



MODERN COLLEGE OF PROFESSIONAL STUDIES

Mohan Nagar, Ghaziabad

HR Policy Manual

Policy & Procedures

w.e.f. June, 2012
(Revised up to June, 2022)
(These Rules Supersede all Previous Rules)

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HUMAN RESOURCE POLICY

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GENERAL

1. College Profile

Modern College of Professional Studies was established in 2003 under the aegis of Ganesh Shiksha Samiti, accredited grade of B + by National Assessment and Accreditation Council (NAAC), affiliated to Chaudhary Charan Singh University, Meerut. It offers seven courses across three streams namely Education, IT, Commerce and Management. It lays supreme emphasis on providing the contemporary learning environment in the context of modern methods and technology coupled with Indian heritage, values and discipline.

It aims to equip students with the requisite academic and professional skills in teacher education, management, and IT to prepare them for empowering reflective, ethical, compassionate educators and inspirational leaders for a diverse world. It carries out multidisciplinary research in the field of educational theory, in accordance with today's digital world.

Working as a center of excellence by integrating innovative, scientific and research approaches. It grooms personality and creates skills with a sense of responsibility towards society, the nation and the world at large.

2. Vision

Strengthening the nation with excellent professionals in the field of Education, Science & Technology, Law and Management with leadership qualities and best managerial skills in their field.

3. Mission

To serve society and improve the quality of life in every sphere. To become a recognized elite education Institution by nurturing high-quality talent, providing an excellent academic & research environment and promoting the dissemination of knowledge.

4. Core Values; We Stand For-

- Academic integrity and accountability
- Sincerity, dedication, and team spirit
- Intellectual excellence and creativity
- Participation in activities that promote public good.
- Democratic principles of freedom and justice.
- Unfettered spirit of exploration, rationality and enterprise.

5. Objectives of the Institution

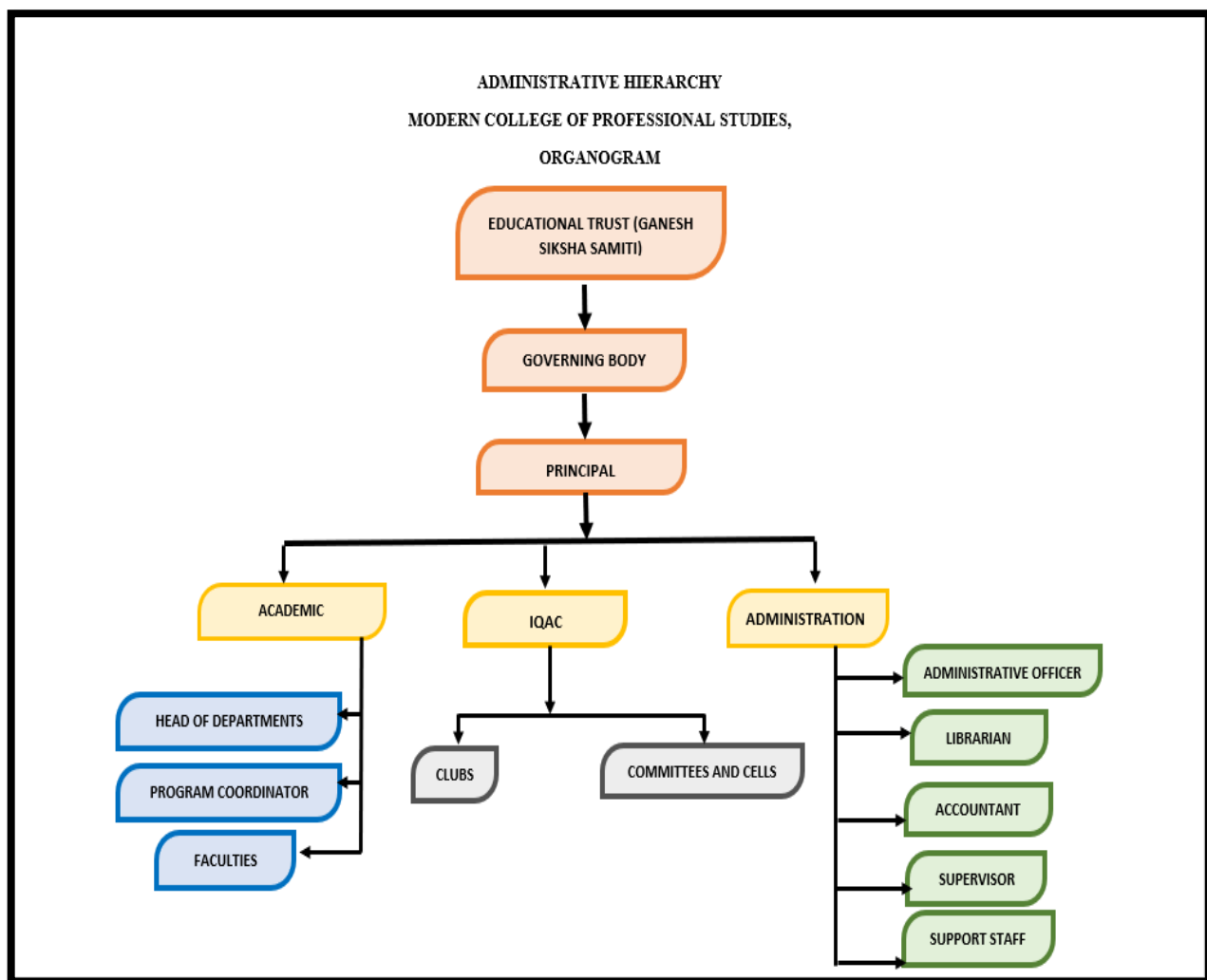
- Cultivate well-rounded individuals for professional, leadership, and societal roles.
- Create an academic environment that promotes excellence, participation, and societal contributions.
- Embrace fundamental educational principles to build a democratic and socially responsible society.
- Promote holistic education, fostering intellectual growth, ethical development, and proficiency in diverse skills, empowering students for a dynamic world.

