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# Institutional Policies and Standard Operating Procedures

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Version 1

D.E.SOCIETY'S BRIJLAL JINDAL COLLEGE OF PHYSIOTHERAPY, PUNE  
Fergusson College Campus, Shivajinagar, Pune 411046

Sr. No.	Item	Date	Name	Sign
1.	Document prepared by			
2.	Document checked by			





## I. Recruitment:

### A. Policy:

Recruitment is based on MUHS rules and regulations.

The MUHS has laid down guidelines for appointment of faculty to various posts in the college based on the intake strength. Hence, for an intake of 40 students, as per the University guidelines, 14 faculty are to be appointed to posts as follows:

Sr. No.	Subject	Principal and Professor	Professor	Associate Professor	Assistant Professor	
1.	Kinesiotherapy	1 from either subject	2 professors of separate specialties	1	1	
2.	Electrotherapy				1 Open Category 1 Reservation Category	
3.	Musculoskeletal Physiotherapy				1	1
4.	Neurosciences Physiotherapy				1	1
5.	Cardiovascular and Respiratory Physiotherapy				1	1
6.	Community Physiotherapy				1	1
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>14</b>

1. In case of vacancy at any post, an advertisement will be released regarding that particular post in local newspapers, college website and University website as required.
2. Interested candidates must apply in the prescribed format (available on [muhs.ac.in](http://muhs.ac.in)), with the required documents attached to the application.
3. Recruitments take place as follows:
  - a. College level recruitment
  - b. University approval.
    - i. Temporary approval
    - ii. Permanent approval
4. Pool of candidates will be formed; interview dates will be set up and candidates will be informed of interview dates well within time. Candidates are required to report to the college for interviews on the date and at the time selected. All candidates who are present at the appointed time are interviewed.




5. A college level recruitment committee, comprising of Principal, Chairman of the Local Management Committee, Finance Controller, the subject HoD and subject expert will interview the candidates in case of college level recruitment.
6. Depending on the number of posts, candidates are selected. Selected candidates are offered the job, and appointment letters are provided. On accepting the appointment, the candidate submits documents as required for the process and also submits an acceptance letter. On the day of joining, candidate submits a joining report and commences work with the college. Joining date must be within two months of receiving appointment order.
7. As per MUHS guidelines, any faculty member working in MUHS affiliated colleges need to be approved by the University. This approval is carried out by a staff selection committee, comprising of Chairperson, Vice-chancellor's nominee, Vice-chancellor's nominee for Reservation categories, Subject Expert. This committee is appointed by the University. The Committee members are selected by the University and hold posts in other colleges which are similar to the post advertised. The college recruitment committee also attends the interviews. Staff selection recommends candidates to the college from the available pool. The college can, on this basis, offer an appointment letter to the candidate. Once the appointment is accepted by the candidate, they are required to submit the following documents to the college:
  - a. Degree certificates
    - i. Undergraduate
    - ii. Postgraduate
    - iii. PhD (if applicable)
  - b. Birth proof
  - c. MSOTPT council certificate.
  - d. Relieving letters from previous organisation (if applicable)
  - e. Job acceptance letter
  - f. Joining letter

On successful submission of the documents, the candidate is eligible to join the college. On the day of joining, the candidate submits a joining report and commences their tenure with the college. Joining date must be within two months of receiving appointment letter.

8. A report of the whole interview process, with requisite documentation, appointment letters, acceptance letters and joining reports is sent to the University within 72 hours of the interview process.
9. University approvals are of two types:
  - a. Temporary for 2 years
  - b. Permanent.

For both these approvals, process followed is as documented in point nos.3 to 8.

