



SYMBIOSIS

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D.
(Awarded Padma Bhushan and Padma Shri by President of India)

S/29/4918

10th December 2020

To,
All the Heads of Symbiosis Institutes,

Sub : Human Resource Policy Manual

Dear Sir/ Madam,

I am pleased to inform you that the Managing Committee of Symbiosis and the Board of Management of SIU have approved the Human Resource Policy Manual (revised in 2020).

I am sending herewith one copy of the Human Resource Policy Manual for ready reference at the institute.

Yours sincerely,

B. Pathare

J.R. Pathare
Chief Human Resource

Encl : Human Resource Policy Manual

TO -
R. Pathare
06/11/2021

14/12

Symbiosis College of Arts & Commerce Pune - 411 004.	
Inward No.:	50 C. 01
Date:	8/1/2021
Sign:	<i>Pathare</i>



Principal
Symbiosis College of
Arts & Commerce, Pune-4.

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HR Rule 2: RULES FOR CREATION OF POSTS, SELECTION, APPOINTMENT AND TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES

SHORT TITLE AND COMMENCEMENT

- 2.1 These rules will be called as 'Rules for Creation of Posts, Selection, Appointment, Terms and Conditions of Service of Employees of Symbiosis' including SIU. These Rules will supersede all previous rules and regulations on the subject including those in HR Policy Manual issued vide notification No S/N/2015/12 dated 15 Feb 2015.

DEFINITION OF 'EMPLOYEE' AND APPLICATION OF HR MANUAL

- 2.2 'Employees' are full time salaried individuals appointed by Symbiosis Society and/ or SIU against statutory or sanctioned posts, placed on prescribed 'Scales of Pay' and are paid from funds of Symbiosis Society. Symbiosis Society funds include SIU funds. This definition of the word 'Employee' will be valid for HR Rules framed by Symbiosis Society and SIU. Part time employees, visiting faculty, adjunct faculty, consultants, Chair Professors and advisors will not be covered by this definition.
- 2.3 Full time employees appointed against Grant-in-aid posts in colleges and schools will also be included within the definition of 'employees' but their service conditions will be governed by the Government Rules. These rules will be applicable 'mutatis mutandis' to such employees only on the service conditions, where government rules are not specifically prescribed.

GUIDELINES USED FOR FRAMING THE RULES

- 2.4 Since Symbiosis is governed by Societies Registration Act and Bombay Public Trust Act and SIU is governed by UGC Act, following government regulations have been considered as guidelines for framing these rules:
- Directives of various regulatory bodies and Statutory Councils such as UGC, AICTE, BCI, MCI and National Council of India as Issued from time to time
 - Constitution [Memorandum of Association and Rules and Regulations] of Symbiosis Society
 - Memorandum of Association and Rules and Regulations of Symbiosis International (Deemed University)
 - Civil Services Rules and any other applicable Rules, as prescribed by Government of Maharashtra Central government
- 2.5 While framing these rules, Symbiosis Mission and financial resources available with the Society have been taken into consideration. These rules have been framed to give transparency to management policies, develop employees' potential and make them proud to join and be part of Symbiosis Family.

AUTHORITIES OF SYMBIOSIS SOCIETY AND SIU

- 2.6 The authorities of Symbiosis Society are:

- President
- Principal Director
- Managing Committee
- General Body

- 2.7 The authorities of SIU are:

- Chancellor
- Board of Management
- Academic Council
- Planning and Monitoring Board
- Finance Committee
- Boards of Studies

- 2.8 Statutory Officers of SIU

- Chancellor
- Pro-Chancellor





- (C) Vice Chancellor
- (D) Pro Vice Chancellor
- (E) Registrar
- (F) Finance Officer
- (G) Controller of Examinations

CLASSIFICATION OF EMPLOYEES

2.9 Classification of employees is done in different ways for different purposes on the basis of i) terms of employment, ii) job gradation for determination of hierarchy and iii) category/cadre i.e. group of employees having certain features/ functions in common.

2.10 Classification based on terms of employment: Appointment against sanctioned posts may be made as 'regular or contractual' by following the prescribed selection process. Regular employees are appointed on probation and then confirmed. In urgent situations, appointment can be made on contractual basis temporarily. Hence, based on terms of employment, employees are classified as under:

(A) Regular Employees:

- (i) Probationer: An employee, selected through prescribed selection procedure as a regular employee, will be first appointed on 'Probation'. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance. During the period of probation, a special 'report' will be raised every six (6) months by the Assessing Officer (AO) and Reviewing Officer (RO). These officers will be same as those prescribed under rules for raising Performance Appraisal Report (PAR) for the post. Format for raising report on probationers is enclosed as Annexure 1 (HR Rule 2).
- (ii) Confirmed: An employee who has been appointed on regular basis through prescribed selection process shall be confirmed in the post by issuing a letter of confirmation after satisfactory completion of probation period, Performance Appraisal Reports and on the recommendations of Confirmation Committee constituted for the purpose. HR department should ensure that reports on probationers are raised 30 days before the due date so that decisions can be taken before completion of probation period. In absence of such report the individual continues further on probation.

(B) On Contract: Individuals may be appointed 'on contract' to fill sanctioned posts after selection by appropriate selection committee. This could be done to fill a clear vacancy or leave vacancy or to fill a post created for specific job for limited period. Their services will be terminated or continued on conclusion of contractual period or as prescribed in the Service Agreement/ Appointment Letter. Normally the period of contract will be three years or less at first instance. Period of contract may be renewed or extended by appointing authority. The service of employee on contract can be regularized as 'regular employee' following the procedure mentioned in para 2.48 below. The University teachers may also be appointed on Contract as per Rules 2.45 to 2.48 specified herein below.

