



Nagar Yuwak Shikshan Sanstha Airoli
NEW HORIZON COLLEGE OF COMMERCE

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STAFF POLICY DOCUMENTS



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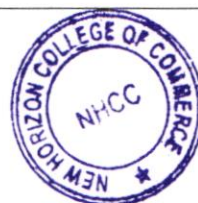
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Chapter 5 : Salary and Perquisites

A) Consolidated salary

Usually teaching & non-teaching staff are paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employee service at NHCC. It is fixed as per management's decision.

✓ **Allowance granted in lieu of salary:**

It is fixed at the discretion of management based on the contribution to the institute. It requires approval of the President & is part of salary.

✓ **Provident Fund Scheme:**

Contributory provident fund facility is available to all the employees from the starting date of their employment.

B) Welfare activities for employees

a) Gratuity scheme for employees:

Provision is made for those who work for continuous 5 years.

b) Payment mode of salary:

Every employee opens a salary account at Abhyudaya Co. Bank Ltd., Airoli and the salary is transferred to the employee's account.

c) Yearly increments:

Every faculty is given an annual increment based on their performance. The annual pay is revised once in a year only.

d) Incentive and rewards in salary:

It is awarded as per the discretion of management for any meritorious job of employees.

e) Granting of higher pay scale/ post for non-teaching:

It is awarded as per the discretion of management for any meritorious job of employees.

f) Promotion in cadre:

An employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

g) Free / Concessional medical treatment facility :

Emergency medical facility is available in the Institute campus and is further facilitated through a tie-up with a Dispensary located nearby.



h) Admission to wards of employees studying in NYSS Airoli's institution:

Wards of employees are given priority for admission in NYSS Airoli's institutions.

i) Group insurance scheme for employees:

NHCC has implemented Group Insurance scheme for employees.

j) Remuneration for FDP/Conference/ Certification of courses:

The faculty is encouraged by giving remuneration for various activities as mentioned below:

- FDP: The faculty is paid for a maximum of four FDPs of Rs/-250 per FDP, with a maximum upper limit of Rs/- 1000.
- Conference: The faculty is paid for a maximum of two conferences of Rs/-500 per conference, with a maximum upper limit of Rs/- 1000.
- Certification: The faculty is paid for a maximum of two certification courses of Rs/- 1100 per course, with a maximum upper limit of Rs/- 2500.
- Board of Studies : The faculty is paid for the membership of board of studies in any recognized Government & Non-Government bodies or University.



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Chapter 8 : Service and Assessment

1. Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution.

2. Personal Data sheet & documents in Personal file at office

Information that should be maintained in the official personnel file includes, but is not limited to:

3. Staff Card

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Employee written warning notice
- Exit interview form

4. Probation period and its extension and curtailment:

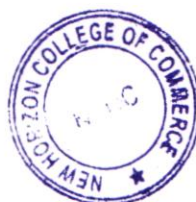
The probation period is considered as an observation period for an employee before he/she is going to be regularized in the institute.

The probation period can be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.

5. Yearly self-Assessment

NHCCA is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist to organization to achieve its objectives.

The self-appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objective.



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- **Core principles of the appraisal policy:**

1. The appraisal discussion is a two way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.
2. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
3. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
4. All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
5. The appraisal process will be a fair and equitable process.

- **Appraisal Implementation:**


1. Teaching staff is provided a Self-Appraisal Form, to be filled, at the end of every academic year.
2. First part of this form is to be filled by the appraisee, and second part of the form is to be filled by appraiser after discussion with appraisee and in the presence of appraisee.
3. The performance is assessed based on parameters mentioned in the form.
 - Teaching Performance
 - Research papers published
 - Activities Organized/Attended
 - Research proposals
 - Admission to higher degree
 - Books
 - Involvement in extracurricular and conductivity-curricular activities
 - Administrative work
 - Action plan for self-improvements in next academic year
4. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.
5. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
6. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.



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7. The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
8. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
9. The performance is assessed by the appraiser based on parameters mentioned in the form.
 - Subject Knowledge, teaching competency
 - Work Output (ability to handle reasonable work volume/quantity)
 - Quality of work
 - Initiative to improve work and accepting more responsibility, pro-activeness
 - Attitude & interest in job commitment to work, reliability dependability, trust
 - Teamwork, team spirit, cooperation, helping others
 - Ability & willingness to learn new trends and developments
 - Timely, proper reporting & feedback with minimum supervision & follow-up
 - Communication skills, oratory, and writing ability
 - Subject result
 - Interest shown in the employability of the students




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