciplinary measures or any other issues significant to manage human resource in the institute.

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Chapter : One

Introduction

RAHUL COLLEGE OF EDUCATION - Brief Note :

Unlock Your Future with Rahul College of Education - Admissions Open! Learn More
One of Mumbai's Top Colleges, Rahul College of Education has been established by notable Social Worker and Educationist Pt. Lallan R. Tiwari Hon. Founder Chairman of Rahul Education in the year 2006 to advance teacher training in India. It is located in the western suburb of Mumbai.

The visionary who remains committed to his dream EDUCATION FOR ALL.

The goal of teacher education is to develop teachers into “encouraging, supportive, and humane facilitators in teaching-learning situations to enable learners to discover their talents, realize their physical and intellectual potentialities to the fullest extent possible, and develop character and desirable social and human values to function as responsible citizens.”

Quality imperative is a dynamic concept that always adapts to an institution which is undergoing profound social and economic transformation through constructive change. Encouragement for future-oriented thinking and foresight is important for a teacher education institute as the destiny of a nation lies in her classroom. Despite different contexts, there are many common elements in the pursuit of a quality teacher education, which should equip all people, both women and men, to be fully participating members of not only their own country but also the world community in a broader perspective. Quality teacher education therefore requires us to redefine the different parameters of education in such a way as to cover certain basic knowledge, values, competencies and behavior that are specifically attuned to globalization but reflect the richness of our diversity of Indian culture in terms of language.

To ensure a sustainable future, the task is to create educational systems that balance local, national, and global objectives. Rahul College of Education, a Top-Notch institution, is founded on a strong philosophy with specific aims and objectives that support the achievement of its vision and mission. In terms of nation-building in the modern era, there are tremendous expectations placed on teachers. Both demanding academic and extracurricular activities are a part of the teacher preparation curriculum. Together, these activities give potential teachers a well-rounded exposure that aids in their overall growth. At Rahul College of Education, every endeavor is made to provide high-quality teacher preparation.

Our Vision Mission



VISION

Resilience, Adaptability, Humanity, Uniqueness and Leadership (RAHUL) are the pillars of our educational institution. We envision a learning community, where these values inspire students to navigate challenges, cultivate empathy and emerge as visionary leaders, shaping a brighter and compassionate future for themselves and society.



MISSION

Redefining Academia with Humanity, Uniqueness and Leadership (RAHUL).

Through an unwavering commitment to these values, we aim

- To provide a transformative education experience that instills resilience among learners
- To develop research skills in the future teachers
- To cultivate strong life, soft and leadership skills
- To empower individuals to thrive in a rapidly evolving world while making meaningful contributions to the betterment of society and global community.

★★★ Education For All ★★★

Chapter : Two

Definitions

- 2.1. "The Institute" means "**Shree Rahul Education Society's - Rahul College of Education**"
The term Institute and College are synonymous and interchangeably used."
- 2.2. "Affiliated" means a college which has been granted affiliation by the University.
- 2.3. "University" means the University of Mumbai.
- 2.4. "State" means the State of Maharashtra.
- 2.5. "Management" means the trustees or the managing or the governing body i.e. **Shree Rahul Education Society.**
- 2.6. "College Development Council (CDC)" means the College Development Council of **Shree Rahul Education Society's - Rahul College of Education.**
- 2.7. "Appointing Authority" means the authority competent to make appointments to any post/position/job in the Institute. The appointing authority i.e. the Secretary of the Trust, is also the authority to terminate service.
- 2.8. "Competent Authority" means the authority competent to exercise the different powers and functions in the Institute i.e. the Management Committee. The Managing Committee shall be also the competent authority to take disciplinary action against the employees.
- 2.9. "Principal" means the Head of the college, appointed by the Management, to look after the day to day operations of the College, and the academic processes and their improvement.
- 2.10. "Faculty" means the teaching staff of the Institute and includes the Principal.
- 2.11. "Employee" means a person appointed to serve the Institute for a remuneration including those appointed on probation, ad-hoc and contractual basis, but does not include visiting and part time faculty.
- 2.12. "Temporary Appointment" means an appointment made on a purely temporary basis either in a permanent post or a tenure post against a temporary position/vacancy.
- 2.13. "Contract" means an agreement entered in writing between the "Competent Authority" and an employee.
- 2.14. "Probation" means an appointment made on specified conditions for a stipulated period to a post for determining one's fitness for eventual confirmation in the post.