6. Quality Policy

We are committed to become premier educational body with a mission to create leaders, winners and achievers by ensuring excellence through:

- 1 Enrichment of knowledge.
- 2 Employees' and students' empowerment.
- 3 Continuous improvement of systems & processes.

7. Organogram



8. Governing Council

- The Governing Council of the college serves as the highest administrative authority.
- It is formed in accordance with the regulations set forth by the Chaudhary Charan Singh University, Meerut, Uttar Pradesh and National Council for Teacher Education (NCTE).
- The Governing Council is responsible for endorsing the institution's mission, strategic vision, long-term plans, and annual budgets to serve the interests of all stakeholders.
- This council ensures the establishment and oversight of control and accountability systems, encompassing financial and operational controls, risk assessments, and internal grievance mechanisms.
- It oversees the institution's performance in alignment with approved plans.
- The Governing Council ensures the realization of the organization's mission and vision, fostering future academic plans and research activities by providing strategic direction and overseeing their implementation.
- Budgetary allocations towards infrastructure, staffing, and Research & Innovation require approval from the Governing Council.
- The Chairperson is tasked with leading the Governing Council, ensuring its effectiveness, and fostering strong connections between the institution and its stakeholders.
- The Chairperson supports the head of the institution in program execution.
- The Governing Council convenes a minimum of two times a year or as necessary.

SERVICE RULES & PROCEDURE

1. Objectives

The aim of these regulations is to establish a consistent policy applicable to all college employees, aimed at reducing the reliance on discretionary powers, minimizing procedural delays, and preventing hold-ups. It is incumbent upon all employees to familiarize themselves with these rules and regulations.

2. Application & Jurisdiction

These regulations take precedence over all preceding directives, rules, minutes, circulars, etc. They are applicable to all employees, regardless of category, position, or status.

3. Category of Employees

- Teaching Staff
- Non-Teaching Staff

4. Terms & Conditions of Employment

- The age of retirement from the Modern College of Professional Studies, Ghaziabad shall be 70 years.

- Continued service beyond 70 years is contingent upon medical fitness, duly certified by a medical practitioner nominated by the college, and approval from the University. Such employment will be in the form of visiting faculty.
- The management reserves the right to determine appropriate experience for employees and regulate working hours as needed.
- Employees may be assigned additional duties within the functional jurisdiction of the college, provided they are capable of performing them.
- Every employee is required to fully devote their attention to safeguarding the interests of the college.
- Employees must dedicate their entire time to the service and benefit of MCPS, Ghaziabad. They are prohibited from seeking other employment, engaging in private business, or joining other educational institutions/schools/colleges/social organizations without written permission from the Director, whether on a part-time or full-time basis. They are also prohibited from direct or indirect involvement in the business of any other person or organization.
- Employees are bound by an implicit obligation not to disclose any official secrets or valuable information acquired during their employment with the college, even after leaving. Disclosure of official secrets constitutes misconduct/indiscipline and is punishable.
- Employees are required to adhere to the rules and regulations issued by the college management.
- Employees are responsible for the safekeeping and return of college property, equipment, books, etc., issued to them. The management reserves the right to recover the original cost of such items from employee dues in case of damage or loss. Further actions may be taken at the discretion of the management in case of failure to account for the said items satisfactorily.
- The address provided in the employment form will be considered the official postal address for all communications. Communications sent to this address shall constitute proper legal notice.
- Violation of any terms and conditions of employment may result in immediate dismissal without notice or compensation. Similarly, falsification of information provided in personal data may lead to immediate dismissal without notice or compensation.
- All employees must adhere to the rules of the Library, Laboratories, and other departments as issued by the respective departments.

5. Appointment

An appointment shall not imply for permanent position/ designation. The senior most people in a section/ department may be called the head but it shall not imply that he/she has the right to that position/designation/grade etc.

GENERAL CONDUCT & ETHICS

1. Conduct Rules

Education serves as the backbone of every society, with faculty members playing a crucial role and expected to exemplify as role models. Therefore, each faculty member is required to adhere to a set of conduct rules. The following paragraphs outline some dos and don'ts:

Dos

1. Arrive at the college a few minutes before the scheduled time.
2. Attend classes punctually, preferably arriving a few minutes before the scheduled time as per the timetable.
3. Maintain proper discipline and decorum in the classroom.
4. Engage in interactive teaching methods, prioritizing discussions whenever possible.
5. Avoid dictation or direct copying from books/notes onto the board.
6. Utilize slides/PPTs for at least one topic from each unit and maintain a record.
7. Incorporate relevant practical examples into teaching.
8. Encourage and train students to present seminars on referenced topics.
9. Teach additional topics beyond the syllabus as deemed appropriate.\
10. Act as mentors to students, maintaining records, and providing assistance to the best of your ability.
11. Fulfill a minimum of 20 teaching days as mandated.
12. Ensure timely completion of all records, schedule registers, and communicate relevant information in writing to other stakeholders for accountability.

Don'ts

1. Do not dismiss the class before the scheduled time unless justified by a valid reason.
2. Avoid any form of harshness or disrespect towards students or their parents.
3. Show respect towards superiors and colleagues at all times.
4. Do not allow bureaucratic hurdles to impede your work; promptly communicate any concerns in writing or verbally to your superiors.
5. Refrain from engaging in theft, fraud, or dishonesty in relation to institute property or colleagues.
6. Do not provide false information regarding your age, qualifications, employment history, or any other relevant matters, either during or after employment.
7. Avoid actions that could harm the interests of the college or disrupt good order and discipline.
8. Accept all notices, circulars, and lawful orders without refusal, and acknowledge receipt by signing the office copy as required by the issuing authority.
9. Avoid engaging in behaviours that may undermine the organizational culture or climate.