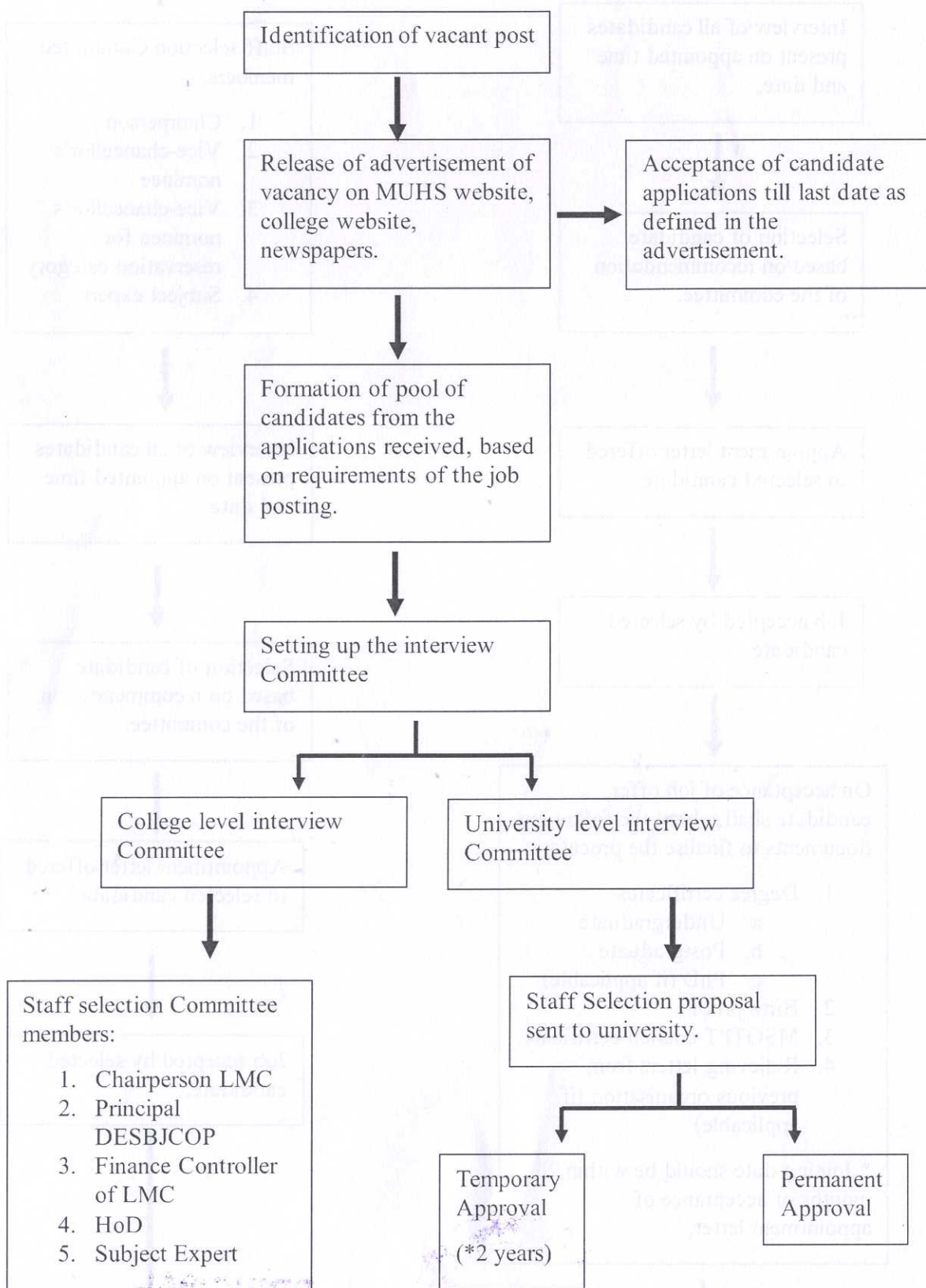


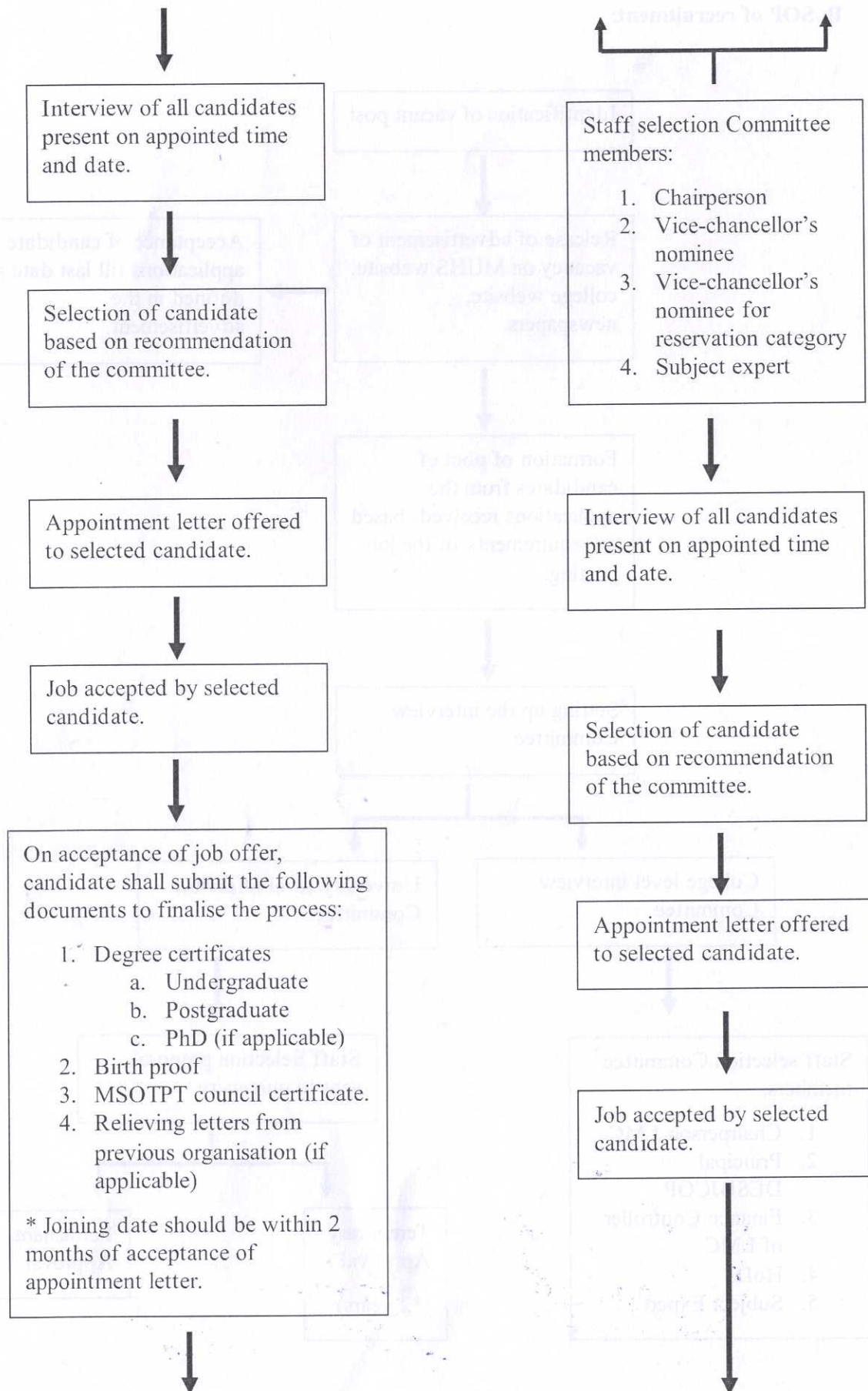
  
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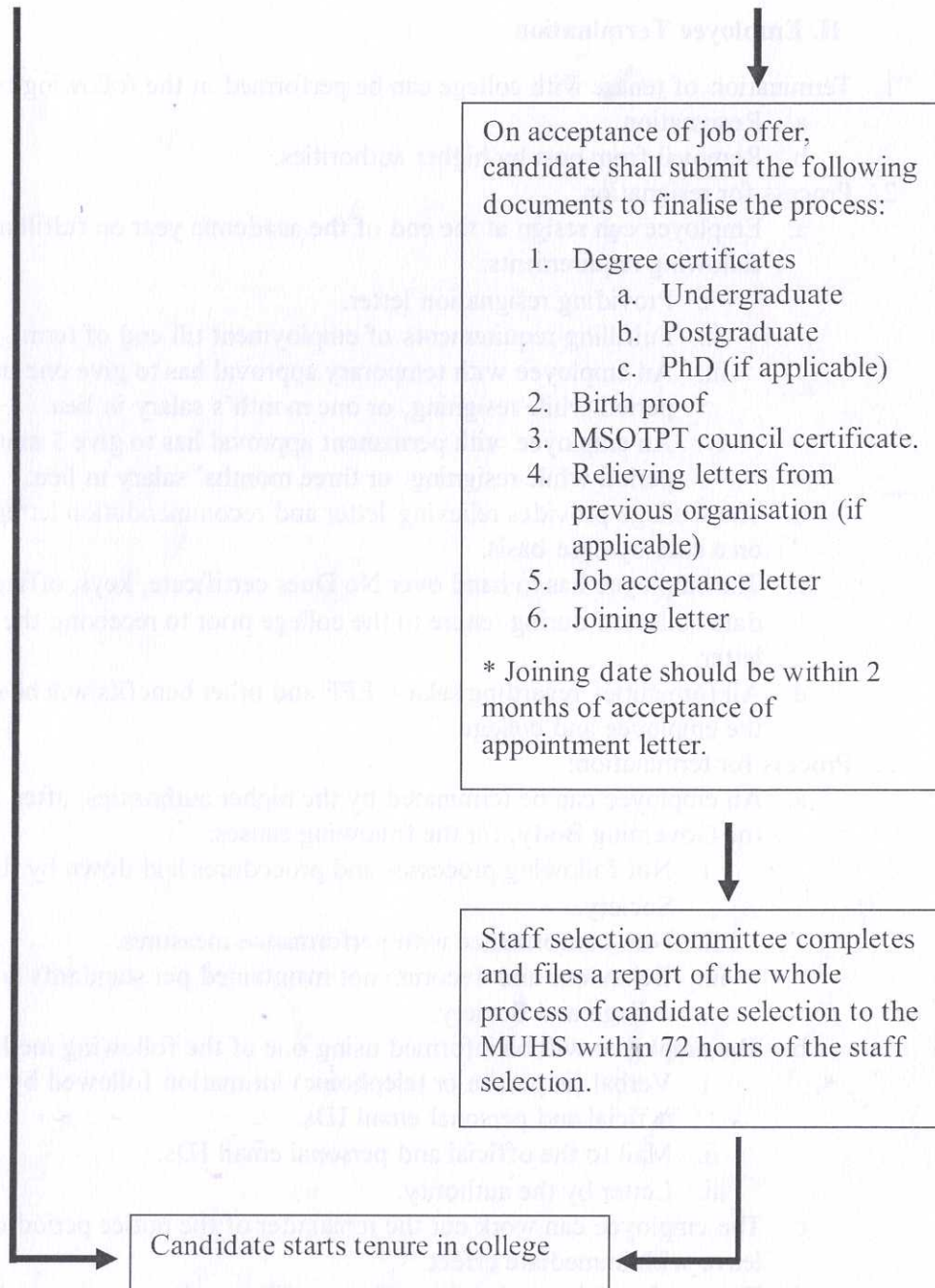
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Abha Dhupkar



**B. SOP of recruitment:**








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## II. Employee Termination

1. Termination of tenure with college can be performed in the following two ways:
  - a. Resignation.
  - b. Removal from post by higher authorities.
2. Process for resignation:
  - a. Employee can resign at the end of the academic year on fulfilling the following requirements:
    - i. Providing resignation letter.
    - ii. Fulfilling requirements of employment till end of term.
    - iii. An employee with temporary approval has to give one month's notice period while resigning, or one month's salary in lieu.
    - iv. An employee with permanent approval has to give 3 months' notice period while resigning, or three months' salary in lieu.
  - b. The College provides relieving letter and recommendation letter as appropriate on a case-by-case basis.