Chapter : Three

Organogram

3.1 Introduction :

In accordance rules of the governing society and the state govt. in tandem with the requirements of the education sector, our institution has classified staff into two categories : Teaching and non-teaching Staff. The duties and responsibilities of the Teaching Staff is to fulfil the academic requirements set by the University of Mumbai and the respective Statutory Body and of the non-teaching Staff is to support academics by fulfilling administrative duties.

3.2 Job Description of the academic staff :

Faculties of the institution means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the Institution and designated as faculties as per the appointment policy of affiliated University.

A teacher shall be a full-time salaried employee of the institution and shall devote his/her scheduled time of work towards accomplishment of designated duties as follows:

- ◆ Develop and implement innovative academic methods.
- ◆ Evaluate, monitor and mentor student academic progress.
- ◆ Guide, lead and mentor students in research projects.
- ◆ Create, innovate and implement career-enhancement programs and activities.
- ◆ Participate in departmental and college activities.
- ◆ Serve and support functional activities of departmental committees.
- ◆ Assess, review and evaluate student activities and progress.
- ◆ Assist and support senior professors in their academic and Research tasks and functions.

Contractual staff includes honorary, visiting, part-time and ad-hoc faculties whose duties are framed on the basis of the academic requirements of the institution.

The following activities are excluded from the scope of this policy:

- ◆ The work undertaken in connection with the examination conducted by Universities or learned bodies like paper setting, meetings in university etc.
- ◆ Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Principal or Management to any other academic work.