(C) Ad-Hoc: Individuals appointed without going through the prescribed selection process are Ad-hoc or temporary employees. They will be appointed for specified period. The basic difference between 'On Contract' and 'Ad-hoc' employee is in the selection process. Usually ad-hoc employment is done to urgently fill in vacancies or employ individuals for short term specified assignments.

2.11 Classification based on job gradation for determination of hierarchy: Sanctioned posts have specified designations. Designated posts are classified in following grades:

- (A) Unclassified Grade: The President Symbiosis, Principal Director Symbiosis and Chancellor, Pro Chancellor and Vice-Chancellor of SIU are the only posts in Symbiosis which are categorized as unclassified. This is the highest grade and will be the senior most posts.
- (B) Key Personnel: Employees with following designations will be considered as key personnel, (a) Pro-Vice Chancellor (b) Deans of SIU/ SS (c) Directors/Heads/ Principals of SIU/ SS (including CEO, SUHRC). All such key personnel necessarily are Grade I as specified below.
- (C) Grade I: These are the employees getting Grade Pay of Rs.9,000/- or above per month (or appropriate pay



matrix whenever pay scales are revised by Symbiosis). Amongst others these include, Senior Professors, Professors, Associate Professors, Heads of Departments of Symbiosis Society/ SIU and Statutory Officers of SIU if drawing Grade Pay of 9,000/- or above per month. Assistant Professors of SIU will be considered as Grade I officers irrespective of the pay band/grade pay / pay matrix.

- (D) Grade II: These are the employees getting Grade Pay of Rs.4,600/- to Rs.8,900/- per month (or appropriate pay matrix whenever pay scales are revised by Symbiosis). These include Non-Teaching posts like Administrative Officers, Medical Officers, Heads of Departments of Symbiosis Society/ SIU and Statutory officers of SIU etc. if drawing Grade Pay of Rs.4,600/- to Rs.8,900/- per month.
- (E) Grade III: These are the employees getting Grade Pay of Rs.1,900/- to Rs.4,500/- per month (or appropriate pay matrix whenever pay scales are revised by Symbiosis). These include staff like Coordinators, Accountants etc. if drawing Grade Pay of Rs.1,900/- to Rs.4,500/- per month.
- (F) Grade IV: These are the employees getting Grade Pay of Rs.1,300/- to Rs.1,800/- per month (or appropriate pay matrix whenever pay scales are revised by Symbiosis). These include Office Attendants, Drivers etc.

2.12 Classification based on Category: Category means group of employees having certain features/ functions in common. All posts in each category have prescribed norms of qualifications and work experience. Employees generally get vacancy based promotions to higher post in same category. The Categories are classified under

(A) Teaching Category:

- (i) University Teachers: Will include University teachers appointed in the UGC prescribed designations. The terms and conditions of each Cadre under this category will be as per UGC Regulations. API format prescribed by UGC will be used for this category of employees at the time of Annual Performance Appraisal Report (PAR) process.
- (ii) Academic Support Staff: Will include Teaching Associate, Teaching Assistant, Research Assistant and Research Assistants and also teaching staff who are not governed by UGC norms.
- (iii) School Teachers: The terms and conditions of school teachers will generally be based on guidelines of the affiliating board. Presently Symbiosis has schools which are recognized by the Education Department, Central Board of Secondary Education and International Baccalaureate.

(B) Non- Teaching Category: This category refers to the administrative posts and will include Office Campus Staff such as Coordinators, Office Assistants not necessarily requiring technical/ professional qualifications. They could have qualifications in management or secretarial services. Personal Assistants will also be included in this category.

(C) Technical Category: This will include posts requiring special technical/ professional qualifications. Sometimes some technical/ professional qualifications may be desirable for administrative posts. Law degree may be considered as desirable for Chief HR. However, this will not make it as Technical Category. The technical category will include:

- (i) Health care professionals including Doctors, Nurses, Paramedical Workers
- (ii) Architects and designers
- (iii) Engineers
- (iv) Legal Officers
- (v) Sports & Wellness Professionals
- (vi) Laboratory and Workshop
- (vii) IT professionals
- (viii) Technical Instructors and Trainers eg designers, studio
- (ix) Accounts/ Finance personnel
- (x) Library personnel

(D) Grade IV posts: In this Grade, Symbiosis will have two categories:

- (i) Technical/ Tradesmen: These include Drivers, Gardeners, Tradesmen like electricians, carpenters etc.
- (ii) Administrative: These include Office Attendants, canteen helpers etc.



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2.13 Designations, Job Descriptions & Grades

Designation signifies the nomenclature of a post having defined job description. Designations (Nomenclature) of various posts held by Symbiosis employees, along with their job descriptions and its gradation under the grades mentioned in paras 2.11 and 2.12 above are listed separately as it undergoes change from time to time. This list will be approved by the management of SS/ SIU and updated periodically by the HR department as and when a new post is created or the job description of the existing post is changed.

PROMOTIONS AND SENIORITY

2.14 Promotion: Promotional avenues are major motivating factors for employees. The promotion policy and process shall be notified by the management from time to time.

- (A) A teacher will be considered to have been granted promotion when he/ she is appointed to a higher post or is placed in higher pay band or granted higher grade pay. An Assistant Professor moving to higher Grade Pay applicable to Assistant Professor post will be considered as promotion. Similarly, grant of Professor post to an incumbent Associate Professor will be considered as promotion in spite of continuing in Grade I.
- (B) In case of non-teaching and technical employees, promotion will be considered to have been granted when he/ she is appointed to a higher post or is placed in higher pay band or granted higher grade pay.
- (C) Normally all promotions for Grade I posts will be done through appointment of appropriate promotion / selection committee as mentioned below. Employees can apply for higher posts when such posts are advertised.
- (D) In case of Grade II, III and IV posts existing employees can apply whenever such posts are advertised for open recruitment. Departmental promotions may also be made for filling these vacancies. Such promotions can be recommended by Performance Appraisal Review Committee (PARC). HR department will notify the procedure to be followed in such cases. Promotions will be made effective after approval of the recommendations of PARC are approved by the appointing authority.

