



**VIVEK PG MAHAVIDHYALAYA
KALWAR**



FOUNDER VIEW



Dear Colleagues,

Welcome to Vivek P.G. Mahavidhyalaya. We believe that our teachers, administrative staff, and employees are the heart of institution. Their dedication and hard work play a vital role in achieving academic excellence and the overall development of our students. Our people are the true strength of the institution and the key to its growth and success.

The Human Resources Policy has been created to ensure a fair, respectful, and supportive work environment for everyone. It explains clear rules related to recruitment, performance, training, employee welfare, and workplace behaviour. This policy reflects our values of honesty, equal opportunity, transparency, and continuous improvement. I request all employees to understand and follow these guidelines in their daily work. Together, let us build a culture of trust, cooperation, responsibility, and excellence, and continue to make our institution a place we are all proud to be part of.

Regards

Padam Singh Dhaka
(Chairman)



Message from the Director



Dear Colleagues,

Welcome to Vivek P.G. Mahavidhyalaya. Our Mahavidhyalaya is built on the dedication, integrity, and collective efforts of its teachers, administrative staff, and employees. You are the driving force behind our academic excellence, institutional discipline, and the holistic development of our students. Your commitment and professionalism form the foundation of our continued progress and reputation. The Human Resources Policy has been carefully developed to establish a fair, inclusive, and supportive work environment. It provides clear and transparent guidelines related to recruitment, performance management, professional development, employee welfare, and workplace conduct. This policy reflects our institutional values of integrity, equality, accountability, and continuous improvement.

I urge all employees to familiarize themselves with these guidelines and uphold them in their daily work. Let us work together with mutual respect, cooperation, and a shared sense of responsibility to strengthen our academic culture and take Vivek P.G. Mahavidhyalaya to greater heights of excellence.

With best wishes,

Mr. Vishal Dhaka

(Director)

Vivek P.G. Mahavidhyalaya



Message from the Principal



Dear Colleagues,

Welcome to Vivek P.G. Mahavidhyalaya. Our Mahavidhyalaya firmly believes that teachers, administrative staff, and employees are the foundation of our academic community. Your dedication, sincerity, and hard work play a vital role in achieving academic excellence and supporting the holistic development of our students. The growth and success of the Mahavidhyalaya depend greatly on the commitment of its people.

The Human Resources Policy has been formulated to ensure a fair, respectful, and supportive working environment for all. It provides clear guidelines related to recruitment, performance appraisal, professional development, employee welfare, and workplace conduct. This policy reflects our core values of integrity, equality, transparency, and continuous improvement.

I request all employees to carefully read, understand, and follow these guidelines in their day-to-day responsibilities. Let us work together to build a culture of trust, cooperation, responsibility, and excellence, and continue to make Vivek P.G. Mahavidhyalaya a place we are all proud to be part of.

With best wishes,

Principal

Vivek P.G. Mahavidhyalaya



VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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INDEX

S. No.	Particulars	Contents	Page No.
1.	Service Rules	Purpose	8
		Introduction	8
		Vision Mission and Core Value	9
		HR Management Policy (Organogram)	10-11
		Equal Employment Policy/Transparency	12
		Work Culture	12
2.	Work Practice/Office discipline & decorum	Working Hours	13-14
		Timings Flexibility	14
		Working Hours & Attendance Guidelines	14
		Important Attendance Points	15
		ID Cards	15
		Discipline	16
		Non-Compete	16
		Harassment	17
		Non-smoking premises	17
3.	Recruitment & Appointment	Sources of Applications	19
		Scrutiny/Short list of Applications	19
		Eligibility Criteria for Registrar, Principle, Professor/HOD, Associate professor, Assistant professor, C. O. E., Sports Officer, Librarian, Lab Assistant, Accountant etc.,	19-34
		Appointment	34-35
		Joining Formalities	35
		Probation	35
		Confirmation	35-36
		Payment of salary	36
4.	Leave Policy	Leave Policy	37-40
5.	Compensation & Benefits	Salary, PF	41-42
		Increment & Welfare measures	42
		TDS (Tax Deduction System)	43



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6.	Performance Appraisal System (PAS) and Promotions	The system Basis Performance Planning Evaluation Consequences of Performance Assessment Promotion	44-47
7.	Code of Conduct/ document of Mahavidhyalaya	Role of Director Role of Principal Role of Registrar Role of HODs Role of C. O. E. Role of Training and Placement Officer Code of Conduct for Incubation Cell Manager Functional Responsibilities of Faculty Set of Rules For Employees Code of Conduct For Non-Teaching Staff Student Behavior	48-57
8.	Separation	Notice Period/Termination	58-60

ANNEXURES

1	ANNEXURE-I	Employment Form	61-64
2	ANNEXURE-II	Miss Punch and OD Approval Form	65
3	ANNEXURE-III	Leave Application Form	66
4	ANNEXURE-IV	T.A./D.A. Bill	67
5	ANNEXURE-V	TDS / Income tax declaration	68-69
6	ANNEXURE-VI	No Dues Form	70



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SERVICE RULES



Purpose

The purpose of this document is to elaborate and clarify the policies, rules, and detailed terms and conditions applicable to all employees of **Vivek PG Mahavidhyalaya**. All employees are expected to be thoroughly familiar with and adhere to the policies of the institution as outlined herein. The management reserves the right to amend, modify, or update these policies and practices from time to time, without prior notice, in order to ensure alignment with evolving institutional requirements and globally accepted best practices.

INTRODUCTION

About the Mahavidhyalaya,

Vivek P.G. Mahavidhyalaya, located at Kalwar in Jaipur, was founded in 2003 with a vision to provide accessible & high-quality education to students from diverse backgrounds. Over the decades, it has grown into a renowned institution known for its academic excellence, innovative program, and commitment to community engagement.

In 2003, Vivek P.G. Mahavidhyalaya was established by a group of visionary educators led by Shri. Padam Singh Dhaka. Initially, the Mahavidhyalaya started its journey with just a handful of students & a few faculty members. Despite many challenges, the founders were determined to create a nurturing environment for learning & intellectual exploration. Throughout the years, Vivek P.G. Mahavidhyalaya experienced steady growth & expansion. Under the leadership of successive principals, presidents & dedicated faculty, the Mahavidhyalaya had firmly established itself as a leading institution of higher education in the region.

Our Mahavidhyalaya is recognized by UGC and is affiliated with the University of Rajasthan, Jaipur. We offered undergraduate courses: B.Sc (Maths and Bio), B.Com, B.A along with postgraduate programs across Science, Arts, and Commerce. In recent years, we have kept advancing and adjusting to the developing requirements of our students and society. Initiatives have cemented its esteem as an innovative institute focused on excellence in education & service to humankind.

The Mahavidhyalaya not only believes in limpid management but also in laying out sound systems and methods and executing the equivalent to accomplish the target. Over time, the organization has laid out such frameworks, techniques, and rules for a powerful organization.



Every one of the methods and rules connecting with the staff has been gathered in this data "HR Strategy" to serve the representatives.

Vision, Mission and Core Values

Vision

We strive to create a dynamic learning environment and encourage high quality research in the thrust areas of regional and social relevance and aspire to be known as an institution where academics are combined with a holistic approach to quality education.

Our Mission-

- To foster a dynamic learning environment that equips students to lead as morally upright, creative, and internationally aware individuals.
- To ensure intellectual stimulation and best support for quality education.
- To improve society and further the common good by fostering sustainable practices and civic engagement.
- To equip personal development and change in addition to the acquisition of knowledge.
- To enable each and every one of our students to realize their greatest potential and lead honest, fulfilling lives.

Core Values

- ❖ Excellency.
- ❖ Superintendency
- ❖ Transformational Learning and development
- ❖ Forthrightness for institutional wellness
- ❖ Integrity

Quality Process

Vivek PG Mahavidhyalaya is committed to providing information and guidance to meet the prerequisites of the Students, Industry, Society, and the Country. This will be accomplished



through

- Training students to fulfill the necessities of and comparable to the Global standards & Industry prerequisites.
- Further development of the service process, assets, and personnel will be necessary.

HUMAN RESOURCES MANAGEMENT POLICY:

Human Resources is an association's core that structures the life belt and decides its predetermination. Vivek PG Mahavidhyalaya is devoted to setting elevated standards for faculty and executives with due place for productivity and translucency.

OBJECTIVE:

This record aims to formulate policies and strategies that will administer the administration workforce required at various levels, as referenced below:

- Recruitment of the various classifications of staff
- Characterizing jobs and obligations
- Preparing and situating
- Suitable remuneration and motivating forces
- Working on the presentation and adequacy
- Amplifying productivity through improving information, abilities, and perspectives
- Creating a comfortable and healthier working situation.