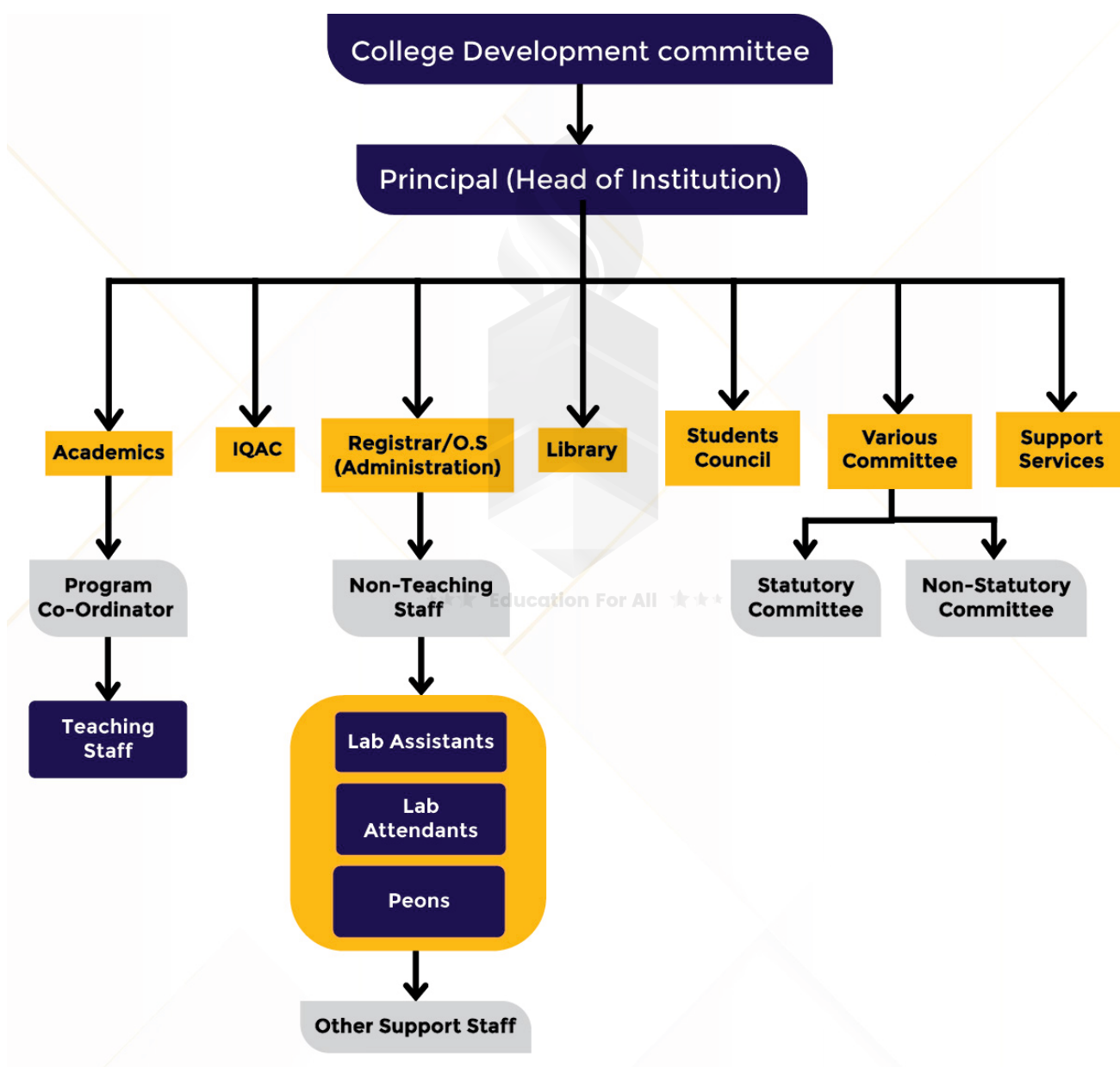


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INSTITUTIONAL ORGANOGRAM



3.3 Job Description of the Support Staff:

Support staff of the institution means Registrar, Deputy Registrar, Office Superintendent, Library In charge, Library Attendant, Clerk, Laboratory assistant, Placement In charge, Academic Advisor, Academic Coordinators, Security Staff, Canteen Support Staff, Reception, Sports Directors and In charge, Cashier, Accountants, Clerks, Peons and such other persons as may be appointed for conducting short/long term administrative assignments by the institution and are designated as above as per the institution policy.

A support staff shall be a full-time salaried employee of the institution and shall devote his / her scheduled time of work towards accomplishment of designated duties as follows:

- ◆ Engaging in activities related to student's scholarships
- ◆ Maintains the Faculty Member leave records
- ◆ Acts as a Coordinator for all the activities relating to the maintenance of the College.
- ◆ Takes care of HR policies of the institution side and outside the College.
- ◆ Takes care of all admission approval procedure and communicating with universities in person.
- ◆ Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- ◆ Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- ◆ Disburses salaries for the employees of the College.
- ◆ Keeping of all records of admin / work & transaction along with examination related paper / results etc.
- ◆ Submission of form / data to Regulatory bodies.

Chapter : Four

General Working Conditions

4.1. Working Days

All employees shall observe the duty hours as applicable to their respective category in the College and as may be informed from time to time.

A. Teaching Staff : 6-days week (Monday-Saturday)

Working hours of full time teachers as given by University of Mumbai is minimum 40 hours in a week out of which 5 hours to be spent daily in College and rest of hours can be utilized for research & development purpose.

B. Non-teaching Staff : 6-days week (Monday-Saturday)

Working hours as given by Mumbai University are:

- ◆ Class III Employees- 7 hours
- ◆ Class IV Employees- 8 hours

4.2. Attendance Recording of Attendance

All employees are mandatorily required to record their daily attendance (both "IN" and "OUT" time) by signing on the attendance muster and biometric system.

In case an employee has forgotten/ fails to record his/her attendance, he/she is required to regularize the same by either on the same day or latest by the following working day by giving a letter duly authorized by the Competent Authority (Principal) to the Office.

4.3. Late reporting for duties

- ◆ All employees are required to be at their workplace in time at the start of their respective duty schedule.
- ◆ Any employee reporting late for duties by more than 10 minutes of the start of the duty on more than 3 occasions in a month will lose one day's casual leave which will increase in the same proportion for every subsequent 3 occasions.
- ◆ An employee reporting late for work beyond one hour (60 minutes), his/ her attendance will be counted as half day.
- ◆ Habitual late reporting for duties will amount to disciplinary action by the authority, as per the severity of the case.
- ◆ Notwithstanding the above, the Principal may condone late coming for genuine reasons, viz. disruption/delay of public transport system, heavy rains, bandh or such other reasons. An employee may also seek prior sanction communicated by email from the Principal to report late to work or to leave early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the office.