Promotion by Selection: means granting a higher post by a Selection Committee appointed for this purpose. In Grade I posts all promotions will invariably be done by selection, excluding the posts of Pro Vice Chancellor, Director, Professor and Deans of SIU who are not ex officio.

2.15 Granting higher Grade Pay/ Scale in lieu of promotion: An employee who is eligible for promotion to the higher post but could not be promoted for want of vacancy, shall be granted Grade Pay/ Scale of the immediate higher post on recommendations by the Director/ Head of Institute/Dept. and Performance Appraisal Review Committee (PARC).

2.16 Declining of Promotion

An employee declining promotion for reasons acceptable to the appointing authority will not be promoted for one year or till the vacancy arises whichever is later. If by then the promotion committee meets, his case will be considered afresh and he will forego his seniority in the first panel. His seniority will be counted from the date of his promotion, if the promotion is after one year, though from the same panel. If the promotion is from the subsequent panel his seniority will be with reference to his position in that panel.

If the reasons for declining are not acceptable to the appointing authority the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.

2.17 Seniority Rules For Teachers:

- (A) The inter-se seniority of a direct recruit shall be determined with reference to the date of joining in the Cadre and for the teachers promoted under Career Advancement Scheme (CAS) with reference to the date of eligibility in the Cadre as indicated in the recommendations of the selection committee of the respective candidates.
- (B) The Seniority list will contain the names of teachers who fulfil the minimum qualification norms prescribed for appointment by the concerned statutory councils like UGC, INC, BCI, AICTE and any other applicable Council as the case may be. The seniority of such teachers will be determined on the basis of their date of joining and length of continuous service in that Cadre. The promotions to higher post/s



- and nominations on various authorities/bodies of University will be made as per this seniority list. The seniority list will also be referred whenever any related issue is required to be decided on the basis of seniority amongst the same Cadre.
- (C) A separate list of teachers who do not fulfil the minimum qualification norms prescribed by concerned statutory councils will be maintained by HR department of Symbiosis. The names of such teachers will be transferred to the seniority list mentioned in (B) above on acquiring necessary qualifications prescribed by the concerned statutory council. The seniority of such teachers will be determined from the date they acquire the prescribed qualifications, irrespective of their date of joining Symbiosis and length of continuous service.
- (D) Director/Head/Principal of Institute will be senior to all staff posted in the Institute. Heads of Department of Symbiosis/ SIU will be senior to staff posted in their respective department so long as they hold the said position.
- (E) The seniority list of teachers in an Institute may be prepared on the basis of these rules for any appropriate use in the concerned Institute. The Principal/ Director/ Head of Institute may assign any responsibility to any teacher irrespective of seniority as the seniority list mentioned in para (B) above is maintained only for promotions and nominations prescribed in university norms.

General Rules of Seniority:

- 2.17.1 The seniority of the employee in a Cadre shall be determined on the basis of date of continuous service in that Cadre. The date of joining the service on probation or the date of promotion as the case may be shall be taken as the date of continuous service for this purpose.
- 2.17.2 The employee confirmed in a post shall rank higher to those who are not confirmed. The seniority of the employee confirmed in a Cadre shall be determined on the basis of the date of confirmation in that Cadre.
- 2.17.3 If more than one employee is appointed by open competition or on recommendation of the Selection Committee and if they complete their probation within normal uniform probationary period, the seniority of the candidates selected at the same interview shall be as per the dates of their joining the duties or the dates of their confirmation as the case may be.
- 2.17.4 The employee promoted to a post in higher Cadre shall rank below those employees in the lower Cadre on the date of his promotion irrespective of their inter-se seniority in the lower Cadre. An employee promoted to a post in higher Cadre earlier shall be considered senior to the employee promoted to that Cadre at a later date, irrespective of their respective seniority in the lower Cadre.
- 2.17.5 The employee reduced to a lower Cadre by reversion shall retain his seniority in the lower Cadre unless the authority ordering such reduction or reversion directs that he shall rank in such lower Cadre next below any specified employee in that Cadre.
- 2.17.6 (a) If the employee has requested for change in the Cadre of equivalent level, in such a case the employee shall rank lowest in the seniority and the date of order of transfer shall be considered as a continuous date of service in later Cadre.
- (b) If the Competent Authority is of the opinion that the services of any employee are more useful in another Cadre of equivalent level, the Competent Authority may by order, transfer the employee to the other Cadre. In such case, the employee shall rank at the appropriate place with reference to the date of his continuous service in the former Cadre, and his seniority shall be accordingly fixed in the later Cadre.
- (c) If the employee has requested for a change from higher Cadre to lower Cadre, and if the Competent Authority grants his request, the employee shall not get higher seniority in the lower Cadre than he would have held, had he not been so promoted.
- 2.17.7 In case of employees joining on the same date the employee senior in age will be considered senior.
- 2.17.8 The Seniority list of all the employees in each Cadre shall be prepared and maintained up to date by the HR Department of Symbiosis. The seniority list so prepared shall be circulated every year.



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Permission to start the recruitment process: The Appointing Authority will decide on the methodology and grant permission to start the recruiting process.

Advertisement/ Calling for Applications: HR department will take necessary action and release the advertisement in leading newspapers or call for applications through website/ employment agencies/ or other sources.

Scrutiny of Applications: HR department will scrutinize the applications and weed out the applications of the candidates who do not possess essential qualifications. The HR Department will prepare summary charts/ table of eligible candidates. The chart/ table will list the desirable qualifications, experience and other credentials which are used by selection committees for determining the merit. This chart/ table along with original applications will be put up to the scrutiny committee.