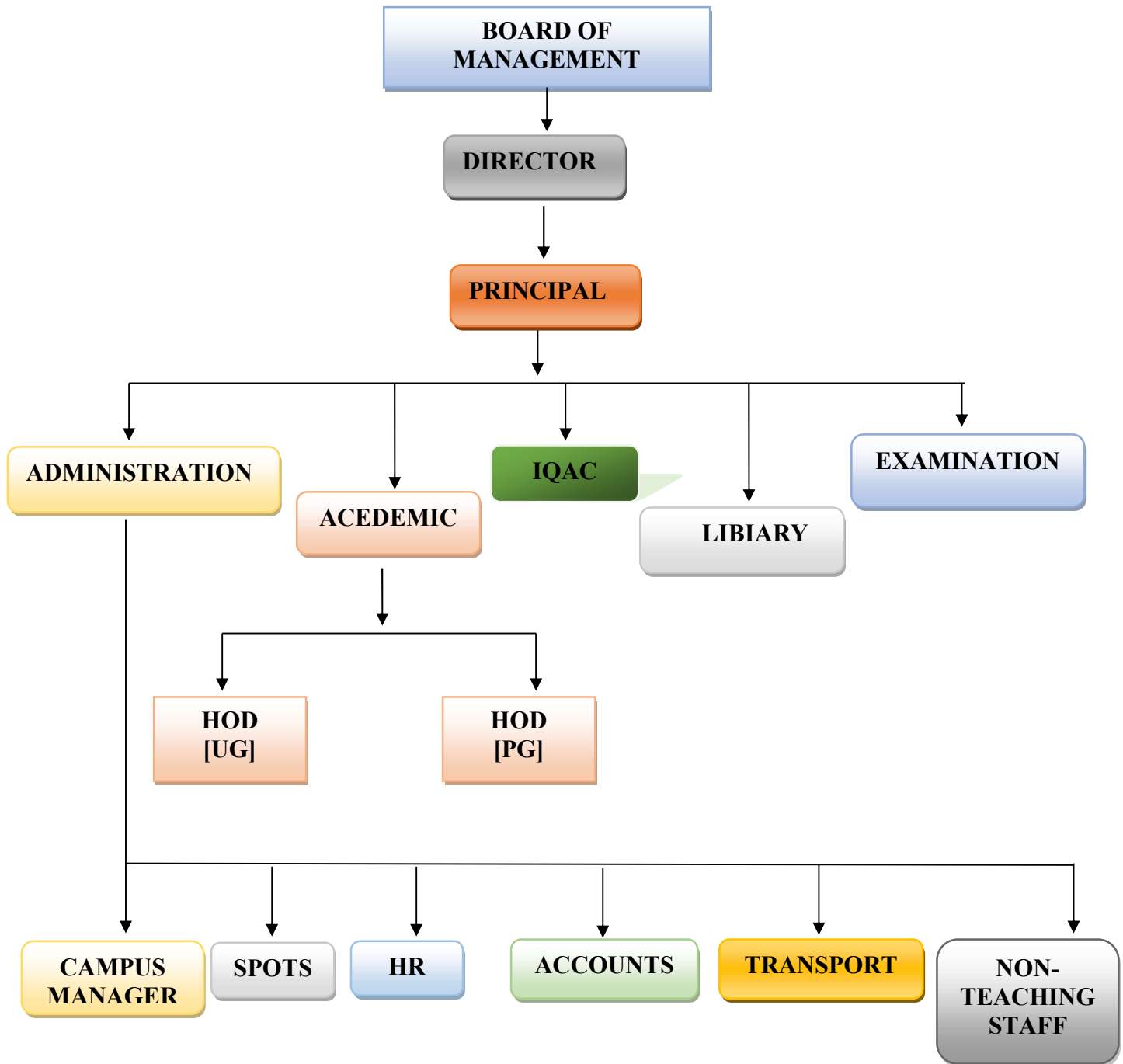


Figure 1: Institutional Organogram



We will do this by:

- Ensuring that human resources department staff are given proper tools, training, and motivation to operate most efficiently and effectively.
- Promoting and recruiting the best-qualified people
- Providing a competitive salary and benefits package
- Encouraging staff to develop their full potential by providing training and development for career enhancement.
- Providing a safe, healthy, and secure work atmosphere.

Equal Employment Policy & Transparency

Vivek PG Mahavidhyalaya follows an equal employment policy that fosters a dynamic, inclusive, and productive workplace. All employees are treated with dignity and respect and are supported in a discrimination-free environment. The institution does not discriminate on the basis of race, color, religion, gender, disability, or ethnic or national origin.

This policy of equality applies to all employment-related practices, including recruitment, selection, promotion, training, retention, pay structure, compensation, benefits, transfers, and other service conditions.

Vivek PG Mahavidhyalaya is committed to promoting a fair, ethical, and responsible work culture and ensures that all institutional dealings are conducted with integrity and complete transparency.

Work Culture

At **Vivek PG Mahavidhyalaya**, a positive, open, and collaborative work culture is actively promoted. Employees are encouraged to freely share their ideas, suggestions, and concerns; seek necessary information; provide constructive input; and resolve issues through their immediate reporting authorities.

Seniors and supervisors are expected to listen attentively to employees' concerns, encourage open communication, and work proactively toward fair and timely resolution of workplace issues.

Employees and managers may also approach the Human Resources Department, which remains readily available to provide guidance and support in resolving any work-related matters.



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WORK PRACTICE



Working Hours

The College operates six days a week from Monday to Saturday. Standard working hours are as follows:

	Day	Time
Working hours	Monday to Saturday	8.30 am to 3:00 pm (timing would be 8:30 am-5:00 pm at the time of admissions or any such event)

Timings Flexibility

Timings Flexibility	Details
8:30 am - 8:40am (Flexible reporting time)	Flexibility for 10 minutes in the morning hours
8:45am - 9:00am (Late comings)	More than 3 times will be marked as 0.5 days leave.

Working Hours & Attendance Guidelines

- The regular working hours of **Vivek PG Mahavidhyalaya** are **8:30 a.m. to 3:00 p.m.** These timings may be changed by the College Administration and Management as per institutional requirements.
- Attendance will be recorded only through the biometric system. If attendance is not marked in the biometric device, the employee will be considered absent for that day. Biometric attendance shall be treated as final.
- Faculty members are provided limited flexibility in reporting time for genuine reasons beyond their control. This flexibility should not be used frequently or taken as a routine. Any misuse may lead to disciplinary action.
- A flexibility of **10 minutes** is allowed in reporting time. The flexible reporting time is from **8:30 a.m. to 8:40 a.m.**
- Reporting after **8:40 a.m.** will be treated as a late arrival. Only **three late arrivals** are permitted. On the **fourth late arrival, half-day leave (0.5 day)** will be marked.



- Flexibility is provided only for unavoidable circumstances. Faculty members should not delay reporting intentionally, and all scheduled classes must be conducted as per timetable without rescheduling.
- To be considered present for a **half day**, a faculty member must complete **at least 4.5 working hours**. Late arrival is not allowed on a half-day.
- On a half-day, the **latest reporting time is 11:45 a.m.** reporting after **11:45 a.m.** will be marked as a **full-day absence**.

Important Attendance Points

- Every faculty member must punch **IN** while entering the college and punch **OUT** while leaving the college.
- The biometric system is highly time-sensitive and records attendance up to seconds. Faculty members are advised to allow a margin of **2–3 minutes** while punching in and out to avoid attendance issues. Even a delay of one second beyond the reporting time may be marked as late or result in half-day leave, as per rules.
- Faculty members required to travel outside the college for official work must take prior approval from the competent authority and apply for an official tour through the **HRMS portal**.
- Faculty members handling **dual responsibilities** (teaching as well as administrative duties) will be categorized by the Management on a case-to-case basis, and leave eligibility will be decided accordingly.
- College working hours are strictly as per official timings. No additional flexibility is allowed beyond the prescribed time limits. Even a small delay beyond the allowed time will be treated as per attendance rules.

*If faculty member records an incorrect punch/and on official duty, they may request the HR or Attendance Department to rectify it. The relevant request form must be filled and submit to concern officer (**Annexure II**).

ID Cards

All the staff shall be issued ID cards immediately after his/her joining. Staff have to compulsorily wear the ID cards within the campus premises.



Discipline

All staff members of **Vivek PG Mahavidhyalaya** shall strictly follow the College **Code of Conduct** and all rules, regulations, policies, and instructions issued by the Management from time to time regarding conduct, discipline, and service conditions. These include, but are not limited to, policies related to leave, retirement, information technology usage, and other administrative matters. All such rules and policies shall be treated as an integral part of the employee's appointment terms.

In addition, employees are required at all times to comply with the College's policies and procedures as communicated through official channels such as internal notices, emails, or other written communication. This includes adherence to policies relating to ethical conduct, integrity, anti-bribery practices, prevention of insider trading, and prevention of sexual harassment.

Non-Compete

At the time of joining Vivek P.G. Mahavidhyalaya, no employee shall be under any contractual, fiduciary, professional, or other obligation or commitment with any other institution, organization, or individual.

During the period of employment with the Mahavidhyalaya, every employee shall devote his/her full time, attention, and abilities to the work of the Mahavidhyalaya. The employee shall not, without prior written permission of the Mahavidhyalaya, engage in any other employment, tuition, consultancy, assignment, profession, office (honorary or otherwise), or undertake any work for consideration in cash, kind, or any other form.

If, during the period of employment, any employee is found to be associated with any other institution or engaged in any other employment or professional activity without prior approval, the Mahavidhyalaya shall be entitled to initiate appropriate disciplinary action. In addition, the employee shall be liable to refund to the Mahavidhyalaya the entire remuneration, salary, and benefits received during such period. Any remuneration or income earned by the employee during the period of employment shall, as per the rules and regulations of the Mahavidhyalaya, be deemed to be the property of the Mahavidhyalaya.



Harassment

Vivek PG Mahavidhyalaya is resolved to liberate the workplace from all kinds of terrorizing or offenses that could slow down a singular respect or work execution, and as such, no Demonstration that messes with the honesty and distinction of representatives will be allowed and endured. Badgering - verbal, physical, and visual - won't go on without serious consequences. No badgering in light of position, race, variety, religion, orientation, age, sexual direction, ethnicity, handicap, ailments, conjugal status, and so on will be allowed in the work environment.