2. Misconduct Policy

The following actions shall be considered misconduct and may result in disciplinary action against the employee:

- Willful insubordination or disobedience of lawful orders issued by the authorized authority.
- Habitual tardiness, irregular attendance, or willful absence from duty.
- Falsely signing the attendance register without explicit permission from the Director/HOD after being marked absent or on leave.
- Neglecting assigned work or showing negligence in performing duties, including malingering and avoiding academic/administrative responsibilities.
- Causing damage to college property without permission.
- Engaging in drunkenness or disorderly/indecent behavior on college premises without permission.
- Participating in gambling or smoking on college premises without permission.
- Collecting money from students/employees without authorization from the competent authority.
- Committing acts that constitute criminal offenses involving moral turpitude.
- Misusing/misappropriating college property or funds allocated for official purposes.
- Inciting students to engage in unlawful activities.
- Developing inappropriate relationships with students.
- Violating norms governing the relationship between teachers and students.
- Seeking personal gain or benefit from students for any reason.

3. Participation in Demonstrations:

College employees are prohibited from engaging in or participating in any demonstration that incites office disruption.

4. Gifts

Except as otherwise stipulated in these regulations, no college employee shall accept, or allow any representative acting on their behalf to accept, any gifts from contractors, suppliers, or subordinate students. Any such instances must be promptly reported.

5. Consumption of Intoxicating Drinks and Drugs

- Employees of the institute must adhere strictly to the laws concerning intoxicating drinks and drugs.

- No employee of the institute shall be under the influence of intoxicating drinks or drugs while on duty. They are responsible for ensuring that their performance is not compromised in any way by the influence of such substances

5. Work Schedule - Working Hours

1. All teaching faculty members are expected to be on duty for a minimum of 42 hours per week. Similarly, all teaching and non-teaching staff should devote at least 48 hours per week to the college. Engaging in personal tasks during working hours is permitted, except during the lunch break.
2. The timings from Monday to Saturday will be as follows:
 - For Teaching staff: 09:30 a.m. to 04:30 p.m.
 - For Non-teaching staff: 09:30 a.m. to 05:30 p.m.
 - The lunch break duration is set at 30 minutes.
3. The second Saturday of each month will be observed as a day off.
4. College timings may be subject to change or modification to accommodate the operational needs of the college. Faculty and staff members are expected to comply without entitlement to compensation for additional work hours. However, it is essential to note that the working schedule should not hinder the completion of assigned responsibilities, which must be fulfilled within the designated time frame.

6. Late Arrival

- Up to 10 minutes late (2 instances up to 09:40 am in a month can be overlooked).
- Up to 10:30 am - Considered as a Short Leave.
- Up to 12:30 pm - Half-day Leave.
- After 12:30 pm - Full-day leave.
- 2 Half-day leaves equal 1 Casual Leave.
- 3 Short-day leaves equal 1 Casual Leave.
- 4 instances of being late equal 1 Casual Leave.
- No half-day leave is permitted except for unforeseen emergencies.
- Short Leave can only be taken from 09:00 to 11:00 or from 15:00 to 17:00 hours. No short leave is allowed between 11:00 to 15:00 hours.

8. Procedure for Official Duty Off-campus

Employees needing to leave the college for official duty must obtain an "Outdoor Duty (O.D) Slip" signed by the competent authority. This slip must be submitted to the HR department before departure. Additionally, a copy should be provided at the gate, and an entry made in the register accordingly. Employees departing from the office without official authorization (AWOL) will be subject to disciplinary action, potentially resulting in loss of pay.

9. Absence without Leave

- Any absence without leave exceeding seven days will be considered voluntary resignation from service, resulting in a break in service. However, continuation of service may be permitted if the absence is due to genuine reasons and upon approval from the competent authority.
- In case of emergencies, such as sudden illness, employees must promptly inform their absence to seek permission. Subsequently, a written request must be submitted to formalize the absence.

10. Working on Sundays/Holidays after the Office

Employees may be required to work beyond the regular working hours to fulfill specific job requirements. All employees are expected to comply with the college's demands in such situations. Failure to fulfill this responsibility will be considered as an act of indiscipline.

LEAVE RULES

1. Types of Leaves

In accordance with prevailing practices, the following leave rules have been established. The types of leave applicable to all staff members (excluding casual employees) shall be as follows:

Type of Leave	Annual Admissibility	Max. Accrual	Remarks
Earned Leave (EL)	17 days	45 days	- 7 days during winter and 10 days during summer only.
			- EL credited after completing one year of service.
			- Requests must be made in advance (generally one month).
			- Sundays and holidays within the leave period count towards the leave duration.
Casual Leave (CL)	12 days	NIL	- Balance of CL may be encashed or taken at the end of the tenure.
			- Cannot be taken in advance unless unavoidable.
			- Entitled to one CL per month of attendance, up to 3 days at a time.
			- Remaining balance lapses at the end of the calendar year.
			- Can be availed in half-day increments.
Academic Leave	Up to 30 days	NIL	- Applicable only to teaching faculty, including the principal.
			- Granted for academic activities that bring recognition to the institution, such as attending conferences.

			<ul style="list-style-type: none"> - Requires submission of documentary evidence and prior approval. - Travel and registration expenses may be covered by the college if approved. - Can be granted up to three times during an academic year.
Compensatory Off	As per duties performed	NIL	<ul style="list-style-type: none"> - Granted to staff who work on weekly off days or holidays with prior permission from the Principal. - Must work a minimum of six hours to earn one day of compensatory leave. - Must be availed within the same month; cannot be carried forward.
On Duty (OD) Leave	As required	NIL	<ul style="list-style-type: none"> - Applicable to teaching staff deputed by the Principal/HOD for official duties. - Requires submission of necessary documentation and approval by the Principal with HOD's recommendation.
Maternity Leave	6 months (180 days)	NIL	<ul style="list-style-type: none"> - Granted for pre and postnatal periods. - Applicable after one year of continuous service. - Benefits can be availed twice during the entire service period.
Paternity Leave	15 days (half-paid)	NIL	<ul style="list-style-type: none"> - Applicable within six months of the child's birth. - Half-paid; can be split into two parts. - Cannot be combined with other leave types without prior approval.
Medical Leave	30 days (half-paid)	NIL	<ul style="list-style-type: none"> - Granted for illness. - Requires submission of proper medical certification.