Scrutiny Committee will be constituted as under:

(A) For Directors, Heads of the Departments of Society and Statutory posts of SIU:

- (i) Vice Chancellor or his/her nominee
- (ii) Principal Director or his/her nominee

(B) For Teachers of SIU

- (i) Dean of the concerned Faculty
- (ii) Two experts nominated by VC, SIU

(C) For Teachers of Institutes of SS

- (i) Director/Principal of the concerned institute
- (ii) Two experts nominated by Principal Director, SS

(D) For posts in Finance Department of SS and SIU

- (i) Chief Finance of the Society or his/her nominee
- (ii) Finance officer of SIU or his/her nominee

(E) For administrative posts in SS and SIU

- (i) Chief HR or his/her nominee
- (ii) One Administrative Officer nominated by Principal Director, SS

(F) For Technical posts of SS / SIU

- (i) Head of the concerned department or his / her nominee
- (ii) One Technical Officer nominated by Principal Director, SS

35. Constitution of Selection Committee: Composition of Selection Committee for different posts is enclosed as Annexure 2 (HR Rule 2). Composition of Selection Committee mentioned in MOA of SIU and UGC Regulations of 18 July 2018 (as amended from time to time) for teachers and statutory posts has been included in Annexure 2. The Selection Committee will decide on the selection process. If considered necessary, the Selection Committee may ask for written or practical tests. For selection of teachers, the committee should refer to UGC Regulations issued under Gazette Notification No.F.1-2/2017(EC/PS) dated 18 July 2018 and any other notification issued by UGC from time to time and the Rules and Procedures for selection of teachers issued by SIU on the subject vide SIU/28/374 (a) dated 22 March 2012.

36. The Selection Committee will prepare its report and place the candidates in order of merit. Selection Committee will recommend the designation, basic pay and additional increment if any for the candidates.

37. Approval of Selection Committee report by the Appointing Authority: The report of the Selection Committee will be put up for consideration and further appropriate action of the Appointing Authority. If the Appointing Authority is unable to accept the recommendations of the Selection Committee, it shall record its reason/s about it and submit the case to the Chancellor/ President, whose decision shall be final.

38. Reference Checks of selected candidates: The reference checks with at least two referees for Grade I and II positions and with at least one referee for Grade III and IV positions shall be obtained by the HR department for the selected candidate. In cases where necessary, an Offer Letter may be issued by the HR department if reference checks are satisfactory.

39. Offer Letter: The Teaching staff will be issued an offer letter indicating position, pay, other benefits etc. after acceptance of the offer letter further process will be initiated.



is sanctioned by the Competent Authority, then HR department will amend the concerned Organizational structure and notify the same.

- 2.23 Notification of New Posts/ Designations: The procedure for sanctioning a post with a new designation will be same as mentioned in para 2.21 and 2.22 above. However, while sanctioning the post with a new designation, the Competent Authority will also approve the job description and grade of the post as per grades mentioned in para 2.11 above. HR department will then amend the Organizational structure.
- 2.24 Procedure for deletion or decrease in number of existing posts: Procedure, similar to those mentioned in para 2.21 and 2.22 above will be followed for deletion of existing posts or decrease in number of sanctioned posts.

APPOINTING AUTHORITY

- 2.25 Managing Committee of Symbiosis Society will be the 'Appointing Authority' for all employees appointed in Symbiosis including SIU. All correspondence required to be addressed to Appointing Authority will be addressed to Principal Director. Principal Director may delegate the authority to any other officer, if desired.
- 2.26 Board of Management being an apex body of SIU will concur the appointments of teaching staff and staff officers of SIU and its constituent institutes. All correspondence required to be addressed to the apex body will be addressed to the Vice Chancellor SIU.

PROCEDURE FOR APPOINTMENT (OTHER THAN AD-HOC EMPLOYEES)

- 2.27 The procedure mentioned in these rules are framed for recruitment of employees for regular or 'on contract' appointments against sanctioned posts excluding the post of Principal Director, VC, and Pro-VC. For all other posts, the procedure described in constitution of the Society and MOA of SIU will be applicable. The procedure for appointment will follow the sequential events mentioned below:

- (A) Identification of vacancies by HR department
- (B) Permission to start the recruitment process
- (C) Advertisement/ Calling for Application
- (D) Scrutiny of Applications
- (E) Constitution of selection committee
- (F) Approval of selection committee report by the Appointing Authority
- (G) Reference Checks of selected candidates
- (H) Pre-employment Medical checkup of selected candidates.
- (I) Issue of Appointment Letters by HR department
- (J) Joining Report from institute where the employee is posted

Note: The rules and procedure for selection of teachers at SIU notified from time to time will be applicable.

- 2.28 Identification of vacancies by HR department: HR department of the Society will identify the vacancies at constituent institutes after adjusting surplus by transfers. Vacancies in SIU and its constituent institutes will be notified by Registrar SIU. HR department will also examine whether vacancies can be filled by promoting eligible employees. Proposal to fill the existing vacancies and the recommended methodology for the same will be put up to the Appointing Authority for approval.
- 2.29 Following methodologies can be used for inviting applications:
- (A) Giving open advertisement or posting on website
 - (B) Calling for applications from employment agencies
 - (C) Appointing HR consulting firms for recommending eligible candidates
 - (D) From existing Ad-hoc employees
 - (E) From eligible candidates from amongst the pool of waitlisted candidates
 - (F) Recommended by search committees
- 2.30 Any one of the above mentioned methodologies can be used for getting maximum applications as selection committee has a wide choice. Generally, advertisement will be given when vacancy number is high for grade I and II posts. For grade IV posts maintaining a pool of candidates may be very useful. However, in case of appointment of Teaching Staff, necessarily, Advertisement will be placed on All India Basis.