Non-Smoking Premises

Smoking is a serious health hazard not only to smokers but also to individuals exposed to second-hand smoke. It is also a source of discomfort to many people. Furthermore, smoking in enclosed public places has been prohibited by the Government of India under applicable laws.

In view of the above and in the interest of maintaining health, safety, and a clean academic environment, **smoking is strictly prohibited within the premises of Vivek P.G. Mahavidhyalaya at all times.** This prohibition applies to all employees, students, visitors, and any other persons present on the campus.

Any violation of this policy shall be treated as a breach of institutional discipline and shall attract appropriate disciplinary action in accordance with the rules and regulations of the Mahavidhyalaya and applicable law.



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Recruitment, Selection, Probation & Confirmation



Recruitment

Sources of Applications for Open Positions

The recruitment process at **Vivek PG Mahavidhyalaya** begins with the collection of applications from multiple sources, including:

- **Advertisements** published in print and digital media.
- **Careers** – Applications received through the official college email ID.
info@vivekpgcollege.com.
- **Web Forms** – Applications submitted via the college website.
- **Other Sources** – Applications received through various job portals and social networking platforms.

Scrutiny of Applications

All applications received shall be systematically scrutinized by the **Human Resources Department** based on the information furnished in the prescribed **Employment Form (ANNEXURE – I)**.

Short listing and Selection

The short listing and final selection of candidates shall be carried out strictly in accordance with the **eligibility criteria, norms, and guidelines** prescribed by **College management/HR** and the **Affiliating University**, as applicable from time to time.

Eligibility Criteria

Post: Registrar
Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Registrar** shall possess the following qualifications as prescribed by the **College management/HR** and the **Affiliating University**:



1. A **Master's Degree** with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed) from a recognized University.
2. A **consistent record of administrative and academic excellence** in a higher education institution or university.
3. A minimum of **ten (10) years of administrative experience**, preferably in a University, College, or recognized higher education institution, including **experience in academic administration, finance, and regulatory compliance**.
4. **Desirable Qualification: Ph.D. degree** or professional qualification in **Management, Education Administration, or related areas**.

Roles and Responsibilities

The **Registrar** at **Vivek PG Mahavidhyalaya** shall serve as the **chief administrative officer** of the institution and be responsible for ensuring smooth governance, compliance, and institutional operations. The Registrar shall perform the following duties:

1. Oversee the **administrative functioning of the institution**, including compliance with statutory and regulatory requirements.
2. Supervise and coordinate **academic, financial, and administrative records**, ensuring transparency and accuracy.
3. Maintain **official records of faculty, students, and staff**, including service records, promotions, transfers, and appointments.
4. Ensure proper **coordination between academic departments, management, and external regulatory bodies**, including the UGC and affiliating university.
5. Supervise the preparation and maintenance of **institutional reports**, accreditation documents, and other official submissions.
6. Facilitate **policy implementation and institutional planning**, including academic calendar approvals, examination schedules, and admission procedures.
7. Manage **student registration, enrolment, and certification**, including issuance of mark sheets, degrees, and other official documents.
8. Oversee **financial administration**, including budget preparation, fund allocation, audits, and compliance with institutional and statutory norms.



9. Ensure effective **coordination of institutional committees**, including disciplinary, examination, finance, and other governance committees.
10. Promote a **culture of transparency, accountability, and efficiency** across all administrative functions.
11. Perform any other **administrative or institutional responsibilities** assigned by the Principal, Management, or Governing Body.

Eligibility Criteria

Post: Principal

Vivek PG Mahavidhyalaya

A. Qualifications

The candidate for the post of **Principal** shall possess the following qualifications, as per **UGC and Affiliating University norms**:

1. A **Master's Degree** with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed) from a recognized University.
2. A **Ph.D. Degree** in the concerned / allied / relevant discipline.
3. A minimum of **fifteen (15) years of experience** in teaching, research, and/or administration in Universities, Colleges, or other institutions of higher education, including at least **five (5) years of Post-Graduate teaching experience**.

B. Roles and Responsibilities of the Principal

The **Principal** shall be the chief academic and administrative authority of the institution and shall be responsible for effective leadership, governance, and overall development of Vivek PG Mahavidhyalaya.

I. Planning and Development

1. Plan the expansion, diversification, and development of institutional activities in accordance with the approved road map.



2. Monitor physical targets and utilization of funds under various plans and developmental schemes and prepare progress reports for submission to the Management.
3. Oversee campus development, infrastructure enhancement, and renovation works.
4. Ensure publication of the **College Magazine, Prospectus/Brochure, and Newsletters**.
5. Regulate commercial establishments (canteen, vendors, etc.) and oversee licensing as per institutional norms.
6. Ensure effective implementation and supervision of **SC/ST/OBC Cell** at the institutional level.
7. Establish and monitor mechanisms for public grievances, complaints, and their redressal.
8. Conduct periodic **SWOT analysis** of the institution and assist the Management in identifying priority areas.
9. Prepare and implement the **Strategic Development Plan** of the institution.

II. Academic Administration

1. Ensure strict adherence to ordinances, regulations, and policies approved by the Management Committee and the Trust.
2. Prepare and implement the **Academic Calendar** of the institution.
3. Advise the Management Committee on academic rules, reforms, and innovations.
4. Issue necessary directions for the effective implementation of academic decisions and ordinances.
5. Plan and promote the expansion of academic programmes.
6. Promote **national and international academic collaborations**.
7. Supervise student registration and admissions at the institutional level.
8. Maintain academic and administrative records in compliance with regulatory requirements.
9. Ensure maintenance, development, and modernization of the library.
10. Facilitate quality assessment of internal examination question papers through external experts.
11. Perform any other academic responsibilities assigned by the Management Committee, Director, or Secretary.



III. Research, Development, Consultancy & Extension

1. Promote faculty and staff development programmes for academic and professional up-gradation.
2. Identify training needs of faculty and staff and facilitate appropriate development initiatives.
3. Strengthen **Industry–Institute Linkages**, collaborative research, entrepreneurship, and incubation activities.
4. Motivate faculty members to prepare and submit research projects.
5. Monitor effective utilization of funds received from externally funded projects.
6. Facilitate consultancy services within the institution as per approved norms.
7. Maintain and update records of research publications and academic achievements.
8. Ensure institutional support for faculty participation in conferences, seminars, and workshops.
9. Formulate and implement policies related to consultancy and research activities.
10. Coordinate community development, extension activities, and tribal development programmes.

IV. Student Welfare

1. Ensure a **ragging-free, safe, and inclusive campus environment**.
2. Maintain discipline among students within and outside the campus.
3. Promote and organize co-curricular and extra-curricular activities.
4. Facilitate student counselling, mentoring, and guidance programmes.
5. Liaise with parents/guardians regarding students' progress and concerns.
6. Issue conduct and character certificates to students as per norms.
7. Coordinate **Merit-cum-Means scholarships** and other government and non-government scholarships.
8. Monitor the functioning of vendors and campus facilities to ensure quality and reasonable pricing.
9. Oversee and strengthen **Alumni Association activities**.


Post: Professor/HOD
Vivek PG Mahavidhyalaya
A. Qualifications

 Candidates for the post of **Professor** shall fulfil the following qualifications as prescribed by

College management/HR and the Affiliating University:

1. An **eminent scholar** with a **Ph.D. degree** in the concerned / allied / relevant discipline, with evidence of **high-quality published research work**, actively engaged in research, and having a minimum of **five (5) publications** in the form of books and/or research papers in reputed journals.
2. A minimum of **Five (5) years of teaching experience** in a University/College and/or experience in research at University, National-level institutions, or industries.

OR

Five (5) years of teaching experience with a minimum of **five (5) research papers published in Scopus-indexed journals, as per UGC norms.**

3. Demonstrated contribution to **educational innovation, curriculum design**, development of new courses, and effective use of **technology-enabled teaching-learning processes**.

Post: Associate Professor
Vivek PG Mahavidhyalaya
Qualifications

 Candidates for the post of **Associate Professor** shall fulfil the following qualifications as prescribed by the **College management/HR and the Affiliating University:**

1. A **good academic record** with a **Ph.D. degree** in the concerned / allied / relevant discipline.
2. A **Master's Degree** with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed) from a recognized University.



3. A minimum of **two years of teaching and/or research experience** in an academic or research position equivalent to that of **Associate Professor** in a University, College, or accredited Research Institution/Industry (excluding the period of Ph.D. research), with evidence of published work and a minimum of **three (3) publications** in the form of books and/or research papers.

OR

A minimum of **three (2) years of teaching and/or research experience** with at least **three (3) research papers published in Scopus-indexed journals**, as per UGC norms.

4. Demonstrated contribution to **educational innovation**, use of **technology-enabled teaching-learning processes**, and evidence of having **guided doctoral candidates and research students**, wherever applicable.

RESPONSIBILITIES

- Conduct assigned **undergraduate and postgraduate courses**, including lectures, tutorials, seminars, and practical sessions.
- Serve as **academic advisor and mentor** to students and guide them in academic and career-related matters.
- Actively engage in **scholarly and research activities**, including publications, projects, and academic collaborations.
- Participate in **curriculum design, development, and revision** in accordance with institutional and regulatory requirements.
- Serve on **academic, examination, and research committees**, including postgraduate and graduate-level committees, as assigned.
- Supervise **laboratories, practical work, fieldwork, and research activities**, wherever applicable.
- Guide **independent study programmes**, project work, internships, and off-campus learning initiatives.
- Mentor students for their **academic, professional, and overall personality development**.
- Supervise and support **co-curricular and extra-curricular activities** of students.