(a) **Leave Sanctioning or Competent Authority:** Refers to the Principal or any other authority designated by the Principal to sanction leave under this policy. For instance, the Principal may authorize respective Heads of Department (HOD) to sanction all types of leave, with short leaves also being sanctioned by HODs.

(b) **Prior Approval:** It is mandatory to obtain prior approval before proceeding on leave. In cases of emergency due to medical exigencies, the employee must inform their sanctioning authority and can apply for leave online afterward. Failure to do so may result in the absence being recorded as Leave Without Pay (LWP) at the sole discretion of the sanctioning authority.

(c) **Academic Calendar Year:** The period of one year starting from 1st July and ending on 30th June of the succeeding year.

(d) **Staff Categories:**

- **Staff under Vacations:** Includes staff not categorized under "Staff under Non-Vacations".

- **Staff under Non-Vacations:** Includes staff involved in essential and continuous services based on the nature of their work.

(e) The leave types mentioned below apply to all regular teaching, non-teaching, and technical employees of the college but do not apply to:

- Persons engaged on casual/daily wages.
- Persons engaged through service contractors.
- Persons engaged on a part-time basis or those for whom the rules are specifically not made applicable.

(f) **Leave as a Privilege:** Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked, or postponed according to work exigencies.

(g) **Scheduled Work Hours:** Employees are required to observe scheduled hours of work, during which they must be present at their place of duty.

(h) **Unscheduled Absences:** Except for valid reasons and unforeseen contingencies, no employee shall be absent from duty without prior permission. Any absence must be communicated to the Competent Authority at the earliest opportunity, and the case will be dealt with according to the prevailing policy.

(i) **Link Person Pairs:** As far as practicable, "Link Person Pairs" shall be identified in each work unit. The Head of Department/Section In-charge shall ensure that linked employees do not take leave simultaneously, ensuring that work is not adversely affected.

(j) **Leaving Station:** No employee shall leave the station without prior permission from the Competent Authority, even during leave or vacation.

2. Description of Leaves

Attendance for a minimum of 20 teaching days per month is mandatory for all faculty members.

Casual Leave (CL) Rules

(a) CL entitlement will be credited at the start of the calendar month.

(b) CL will be carried forward to the next month and can be accumulated but will completely lapse at the end of the Academic Calendar year (i.e., 30th June).

(c) Holidays/Week-offs falling between a sequence of CL will not be counted as CL. For example, if CL is taken for Saturday and Monday, the Sunday in between will not be counted as CL.

(d) CL cannot be encashed.

4. Academic Leave

- a) Academic leave may be granted exclusively to teaching faculty members, including the principal for the specific academic activities that bring recognition to the Modern College of Professional Studies.

b) Attendance at national/international symposiums/conferences/seminars/workshops, etc.

- Delivering invited talks to students/employees of other colleges.
- Requests for academic leave must be accompanied by documentary evidence.
- Travel and registration expenses for attending symposiums/ conferences/ seminars/ workshops, etc., will be covered by the college if approved. Otherwise, these expenses are to be borne by the individual/host college.
- Academic leave can be granted up to three times during an academic year.
- Employees must use casual leave or extra ordinary leave for attending all paid activities such as working as an external examiner for practical examinations or serving on inspection committees, etc.
- The principal, in consultation with the Governing Body, may sanction this leave.

5. On Duty Leave (OD)

(a) OD may be recommended by HOD & granted by the Principal for transacting College/University or any other academic/professional assignment.

(b) A reasonable period spent on traveling/journey may be included in the period.

6. Vacations Off (VO)

(a) Vacations will be as per the table. VO can be availed at any time during the year in multiples of 3 (e.g., 3, 6, 9, or 12 days), subject to the availability of VO leaves in the leave balance account.

(b) VO will completely lapse at the end of the Academic Calendar year (i.e., 30th June).

(c) Week-offs or any Holiday sandwiched between vacations will also be counted as Vacation Off.

(d) VO entitlement will be done at the start of the calendar month.

7. Short Leave (SH) Rules

(a) This type of Leave is available for all Bands except BAND B5 (Peons).

(b) Only 2 short leave permissions of 2 hours each are allowed in a month.

(c) Short Leave cannot be combined with any other leave type on the same day.

8. Compensatory Off

(a) CO will be applicable only on NON-WORKING DAYS, i.e., if someone is working on week-offs, Sundays, or any Holidays.

(b) **CO Earn Rule:**

- More than 2 hrs. Up to 4 hrs. - 1/2 day.
- More than 4.30 hrs. - 1 day.

(c) CO can be availed within the same month from the day worked on week-offs or any Holiday.

(d) For any activity on a non-working day for which remuneration is being paid to faculty/staff, no CO requests will be entertained.