  - c. The employee has to hand over No Dues certificate, keys, office equipment, data collected during tenure to the college prior to receiving the relieving letter.
  - d. All formalities regarding salary, EPF and other benefits will be completed by the employee and college.
3. Process for termination:
  - a. An employee can be terminated by the higher authorities, after approval from the Governing Body, for the following causes:
    - i. Not following processes and procedures laid down by the institute and Society.
    - ii. Non-conformance with performance measures.
    - iii. Behaviour and decorum not maintained per standards laid down by the college and Society.
  - b. The employee will be informed using one of the following methods:
    - i. Verbal (in person or telephonic) intimation followed by a mail to the official and personal email IDs.
    - ii. Mail to the official and personal email IDs.
    - iii. Letter by the authority.
  - c. The employee can work out the remainder of the notice period or choose to leave with immediate effect.
  - d. The employee has to hand over keys, office equipment, data collected during tenure to the college prior to receiving the relieving letter.
  - e. All formalities regarding salary, EPF and other benefits will be completed by the employee and college.



  
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### III. Leaves:

#### Introduction:

Leaves are divided into the following categories:

1. Casual leave
2. Duty leave
3. Special leave
4. Medical leave
5. Earned leave
6. Maternity leave
7. Paternity leave
8. Leave without pay
9. Principal's leaves

#### Leaves:

##### General instructions:

1. An employee can only avail of leaves credited to them.
2. Leaves cannot be transferred.
3. Availing leaves beyond those credited will result in loss of pay.
4. Prior intimation is required for availing leaves.
5. Failure to intimate leaves can result in regulatory action being taken against that employee.
6. Leave taken for more than 2 weeks without prior intimation will result in termination of employee.
7. Employees in the first 1 year of service cannot avail of any leaves during the probation period. Casual leaves can be availed after completing one year of service. However, medical and earned leaves are credited to the employee for use later.