- Perform assigned **academic and administrative duties**, including maintenance of student attendance, progress records, assessment, and tabulation of marks for internal and mid-term examinations.
- Carry out any other **academic, administrative, or institutional responsibilities** as assigned by the Principal, Head of the Department, or Management from time to time.

Post: Assistant Professor

Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Assistant Professor** shall possess the following qualifications as prescribed by the **College management/HR and the Affiliating University**:

1. A **good academic record**, as defined by the concerned University, with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed) at the **Master's Degree level** in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.
2. **Desirable Qualification**: Qualification in **NET / SET / Ph.D.**, as applicable and prescribed by UGC norms from time to time.

Roles and Responsibilities

An **Assistant Professor** at **Vivek PG Mahavidhyalaya** shall perform the following academic and administrative duties:

1. Conduct assigned **undergraduate and postgraduate courses**, including lectures, tutorials, seminars, and practical sessions.
2. Serve as an **academic advisor and mentor** to students and guide them in academic matters.
3. Engage in **scholarly activities**, including research, publications, seminars, and academic enrichment programmes.



4. Supervise **laboratories, practical work, field activities, and project work**, wherever applicable.
5. Guide **independent study programmes**, internships, fieldwork, and off-campus learning activities.
6. Mentor students for their **academic, professional, and overall development**.
7. Supervise and support **co-curricular and extra-curricular activities** of students.
8. Perform assigned **academic and administrative responsibilities**, including maintenance of student attendance, progress records, internal assessment, and tabulation of marks for unit tests and mid-term examinations.
9. Carry out any other **academic or administrative duties** assigned by the Principal, Head of the Department, or Management from time to time.

Eligibility Criteria

Post: Controller of Examinations (C.O.E.)

Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Controller of Examinations** shall possess the following qualifications as prescribed by the **College management/HR and the Affiliating University**:

1. A **Master's Degree** with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed) from a recognized University.
2. A **consistently good academic and administrative record** in a higher education institution.
3. A minimum of **ten (10) years of experience in examination, evaluation, and academic administration**, preferably in a University, College, or recognized higher education institution.
4. **Desirable Qualification: Ph.D. degree** or professional experience in **Education Administration, Academic Evaluation, or Examination Management**.



Roles and Responsibilities

The **Controller of Examinations (C.O.E.)** at **Vivek PG Mahavidhyalaya** shall oversee and manage all aspects of the examination and evaluation process, ensuring **accuracy, fairness, and compliance** with regulatory standards. The responsibilities include:

1. Examination Planning and Scheduling

- Prepare and coordinate the **academic and examination calendar** in consultation with the Principal and Heads of Departments.
- Schedule **internal assessments, semester exams, and final examinations** in compliance with UGC and affiliating university regulations.

2. Conduct of Examinations

- Organize and supervise **examination logistics**, including invigilation, examination halls, seating arrangements, and examination staff assignments.
- Ensure **proper conduct of exams** following institutional rules and statutory regulations.

3. Evaluation and Assessment

- Supervise **evaluation and grading** of answer scripts, internal assessments, and projects.
- Ensure **accuracy, confidentiality, and transparency** in assessment and declaration of results.

4. Examination Records and Reports

- Maintain **comprehensive records** of examinations, answer scripts, results, and student performance.
- Prepare **examination reports**, statistical analysis, and data for institutional decision-making and reporting to regulatory authorities.

5. Coordination with Departments and Regulatory Bodies

- Liaise with academic departments, faculty, and affiliating university for smooth examination operations.
- Ensure **compliance with UGC and university regulations** regarding examinations, grading, and certifications.

6. Issuance of Certificates



- Oversee the issuance of **mark sheets, transcripts, and degree certificates** in a timely and accurate manner.
7. **Technology and Examination Systems**
- Implement and maintain **digital examination management systems**, online evaluations, and electronic records where applicable.
8. **Quality Assurance**
- Ensure the **integrity, security, and confidentiality** of all examination processes.
 - Conduct audits and reviews of examination procedures to improve efficiency and reliability.
9. Perform any other **examination-related or institutional responsibilities** assigned by the Principal or Management.

Post: Librarian

Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Librarian** shall possess the following qualifications as prescribed by the **College management/HR and the Affiliating University**:

1. A **Master's Degree in Library Science / Information Science / Documentation** with at least **55% marks** (or an equivalent grade of '**B**' in the UGC seven-point scale), along with a **consistently good academic record**.
2. Evidence of **innovative library services**, effective organization of library resources, and **published work** related to library and information science.
3. **Desirable Qualification: M.Phil. / Ph.D.** in Library Science / Information Science / Documentation / Archives and Manuscript Management, as per UGC norms.

Roles and Responsibilities

The **Librarian at Vivek PG Mahavidhyalaya** shall be responsible for planning, managing, and enhancing library and information services through the following duties:



1. Plan, administer, and manage the **library and information services**, including budgeting and resource allocation.
2. Ensure **effective access** to library collections, digital resources, and information services for faculty, students, and staff.
3. Maintain proper **classification, cataloguing, and organization** of library materials in accordance with standard library practices.
4. Provide responsive and user-oriented **library and information services** to meet the academic and research needs of users.
5. Align **collection development and procurement** of library resources with the teaching, learning, and research requirements of the institution.
6. Facilitate **seamless access** to print and electronic resources for all users through appropriate systems and technologies.
7. Ensure that all library operations comply with **established library standards**, institutional policies, and regulatory requirements.
8. Support academic and research activities by promoting information literacy and effective use of library resources.
9. Perform any other **library-related or institutional responsibilities** as assigned by the Principal or Management from time to time.

Post: Sports Officer

Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Sports Officer** shall possess the following qualifications as prescribed by the **College management/HR and the Affiliating University**

1. A **Master's Degree in Physical Education (M.P.Ed.)** with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed) from a recognized University.
2. A **consistently good academic record** with evidence of participation in **sports, games, or physical education activities** during the academic career.



3. **Desirable Qualification: Ph.D. in Physical Education** or qualification through **National Eligibility Test (NET) / State Eligibility Test (SET)** in the discipline of Physical Education, as applicable under UGC norms.

Eligibility Criteria

Post: Assistant Manager – Accounts
Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Assistant Manager – Accounts** shall possess the following qualifications:

1. A **Master's Degree in Commerce (M.Com.) / Accounting / Finance** with at least **55% marks** (or an equivalent grade on a point scale, wherever the grading system is followed).
OR
 A **Bachelor's Degree in Commerce (B.Com.)** with professional qualifications such as **CA (Inter), CMA (Inter), or MBA (Finance)**, along with a minimum of **three (3) years of relevant experience** in accounts and finance.
2. Sound knowledge of **accounting standards, taxation (TDS, GST), financial regulations, and compliance requirements** applicable to educational institutions.
3. **Desirable Qualifications:** Proficiency in **Tally ERP, MS Excel, and other accounting software**; familiarity with **PFMS, GEM portal, and institutional financial systems**.

Roles and Responsibilities

The **Assistant Manager – Accounts** at **Vivek PG Mahavidhyalaya** shall assist in managing institutional financial operations and ensure proper compliance with statutory and institutional regulations. The responsibilities include:

1. Assist in **day-to-day accounting operations**, including ledger maintenance, voucher entry, and reconciliation of accounts.
2. Prepare **financial statements, balance sheets, income & expenditure reports, and budget forecasts**.



3. Ensure compliance with **statutory requirements** such as TDS, GST, Provident Fund, and audit documentation.
4. Coordinate **fee collection, vendor payments, salaries, scholarships**, and other financial disbursements.
5. Maintain accurate **records of financial transactions** and support internal and external audits.
6. Assist in preparing **utilization certificates, project-wise accounting**, and fund management for **grants, schemes, and institutional projects**.
7. Support the **automation of accounting processes** and ensure data accuracy in digital financial platforms.
8. Liaise with **banks, auditors, and regulatory authorities** as required.
9. Perform any other **finance-related or institutional duties** assigned by the Principal, Registrar, or Management.

Eligibility Criteria

Post: Lab Assistant

Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Lab Assistant / Demonstrator** shall possess the following qualifications:

1. A **Bachelor's Degree** in the relevant subject (e.g., Physics, Chemistry, Botany, Zoology, Computer Science, Geography, Home Science, etc.) with at least **50% marks** from a recognized University.
2. Practical knowledge and experience in **handling laboratory equipment** and conducting experiments in the respective discipline.
3. **Desirable Qualification:** Prior experience in laboratory work in an educational institution and proficiency in **maintaining laboratory records, stock registers, and safety protocols**.



Roles and Responsibilities

The **Lab Assistant / Demonstrator** at **Vivek PG Mahavidhyalaya** shall support faculty, students, and the institution in all laboratory-related activities. The responsibilities include:

1. Assist faculty in **conducting practical classes, demonstrations, and laboratory sessions**.
2. Prepare, set up, and organize **laboratory equipment, chemicals, materials, and specimens** required for experiments.
3. Ensure proper **handling, maintenance, and calibration** of laboratory instruments and equipment.
4. Maintain **cleanliness, safety, and orderliness** in the laboratory environment.
5. Keep accurate **records of laboratory materials, chemicals, equipment, and inventory**.
6. Dispose of **waste materials safely**, following institutional and environmental guidelines.
7. Support students during **practical sessions**, guiding them in the correct and safe use of laboratory equipment.
8. Report **malfunctioning, damaged, or missing equipment** and coordinate repair or replacement.
9. Perform any other **laboratory-related duties** assigned by the Head of Department, Principal, or Management.

