



**Ranibai Agnihotri Institute of Computer Science and Information Technology,**  
**Wardha**

**HUMANRESOURCE POLICY MANUAL**

**About Us**

Ranibai Agnihotri Institute of Computer Science and Information Technology was established in 1999 in Wardha, Maharashtra. It is a pioneer, self-financing, co-educational Institution. It is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University. Well equipped laboratories, rich library, qualified and experienced staff high academic standard have made the institute one of the premier institutions in Maharashtra The Agnihotri group of Institutions is a large tree of education in this region which is flowering and fruiting since last decades . The branch to this tree in the form of college RAICSIT started in 2007 . The idea was to give facility to brilliant students of this region for computer science and Management education . In addition to the academic education we are also interested in developing Indian Sanskar, culture and discipline among students. We wish to enhance our wings at global level and launch academic programs in collaboration with international universities and institutions. We look forward for bright, excellent and meaningful future of our students. Jai Mahakali Shikshan Sanstha is emerging as one of the largest networks of educational institution in the Vidarbha region.It was established by Hon'ble Pandit Shankarprasadji Agnihotri in 1985 as result of dedication and motivation of Late Smt.Ranibai Agnihotri who was inspired by our father of the nation Mahatma Gandhi and Vinobaji Bhave.Henceforth the college has been named after her as RAICSIT. Although Jai Mahakali Shikshan Sanstha had a very



JAI MAHAKALI SHIKSHAN SANSTHA'S

**RANIBAI AGNIHOTRI INSTITUTE OF COMPUTER  
SCIENCE AND INFORMATION TECHNOLOGY, WARDHA**

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humble beginning, still its growth during the last 22 years as educational

institution is remarkable and astonishing. It has now grown up with More than 20 educational units of various kinds, right from pre-primary school to post graduate institutions. The social commitment and humanitarian outlook of Hon'ble Pandit Shankarprasadji Agnihotri is reflected in a various relevant projet.

## VISION

"The globalization has created many challenges of competition training, and placement of computer science and management students. We wish to inculcate the spirit of entrepreneurship, invention and innovation, advanture and nationality in our students."

## MISSION

"The Mission of the department is to train the student in latest technologies, achieve based standards in theoretical and practical and aspects: apart from involving them in live project in collaboration with industries to develop indigenous and appropriate technolgies at low cost to help the rural people"

## Quality Policy

We, at RAICSIT College, Wardha shall strive hard continuously to achieve academic excellence in Science & Technology, Commerce and Management through objective and innovative teaching methods, dedicated and duty conscious and consistent updating of facilities, welfare and quality improvement of the faculty and a system of continuous process improvement.



## A. Preamble

RAICSIT, Wardha believes that, for sustainable development, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies that are dynamic and accommodative in creating a conducive working environment, where employees can work and benefit in conformance to the vision, mission and quality policies of the institution.

## B. Objectives

- To ensure that, the recruitment of the different categories of staff/faculty, defining their roles and responsibilities.
- To respect basic human values, culture, loyalty, commitment, dedication, discipline, devotion and practices that promote team spirit, responsibility and participatory functioning.
- To build capacity of staff/faculty through STTPs, FDPs, workshops, symposiums, professional interactions and associations.
- To create opportunities for career development and commitment to support the overall development of its human resources.
- To enable the staff/faculty to share their personal and professional issues.

## C. Privacy

Employees who disclose secrets or confidential information of the organization/administration will be subject to disciplinary action which may lead even to dismissal and prosecution.



#### **D. The Governing Body – Powers and Functions**

The functions of the governing body are as follows;

- Create and fill various positions as per the requirements of the Principal, following the prescribed qualifications, and experience.
- Approval of budget proposals for infrastructure, academic, R&D and event management.
- Approval of action plans of the institution regarding the introduction of new courses and increase of intake in existing courses.
- Rectification of appointments made by the institution from time to time.
- Review, monitor and take necessary actions in the execution of plans and schemes.
- Provide, help and issue necessary guidelines to the Principal for administration.





## **HUMAN RESOURCE MANAGEMENT**

### **1. Definition of Terms used in the Manual**

**1.1.** “Basic pay” means the component of the pay scale that forms part of all emoluments that are earned by an employee while on duty on leave or holidays with wages by the terms of the contract of employment and which are paid or payable in cash to him/her but does not include

- a) The cash value of any food concession
- b) Any dearness allowance that is to say, all cash payments by whatever name called paid to an employee on account of a rise in the cost of living, house rent allowance, overtime allowance, bonus, commission or any other similar allowance payable to the employee in respect of his employment or of work done in such employment
- c) Any presents or gifts made by the employer

**1.2.** DA: Dearness Allowance declared by the Management periodically.

**1.3.** AGP: Academic Grade Pay declared by the Management for the Faculty members.

**1.4.** HRA: House Rent Allowance declared periodically by the Management.

**1.5.** “Academic year” means the normal period stipulated in the Academic Calendar for activities of odd and even semesters. In the present system, it is stipulated from June to May.