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- 2.31 Permission to start the recruitment process: The Appointing Authority will decide on the methodology and grant permission to start the recruiting process.
- 2.32 Advertisement/ Calling for Applications: HR department will take necessary action and release the advertisement in leading newspapers or call for applications through website/ employment agencies/ or other sources.
- 2.33 Scrutiny of Applications: HR department will scrutinize the applications and weed out the applications of the candidates who do not possess essential qualifications. The HR Department will prepare summary charts/ table of eligible candidates. The chart/ table will list the desirable qualifications, experience and other credentials which are used by selection committees for determining the merit. This chart/ table along with original applications will be put up to the scrutiny committee.
- 2.34 Scrutiny Committee will be constituted as under:
- (A) For Directors, Heads of the Departments of Society and Statutory posts of SIU:
 - (i) Vice Chancellor or his/her nominee
 - (ii) Principal Director or his/her nominee
 - (B) For Teachers of SIU
 - (i) Dean of the concerned Faculty
 - (ii) Two experts nominated by VC, SIU
 - (C) For Teachers of institutes of SS
 - (i) Director/Principal of the concerned institute
 - (ii) Two experts nominated by Principal Director, SS
 - (D) For posts in Finance Department of SS and SIU
 - (i) Chief Finance of the Society or his/her nominee
 - (ii) Finance officer of SIU or his/her nominee
 - (E) For administrative posts in SS and SIU
 - (i) Chief HR or his/her nominee
 - (ii) One Administrative Officer nominated by Principal Director, SS
 - (F) For Technical posts of SS / SIU
 - (i) Head of the concerned department or his / her nominee
 - (ii) One Technical Officer nominated by Principal Director, SS
- 2.35 Constitution of Selection Committee: Composition of Selection Committee for different posts is enclosed as Annexure 2 (HR Rule 2). Composition of Selection Committee mentioned in MOA of SIU and UGC Regulations of 18 July 2018 (as amended from time to time) for teachers and statutory posts has been included in Annexure 2. The Selection Committee will decide on the selection process. If considered necessary, the Selection Committee may ask for written or practical tests. For selection of teachers, the committee should refer to UGC Regulations issued under Gazette Notification No.F.1-2/2017(EC/PS) dated 18 July 2018 and any other notification issued by UGC from time to time and the Rules and Procedures for selection of teachers issued by SIU on the subject vide SIU/28/374 (a) dated 22 March 2012.
- 2.36 The Selection Committee will prepare its report and place the candidates in order of merit. Selection Committee will recommend the designation, basic pay and additional increment if any for the candidates.
- 2.37 Approval of Selection Committee report by the Appointing Authority: The report of the Selection Committee will be put up for consideration and further appropriate action of the Appointing Authority. If the Appointing Authority is unable to accept the recommendations of the Selection Committee, it shall record its reason/s about it and submit the case to the Chancellor/ President, whose decision shall be final.
- 2.38 Reference Checks of selected candidates: The reference checks with at least two referees for Grade I and II positions and with at least one referee for Grade III and IV positions shall be obtained by the HR department for the selected candidate. In cases where necessary, an Offer Letter may be issued by the HR department if reference checks are satisfactory.
- 2.39 Offer Letter: The Teaching staff will be issued an offer letter indicating position, pay, other benefits etc. after acceptance of the offer letter further process will be initiated.



- 2.40 Pre-employment Medical checkup: Selected candidates will be sent by HR department for medical checkup at Symbiosis Center of Health Care (SCHC). Appointment letter will be issued only after receipt of satisfactory medical examination report from SCHC.
- 2.41 Issue of Appointment Letter: After the reference and health check-up has been completed and found satisfactory, the HR Department shall prepare the appointment letters. Two copies of the appointment letter shall be given to the employee. One copy will be kept by the employee, and on second copy the signature of the employee will be taken as a token of acceptance of the appointment as per terms and conditions of service. The copy with the signature of the employee shall be maintained in the personal file with other personal records.
- 2.42 Joining Report and Induction: The Institute/department will send the joining report in the prescribed form to HR department. All employees shall undergo Induction Program designed by the Human Resource Department. This is to familiarize him/her with the Society/ SIU and its Institutes. An employee's first impressions are lasting impressions and care should be taken by the head of the Institute to ensure that the new entrant is comfortable in his job from the first day.
- 2.43 Non-disclosure Agreement: Every new employee will be required to sign and submit the Non-disclosure Agreement. HR department will ensure that the new employee is made aware about the confidential and important information/ data about various activities / processes of Symbiosis like placement, corporate connections, examinations, admissions etc. and he / she will have to maintain the confidentiality of the same while working in Symbiosis and even thereafter.
- 2.44 Service Agreement: Symbiosis Appointment letter issued by Symbiosis/ SIU and accepted by the employee shall also be considered as "Service Agreement". The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record. At the time of recruitment, service agreement should be executed between the University/College and the teacher/ officer concerned and a copy of the same should be deposited with the Registrar, SIU/Chief-HR, Symbiosis.

ON CONTRACT EMPLOYEES

- 2.45 'On Contract' employees will not be given any probation period. The period of contract will normally be three (3) years or less on first appointment, except in the case of University Teachers, in which case the period of Contract will be of one year.
- 2.46 The teachers should be appointed on contract basis only when it is absolutely necessary and when student-teacher ratio does not satisfy the laid down norms. Normally, the number of such appointments should not exceed 10% of the total number of faculty positions in Institute/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher.
- 2.47 After completion of one year, PAR will be raised for such employees. Subsequently PAR will be raised yearly. The period of contract could be longer if contract is renewed/ extended after three years. There is no limit on the number of renewals/ extensions of contract. However, it should not normally exceed ten (10) years and in no case it should extend beyond the age of superannuation prescribed for the post. Normally, contract employment can be terminated by either side by giving one month's notice or one month's salary in lieu thereof without assigning any reason.
- 2.48 Contractual Employees may be absorbed as regular employees by the Appointing Authority, if they have served for minimum two (2) years continuously and received satisfactory reports in PAR. Cases of such employees will be placed before Confirmation Committee on whose recommendation the Appointing Authority can issue orders for converting them as regular employees. No probation period will be required if they would have completed two years of service. Period of service on contract will be added to the service of regular cadre for counting 'total service'.