Eligibility Criteria

Post: Office Assistant

Vivek PG Mahavidhyalaya

Qualifications

Candidates for the post of **Office Assistant** shall possess the following qualifications:

1. A **Bachelor's Degree in any discipline** with at least **50% marks** from a recognized University.
2. Proficiency in **computer applications**, including MS Office (Word, Excel, PowerPoint), email, and internet usage.



3. **Desirable Qualifications:** Certificate or Diploma in **Office Management or Computer Applications**, and prior experience in **clerical or administrative work** in an educational or professional institution.

Roles and Responsibilities

The **Office Assistant** at **Vivek PG Mahavidhyalaya** shall provide administrative and clerical support to ensure smooth functioning of the office and academic operations. The responsibilities include:

1. Perform routine **clerical tasks**, including typing, filing, data entry, and maintaining office records.
2. Handle **incoming and outgoing correspondence**, both physical and electronic, efficiently.
3. Maintain and update **databases, registers, and official documents** as per institutional requirements.
4. Assist in preparing **reports, drafts, circulars, notices, and other official communications**.
5. Provide **administrative support** to faculty, staff, and departments as directed by the administrative officer, Registrar, or Principal.
6. Coordinate **office logistics**, including meetings, schedules, notices, and movement of files.
7. Operate and maintain **office equipment**, such as printers, scanners, photocopiers, and ensure their proper functioning.
8. Support **examination work, admission processes, student record management**, and other institutional activities as required.
9. Perform any other **office-related duties** assigned by the Principal, Registrar, or administrative authorities.

APPOINTMENT

- I. Appointments to posts in the service, whether by direct recruitment or promotion, shall be made by the Appointing Authority.
- II. Compensation negotiation shall be conducted by Director/Principal/Registrar/



Management.

- III. After finalizing the negotiation, a Letter of Intent (LOI) shall be issued to the selected candidate.
- IV. A detailed Appointment Letter will be issued within 15 days of the candidate's joining. The appointment letter shall be duly signed by the **Director/Principal/Registrar/Management.**
- V. The appointment is subject to satisfactory completion of reference checks and verification of all documents submitted by the candidate.

Joining Formalities

- As a part of the joining process, employees have to bring the following documents in original and photocopy:
- Education certificates (10th, 12th, Graduation, Post-Graduation/Diploma, and NET/SET/PhD, if any)
- ID and Address proof
- Aadhaar Card (Must contain the complete DOB)
- 2 passport-sized photographs
- Experience letters/ Relieving letters, and Appointment letters of previously worked organizations
- Bank Statement/Salary proofs
- PAN (PAN is mandatory for Salary Processing) & 1 Cancelled Cheque.

Probation and Confirmation

Probationary Trial Period

- All new employees will be on probation for the period as mentioned in the appointment letter of each employee, from the date of joining.
- During the probationary trial period, the employee will not be eligible for any type of leave except Casual Leave and Holidays as explained in the Leave Policy of this Manual. However, leave apart from Casual Leave and holidays may be granted under exceptional circumstances with the written approval of the respective Approval Head.

Confirmation and Extension of Probation



- On successful completion of probation, the employee will be confirmed as a permanent employee after assessing his/ her performance and will be issued a letter of confirmation from the HR Department.
- Employees will be confirmed only after the review of their performance during the probation period, and if found satisfactory, they will be issued a confirmation letter from HR for the confirmation of their services, otherwise, their probation period might get extended or any other action can also be taken depending upon management's discretion.
- All other Terms and Conditions of employment will remain the same

Payment of Salary

The pay scale of both Teaching and Non-teaching staff, either permanent or contractual, shall be as per UGC/ state Govt./Management norms.



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LEAVE POLICY



General conditions of leave

- A. A leave application shall be submitted in the prescribed format/HRMS well in advance and should be sanctioned before availing it. The faculty members must make alternate arrangements/ internal adjustments among the faculty members from his/her or any other department (leave arrangement form should be filled) to keep the students engaged.
- B. No leave can commence unless it has been sanctioned: Mere submission of a leave application on ERP does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action, besides penal deductions (**ANNEXURE-III**).
- C. No leave will be sanctioned on telephone or verbally except in case of extraordinary circumstances/sudden illness etc. This shall, however, be regularized immediately up on joining duties, in writing.
- D. Continued absence of more than eight days, or repeated irregularity without intimation of any kind, may render an employee liable to disciplinary action, including termination of services, besides penal deduction.
- E. Leave is a matter of privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

Below are listed various leaves available to staff.

Casual Leave

Casual leave of **15 days** is allowed per annum. However, for brief and trial staff of every category, the qualified casual leave is just one day for each finished month of administration.

Casual leave is allowed based on the scheduled year, which is from the first of January to the 31st of December of every year.

Just with due authorization of the Principal, casual leave can be profited, prefixing or suffixing Sundays and other authorized/proclaimed occasions. However, Duty Leave and Compensatory off can be joined with Casual Leave.

Casual leave won't be conveyed forward to the following schedule year and will slip by toward



the finish of the relevant calendar year.

Academic leave 7

On the prudence of the Head and Director, the employees will be permitted to profit study leave for advanced education and go to Quality Improvement Projects (QIPs)/Entry level positions. In any case, the choice will be taken to the most significant advantage of the foundation, and the choice of the Principal & Director will be conclusive. A report is to be submitted to QIP.

The employees can benefit as long as **ten (10) days** for every annum (schedule year) as working (OD) for scholastic purposes with earlier suggestions and endorsement from the Head and director on the proposal of the Head of the Department. A short report will be submitted for coordination or participation in Conferences/Symposiums/Seminars/FDP/refresher courses/Training/Industry visits/Scholarly Visits/Guest lectures, etc. Nonetheless, the employees accountable for NSS/NCC, and so on, can profit over ten days, given the need and necessities with earlier implication and endorsement from the Head and Director (**ANNEXURE-II**).

Maternity Leave:

The employee who has over one year of administration in the organization and has no children or is at a most enduring age is qualified for the award of maternity leave. A reasonable clinical testament from a specialist should be attached to the leave application.

Maternity leave can be conceded for a time of a half year at the maximum.

A specialist's clinical testament and progress report should be submitted during the leave time frame. In the absence of such a report, the compensation for the leave period will not be paid.

The compensation for the leave time frame will be paid in three equivalent portions in three sequential months after the worker joins the obligation (at the end of the leave period).

In the event of miscarriages, maternity leave to a limit of about a month and a half on each event might be conceded, given that a declaration from an expert doctor upholds the application to leave.

The compensation for the leave period will be paid in three equivalent portions according to the technique given previously. Moreover, under its prudence, the organization's administration has the position to consider any authentic solicitation of the leave and award endorse and consent to the solicitation of leave as considered significant by then in light of a legitimate concern for the individual concerned and the organization.

**Compensatory Leave**

All representatives are qualified for Compensatory Leave for work acted in the field or at the Place of obligation on official occasions to finish appointed work within the period.

Leave on Loss of Pay (LLP)

Assuming that a representative has no leave accessible to his/her credit, he/she might demand for leave on Loss of pay under exceptional conditions.

Declared Holidays

The office of Vivek Mahavidhyalaya, including all its offices, will remain closed on government-declared holidays.



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Compensation and Benefits



Salary

The remuneration of the staff is calculated on a gross basis. This is mutually agreed upon at the time of recruitment and subsequently revised as a consequence of annual appraisals or increment process and/or revisions that may be notified by the management. All terms and conditions, particularly compensation, are personal and confidential, a matter between the employee and the college. It is therefore expected that the employee treat it in such issues or concerns, if any, may be discussed with the reporting manager. Any salary-related discussions and disclosures with other colleagues will be treated as misconduct.

Salary would be processed latest by the 5th of every month.

There would be no cash settlements for salary. While the details of various compensation benefits are provided below, only the ones mentioned in the Appointment letter signed by the employee will be applicable.

Provident fund

Vivek PG Mahavidhyalaya is resolved to consent to the legal arrangements of the Workers Provident Fund. The allowance will be produced using workers' compensation and saved to the assigned Provident fund accounts alongside the association's commitment.

Increment Policy

With an end goal to perceive and compensate the exhibition of workers, the organization reasons that upgrading pay will be through yearly addition in light of performance assessments.

Welfare Measures

All the staff members in Vivek PG Mahavidhyalaya, irrespective of their cadre, enjoy the following welfare measures:

- **Death fund:** As a welfare measure, the institute provides a death relief fund of up to (2 Lakh) 200000/- to the family/nominee of employee in case of death during service in accordance with the college HR policy.
- Gift to newly wedded staff members.
- Reward on Completion of 10 years of their service in Vivek PG Mahavidhyalaya.



Tax Deducted at Source (TDS) / Income Tax

Tax is deducted at source as per the governing Income Tax rules and Income Tax declaration of the employee who falls in the stated tax brackets. Every Employee must give an undertaking for none/less deduction of TDS on Salary (Annexure –V) on account of Investment in tax-saving schemes as per the Income Tax Act, 1961, for the Financial Year.

Actual Tax would be deducted from the employee's salary every month, and a refund will be given for the exempted amount at the end of the financial year after submitting the declaration and proof of the declaration made.