**1.6.** “Date of Appointment” means the first day of joining the duty by the employee as mentioned in the appointment order.

**1.7.** “GB” means the Governing Body of RAICSIT.



**1.8.** “HoD” means Head of the Department.

**1.9.** “Employee” means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of RAICSIT and who gets his salary directly from RAICSIT.

## **2. Classification of Human Resource**

RAICSIT recognizes the following classification of its staff.

**2.1** Administrative Staff: Principal, Head of Departments, Administrative Officer, Accountants, Office and Accounts staff, Library staff.

**2.2** Teaching Staff: HoDs, Professors, Associate Professor, Asst. Professors, Librarian.

## **3. Job Responsibility**

The responsibilities of various faculty positions are designed as per the norms of the university in line with the vision & mission of the RAICSIT.

### **3.1 Academic**

**3.1.1** Classroom teaching with modern aids.

**3.1.2** Lab instruction and demonstration with master readings.

**3.1.3** Development of laboratory, curriculum and resource materials by using modern techniques.

**3.1.4** Student evaluation and assessment.

**3.1.5** Participation in curricular and co-curricular activities.

**3.1.6** Student guidance, counselling, personality and overall development.

**3.1.7** To prepare, provide, generate and disseminate knowledge in the interest



of students.

### **3.2 Research and Development**

- 3.2.1** R&D activities through projects and research guidance.
- 3.2.2** Potential search for opportunities to provide consultancy services.
- 3.2.3** Promotion of institute–industryInteraction.
- 3.2.4** Promotion of Patent Development and Inventions.

### **3.3 Administration**

- 3.3.1** Planning, designing and development of new programmes and promotional activities.
- 3.3.2** Mobilizing resources for the institution.
- 3.3.3** Administration both at departmental and institutional levels.
- 3.3.4** Development, administration and management of institutional facilities.
- 3.3.5** Monitoring and evaluation of academic and research activities.
- 3.3.6** Participation in Policy planning for the development of TechnicalEducation
- 3.3.7** Maintain accountability.
- 3.3.8** Conduct performance appraisal.

### **3.4 Extension Activity**

- 3.4.1** Guiding the students in overall character development.
- 3.4.2** Extension services by interacting with society/community through NSS, etc.
- 3.4.3** Providing technical support in areas of social relevance.
- 3.4.4** Providing non-formal education for the benefit of the community.



**3.4.5** Promotion of entrepreneurship and job creation.

**3.4.6** Dissemination of knowledge.

#### **4. Appointing Authority**

The Chairman, Vice Chairman /Secretary of the Jay Mahakali Shikshan Sanstha, Wardha shall be the appointing authority for the post of Principal, HoDs, Administrative Officer, Teachers and Non-Teaching Staff of RAICSIT.

#### **5. Qualifications and Experience**

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the University.

#### **6. Recruitment and Selection**

**6.1** The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.

**6.2** The rules prescribed for the selection of employees from time to time by the university shall be followed.

**6.3** Staff selection committee shall be constituted.

**6.4** A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.

**6.5** The candidates for Assistant Professor and Associate Professor are required to give a demo lecture and take an interview by a selection committee followed by a one-on-one interview by the Principal / Chairman.

**6.6** Candidates for non-teaching posts are selected based on practical test conducted by a department selection committee and if need be, a final round





of one-on-one interviews by the Chairman.

**6.7** Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.

**6.8** An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain:

- The designation/title of the job and responsibilities specific to the job.
- The level of commands/reporting to and taking responsibilities in the absence of supervisors.
- The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

**6.9** On joining, the candidate should give the joining report duly filled and signed. If the candidate joins the Department or Office, the joining report should be accepted and countersigned by the person in charge and forwarded to the Administrative Office.

## **7. Pay, Allowances & Increments**

**7.1** Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body or Management.

**7.2** Annual increments shall be sanctioned by the Principal with the approval of the Chairman on satisfactory performance of the employee based on the recommendations of HoDs.

## **8. Salary and Disbursement**

As a policy of the Institution, the salaries of all the staff members will be given



as cheques or cash in hand or directly transferred to bank accounts. Annual increments are sanctioned to all the staff members in general after the completion of one successful academic year and satisfactory conduct.

## 9. Salary Advance

Management gives the Advance Salary for genuine cases like personal illness, death of dear ones etc. can be made with special approval by the Principal / Chairman.

## 10. Provident Fund

RAICSIT is committed to complying with statutory provisions of the Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuring benefits as prescribed by law.