##### 1. Casual leave:

1. Casual leaves available are as follows:
  - i. Faculty: 8
  - ii. Administrative staff: 8
2. Leaves are to be applied using the ERP system.
3. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Casual leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
4. The leave application is accessed by leave administrator.
5. Leave administrator approves the leave application.
6. The leave is then forwarded to the Head of Institute/Unit.
7. HoI approves the leave.



8. Employee must inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
9. Leave applications are to be submitted prior to taking leave.
10. In case of an emergency leave, leave application is to be submitted on the day of leave in the morning slot, after informing HoI, respective HoDs, and team partners.
11. 4 leaves are credited to the employee every 6 month in the calendar year.
12. In case the number of leaves availed exceeds the allotted leaves, the employee will have to apply for a leave without pay.

## 2. Duty leave:

1. Duty leaves available are as follows:
  - i. Faculty: As required.
  - ii. Administrative staff: As required
2. Leaves are to be applied using the ERP system.
3. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Duty leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
4. The leave application is accessed by leave administrator.
5. Leave administrator approves the leave application.
6. The leave is then forwarded to the Head of Institute/Unit.
7. HoI approves the leave.
8. Employee must inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
9. Leave applications are to be submitted prior to taking leave.
10. Leave approval is obtained from the LMC for duty leaves.

## 3. Special leave:

1. Special leaves available are as follows:
  - i. Faculty: 15
  - ii. Administrative staff: 15
2. Leaves are to be applied using the ERP system.
3. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Special leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
4. The leave application is accessed by leave administrator.
5. Leave administrator approves the leave application.
6. The leave is then forwarded to the Head of Institute/Unit.



7. HoI approves the leave.
8. Employee must inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
9. Leave applications are to be submitted prior to taking leave.
10. Leave approval is obtained from the LMC for duty leaves.

#### 4. Medical leave:

1. Medical leaves available are as follows:
  - a. Faculty: 10 full pay or 20 half pay
  - b. Administrative: 10 full pay or 20 half pay
2. Employee can avail medical leave if leaves are taken for a medical condition and if it persists for 3 days and more.
3. Medical leaves are to be applied using the ERP system.
4. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Medical leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
5. The leave application is accessed by leave administrator.
6. Leave administrator approves the leave application.
7. The leave is then forwarded to the Head of Institute/Unit.
8. HoI approves the leave.
9. Employee has to inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
10. A medical certificate and fitness to join work are to be provided with the leave application.
11. In case of an emergency leave, leave application is to be submitted on the day of leave in the morning slot, after informing HoI, respective HoDs, and team partners.
12. 5 leaves are credited to the employee every 6 month in the calendar year.
13. In case the number of leaves availed exceeds the allotted leaves, the employee will have to apply for a leave without pay.
14. Leaves which are not availed are carried forward into the next year.
15. Leave approval is obtained from the LMC for medical leaves.

#### 5. Earned leave:

1. Earned leaves available are as follows:
  - a. Faculty: 0
  - b. Principal: 30
  - c. Administrative: 30
2. Employee can avail earned leave for 3 days and more.
3. Earned leaves are to be applied using the ERP system.
4. The process is as follows:



- i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Earned leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
5. The leave application is accessed by leave administrator.
  6. Leave administrator approves the leave application.
  7. The leave is then forwarded to the Head of Institute/Unit.
  8. HoI approves the leave.
  9. Employee has to inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
  10. In case of an emergency leave, leave application is to be submitted on the day of leave in the morning slot, after informing HoI, respective HoDs, and team partners.
  11. 15 leaves are credited to the employee every 6 month in the calendar year.
  12. In case the number of leaves availed exceeds the allotted leaves, the employee will have to apply for a leave without pay.
  13. Leaves which are not availed are carried forward into the next year.
  14. There is a cap of 300 days for earned leaves that are carried forward.
  15. At the end of tenure, employee can cash the remaining leaves.

#### 6. Maternity leave:

1. Maternity leaves available are as follows:
  - a. Faculty: 180 days
  - b. Administrative: 180
2. Employee can avail full pay maternity leave for a total period of 180 consecutive days during pregnancy and after delivery.
3. The employee can avail of maternity leaves for a total of 2 children.
4. Maternity leaves are to be applied using the ERP system.
5. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Maternity leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
6. The leave application is accessed by leave administrator.
7. Leave administrator approves the leave application.
8. The leave is then forwarded to the Head of Institute/Unit.
9. HoI approves the leave.
10. Employee has to inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
11. The employee has to ensure that her tasks are completed to the fullest prior to proceeding on leave.