Form 16 is made available for all eligible employees by the Accounts department. Form 16 is issued by an employer to an employee at the end of every financial year, detailing therein, salaries earned by him/her during that year, the savings done by him/her, which are permissible deductions under

Section 80C of the Act and the income tax deducted from him during the year and deposited in the Government accounts.

To claim tax exemptions on the investments/expenses, proofs have to be submitted to the Accounts department by end of every financial year.

Please refer to **Annexure-V** for the Income Tax declaration form



Performance Appraisal System (PAS) and Upgrading

General

- 5.1 Principle of Performance Management System
- 5.2 The system Basis
- 5.3 Performance Planning
- 5.4 Evaluation
- 5.5 Consequences of Performance Assessment
- 5.6 Promotions





General:

Vivek PG Mahavidhyalaya considers it vital to survey the performance of every employee against planned results so it can perceive/appreciate/reward meriting workers, put forth attempts to carry under-performers to palatable degrees of result accomplishments and supplant nonperformers. The board Framework (PMS) includes execution arranging, criticism and advising framework, evaluation, acknowledgment, and limit improvement systems. Performance evaluation will be against set performance targets and will be worth-based conduct in job executives. Likewise, student Feedback Corrective Action and Preventive Activity Reports are considered for Execution Evaluation. Vivek PG Mahavidhyalaya urges its staff to foster their abilities and potential—recognition, Reward & Penalty.

Principle of Performance Management System

- Connect plans to objectives by the general vision and Mission of the Association.
- Center around need results (not day to day activities) connected with critical targets.
- Guarantee customary input from associates and students.
- Interface Yearly Motivator and additional Augmentation to appraisals/results.
- Connect plans to objectives by the general vision and Mission of the Association.
- Organization around need results (not day-to-day activities) connected with key targets.
- Guarantee customary input from associates and students.
- Interface Yearly Motivator and additional Augmentation to appraisals/results.

Basic Functions of Effective Performance Appraisal of Vivek PG Mahavidhyalaya:

The Framework Premise

The premise of the framework is the Expected set of responsibilities.

Performance Planning

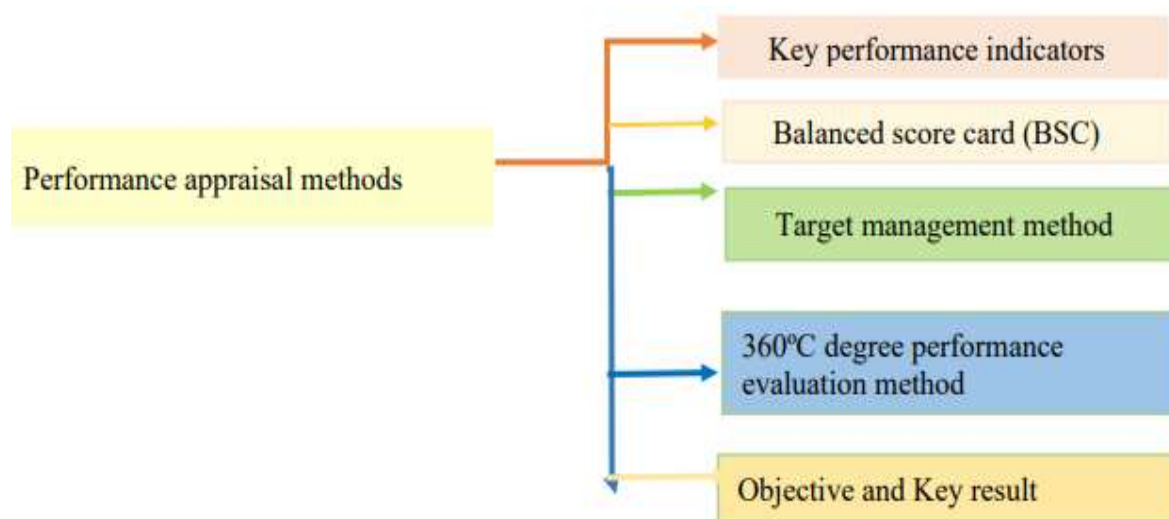
This includes determination of feasible and results-based targets from the authoritative arrangement.

- Execution plan for the year for every representative will be ready in April-June time span every year determining reasonable targets and separate outcomes to be accomplished.
- These can be expressed as Key Outcome Regions (KRA) for the Staff. Pointers ought to be indicated against these Key Outcome Regions.



- c. This plan will be worked out in consultation with the HOD and endorsed by the Principal.
- d. It ought to then be endorsed by the employee, and a duplicate should be given to him/her, and one more should be documented in a particular individual document. A computerized document identical is likewise similarly acceptable.
- e. The workers ought to return to their endorsed presentation plans once in a quarter alongside the HOD to guarantee that outcome accomplishments are advancing satisfactorily.

Outline for Performance appraisal methods followed by Organization.



Evaluation, Acknowledgment, Award and Punishment

Yearly execution evaluation will be directed at a time fixed by the association. This is vital, for what it's worth during this exercise, that the employee accomplishments/deficits of their exhibition goals and results for the year will be fundamentally estimated in light of the set targets and the discoveries of the quarterly/half-yearly surveys. Every worker will be appraised for their exhibition on a pre-set standard scale. The Principal and Prizes Board will choose the grant to be given annually.

Outcomes of Execution Appraisal

- If a worker neglects to proceed according to his/her performance plan, the HOD will draw up a Presentation Improvement Plan for the concerned representative for a half year.



During this period, the worker is expected to work on his/her exhibition to the expected levels.

- Neglecting to measure up to these assumptions inside the specified/expanded period, the representative might be dismissed from Vivek PG Mahavidhyalaya administration. Nonetheless, a definitive choice might rest with the Principal and Director.

Promotions

Advancements to higher positions depend on capabilities, past execution, and merit. Subsequently, the individual's work profile and obligation will change on advancement. The association will continuously consider the UGC rules and guidelines.

For Non-Teaching staff, time-bound Grade Promotions as specified in the Compensation Modification will be conceded alongside performance criteria.



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CODE OF CONDUCT



ROLE OF DIRECTOR

- Academic administration of the department under his/her control.
- Cooperate with the Principal on all issues of scholastic interest.
- Voice his/her view or assessment on all issues of scholarly interest when conversations happen at a higher level.
- Advance systems and activity plans collaborating with concerned HODs for the turn of events and quality improvement of the departments.
- Start the presentation of innovative features in the educational program and revise it to fit the latest needs and requests of the business and the work market.
- Know the different prerequisites of various courses according to the Vivek Mahavidhyalaya rules and guarantee that such standards are satisfied at whatever point assessment commissions or different offices visit the Mahavidhyalaya.
- Register the labor prerequisites according to the department's responsibility under his/her control alongside the HOD and prescribe the staff prerequisite to the Head.
- Screen the working of every department under his/her control, and go about areas of strength between the Head and HODs in carrying out arrangements and projects for working on the quality and adequacy of instructing - educational experience.
- Improve the nature of scholastic life by sorting out visitor addresses, workshops, meetings, and industry visits, empowering the staff to bring out distributions, participating in workshops, meetings, and studios, and embracing research by tapping financing sources.

CODE OF CONDUCT FOR PRINCIPAL:

The Head of an organization should continuously be fair, genuine, unbiased, defensive, steady, and decent.

The principal needs to follow these:

- ✚ Frame a strategy and want to execute the vision and mission of the organization.
- ✚ Give administration, bearing, and co-appointment inside the Organization.
- ✚ Plan the monetary arrangements and go through the monetary explanations examined by the organization.
- ✚ Guarantee that the organization's long haul and momentary advancement plans are appropriately handled and carried out through pertinent authorities and boards of trustees.



- ✚ Direct and screen the organization of the academic program and general administration of the institution.
- ✚ Guarantee that quality in training and academic administrations is maintained for persistent improvement.
- ✚ Advance industry foundation collaboration and teach research improvement exercises.
- ✚ Structure different Mahavidhyalaya-level panels that are fundamental to improving the organization.

CODE OF CONDUCT FOR REGISTRAR:

1. The Registrar, being a key administrative officer of the institution, should always act in a fair, honest, transparent, impartial, disciplined, and professional manner.
2. The Registrar shall adhere to the following:
 - Ensure effective administration of academic and non-academic records of the institution in accordance with university rules, statutes, ordinances, and regulations.
 - Maintain, supervise, and safeguard all official records, documents, data, and files of the college, ensuring confidentiality and accuracy.
 - Assist the Principal and Governing Body in policy implementation, statutory compliance, and smooth functioning of institutional administration.
 - Coordinate with various departments, committees, university authorities, and external agencies for timely submission of reports, returns, and official communications.
 - Oversee admission processes, examinations, evaluation records, and issuance of certificates as per prescribed norms and timelines.
 - Ensure compliance with UGC, affiliating university, government, and regulatory body requirements.
 - Act as Member Secretary to statutory committees and bodies, and ensure proper documentation and follow-up of decisions taken therein.
 - Promote transparency, accountability, and ethical practices in administrative processes.
 - Support quality assurance initiatives and institutional accreditation activities.
 - Perform any other duties assigned by the Principal or Governing Authority from time to time in the interest of the institution.