## 11. Teaching and Learning Process

All the faculty members have to plan their academic teaching schedules well in advance before the commencement of the semester/year. The following are some of the contents of learning modules irrespective of the subjects:

- Course files
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Tests and Distribution of scripts



- Delivery sheets and Tutorial sheets
- PPTs
- Lesson and Course material
- Web downloads
- Case studies
- Self-Learning Materials
- E-Learning materials through Digital Library
- Guest/Expert Lectures
- Industrial visits and tours relevant to their respective specialization
- State-of-art technology through journals, articles and magazines
- YouTube Channels

## 12. Feedback Evaluation

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer online evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of the teachers, teacher's discussion of class tests, tutorial & assignments and syllabus coverage.
- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College environment, cleanliness/sanitation, Library facilities, canteen, water supply, games/sports, HoD's attitude towards problem resolution, principal response to grievance, and support of management in general.



Absolute privacy and confidentiality are maintained to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotions.

### **13. Faculty Self-Appraisal**

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal as annexed, filled and submitted to the Principal which may be taken into consideration at the time of increments or promotion.

### **14. Incentives and Awards**

Awards are instituted for the faculty as well as supporting staff members. In the case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student in their respective subjects and the Faculty Self-Appraisal form submitted by them. These awards are in the form of cash/appreciation letters / commending letters, promotions, increments etc.

### **15. Redeployment / Transfer**

RAICSIT enjoys the option of redeploying any member of the staff to a fresh





vacancy or transferring staff from one department to another. All employees may be transferred depending on the needs and priorities of the organisation.

Transfers may be affected in any of the following manners:

- From one department to another department or within an office
- From one post/office to another post/office

## 16. Resignation, Relief & Termination

### 16.1 Resignation and Relief

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sr. No.	Category	Notice Period
1.	HoDs and Professors	One month's notice or salary instead of notice at the discretion of the Principal
2.	Teaching Staff	One month's notice or salary instead of notice at the discretion of the Principal
3.	Technical Staff	One month's notice or salary instead of notice at the discretion of the Principal
4.	Administrative Staff	One month's notice or salary instead of notice at the discretion of the Principal

Before leaving the college, every teacher has to produce every data and all records. Also handover all the responsibility to new appoint person.

In case applications are submitted through the institution seeking outside



employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College. The employees of the Institution should get the No-Due Certificate duly signed by the authority mentioned in the NoC as prescribed by the Institution as annexed. Only after submitting the NoC, they can get back their originals from the Institution.

## **16.2 Termination**

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

## **16.3 Death**

In the event of an employee's death, the immediate next-of-kin shall inform the death of the Principal. The next-of-kin shall submit a copy of the death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month and other payments due, which will be made to the employee's designated nominee after the deduction of the applicable items.

## **17. Administrative Procedures**

### **17.1 Personnel Records**

The basic information of staff will be collected and maintained by PA-Head of the Institution in separate staff personal files. Some of the documents that will



be in the personal file may include a resume with a cover letter along with two photographs of applying for a position in the institution; a call letter if any; an appointment letter; all original certificates along with photocopies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by the head of the institution.

### **17.2 Office Hours & Attendance System**

- The class timings are from 10.45 A.M. IST to 4.00 P.M. IST. The usual office timings are from 10.00 A.M. IST to 5.00 P.M. IST with half hour lunch break from 02.00 P.M. IST to 02.30 P.M. IST. College timing for the teachers are 10:15 A.M. to 05:00 P.M., timing for non-teaching staff are from 10:00 A.M. to 05:15 P.M., timing for the peons are 09:45 AM to 05.30P.M.
- All staff shall swipe their fingerprints or face at the biometric reader, both in the morning before 10:30 A.M. IST and afternoon after 05:00 P.M. IST respectively. No one leaves the campus without completing their daily assigned task & signing of daily workbook.
- Any change in the Class and Office timings shall be notified to the respective staff through HoD or direct circular vide RAICSIT.
- All employees shall be at work at the time and place assigned to them. Habitual latecomers shall be liable for disciplinary action.
- Late Attendance with Permission: Normally late attendance shall be allowed for all employees only twice a month and should mark their biometric attendance on or before 10:30 A.M. IST. If the staff exceeds



the limit the biometric attendance automatically marks as “Casual leave”.

### **17.3. Punctuality**

The institution is very serious about enforcing punctuality through its Heads of Departments. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of the Administrative Officer.

## **18. Leave Rules and Leave Policy**

### **18.1. General**

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for Casual Leave (CL), intimation by telephone, SMS or email is to be given to the Principal, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the office of the principal.
- Sanctioning authority: The principal is the competent authority to grant all kinds of leaves to all the employees. The principal may delegate this power to heads/in charge for administrative convenience, Chairman is





the competent authority to sanction the leave of the principal.

- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with the intent to use up all the leaves provided for in the rules. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

### **18.2. Casual Leave (CL)**

All the regular employees of the college are entitled to eight days of casual leave in a calendar year.

- The total number of CLs used in one spell including prefixed, suffixed and intervening holidays shall not exceed 08 days.
- Unused CL at the end of a calendar year is NOT carried forward to the next year
- Casual leave cannot be combined with any other type of leave
- Casual leave for half a day may also be granted for forenoon or afternoon
- CL can be availed using the prescribed form as annexed
- Newly joined / employees during the probation period shall normally avail one day CL in a month or exceptional cases two CL in a month.

However, the Principal can use his/her discretionary power to sanction leave depending on the circumstances.

### **18.3. Medical Leave (ML)**

- All employees are entitled to 8 days of leave on medical grounds.



- These leaves will not be considered in the granted 8 days paid leaves.
- The leave will be granted against the production of a medical certificate from a registered medical practitioner.

#### **18.4. Compensatory Casual Leave (CCL)**

All the regular staff members who work on public holidays are eligible for one-day compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility. Fractional CCL will not be granted.

Remunerative work is excluded from the provision.

#### **18.5. On Duty (OD)**

All regular faculty/staff members shall take OD with prior approval from HoD and the Principal. The On Duty is categorized into three types as follows:

- On Duty for participation and/or presentation of paper in National / International seminars / Conferences / Symposium / Workshops.
- Exam On Duty for University examination supervision work.
- Other On Duty for any other institution-related work.
- Employees can avail of the OD using the prescribed form as annexed for getting approval.

#### **19. Code of Conduct and Discipline**

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:



### 19.1. Do's

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers & marks of the internal tests.
- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of internal and external examinations.
- Attend internal invigilation and observer/squad duties.
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Downloading e-materials from digital libraries, authorized online journals and legitimate sites.
- Preparing soft/hard copies of course files, delivery sheets and web materials.
- Monitoring and Counselling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.
- Acquire and develop professional/interpersonal competence to enhance the skills of students.



- Building teamwork, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance.
- Authoring / Co-authoring of textbooks with other institution/organization professionals.
- Publication of papers in Seminars / Conferences / Conventions / Journals / Magazines.
- Publication and attending FDPs / Workshops / Conferences / Symposiums/Conventions.
- Chairing sessions and delivering keynote addresses in any FTTP / Workshop / Seminar/ Conferences.
- Professional, rational and intellectual behaviour like an academician.

### 19.2. Don'ts

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities on the campus.
- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Encouraging any form of 'Malpractice/unfair practices' in connection with exams and others.
- Leaving the campus without proper prior permission of the Head of the institution.
- Absconding from the institution.
- Undertake private assignments whether remunerative or not.





- Enter into any monetary transactions with any stakeholder of the institution.
- Cause damage to the institution or stakeholders' property in any form.
- Encourage or be involved in immoral practices with stakeholders.
- Organize, attend, involved in any duty with the RAICSIT banner outside the college without proper approval.
- Passing comments on religious, regional, personal, racial and cultural sentiments.
- Taking membership in a political party or taking part in politics.
- Any act which is detrimental to the interest of the institution.

### **19.3. Disciplinary action**

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself.
- Complaints of misconduct by a staff member are investigated by a disciplinary committee constituted by the Local Management Committee.
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to show cause notice to any employee if it is in the interest of the college and report his/ her reply to the Administrative Office and the final



Decision Taken by the Management.

- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

- i) Censure
- ii) Withholding increments/promotion
- iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
- iv) Suspension
- v) Removal from service

#### **19.4. Grievance Cell**

Grievance cells are constituted at the department level by the HoD concern and at the institution level by the Principal to look into the grievances of the staff members and redress them.

#### **20. Facilities and Amenities**

##### **20.1. Identity Card (ID)**

All RAICSIT employees are required to have photo ID cards which they should carry with them to their respective workplaces and in the course of travel. RAICSIT will issue these cards to new staff within 15 days of their joining the organisation. At the time of cessation of service, employees are required to return their Identity Cards to the organisation.



## 20.2. Chapters and Professional Associations

All departments of the institution, through the active participation of faculty and student associations, need to initiate, establish and organize various academic and professional activities such as technical quizzes, technical symposiums, workshops, guest lectures, technical fairs, and seminars.

## 20.3. Library

The institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate server, space and internet facilities which are available for faculty/staff and students. The faculty/staff members can take the books by using their BT cards. The library subscribes to National/International journals to encourage and create a research atmosphere.

## 20.4. Sports and Games

RAICSIT provides sports facilities to the staff members & students of the institution. Apart from this, competitions are conducted during the annual sports day celebrations of the institution. We encourage the staff and students to participate in various stages of Competitions. The winners and runners-up are awarded prizes.