9. Maternity Leave

As per the Maternity Benefit (Amendment) Act 2017, all women employees are entitled to a maximum of 6 months (180 days) of Maternity Leave, all of which will be paid, as per the guidelines below:

- It is mandatory to rejoin after six months from the start of maternity leave. In case of inability to join, the employee must resign, and rejoining will be through the fresh recruitment process based on the availability of a suitable vacant position.
- The new ML policy is applicable to those proceeding on ML on or after 01.08.2017.
- **Eligibility:** After completion of 1 year of continuous service at the college.
- The benefit can only be availed twice during the entire service period.
- A declaration is required that the woman employee is not working in any establishment during the period for which she receives a maternity claim.
- The employee can only join office after 6 weeks from the date of delivery and must submit a discharge summary of the hospital to claim the maternity benefit.
- The total maternity benefit of 6 months will be processed in 2 parts:
 - Maternity benefit of 3 months will be paid after three months from the date of resuming duty.
 - Maternity benefit of the remaining 3 months will be paid after 3 months from the month in which the 1st part is processed.
- Additional Benefits for Working Mothers (with a child less than 2 years of age):
 - No first lecture will be allotted.
 - Flexi timings, although the employee needs to complete requisite working hours in a day.
- Reporting time for Central/Examination (internal or external)/Essential departmental duties will remain binding & is applicable as per prevailing norms.
- Maternity Benefit is applicable ONLY if the employee rejoins the institution after approved leave of six months.
- During these six months, no other leave is to be applied to process the maternity benefit.

10. Paternity Leave Policy

(a) A male employee (who has completed one year of service) with less than two children may be granted paternity leave by an authority competent to grant leave for a period of 15 days during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.

(b) During such a period of 15 days, the employee shall be paid leave salary half of the pay drawn immediately before proceeding on leave.

(c) The period of 15 days can be split into two parts (maximum) within the period specified in subrule (a).

(d) Paternity leave may be combined with leave of any other kind, only after the prior approval of the competent authority.

(e) Paternity leave shall not be debited against the leave account.

(f) If paternity leave is not availed of within the period specified in subrule (a), such leave shall be treated as lapsed.

(g) The beneficiary will be solely responsible for completing previously assigned tasks before proceeding on paternity leave. However, the reporting manager will facilitate the concerned employee in finishing the assigned task.

11. Additional Recommendations

(a) Teaching staff will be given off on the second Saturday of the month.

(b) Public Holidays will be as per the Academic Calendar released semester-wise.

(c) Employees will have only one week off.

12. Changes to the Leave Policy

Any changes in this Leave Policy are subject to the sole discretion of the competent authority.

ROLE AND RESPONSIBILITIES

1. PRINCIPAL

The reporting of the principal to the institute's top management (Secretary & Correspondent) and supporting them in the following functions:

- Academic/ General Administration / Monitoring
- Design and Development
- Leadership
- Visionary
- Planning and Execution

1. Academic/ General Administration / Monitoring

One of the principal's crucial responsibilities is to regulate the academic and general administration, overseeing and implementing systems, policies, procedures, and operations of the institution to meet the expectations of government monitoring bodies such as CCS University Meerut, top management, students, and parents. The following are key responsibilities falling under this category:

- Supervising the academic and administrative staff to ensure they fulfill their prescribed responsibilities.
- Monitoring the regularity, discipline, and conduct of both administrative and academic staff.
- Overseeing student discipline, conduct (including attendance), and maintaining the institution's decorum.
- Ensuring effective teaching aligned with the prescribed curriculum and recommended teaching methodologies by the University/NCTE/Management.
- Supervising all office procedures, including admissions, fee collection, attendance, recruitment, salary payments, procurement, accounts, audits, and other administrative matters.
- Overseeing liaison activities with governmental, corporate, and academic institutions.
- Conducting meetings on behalf of the institution, including staff, coordinators, and College Academic Council meetings.
- Maintaining and overseeing the procurement of necessary materials such as furniture, lab equipment, library books, and other institution requirements following prescribed procedures.
- Monitoring audits and inspections conducted by regulating bodies like NCTE, State Government, and CCS University.
- Cultivating cordial relations with staff, students, parents, and all stakeholders connected to the institution, whether directly or indirectly.

2. Design and Development

The principal also needs to take up developmental functions which are very important for the development of the institution. The following are some of the developmental

functions to be taken up by the principal:

- Identifying the core competencies of the institution either existing or probabilistic and projecting in the institutional activities.
- Recruiting the right kind of faculty members suitable for the institution keeping in view the future needs of the institution.
- Facilitating and nurturing the faculty and giving all the necessary guidance and support for academic and professional development.
- Designing and developing the working and learning culture in the institution.
- Focusing on the development of necessary infrastructure most prominently the library and laboratories with an international ambiance.
- Establishing strong partnerships with industries, institutions that conduct research, and consultancies, as well as signing MOUs to enhance certain college strengths.
- Designing a new and updated policy for promoting our college as a center of excellence.
- Create an environment for internal and external stakeholders can effectively use the system's benefits in accordance with their expectations.
- Developing research and technical consultation facilities in our college for the societal needs.
- Designing and developing college admission procedures and policies that have been approved by management, as well as monitoring admission activities.

3. Leadership

The principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

- The principal shall demonstrate himself/herself as an excellent teacher and one of the best among his colleagues.
- Engage in research, training and consultancy in order to establish credentials as an academican of international standards.
- Establishing high standards of discipline, commitment, and involvement in the work process.
- To inspire all his / her colleagues towards the achievement of the goals of the organization and lead them from the forefront.
- Understanding the problems and concerns of all colleagues and taking care of their requirements.

4. Visionary Functions

These functions are the ultimate functions of a principal. The following are some of the visionary functions:

Creating a long-term plan for the institution and working with top management to put it into action.

- Taking steps at regular intervals to help achieve the vision.
- Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
- Establishing necessary systems, procedures and policies facilitating and realizing the vision.
- Developing a plan and executing the same to attain accreditation like NAAC and other quality systems for college.

5. Planning, Execution and Reporting

- The principal requires preparing long-term as well as short-term plans (concrete documents) and presenting them to the Secretary and Correspondent.
- Principal shall implement and execute the perspective plan of the college.
- The principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken up or intend to take up to the Secretary and Correspondent.
- Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Secretary and Correspondent.
- Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through respective heads of units.
- Planning to conduct a periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow-up of all matters discussed at such meetings.