Role OF HODs

- ❖ Academic administration of the departments under his control.
- ❖ Motivated students to participate in paper presentations at seminars and conferences.
- ❖ Planning conferences and organizing guest lectures, seminars, and webinars in Mahavidhyalaya
- ❖ Help the Principal in all issues of academic interest.
- ❖ Know the different prerequisites of various courses according to the Vivek Mahavidhyalaya rules and guarantee that such standards are satisfied at whatever point assessment commissions or different offices visit the Mahavidhyalaya.
- ❖ Contribute to advancing methodologies and activity plans for the action of events and quality improvement of the office.
- ❖ Present innovative highlights in the educational plan and occasionally update corrections to the educational plan befitting the latest things and requests of the business and the work market.
- ❖ Figure out the labor prerequisites according to the department's responsibility and make suggestions to the staff. Pre-requisite to the Vital through the Dignitary.
- ❖ Guarantee the quality and adequacy of education - a growing experience.
- ❖ Sort out visitor addresses, classes, gatherings, and industry visits and urge the staff to bring out distributions.
- ❖ Depute staff to participate in courses, gatherings, and studios and spur them to embrace research by tapping financing sources.
- ❖ Regulate and screen the personnel, especially the new participants, during the talk hours and give thoughts for their improvement.
- ❖ Guarantee viable direct of stay-back hours, additional classes, Speed classes, profession direction, and position programs collaborating with preparing and position cell.
- ❖ Connect with understudies occasionally, audit the understudy execution in the inside and end semester assessments, ensure consistency in participation, and screen the general discipline of the understudies inside the campus.



Code of Conduct for Controller of Examination

The Controller of Examination, being a key academic and administrative officer of the institution, shall uphold the highest standards of integrity, confidentiality, fairness, and professionalism in the conduct of all examination-related activities.

The Controller of Examination shall adhere to the following:

- ❖ Plan, organize, supervise, and conduct all examinations strictly in accordance with the rules, regulations, statutes, and ordinances of the University, UGC, and other regulatory authorities.
- ❖ Ensure absolute confidentiality and security in the setting, printing, storage, distribution, and evaluation of question papers and other examination materials.
- ❖ Publish examination schedules, notifications, and guidelines in a timely and transparent manner.
- ❖ Oversee the valuation of answer scripts, preparation and declaration of results, and processes related to revaluation, scrutiny, and grievance redressal, ensuring accuracy and fairness.
- ❖ Maintain and safeguard examination records, marks, results, and related data with due diligence, confidentiality, and accuracy.
- ❖ Prevent and address examination-related malpractices, unfair means, and misconduct in accordance with prescribed rules and procedures.
- ❖ Ensure timely issuance of mark sheets, certificates, transcripts, and other examination-related documents.
- ❖ Coordinate effectively with internal departments, examination committees, evaluators, invigilators, and external agencies for smooth conduct of examinations.
- ❖ Ensure compliance with quality assurance requirements, accreditation norms, and audit processes related to examination systems.
- ❖ Promote continuous improvement in examination processes, including adoption of secure digital and online examination systems where applicable.
- ❖ Perform any other duties assigned by the Principal or competent authority from time to time in the best interest of the institution.



Code of Conduct for Training and Placement Officer

The Training and Placement Officer, being a key liaison between the institution, students, and industry, shall uphold the highest standards of integrity, professionalism, transparency, and accountability while discharging assigned duties.

The Training and Placement Officer shall adhere to the following:

- ❖ Plan, coordinate, and implement training and placement activities in alignment with the institution's academic objectives and student development goals.
- ❖ Establish, maintain, and strengthen relationships with industry, corporate organizations, and professional bodies to enhance placement and internship opportunities for students.
- ❖ Ensure fair, transparent, and unbiased conduct of campus recruitment, internships, industrial training, and placement processes.
- ❖ Communicate placement-related information, eligibility criteria, schedules, and opportunities to students in a timely and accurate manner.
- ❖ Maintain complete, accurate, and confidential records of student data, recruiters, placement statistics, and outcomes.
- ❖ Organize training programs, workshops, seminars, and skill-development activities to improve students' employability and professional competencies.
- ❖ Guide and counsel students regarding career options, higher education opportunities, and industry expectations in an ethical and supportive manner.
- ❖ Ensure compliance with institutional policies, university guidelines, and regulatory norms related to training and placement activities.
- ❖ Coordinate with academic departments, faculty members, and administrative offices for effective execution of training and placement initiatives.
- ❖ Represent the institution professionally during interactions with recruiters, industry partners, and external agencies.
- ❖ Prevent conflicts of interest and avoid any form of favoritism, coercion, or unethical practices in placement-related matters.
- ❖ Submit periodic reports and placement data to the Principal, management, and statutory bodies as required.



- ❖ Perform any other duties assigned by the Principal or competent authority in the interest of students and the institution.

Code of Conduct for Incubation Cell Manager

The Incubation Cell Manager, as the key officer responsible for the institution's startup and innovation initiatives, shall perform all duties with the highest standards of integrity, transparency, fairness, accountability, and professionalism.

- ❖ The Incubation Cell Manager shall adhere to the following:
- ❖ Plan, organize, and oversee the operations and development of the Incubation Cell in alignment with the institution's entrepreneurship and innovation objectives.
- ❖ Establish and maintain collaborative relationships with startups, industry partners, investors, and entrepreneurship organizations to enhance opportunities for students and incubated ventures.
- ❖ Provide guidance, mentoring, and technical/managerial support to incubated startups and participants.
- ❖ Ensure transparent and proper management of funding, investor relations, programs, and institutional resources.
- ❖ Conduct all stages of the incubation process—including applications, selection, and evaluation—in a fair, transparent, and timely manner.
- ❖ Maintain complete, accurate, and confidential records of incubated startups, participants, and all incubation-related data.
- ❖ Promote entrepreneurship and innovation through training programs, workshops, seminars, and industry-institution collaborations.
- ❖ Ensure compliance with institutional policies, university regulations, and applicable statutory and regulatory requirements.
- ❖ Maintain professional and effective communication with all stakeholders, including students, mentors, investors, and industry partners.
- ❖ Avoid conflicts of interest, favoritism, or unethical practices and ensure impartiality in all decisions.
- ❖ Provide periodic reports and updates on incubation activities, outcomes, and achievements to the Principal or competent authority.



- ❖ Perform any other duties assigned by the Principal or competent authority in the best interest of the institution and its entrepreneurial initiatives.

FUNCTIONAL RESPONSIBILITIES OF FACULTY

- Every department is governed by a coordinator. A class in charge guides each class. There
- are explicit obligations of a faculty, a class in charge, and a coordinator, which are as follows:
- Organizing departmental meetings with people to discuss the modernization techniques in education, discussion on the progress of students, the laboratory needs, etc.
- Development of POs/PSOs/COs as indicated by the recommended rules and guidelines.
- Keep up with appropriate course records, putting all significant archives according to the guidelines and rules of the Principal,
- Arrangement of session assessments.
- Question papers by Bloom's Taxonomy.
- Keep updated schedules and assessment question papers for the organization starting from the initiation of pertinent subjects.
- Readiness of example plan for the subject. It will comprise class tests, tests, tasks, introductions, online courses, modern visits, visitor addresses settling the Establishment assessment papers and tasks, and so on. It will be submitted to the class in charge.
- Keeping a record of students' attendance.
- Consistently giving tasks/ventures to students
- Taking care of subject-related issues of the students
- Guaranteeing course fruition on time and according to illustration plan.
- ID of weak and average students and give them reasonable assistance, including additional classes.
- Sharp students in the class are likewise to be recognized so they are ready for positions in the establishment.
- Introductions of paper(s) in workshops/meetings.
- To persuade students of dependability.
- To guarantee students' support in co-curricular and extra-curricular exercises to improve students' character.



Set of Rules for Employees

- Every employee will consistently keep up with outright trustworthiness and dedication to obligation.
- Every employee should play out all expert exercises through appropriate channels and broaden co-activity to his/her partners and higher specialists.
- Every employee will behave/with outright respect and etiquette in managing the bosses, partners, and understudies consistently.
- Every employee should go to the Mahavidhyalaya perfectly dressed and follow dress guidelines. Ladies' workforce ought to wear overcoats inside the homerooms. Male employees ought to come in formal dress with tie and shoes. Pants, gasp, and Shirts are not permitted.
- Employees should continuously wear their personality cards while inside the Mahavidhyalaya premises.
- Employees are banned from utilizing PDAs while taking classes, participating in assessment obligations, and keeping in mind that going to gatherings.
- No employee will be missing himself/herself from obligation whenever without earlier endorsement.
- Any guidance given by the skilled authority via brochures occasionally should be consented to.
- Employees are supposed to be dependable in attending classes, gatherings, invigilation, Mahavidhyalaya work, and Public festivals.
- Employees shouldn't endeavor to welcome any political or outside tension on his/her boss experts regarding administration matters.
- Employees will not incite or induce any understudy or staff against different understudies, partners, or organizations.
- Employees will not, by act or deed, corrupt, disturb, or affront some other individual under any circumstance or misbehave to the educating calling.
- Employees will not separate any understudy based on position, statement of faith, religion, orientation, identity, or language.
- Employees will not show preference in evaluating understudies purposely overchecking, under-checking, or endeavoring at exploitation on any grounds.