APPOINTMENT OF AD-HOC EMPLOYEES

- 2.49 Principal Director will be the Appointing Authority for all Ad-hoc employees. However, appointments will be done with concurrence of VC-SIU.
- 2.50 Ad-hoc employment can be given by the Appointing Authority to eligible candidates to fill existing vacancies and also to fill posts created for short periods. This will be done only when the requirement is of a





nature and selection process mentioned in para 2.23 to 2.37 cannot be completed within the required time. Ad-hoc employees will be employed for specified period and will be full time employees. They will have to abide by all rules & regulations for employees of Symbiosis. Normally the services of Ad-hoc employees will not be continued beyond three (3) years.

- 51 Following officers of the Society and SIU can recommend individuals for Ad-Hoc employment:
 - (A) Pro VC of SIU and Joint Director of Society (if appointed)
 - (B) Directors of Institutes
 - (C) Registrar, Finance Officer and Controller of Examinations of SIU
 - (D) Heads of the Departments of the Society/SIU
 - (E) Principal / Head of Schools
- 52 Procedure for Ad-Hoc employment: Officers mentioned above will prepare a statement of case justifying the reasons for Ad-Hoc employment and forward the same to the HR department of the Society. Before making recommendations, the officer will ensure that the individual (a) is eligible for the post (b) is likely to be a useful employee and (c) has satisfactory reference checks. The recommendations will include the suggested designation, job profile, pay scale and duration of contract. Recommendations from SIU office and institutes under SIU will be forwarded through Registrar SIU.
- 53 Chief HR will put up the case, along with his/her remarks, to the Principal Director. Principal Director may form an Interview Panel or interview the candidate himself/ herself before taking a decision. The Interview Panel will have minimum two members. In case the appointment is for teaching faculty of SIU or its constituent institutes, then the recommendation of Vice Chancellor, SIU will be taken before appointment. If the case is rejected by the Principal Director or VC, then the recommending officer will be informed of the decision by Chief HR.
- 54 In case the appointment is approved by Appointing Authority, then HR department will take necessary action for issuing appointment letter. Further action for employment will be same as mentioned in para 2.38 to 2.44 above.

TERMS AND CONDITIONS OF SERVICE

- 5 GENERAL: All employees will be full time employees. They will not take up any employment for financial consideration /honorary even outside office working hours without prior written permission from Appointing Authority. They will continue to be in service till completion of their terms of engagement.

5 SIU TEACHERS:

- (A) Teaching Days: The SIU shall adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 20 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, research etc., and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to complete 180 teaching days which works out to 36 weeks approximately.

The above is summarized as follows:

	Number of weeks: 6 days a week pattern
Categorization	University
Teaching and Learning Process	30 weeks (180 days)
Admissions/Examinations preparation for Examination, Research etc.	20 weeks
Public Holidays (to increase and adjust teaching days accordingly)	2 weeks
Total	52 weeks

- (B) Workload: The workload of the teachers in full time employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space



and infrastructure should be provided by the University/College. Direct teaching-learning process should be as follows:

Assistant Professor	16 hours per week for 30 weeks
Associate Professor and Professor	14 hours per week for 30 weeks
Directors	4 hours per week for 30 weeks

A remission of two hours in teaching workload may be given to teachers who are actively involved in extension activities and administration. Remaining hours will be utilized for work related to preparation for classroom sessions, research, examination, university/ institution related activities.

A minimum of 6 hours per week should be allocated for research activities.

2.57 Hours of Work, Overtime and Compensatory Off:

- (A) Weekly working hours for Grade I to Grade III Employees: Working hours will normally not be less than Forty-Four (44) hours per week and will not exceed Forty-Eight (48) hours per week. The daily working timings will be Eight (8) hours per day including half hour (30 minutes) lunch break.
- (B) Working hours for Grade IV Employees: Working hours will normally not be less than Fifty (50) hours per week and will not exceed Fifty-Four (54) Hours per week. The daily working timings will be Nine (9) hours per day including half hour (30 minutes) lunch break.
- (C) Office working timings: The working hours and office timings will be decided by Head of the Institute in consultation with HR department to suit the requirement of the institute. The timing of work for individual employees can also be modified by the head of the institute if required. The limitation of total weekly working hours will however be maintained.
- (D) Off Days: As far as possible all offices will work for Six (6) days per week with one off day. Employees will be given two (2) extra off days per month in addition to one (1) off day per week. Generally, Sunday will be weekly off and alternate Saturdays will be off for employees. The off days will be decided by Head of the Institute in such a manner that institute's working is not compromised.
- (E) Holidays: Symbiosis will observe the National Holidays (26th Jan, 15th Aug and 2nd Oct), and finalize the paid holidays based on the concerned state government holidays. The list will be finalized in consultation with the Directors of Off Campus Centers. This list of holidays shall be circulated by Symbiosis Society and SIU to Institutes before the start of the calendar year.
- (F) Overtime: Overtime allowance will be permissible only for non-teaching employees in Grade I (applicable only to employees drawing Grade Pay less than 4300 / equivalent pay matrix) and Grade IV. The rate prescribed by the Symbiosis Society from time to time. When necessary the Head of the Institute may request employees to work before or after office hours in addition to their normal working hours. Institutes will maintain an Overtime Register for such employees with the following details:
 - (i) Name & designation of the employee
 - (ii) Nature of work undertaken
 - (iii) Person assigning the work to be done during extra working hours
 - (iv) Number of hours worked / overtime
 - (v) Justification / Reason for overtime
 - (vi) Verification & assessment by Admin in-charge
 - (vii) Sanction/ approval of the Overtime

The employee should make entry /login in the Overtime Register as and when worked overtime and the concerned Officer in-charge of Administration shall verify and certify the correctness and sign the register when overtime is entered/ logged. The Head of the Institute/HoD will sanction and authorize payment of overtime allowance at the end of the month or along with salary, as the case may be.