4.4. Outdoor duty

An employee on outdoor duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by filling in the prescribed outdoor duty form and submit the same to the office duly sanctioned by the Principal, along with proofs of the outdoor duty within two days. Failure to regularize the absence while on outdoor duty will result in marking the same as Casual leave.

4.5. Weekly Off

The weekly off at the College at present is Sunday.

4.6. Vacation

The calendar for an academic year including vacation shall be as fixed by the University of Mumbai & at the discretion of the Management from time to time. However, in case of such exceptional circumstances and need of the college, suitable changes would be communicated in this regard.

4.7. Vacation

A. General

- ◆ All leaves are calculated on the basis of calendar year from 1st January to 31st December every year for Non-teaching Staff, whereas for teaching staff, all leaves are calculated on the basis of Academic year issued by the University of Mumbai.
- ◆ All leaves require specific sanction from the Principal as per leaving sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

B. Kinds of Leave

The following kinds of leave would be admissible to employees:

4.8. Casual Leave

- ◆ Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 12 (Twelve) days casual leave in a year. Employees joining in-between the year will be granted casual leave on pro-rata basis.
- ◆ Casual leave cannot be combined with any other kind of leave. It may be combined with other Holidays including Sunday. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- ◆ Casual leave cannot be taken for more than three days at a time.
- ◆ Casual leave can be granted for half day.
- ◆ Casual leave can neither be accumulated nor encashed.
- ◆ Casual leave shall be applied for in advance in writing. However, in exceptional circumstances where leave cannot be applied in advance before the leave begins, the employee may apply for the sanction of Casual leave within 3 days after he/she resumes to work.
- ◆ Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.

4.9. Casual Leave Permission Procedure

Any staff who wants to take leave, needs to communicate to the immediate superior as shown in organogram by filling up casual leave form provided in college office and by email and the same shall be intimated through WhatsApp or mobile call. If it is sanctioned, the superior needs to send the request to the Principal, who shall send it to the office superintendent for service record. The concerned staff also needs to inform other committee heads, to which the staff belongs. If the leave is of more than one day, the staff should handover the responsibility of work to other faculty with the consent of the Department Coordinator or to another committee member with the consent of the committee head, only for the particular leave duration.

A. Sick Leave

- ◆ If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner (MBBS), along with the leave application which may be sent through any messenger/ courier, by registered post or E-mail.
- ◆ At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner approved by the College.

B. Duty Leave

- i. Duty Leave may be granted for delivering invited talks in colleges/institutions/ organizations and universities, for appointment as external examiner, for attending conferences, symposium, workshops and seminars organized in India and abroad with the permission of the competent authority,
- ii. The duration of leave should be such as may be considered necessary by the Sanctioning Authority.

Chapter : Five

Employee Conduct

The institution works with people from various areas, sections and class of society. The point of view of all stakeholders may differ. This might especially happen with both academic and support staff whose interests and opinions may differ. There may be a lot of difference of opinions. These difference can be handled with these following norms.

5.1 Employee code of conduct :

A faculty should be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate, inspire and celebrate effort and success. Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development. A staff should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future. A staff should seek to develop positive relationships with students, colleagues, parents, institution management and others in the institution community, that are characterised by professional integrity and judgment. The work of staff has to establish and maintain a culture of mutual trust and respect in their institutions.

A staff should act with honesty and integrity in all aspects of their work. A staff should inculcate character of respecting the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual. An employee should represent themselves, their professional status, qualifications and experience honestly. A staff should use their name/names as set out in the Register of Institute, in the course of their professional duties He / She should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.

A staff should uphold the reputation and standing of the profession. He / she should take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare. A staff should work within the framework of relevant legislation and regulations as per the affiliated university. A staff is liable to comply with agreed national and institution policies, procedures and guidelines which aim to promote student education, welfare and protection. A staff should be responsible enough to report, where appropriate, incidents or matters which impact on student welfare. He/ She has to communicate effectively with students, colleagues, parents, institution management and others in the institution community in a manner that is professional, collaborative and supportive, and based on trust and respect.