2. HEAD OF THE DEPARTMENT

- The Head of the Department (HOD) plays a pivotal role in shaping the department's direction and ensuring its smooth operation in alignment with the college's policies. The HOD is entrusted with the following responsibilities:
- Strategically organize the department to optimize efficiency and productivity.
- Assign clear responsibilities to faculty and staff, monitor their performance, and provide necessary guidance and counseling.
- Develop and oversee plans for curricular and co-curricular activities within the department.
- Appoint class/program coordinators and laboratory in-charge personnel, and ensure their effective performance through monitoring and counseling.
- Oversee syllabus completion and monitor the academic progress of students, intervening when necessary.
- Counsel students who are facing difficulties academically, and maintain communication with their parents to ensure their support.
- Plan and implement activities for the professional development of faculty, staff, and students.

- Arrange alternate classes when faculty members are absent to minimize disruptions.
- Dedicate a minimum of 6 hours per week to teaching at least one subject.
- Coordinate departmental involvement in professional society activities and organize seminars and conferences regularly.
- Organize industrial visits and in-plant training for students and support placement activities conducted by the Training and Placement Officer (TPO).
- Seek opportunities for research and consultancy projects for the department.
- Uphold student discipline within the department.
- Ensure the department website is regularly updated with relevant information.
- Analyze university results, implement remedial measures, and ensure their effectiveness.
- Maintain accurate records of student sessional marks, attendance, and other relevant data.
- Identify and support slow learners, involving parents when necessary to improve their performance.
- Ensure timely provision of equipment, consumables, and books for academic purposes.
- Ensure readiness for upcoming semesters by addressing equipment needs, formulating timetables, and preparing academic materials.
- Organize colloquiums, guest lectures, industrial visits, and faculty development programs, and compile an annual report of departmental activities.

These responsibilities are integral to the effective functioning and growth of the department, and the HOD is expected to fulfill them with diligence and professionalism.

3. Teaching Staff

Teaching staff play a crucial role in the education college, shaping students' careers and serving as their mentors. Their core responsibilities include:

- Teaching 2-3 subjects with a workload of 18-20 hours per week.
- Conducting assigned lab classes and maintaining accurate records of student performance.
- Organizing student seminars and presentations regularly to foster engagement and knowledge sharing.
- Advocating for efficient lab equipment and consumables before each semester and ensuring timely provision.
- Creating comprehensive course files for each subject taught, including syllabi, academic calendars, lecture schedules, lesson plans, assignments, tutorial sheets, sample question papers, and notes.
- Developing and updating lab manuals to support practical learning.
- Designing student assignments and question papers with model answers to assess learning outcomes effectively.
- Continuously evaluating student performance, identifying weaknesses, and communicating with parents through the HOD or class coordinator.
- Conducting remedial classes for struggling students and maintaining records of their progress.
- Assisting students in identifying their training and development needs and supporting

them in achieving their goals.

- Undertaking student mentoring and maintaining relevant records.
- Maintaining discipline within the classroom to create a conducive learning environment.
- Extending support to student placement initiatives, facilitating their transition into the workforce.
- Selecting activities to maximize performance-linked promotion and increments in line with college policies.
- Ensuring a minimum of 20 days of teaching per month for every faculty member.
- Coordinating duties and maintaining records regularly to support departmental operations effectively.

4. Registrar/Administrative Office

The Registrar and Administrative Office play a vital role in managing various administrative functions essential for the smooth operation of the institution. Their major responsibilities include:

- Managing all matters related to students' admission, attendance, results, records/files, mark sheets, degrees, and convocation ceremonies.
- Maintaining records of examination forms, scholarship forms, affiliation documents, faculty approvals, and communication with the university.
- Compiling examination records for both theory and practical examinations.
- Coordinating with examiners and scheduling practical examination dates.
- Maintaining records of appointments for teaching and non-teaching staff.
- Distributing mark sheets and certificates to students upon completion of their academic programs.
- Overseeing security and housekeeping services to ensure the safety and cleanliness of the campus.
- Managing institutional repair and maintenance work to upkeep infrastructure and facilities.
- Handling procurement processes and ensuring timely payment of bills to vendors.
- Managing insurance policies for buildings, assets, and vehicles owned by the institute.
- Monitoring, hiring, and assigning duties to non-teaching staff members.
- Supervising building maintenance and repair activities to maintain a conducive learning environment.
- Ensuring the implementation of welfare schemes, processing leaves, managing increments, and administering pay and allowances for employees.
- Acting as a liaison with the university regarding legal matters concerning students and coordinating with the social welfare department for student scholarships.

5. Librarian

He/she is responsible for the procurement and provisioning of textbooks, reference books, journals and research papers to the students and the faculty members of the college. The major responsibilities are listed below:

- Maintain a required number of textbooks & reference books as per university/NCTE norms.
- Procure books as demanded/required by the faculty members duly approved by

authorities.

- Ensure automation of the library system which includes functions like a receipt, issue, search, reservation of books, etc.
- Arrange procurement of journals, magazines, newspapers, etc.
- Issue/ receive books to the members of the Book bank and other members of the library.
- Maintain Library records and discipline within the library.
- Maintain books in a good state /get the same bound, if required.
- Maintain membership of DELNET, INDEST, consortium, etc.

6. Store In-Charge

He is responsible for the procurement & provisioning of all the capital equipment, consumables, stationery items, general maintenance stores, etc. The major responsibilities comprise the following:

- Prepare a central inventory of all the stores held by the individual department as well as the central stores.
- Ensure annual stock-taking of all the stores held by each department as well as the central stores.
- Periodic survey boards to declare unserviceable items of equipment/Stores/ furniture etc. and get the same auctioned/disposed of regularly.
- Identify deficient/repairable equipment/stores required by the departments before the commencement of the semester/year and arrange their procurement/repair.
- Check quality and quantity of stores received to determine regular/monthly requirements of stationery items, electrical items, building maintenance stores, and cleaning stores and arrange their bulk procurement.
- Carry out a market survey of required items regularly and establish methods of their procurement.
- Arrange payment of suppliers at the time.