The rates for overtime will be prescribed and notified from time to time by the Finance Department. Employees entitled for overtime allowance can claim compensatory off in lieu of overtime allowance for full day's work.

- (G) Compensatory off: If employees (other than Director/ Head/ Principal of the Institute) are required to work for full day on a weekly off day or holiday, the Head of the Institute may allow such employee





take a day off on a mutually convenient day. The employees covered by the overtime rules can claim either compensatory off or overtime allowance. The rules and procedure for claiming Compensatory Off is given in Leave Rules.

2.58 TRANSFERS:

- (A) 'Transfer' means moving an employee from his/her current place of duty/work to another place of duty/work located at the same Campus or any other Campus within the same city or any other city. Normally such moves will not be for less than one year. Any move for lesser duration will be considered as temporary duty. This will also include inter/ Intra departmental transfers in SS/ SIU office.
- (B) An employee of Symbiosis can be transferred by the Appointing Authority under following circumstances:
- (i) In accordance with the requirements of the Society / University, for better utilization of the employee's skills, knowledge and ability.
 - (ii) On the request of an employee, if accepted by the Appointing Authority.
- (C) An employee will be eligible to following allowances and grants:
- (1) When transferred to another city:
 - (i) In accordance with the requirements of Society/University:
 - a. Transfer Allowance to cover the relocation expenses will be as under:

i. Grade I employees:	Rs.50,000/-
ii. Grade II employees:	Rs.30,000/-
iii. Grade III employees:	Rs.20,000/-
iv. Grade IV employees:	Rs.10,000/-
 - b. Seven (7) days Joining Time (excluding Sunday) to enable to pack, travel and settle in new location. The joining time is the number of days between the date of relieving by the current institute/office and the date of reporting at the new institute.
 - c. Journey fare and travel allowance to employee and his/ her family as per entitlement of the employee as given in the rules for Pay and Allowances
 - d. Free stay in Symbiosis Guest House/Hostel, if available, for maximum seven (7) days. Extended stay may be permitted on written approval of Campus Coordination Committee, if accommodation is available. In such cases charges will be as per laid down rates. In any case stay beyond 14 days is not permitted.
 - e. The payment for all transfer claims will be made by the receiving institute/office within 30 days of receipt of such claim and proper verification thereof.
 - (ii) On the request of an employee:
 - a. Seven (7) days joining time will be permitted as above
 - b. No other allowances will be paid
 - (2) When transferred within the same city:
 - (i) In accordance with the requirements of Society/University:
 - a. Employee has to vacate Symbiosis accommodation if occupying it.
 - b. No joining time.
 - c. No other allowances and grants will be applicable.
 - (ii) On the request of an employee:
 - a. Employee has to vacate the current Symbiosis accommodation, if any within 7 days.
 - b. No Allowances / grants will be permissible applicable
- (D) Transfer Order will be issued by Chief HR and will have to be complied with by the individual, the relieving institute and the receiving institute.

2.59 TEMPORARY DUTY: If an employee is sent for work from the place of duty to any other place within or outside Symbiosis for short periods, not exceeding one year, then such moves will be called as 'Temporary Duty'. In such case, following rules shall apply:



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- (A) A prior sanction from competent authority is necessary before an employee is sent on a Temporary Duty.
 - (B) Principal Director, Symbiosis will be the Competent Authority to sanction Temporary Duties of Directors, HoDs and Grade I and II officers of institutes under Symbiosis Society.
 - (C) Vice Chancellor, SIU will be the competent authority to sanction Temporary Duties of Directors, Statutory Officers, and all Grade I and Grade II officers of SIU and constituents of SIU.
 - (D) Directors and HoDs will be competent officers for sanction of temporary duty moves of Grade III and employees posted under them.
 - (E) If prior sanction has not been obtained, then ex-post facto sanction should be obtained immediately.
 - (F) Employee sent on Temporary duty will be eligible to claim TA / DA as per the approved and applicable rates.
 - (G) All travels beyond entitlements are required to be specifically approved by Principal Director/VC.
 - (H) The applications with remarks of the Head of the institute / Head of the Department shall be forwarded with relevant documents to Society office or SIU office for necessary sanction.
 - (I) A sanction of temporary duty is required to be obtained in a standard format.
- 2.60 DEPUTATION: If an occasion arises to send an employee on deputation, then the rules applicable to Government Employees in such situations will be followed on case to case basis. Symbiosis employee will be sent on deputation only if it is possible to spare his services. Deputation will be permitted only if approved by the Managing Committee of SS and the BoM of SIU as the case may be. Symbiosis may also appoint individuals on deputation from other employers. The terms and conditions of their services will be mutually decided at the time of appointment.
- 2.61 LIEN: If an employee is sent on deputation then Symbiosis will permit lien on the post to the employee for the period of deputation. Symbiosis may also appoint individuals who are on long leave and hold lien on their job in some other institution. Such employees will only be appointed on contract for the duration of their leave period. The concerned employee must submit a copy of the lien document and 'No Objection Certificate' from the previous employer. Further such employees shall also submit an 'Undertaking' in the prescribed format and last pay certificate. Symbiosis will not be responsible for any of their liabilities, such as Provident Fund contribution, to the previous employer.
- 2.62 CESSATION OF EMPLOYMENT: Cessation of employment is an essential consequence of appointment. Due care must be taken by HR department to ensure that separation of employee is a smooth and hassle free process. The outgoing employee should have goodwill for the organization even after cessation of employment. The employment will cease in one of the following ways:
- (A) On completion of period of contract or Ad-hoc employment: If the contract is not renewed or extended before due date, then the employment will be considered to be over on the due date. No separate notice is necessary.
 - (B) Resignation from service:
 - (i) An employee on contract, Ad-hoc employee and Probationers may voluntarily resign from service without assigning any reason, by giving one month's notice or giving one month's gross salary in lieu of notice. In some cases the notice period could be longer if specifically mentioned in appointment order.
 - (ii) A confirmed employee can voluntarily resign by giving three months' notice or three month's gross salary in lieu of notice, without assigning any reason.
 - (iii) No leave will be admissible during the notice period. In case of leave availed during this period due to unavoidable circumstances then the notice period will be extended proportionately. The appointing authority may grant reduction in notice period.
 - (iv) Resignation should be clear and unconditional. It should be submitted to the appointing authority through proper channel.
 - (v) The accepting authority will decide the date from which the resignation should become effective.
 - (vi) A resignation becomes effective not merely when it is accepted by the competent authority, but when the employee is actually relieved of his duties.
 - (vii) Resignation from service will generally be accepted straightaway except in following circumstances:



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Exceptions -

- (i) When the employee concerned is engaged on work of importance and alternative arrangements for filling up the post may take time. In such cases resignation should be accepted when alternative arrangements have been made.
- (ii) Employee against whom enquiry / investigation is pending (whether under suspension or not). In such cases resignation will not be accepted if it is in public interest to pursue the disciplinary case. The Competent Authority may, however, accept the resignation.
 - a. If the case does not involve moral turpitude and public claims, or
 - b. If the available evidence does not have a base strong enough to lead eventually to dismissal or removal from service.

(C) Termination of service without assigning any reason:

- (i) The Appointing Authority may terminate the services of an employee without assigning any reason. Appointing Authority may terminate the services of an employee on contract, on probation or Ad-hoc employee by giving one month's notice or giving one month's gross salary in lieu of notice, without assigning any reason. In case of confirmed employees, the notice period for termination will be three months. In lieu of notice period, three month's gross salary may be given. End service benefits will be given to the individual in such cases, if due.
- (ii) The employee shall cease to be in the service of the University/ Society in case he absents himself continuously for a period of two-years without prior permission. Provided that, the period spent by the employee on Study Leave shall not be counted as absence for this purpose. End service benefits will be given to the individual in such cases, if due.
- (iii) The employee suffering from contagious or infectious disease and is declared unfit for the service by the Medical Authority shall be discharged from the service of the University/ Society. End service benefits will be given to the individual in such cases, if due.

(D) Termination of service on disciplinary grounds:

Services of an employee can be terminated on disciplinary grounds by following procedures mentioned in code of conduct rules. Such employees will not be entitled for end service benefits except where he/she is entitled for the benefit under applicable Act.

(E) Retirement from service:

All employees will retire on the last day of the month in which they attain the age of retirement as specified in chapter 8 (Rules for Retirement). The Principal Director may grant extension or contractual appointment after the age of retirement.

1.63 Procedure for Cessation of Employment (Separation/End Service):

- (A) Resignation: The employee, who wants to resign from service, will address the notice to the Appointing Authority and forward it through the HOD or Director of the Institute. The notice period will start from the day notice is received by the Director or HOD. The notice will be forwarded by HOD/ Director to the HR department of the Society within two (2) working days with recommendation. The Chief HR will take exit interview of the individual and put up the case to the Appointing Authority within seven (7) working days. The Appointing Authority will take decision on the case within seven (7) working days. The Chief HR will communicate the decision to the Director/ HOD within twenty-one (21) days so that formalities for separation can be completed within the notice period. In case no decision is received by the HOD/ Director within 21 days then acceptance of resignation will be presumed.

The employee may withdraw his resignation before the approval is given by the Appointing Authority or within twenty-one (21) days, whichever is earlier. After this period withdrawal of resignation will not be permitted.

In case the individual is willing to give gross salary in lieu of notice period then the HOD/ Director will immediately inform the Chief HR and complete the formalities for separation within two (2) working days.





- (B) Termination of service except on disciplinary grounds: Termination letter will be given to the employee by the Appointing Authority through the HOD/ Director. Procedure as mentioned for resignation and termination and conditions mentioned in the appointment letter will be followed mutatis mutandis.
- (C) Retirement from service: The Chief HR will inform the HOD/ Director about the prospective date of retirement at least one month before the due date so that the employee can complete the formalities on time.
- (D) Formalities for separation: The formalities for separation include
- (i) Acceptance of Resignation, issue of Termination Letter/ Retirement Order.
 - (ii) Exit interview by HR department
 - (iii) Handing over the charge
 - (iv) Completion of 'No Dues' certificate
 - (v) Issue of Relieving Letter by HR Department
 - (vi) Issuance of service certificate by HR Department
 - (vii) Settlement of financial dues.

Note: Formalities mentioned in (i) to (v) above must be completed before the date of separation and those in (vi) and (vii) should be completed within two months.

OTHER TERMS AND CONDITIONS

- 2.64 Other terms and conditions of service applicable to employees are given in various other Rules framed by Symbiosis Society and SIU. Important rules in this context are:
- (A) Code of Conduct and Procedure for Disciplinary Action
 - (B) Rules for Pay and Allowances including other financial compensations
 - (C) Leave Rules
 - (D) Rules for Performance Appraisal Reports
 - (E) Health Insurance and Medical Benefits for employees
 - (F) Rules for Provident Fund, Gratuity and Retirement Benefits
 - (G) Rules for engagement of Manpower other than employees
- 2.65 Summary: These rules will be applicable for 'Employees' of Symbiosis except those who are appointed against Grant-in-Aid received from Government. For them service rules framed by Government will apply. These rules will also not be applicable to part-time employees and visiting faculty.



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