He /She should ensure that any communication with students, colleagues, parents, institution management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.

He / She should ensure that they do not knowingly access, download or otherwise have in their possession while engaged in institution activities, inappropriate materials / images in electronic or other format. He / She should ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials / images in electronic or other format. He / She should ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

A staff is supposed to maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback. A staff should apply their knowledge and experience in facilitating students' holistic development. He / she should plan and communicate clear, challenging and achievable expectations for students. A staff is supposed to create an environment where students can become active agents in the learning process and develop lifelong learning skills. An academic staff should develop academic, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students. An academic staff should inform their professional judgement and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation. Develop mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.

Take personal responsibility for sustaining and improving the quality of their professional practice by:

- ◆ Actively maintaining their professional knowledge and understanding to ensure in campus
- ◆ Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- ◆ Availing of opportunities for career-long professional development.

Work with academic colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students. Work in a collaborative manner with students, parents/guardians, institution management, and other members of staff, relevant professionals and the wider institution community, as appropriate, in seeking to effectively meet the needs of students. Engage with the planning, implementation and evaluation of curriculum at classroom and institution level.

5.2 Administration of staff - Management relationship :

Honest and respectful communication is the key to resolving differences of opinion about a student's needs. Remarks that do not contribute to the positive progress of the conversation should be avoided.

5.3 Staff liability :

- i. If staff members have availed any facility, they have to take responsibility to ensure proper care of the assets and property of the institution, E.g.: Laptop, P.C, Printer, Speaker, Mikes, Projector, Telephone, Mobile, etc. provided should be submitted back in same the condition without any damage.
- ii. The books issued from library for reference should be submitted back on time fixed by librarian, failing which the staff will be liable to pay a fine which will be revised annually.
- iii. In case of faculty's resignation, transfer, termination etc., the faculty has to avail a 'No Dues Form' signed by authorities listed in the form to ensure that he/she is not liable to institution.

5.4 Discipline policy :

- i. The staff is liable to follow code of conduct of institution. He / She should not carry nor consume any alcohol in the college premises.
- ii. Staff is expected to maintain formal positive attitude and relations with other stakeholders especially with students and colleagues. If there are any grievances or complaints against a staff member, the institution will hear both the parties and resolve the situation with the help of Staff Grievance Redressal Forum's policies.
- iii. Staff should not smoke in the campus premises. Strict actions will be taken against a staff member who is found smoking in the campus premises.

5.5 Resignation :

- ◆ The faculty members intending to resign are required to give appropriate written notice with reason of leaving the service. The Authority can also remove/ask 1 month notice (Both sides) however any faculty member should not be relieved in the middle of the Academic Year.
- ◆ The continuation of service in the Institute will depend upon the confidential reports and feedback. The Authority reserves the right to accept or reject the recommendations for continuation of service or extension in the period of probation, made by the administrative authorities.
- ◆ To ensure compliance of the above, staff should deposit following Original Certificates. 10th or equivalent, Intermediate & Degree, Master Degree & Ph.D Institute reserves the right to relieve the staff at any time during notice period.
- ◆ The Management may terminate an employee if he / she is involved in political activity / a criminal case and or an employee failed to do his duty leading to moral turpitude / based on student feedback / negligence of duty, etc.
- ◆ In case of a contractual employee he/she can resign with a one month prior notice. An affiliated University approved employee is liable to fulfil three months' notice period before resignation. Inform the HR department and Principal as per term norms to avoid unpleasant actions.
- ◆ Exit interview is conducted to know the employees review regarding college. A feedback form is administered to find the employees feedback regarding the institution.

5.6 Termination policy :

Staff can be terminated due to the following reasons :