12. Charge handover is required for all continuous duties.
13. In case the number of leaves availed exceeds the allotted leaves, the employee will have to apply for a leave without pay.
14. Employee may be asked to report to work, in person or via video call, in case of the following:
  - a. Inspections from University, MSOTPT council, other regulatory bodies.
  - b. Examinations of the students.
15. Leave approval is obtained from the LMC for maternity leaves.

#### 7. Paternity Leave:

1. Paternity leaves available are as follows:
  - a. Faculty: 15 days
  - b. Administrative: 15 days
2. Employee can avail full pay paternity leave for a total period of 15 consecutive days during pregnancy and after delivery.
3. The employee can avail of maternity leaves for a total of 2 children.
4. paternity leaves are to be applied using the ERP system.
5. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Paternity leave
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application.
6. The leave application is accessed by leave administrator.
7. Leave administrator approves the leave application.
8. The leave is then forwarded to the Head of Institute/Unit.
9. HoI approves the leave.
10. Employee has to inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
11. The employee has to ensure that her tasks are completed to the fullest prior to proceeding on leave.
12. Charge handover is required for all continuous duties.
13. In case the number of leaves availed exceeds the allotted leaves, the employee will have to apply for a leave without pay.
14. Employee may be asked to report to work, in person or via video call, in case of the following:
  - a. Inspections from University, MSOTPT council, other regulatory bodies.
  - b. Examinations of the students.
15. Leave approval is obtained from the LMC for paternity leaves.

#### 8. Leave without pay:

1. Any leaves over and above those allotted to the employee will be counted as leave without pay.



2. Employee applies for leave without pay on ERP.
3. The process is as follows:
  - i. Employee accesses their ERP account.
  - ii. They select the establishment tab>transaction>application>leave application>Leave without pay
  - iii. They select leave type, enter dates of the leaves, reason for leave, address and contact details during leave and submit their application
4. The leave application is accessed by the leave administrator.
5. The leave administrator accepts the leave.
6. The leave is then forwarded to the Head of Institute/Unit.
7. HoI approves the leave.
8. Employee has to inform HoD and team partners about the leave using at least one of the following media: email, WhatsApp, phone or verbally. Preferably an email communication following a verbal communication is to be performed.
9. Leave approval is obtained from the LMC for leave without pay.

#### 9. Principal's Leave:

Process for leaves for Principal is as follows:

##### A. Casual leave:

1. The Principal applies for casual leave from their ERP account.
2. The leave is directed to the Secretary.
3. Leave is approved by the Secretary.

##### B. Medical leave:

1. Principal applies for medical leave from their ERP account.
2. The leave is approved by the LMC and forwarded to the Pune Body.
3. The Pune Body approves leave and forwards to the Governing Body.
4. The Governing Body approves leave.

##### C. Earned leave:

1. Principal applies for medical leave from their ERP account.
2. The leave is approved by the LMC and forwarded to the Pune Body.
3. The Pune Body approves leave and forwards to the Governing Body.
4. The Governing Body approves leave.

#### IV. Appraisals

- a. Form of appraisal
- b. Person in charge of appraisal
- c. Process of appraisal
- d. Results of appraisal
- e. Follow-up / feedback of appraisal.

1. Appraisal is the process of reviewing an employee's job performance and contribution to the institution.



## VI. Salary and Increments

1. The institute utilises the VI pay schedule for payment of salaries of regularised employees. (Attached GBR, pay scale schedule with basic pay and gross pay details)
2. Employees with temporary approval and contracted employees receive consolidated salary based on years of experience and work performed and Governing Body approval.
3. Increments are annual paid in July.
4. The employee will receive 3% increment to the basic pay for the VI pay scale.



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## VII. Retirement

1. Age of retirement is based on Government guidelines.
2. Age of retirement is 62 years for all cadres except Principal.
3. Employee can avail of voluntary retirement.
4. Employee benefits as follows will be provided to the employee on retirement:
  - a. Employee provident fund.
  - b. Gratuity
  - c. Pension applicable after age 58.
  - d. Cash against accrued earned leaves.
  - e. Other benefits as decided by the Society.



  
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