- Employees will neither reveal secret data about students to anybody nor unveil classified data from the board to students.
- Employees will not acknowledge expenses or honorariums, gifts, and so forth from the understudies.
- Employees will regard the privilege of parent/watchman to care for the interest of the understudy.
- Employees will not abuse or recklessly use conveniences given to him/her by the Foundation to work with the release of his/her obligations
- Every employee will set a guide for his/her associates and students.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-teaching staff should work in the Mahavidhyalaya from 8.30 am to 5 pm. They will only leave the Mahavidhyalaya premises with authorization before 5 pm.
- Each Non-Teaching staff member will release his/her obligations carefully and proficiently and adjust to the Mahavidhyalaya standards and guidelines.
- Non-teaching staff will regard and keep up with the order in the Organization and complete their obligations as taught by the specialists to whom they are connected.
- Non-teaching staff should continuously wear their identity cards during working hours.
- Non-teaching staff will keep up with genuineness, honesty, and correspondence in movements of every sort.
- Non-teaching staff will practice self-control and manage staff, students, guardians, and the public.
- Non-teaching staff relegated to labs ought to be liable for the tidiness and support of the labs.
- The staff needs to complete any work doled out as to assessments led by the Mahavidhyalaya as coordinated by the Head.
- The staff ought to get an earlier endorsement if he/she needs to take profit leave. A clinical endorsement ought to be created if a disorder occurs.
- Non-teaching staff will avoid individual calls and person-to-person communication locales like Facebook, WhatsApp, and so forth during functioning hours.



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SEPARATION



Notice Period/ Termination

- During the Probation period, based on the performance, the college shall have the right to terminate services by giving the salary for the working days without assigning any reason anytime during the term of your service. However, if you would like to leave the college during the probation period, you would have to give notice as mentioned in the appointment letter or gross salary in lieu of notice.
- After completion of the probation period and confirmation, giving notice in writing or gross salary in lieu of notice as mentioned in the appointment letter. In case staff leaves the services without giving any notice, the college reserves the right to deduct the notice period salary from his/ her full and final settlement.
- Notice of resignation as prescribed, if submitted, the college shall be entitled to relieve you at its discretion at any time within the notice period without compensation. Similarly, in case you are served with the notice of discontinuation of your services by the college, you can also leave at any time within the notice period, and in that case, you will not be made to pay any compensation.
- You may resign from your services by giving notice as above said subject to the condition that you will complete the respective academic semester/term (six months)/session (as case may be) i.e., up to the last teaching day in a particular semester/term/session, unless otherwise decided by the college.
- In case of unsatisfactory performance or discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms & conditions of this employment, indiscipline, anti- organization behavior, breach of faith and/or any conduct on your part which is inconsistent with the employer-employee relationship and/or prejudicial to the interest of the college; the college shall be at liberty to discontinue your services without any notice and compensation and prejudice to its legal and other rights and remedies for such breach or conduct on your part.
- The Management shall be at liberty to terminate your services without any notice in the event of insubordination, fraud, indiscipline, disorderly behavior, dishonesty, and negligence on duty or working against the interests of the college.
- The college may terminate/suspend services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary



internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "Moral Turpitude" includes Crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general. examples include rape, forgery, Robbery, and solicitation by prostitutes etc.), (ii) sexual harassment (adjudicated guilty as per the firms policy and local laws) or (iii) other act that threatens or likely to damage university's reputation.(iv) Any major misconduct.

- On Separation of employment, staff would be responsible for catering to Research Scholars (Ph.D. Scholars) under their guidance during the term of employment as per the rules of the university from time to time.
- Staff, before leaving the service in all cases, shall hand over the charge of all the official documents, information, and material in his/her possession to the immediate superior authority or any other person authorized for this purpose and complete the No-Dues Form (**ANNEXURE –VI**).
- On Separation of employment, you will be responsible for safekeeping and returning in good condition all college property/money entrusted in your care and charge, and other college materials and property as may have been in the employee's possession. The college reserves the right to deduct the money value of such equipment from your dues or take such action as may be deemed proper, in the event of failure to account for such property as per the rules and regulations of the college.
- The decision of the college about the matter related to resignation/discontinuation of your services shall be final and binding on all concerned.



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ANNEXURE-I EMPLOYMENT FORM

(To be filled in by the applicant in his/her own handwriting)

Post Applied for: _____

Full Name: _____

Date of Birth: _____

Gender: _____ Marital status: _____

Qualification: _____

Experience: _____

Adhar No.: _____ PAN: _____

Visible Distinguishing Mark : _____

Present Address: _____

Tel. No.: _____

E-mail : _____

Permanent Address: _____

Tel. No.: _____

Emergency Contact: _____

PHOTO
(With Signature)

Family Details	D.O.B./ Age	Occupation
Father's Name :		
Mother's Name :		
Spouse :		
Children (If applicable) :		

LANGUAGE PROFICIENCY:

Language	Speak	Read	Write
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ACADEMICS: - In chronological order

Name of Examination	Subject	Year of Passing	School/College	University/Board	Marks/Percent /CGPA
10 th					
12 th					
U.G.					
P.G.					
Ph.D./M.Phil					
NET/SET					
Any Other					

PUBLICATIONS :(Give numbers only)

Platform	Published	Accepted	In Print
Book(s)			
General Articles(s)			
Conference publication(s)			
Research publication(s)			

CONFERENCES/SEMINARS/WORKSHOP: (Give numbers only)

Particulars	National	International	Total
Participated			
Organized			

*RESEARCH PROJECTS: (Give numbers only)



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Status	Funding Agency		
	Name	Amount	Duration
Completed			
Ongoing			

*Give detail in separate sheet for more information (if applicable).

EMPLOYMENT RECORD: (Teaching or other exp. in chronological order)

Period	Name of Employer with Address	Position held	Salary & Allowances			Reasons for Leaving
			Basic	Perks	Total	

AWARDS/HONORS:

Name of Recognition/Award	Year	Name of awarding organization	Contribution made

Expectations:

Notice required for interview : _____

1. Salary expectations : _____

2. Joining period/Notice period : _____

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3. Any other expectation

: _____

Declaration:

I certify that foregoing information's are correct and complete to the best of my knowledge and belief and nothing has been concealed. In case the information provided by me is found wrong on any future date, my service can be terminated by company without any notice.

Date :

Place :

Signature of Applicant



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ANNEXURE– II MISS PUNCH/OD FORM

Faculty Name:

Designation:

Department:

OD / Miss Punch Details

S. No.	Date	Type(OD/Miss Punch)	Biometric Session (IN/OUT/FN/AN)	Reason (Biometric Failure/Official Duty/System Issue)	Supporting Document (Yes/No)

Faculty Declaration

I hereby confirm that I was present on campus / on official duty during the above-mentioned time, but the biometric attendance was not recorded due to the stated reason. I kindly request approval to update the biometric attendance.

Faculty Signature: _____

Date: _____

Approval Section Reporting Authority

HOD

Signature & Date

Dean / Registrar/ Director

Signature & Date

HR/Attendance Section

Signature & Date



ANNEXURE - III FACULTY LEAVE APPLICATION FORM

Name of Faculty:
Designation:
Department:
Leave Details

Type of Leave (CL/SL/EL/Academic/Other)	From Date	To Date	No. of Days	Reason

Class/workload Adjustment detail

S. No	Day & Date	Class	Time	Arranged by	Sign

Faculty Declaration

I hereby declare that the above information is true to the best of my knowledge and that my academic responsibilities during the leave period have been duly arranged as per university norms.

Signature of the Faculty with date
Recommendation & Approval with Date
Head of the Department
Dean/Principal



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Registrar/Competent Authority



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ANNEXURE - IV

T.A. / D.A. BILL

Name of Employee:

Designation:

Department:

Grade Pay / Level:

Place Visited:

Purpose of Visit:

Total Number of Days of Tour:

1. Particulars of Journey

Mode of Journey:

From _____ to _____ Total KM: _____

From _____ to _____ Total KM: _____

2. Local Conveyance (Give Full Details)

(i)

(ii)

3. Lodging Charges

Number of days: _____ from _____ to _____

4. Food Expenses

Food charges @ Rs. _____ per day

5. Other Expenses

(i)

(ii)

(iii)

Amount Details (Rs.):

Total: _____

Less advance taken: _____

Net payable/refundable: _____

Receiver:

Checked by:

Approved by:



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ANNEXURE - V

TDS / INCOME TAX DECLARATION FORM

Particulars	Details
Name	
Employee ID / PF No.	
Designation	
Department / School / College	
PAN Number	
Aadhaar Number	
Contact Number	

Income & Exemptions

Income Head	Amount (INR)	Section / Remarks
Basic Salary		
Dearness Allowance		
House Rent Allowance (HRA)		
Other Allowances		
Income from Other Sources		
Total Estimated Income		

Deductions (as per IT Act)

Section	Description	Amount (INR)
80C	PPF, LIC, NSC, etc.	
80D	Health Insurance Premium	
80E	Education Loan Interest	
80G	Donations	
Other Sections	Specify	
Total Deductions		



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TDS / Tax Calculation (For Office Use)

Particulars	Amount (INR)
Total Taxable Income	
Tax Deducted Earlier	
Tax Payable / Refundable	

Declaration by Employee

I hereby declare that the above information is true and correct. I request the University to deduct TDS as applicable under the Income Tax Act, 1961.

Employee Signature with Date



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ANNEXURE - VI NO DUES CERTIFICATE

Name of Faculty Member:

Designation:

Department:

Employee ID / Code:

This is to certify that the above-named faculty member has cleared all dues and obligations towards the college as of [...../...../.....]. No outstanding payments, materials, or responsibilities are pending against the faculty member.

S. No.	Department/Section	Person-in-Charge	Remarks/Dues (if any)	Signature
1	Library			
2	Accounts / Finance			
3	Administration			
4	Department			
5	Laboratory / Equipment			
6	Sports			
7	IQAC			
8	Canteen			

Declaration:

I hereby confirm that I have cleared all dues and no outstanding liabilities remain against me towards the college.

Faculty Signature with date

Verified and Recommended by:

Principle/Dean/Registrar/Director