1. If the staff has got continuous 'Letter of Warning' to maintain performance for three times or more but failed to do so, then the institution can take decision for termination due to under performance.
2. If the staff has failed to follow code of conduct of the institution, irrespective of the memos given, then the institution can take a termination decision for not following institution's code.
3. If any fraud conducted or initiated by staff is proven, then termination will be the final decision.
4. Any kind of misconduct and unfair practices noticed by the Principal with evidence will lead to discontinuation of the employment offer letter.
5. Incompetence, including poor quality of work will also lead to termination of the employee.
6. Insubordination and related issues such as dishonesty or breaking rules will lead to discontinuation of the employment.
7. Theft or other criminal behaviour including revealing trade secrets will also lead to termination.
8. Sexual harassment and other discriminatory behaviour in the workplace with evidence will lead to discontinuation of the employment offer letter.
9. Physical violence or threats against other employees will lead to termination.
10. Any faculty involved in academic in Tuition Classes will meet with conflict of interest of the institution & shall lead to termination.
11. Any employee who does not behave modestly with women across the campus will be liable for immediate termination.
12. Any form of Atrocity will lead to termination.
13. Discrimination based on class, gender, social status will lead to termination.
14. Substance abuse / use of Narcotics / Alcohol on campus will lead to immediate termination.
15. Bribe from students or faculties for whatsoever case maybe will lead to termination.
16. Academic dishonesty while providing Research work, Academic credentials (Qualifications, Mark sheets etc.) will lead to termination.
17. Staff promoting him/her through social media by leveraging college's brands will lead to termination.

Chapter : Six

Healthy Workplace

6.1 Staff Assistance Program :

- ◆ Assistance is being provided for support in research, to apply for funding agencies in order to receive grants for research.
- ◆ Faculty development programs are organised for the staff members in order to develop their Academic and Facilitator skills. With the commencement of every terms, faculties are motivated to attend or conduct seminars, workshops, and conferences for development of staff.
- ◆ Leaves for Higher Education are provided, which could be paid or unpaid, depending upon the nature of education and tenure of the leave period requested for.
- ◆ Senior teachers also act as mentors and guide fresher's for research projects.
- ◆ Assistance for research, national and international conference, reimbursement of official travelling expenditure is provided subject to approval of Management.

6.2 Harassment and Discrimination Free Workplace Policy :

The institution has a strict anti-harassment and anti-discrimination policy for ensuring a healthy and peaceful workplace.

6.2.1. Religious, Racial and Regional Discrimination :

The institution stands strict against any form of discrimination on the basis of Religion, Race, Language, Region, Caste, Place of Birth, etc.

6.2.2. Sexual Harassment :

The institution strongly complies with the Procedural Guidelines against Sexual Harassment at Workplace (Vishakha Guidelines).

The institution also has a strict Anti-Sexual Harassment Policy.

6.2.3. Mental Harassment :

The institution also has a strict mechanism against any form of Mental Harassment towards all the stakeholders.

6.2.4. Physical Harassment :

The institution also has a strict Anti-Physical Harassment Policy.

6.2.5. Cyber Harassment :

Any form of harassment via E-Mails, Phone Calls, Text Messages, Social Media Stories, Social Media Status Updates, News Feeds, Videos and Images on the internet (without the permission of the concerned person) is strictly prohibited and a stringent action will be taken against any person, proven guilty. Additionally, Legal Action will be initiated against him/her.

The policy regarding safety measures against discrimination and harassment are renewed yearly by the Staff Grievance Redressal Forum as per the norms of regulatory bodies.

6.3 Policy for against Carrying and Consumption of Hazardous Products in the Campus :

Staff should ensure that knowing or unknowingly they don't carry any hazardous products which can harm health and safety of oneself or other employees or any other stakeholder. Staff is restricted to carry or consume alcohol, cigarettes, or any harmful drugs, guns and ammunition, knives, chemicals, unauthorized medicines etc. within the campus.



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Chapter: Seven

Benefits

8.1 Increments :

Annual increment will be given based on the performance of the appraisal as per the norms of regulatory authority.

8.2 Other Perquisites:

The institution provides travelling cost reimbursements for travelling to meetings and reimburses various fees like conference attending fees, publication fees, industrial visit accompany cost adjustments, college vehicle etc. depending on institution - to - institution.

8.3 Provident Fund:

- ◆ Provident Fund contribution is deducted from employee's salary.
- ◆ Staff Group Insurance is done on yearly bases.

8.4 Incentives to Faculty For R&D Activities:

For Research papers presentations (National & International Levels) the Institute will pay the incentives as below.

- ◆ For National level conference Rs. 1000.
- ◆ For International level conference Rs. 1500.
- ◆ The Institute will bear the registration charges for publishing research papers in National/International Journals (subject to maximum up to Rs. 5000).