7. Laboratory In-Charge

- Up to date maintaining of the Stock Register and Consumable Registers.
- Responsible to find out the requirements of consumables for the laboratory and procure the same, before the commencement of the academic year.
- Plan the procurement of equipment for the coming year/semester in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
- Monitor the adequate Infrastructure facilities in the laboratories.
- Maintain all the laboratories.
- To hold those responsible for any breakage/loss etc. and recover costs from them.
- To ensure the cleanliness of the laboratories and switch off the equipment after use.
- Requisition of consumables shall be submitted to the principal for necessary action.
- Responsible for the movement of any item out of the concerned laboratory and maintaining a register for the same.

- Seating of the Lab in-charges shall be available in the laboratories and maintenance and care of resources/services of the institute are always expected.
- Responsible for maintaining a master record of equipment, Laboratory, models, lab course materials, R&D activities, etc.

8. Lab Assistant

- The Lab Assistants are required to assist the respective Lab In-Charge for the smooth functioning of the laboratories.
- Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
- All the Lab assistants, in coordination with the respective lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage, etc. within the respective labs, to the faculty in charge of the lab.
- Any other duty as may be assigned by the faculty In-Charge of the Lab
- /Principal/ administrator from time to time.
- Responsible for closing and opening of Labs and holding of keys for the Lab should be recorded in the register available in the Office.

9. Training and Placement Officer

- Follows the policy of the management and Liaison with Schools/Industries.
- Identifies the needs, updates and develops the plan to provide training for the students.
- Arranges OFF/ON campus interviews
- Prepares and proposes the annual T & P budget well in advance.
- Prepares database of top Schools including their addresses, details of operations, their expectations, their HR team, etc.; with the help of the students.
- Assists students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Assists students to develop and implement successful job-seeking strategies.
- Prepares an audio-video presentation (Brochures) or a colorful hand-out to be presented to potential employers.
- Compiles and maintains a data bank on students' profiles and (video) resumes along with their photographs.
- He/she shall prepare a detailed brochure highlighting the facilities of the college, department.
- Prepares the records of academic performance and placement particulars both in soft/hard copy and sends it to selected industries for facilitating the conduct of campus interviews or by meeting the HRD or relevant officer of the companies for a visit and subsequently arranging for the campus interview.
- Empowers students with life-long career decision-making skills and provides resources to facilitate the career planning process.
- Maintain a linkage between students/alumni and the employer.
- Upgradation of the student's skill sets commensurate with the expectations of the industry.

- Generation of awareness among the students regarding future career options

available to them by arranging a seminar/ orientation program.

- Assists different companies in recruiting candidates as per their requirements.
- Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants and updated information about the need of the school/industry.
- Arranging classes for students to improve their employability skills and helps in preparing the resume and communicating the resume of suitable candidates to potential employers.
- Providing the right placement to the right candidate so that students excel in their future life. He/she shall maintain the records of placement, students, college brochure, list of schools, etc; and create a small library that includes the books for competitive examinations, personality development, communication skill development etc.
- Organizing placement training sessions for the students and preparing them for interviews.
- To provide information on the schedule of recruitment drives in advance to all the placement coordinators of each department.
- To place a request for resources required in advance and coordinate with the concerned and ensures availability of the same.
- Details of placed candidates are sent to the principal immediately after the recruitment drive.
- Responsible for keeping the records of all placed students and sending hard copies of all appointment orders of recruited students.
- She/he shall collect the student profile and academic record of the second-year students (Starting from their first year) and retain the same at the placement office.
- The placement and training officer shall be the coordinator of the placement and training cell.
- He/she shall arrange regular training sessions for the students through external agencies.

10. Examination Committee

- Organizes and coordinates submission of Question papers of class test/cycle test/unit test/assessment test examinations within the time period as per the schedule.
- Prepares the schedule of the Internal/External examinations for ensuring that all required material is available in the allocated examination rooms before the examination.
- Preparing and planning for the purchase of required stationery (internal examinations) to purchase with the consent of the principal in advance.
- Organizes examination material, providing safe custody of and conducting examination stationery and material, including question papers, in accordance with regulations.
- Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through Office Assistant and class adviser.
- Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.

- Ensures distribution of question papers to all examination halls within the time schedule.
- Providing appropriate guidelines to the invigilators, staff and students.
- Assists in the preparation of invigilation schedule, arranging additional invigilator(s)
- Under exigency, if any, briefing and training invigilators as per procedures.
- Being present and available in the college on the days when results are notified, and overseeing the distribution of results to students.
- Produces analysis of examination results to the departments as soon as possible.
- Provides statistics on examination entries and results for the principal.
- Prepares examination schedules, time-table and question paper patterns, wherever applicable.
- Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).
- Coordinates with class adviser towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
- Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination center.
- Acts as a resource person and liaises between faculty members of the Examination committee, students and the Examination committee of the College.
- Responsible for upkeeping a variety of equipment such as a personal computer, photocopier, and other standard office equipment for examination work.
- Responsible for keeping complete details (current/completed students) about the student's internal assessments/ affiliating university examinations.

11. Grievance Redressal Committee

The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by the students, and judge its merit. Grievance Redressal Committee with an impartial and fair approach and to sort out various grievances of the students judiciously. Its main focus is to promote and maintain a conducive and unprejudiced educational environment.

Functions

To make all necessary arrangements for receiving representations/ complaints/ grievances from students relating to general administration, examination, evaluation and any other problems relating to the functioning of a student in the college;

1. To examine the grievances.
2. To make necessary recommendations to the principal.
3. To do all such things as may be assigned by the principal.

12. Anti-Ragging Committee

Ragging is strictly prohibited at MCPS. The committee's primary objective is to prevent, prohibit, and eradicate any form of ragging, whether verbal, written, or through actions that involve teasing, treating, or handling students rudely. This also encompasses any undisciplined activities causing annoyance to students.