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Chapter: Eight

Performance Appraisal

9.1 Self-appraisal

Self-appraisal is a self-evaluating and reporting technique established in the system which ensures the true collection of performance growth details from the right person that is employee himself. The core values of honesty and integrity reflect better with self-appraisal. A form of self-appraisal is developed which need to be updated by the employees. The data which is updated by employees shall be duly evaluated by HOD / co-ordinators before considering it to be the final information about the employee. The self- appraisal form of supporting staff is duly evaluated by Principal before considering it to be the final information about the employee.

9.2 Feedback

1. Semester-wise feedback forms of Teaching Staff are duly filled by the students for the same.
2. Separate feedback is collected for Academic and Supporting staff from regular disciplined students who have more than 75% of attendance
3. A separate feedback from the alumni is also collected.
4. In case of an experienced employee a feedback is collected from the previous institution in which the faculty was employed.

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Chapter : Nine

Staff Grievance Management

10.1 Staff Grievance Redressal Policy:

The institution ensures yearly revival and formation of Staff Grievance Redressal Forums/Committees. The mechanism of Grievance Redressal consists of the ICC:

These Committees ensure that all grievances of the employees are met with appropriate solution at right time without any delay.

- ◆ Gender audit for creating an inclusive gender environment.
- ◆ SC / ST cell.
- ◆ Statutory Committee



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Chapter : Ten

Occupational Health and Safety

11.1 Health and Safety policy during Working Hours :

- ◆ Fire extinguishers are affixed as per requirements for safety. Safety drill is conducted for the staff every year.
- ◆ First aid boxes are available at every floor office for assistance in case of emergency medical requirements.
- ◆ A sanitary napkin vending machine is installed in the campus to meet the requirements of female staff and students.
- ◆ Water purifiers are maintained at every floor for supply of drinking water facility.
- ◆ Hygienic canteen is maintained in the campus for the benefit of staff.

11.2 Staff Support Equipment Policy :

- ◆ Separate Lifts are provided to the staff which facilitates the staff to function in a comfortable manner.
- ◆ Personal computers are provided wherever required. The Staff is allowed to use labs for printouts or any computer or online service requirements.
- ◆ Projectors will be provided to aid academic, if required.
- ◆ Separate sanitation rooms and rest rooms are provided to the staff.
- ◆ Staff will be able to order food directly from canteen at reasonable rates.

11.3 Personal Privacy Protection policy :

- ◆ Staff have full right to protect their personal information. Staff will not be compelled to share personal information related to family background and present family relations. Employee privacy will be fully taken care.
- ◆ Medical background shared by staff to management will not be shared with anybody.
- ◆ Financial details shared by staff will not be made public.

Chapter: Eleven

Miscellaneous

12.1 Equipment and resource usage policy :

Any facilities, equipment or resource available in institution can be utilized by employee with prior permission from management.

12.2 Personal file update policy :

Staff have to provide detailed information regarding current development of staff in any field. A certification indicating the same should be submitted to clerk to be filed with administration office.



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Chapter: Twelve

Amendments

Rahul College of Education committee may from time to time, add, alter, delete or otherwise amend these terms and conditions of service. Changes may be done by the management committee according to the University of Mumbai amendments. The mode of changes and providing information on the amendments shall be communicated in the Staff Meetings and / by other general mode of communication such as – Whats App and such similar messenger and also e-mails.



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A word cloud centered on the text "Student Council" in a large, bold, purple font. The words are arranged in a circular pattern around the center. Other prominent words include "Leadership" (vertical, purple), "Members" (vertical, purple), "Teamwork" (horizontal, black), "Community" (horizontal, purple), "Service" (vertical, black), "Spirit" (horizontal, black), and "Positive" (horizontal, black). Smaller words include "Election", "Diversity", "Fun", "Officer", "Projects", "Success", "Goals", "Vision", "Position", "President", "Help", "Improve", "Inspire", and "Dedication". The background is a light yellow gradient with a dark blue and yellow wave at the top.

Leadership
Members
Student Council
Teamwork
Community
Service
Spirit
Positive
Election
Diversity
Fun
Officer
Projects
Success
Goals
Vision
Position
President
Help
Improve
Inspire
Dedication



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