Empowered by the institution, the committee is authorized to investigate reported incidents thoroughly. Following a fair inquiry, it holds the authority to take appropriate action against students found guilty of engaging in such prohibited activities.

RECRUITMENT POLICY

1. Identification of Vacancies

- The Principal compiles requirements for teaching and non-teaching positions based on University/NCTE norms, considering teaching load and student-teacher ratio annually before the last working day.
- Workforce requirements are forwarded to Management for approval.
- Advertisement for vacancies is done through reputable newspapers or internet sources, subject to Secretary's approval.
- Shortlisting of candidates based on academic credentials, work experience, and residence location is conducted by the Principal.

2. Selection Committee

- The Selection Committee consists of:
- Chairperson of the Governing Council (Secretary)
- Principal of the college (Member Secretary)
- Head of the Department and one senior faculty member (Members)
- One subject expert (External member)

3. Selection Criteria

- Candidates must submit an application form and undergo an interview conducted by the committee.
- Candidates demonstrate knowledge in their specialization area to assess communication skills and undergo a personal interview for content knowledge evaluation.
- The Committee prepares a merit-based list of selected candidates.
- Applicants are selected in a 1:3 ratio before the committee submits the interview report and recommends future actions to the Chairperson. The final decision rests with the Secretary.
- The Principal issues appointment letters outlining remuneration packages and service requirements to selected candidates.
- Joining requires submission of a joining report and original documents for verification to the administrative office.

4. Staff Service Record

- Administrative office maintains service records of all college employees in a specified format.
- Records include information about services provided, increments, promotions, awards, and disciplinary actions throughout employment.
- Periodic verification of service record entries is conducted by the Principal.

This policy ensures a transparent and systematic recruitment process aligned with regulatory standards and institutional requirements.

PROBATION POLICY

1. Probation Period

- All appointments to positions shall typically entail a probation period of one year.
- Upon successful completion of the probation period, the individual will be confirmed in the post.

2. Confirmation and Benefits

- Following successful completion of probation, the individual will become eligible for benefits according to the College norms, as revised periodically.

PROMOTION & INCREMENT POLICY

1. GENERAL:

1. It is well known that a college's credibility is the direct function of the quality of academics, percentage placement, quality of research work and the academic environment of the college. We shall add to this "Care and Concern" of the students.
2. Although the Modern College of Professional Studies has come a long way, yet has a long - long way to go to reach the top and continue to stay there. To achieve this, all our faculty members need to be self-motivated. They shall be involved in all / some of the following functions:
 - Institutional development,
 - Departmental development,
 - Students' development and
 - Personal development.

These are the 4 basic criteria for the implementation of incremental policy individually.

2. TA/DA Rules

These rules are laid down to assist each employee in knowing his or her authorization and limit of expenditure while on an office tour.

Although all possible efforts have been made to lay down the rates of D.A, which would make an employee get reasonable comfort while at the outstation, no employee is expected to use outstation duty as the source of income.

3. Definition

Any outstation journey on official authorization shall be deemed as 'on tour'. A journey beyond the municipal limits of the headquarters shall be considered as 'on tour' only if a night stay is involved and the duty has been duly approved.

4. Authorization

All tour programmes and subsequent bills shall be recommended by the account officer and approved by the principal. Any tour exceeding one week shall be approved by the Secretary.

5. Travel Advance

Travel advance may be drawn before the commencement of the journey. It shall be calculated by keeping the entitlement, length of the tour, etc. in mind.

Unutilized advance money shall be returned to the Institute within 3 days of return from the tour.

Actual tour expenses bills shall be submitted positively within one week of completion of the tour. In case the employee fails to do so, the institute may recover the advance from the salary of the employee.

Any falsification of information during the tour programme/submission of the fake bill may invite strict disciplinary action against the defaulter.

6. Travel by Own vehicle

If an employee having own vehicle and uses it for the purposes of the institute with prior approval of the competent authority, he/she may claim as per the local conveyance reimbursement. per kilometer rates applicable.

7. Local Conveyance Policy

Given below is the Local conveyance policy, which shall be applicable as per the grade structure of Modern College of Professional Studies, Ghaziabad.

All the employees of MCPS who may be called upon to use their own vehicles (Two-wheeler/ four-wheeler) for any work related to the institute can claim the reimbursement as per the following norms. The formal approval for the same shall be accorded by the principal.

RESIGNATION POLICY

1. A staff will be at the right to tender his/her resignation from the services of the Institution in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during the month of April of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the Next Year. The staff who are not willing to express their willingness to continue will be relieved from duty

- at the end of the last working day of the respective year after they complete the work, assigned to them.
2. Those who do not intimate at the time of the circular period will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so. Those who wish to resign on any grounds in between shall produce one month's notice (30 Working Days) to the Management through the principal in writing.
 3. The employee shall not be granted any leave except casual leave during the notice period.
 4. On acceptance of resignation, the employee, before collecting the No-Dues certificate from the admin office, will be required to hand over the charge as directed by the principal which includes all official Documents, Records, Library Books, and shelves keys to the concerned authorized faculty.
 5. Based on the No-dues certificate and handover documents, the principal recommends the issuance of Relieving Order.
 6. The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

INCENTIVES AND BENEFITS FOR FACULTY

1. Benefits Extended to Faculty and Non-Teaching Staff Members

- Employee's Provident Fund for non-teaching staff members.
- The staff members are covered under the Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month.
- The staff members are covered under the Employee State Insurance scheme as per the acts, drawing salary up to Rs. 21000/- per month.
- The management of MCPS is pleased to provide financial support to the faculty members for attending workshops/Seminars/conferences in various colleges.
- The amount can be claimed after submitting the necessary documents.
- Preference is given to employees' children in admission, Transport, and fees concession.

2. Employees Incentive

The employee receives incentives in the form of additional increments during the salary revision depending upon the AP