

RAJASTHANI SAMMELAN'S



**Deviprasad Goenka Management College
of Media Studies**

*Affiliated to
University of Mumbai*

SERVICE RULES

DGMC

Service Rules

Page 1

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Index

| Chapters | Page No. |
|-----------------------------------------|-----------------|
| Recruitment and Selection..... | 03 |
| Joining & Induction..... | 08 |
| Job Profiles & Reporting Structure..... | 11 |
| Duty Time/Attendance..... | 13 |
| Leaves and Paid Holidays..... | 10 |
| Employment Terms..... | 21 |
| Personal and Administrative Policy..... | 23 |

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CHAPTER – 1

RECRUITMENT AND SELECTION

Topics

- 1.1 Pre-selection process
- 1.2 Search Process
- 1.3 Advertisement
- 1.4 Screening
- 1.5 Interview committees / Authorized persons for selection
- 1.6 Personal interviews
- 1.7 Reimbursement of travel expenses for outstation candidates
- 1.8 Tests / (Demo Lessons for teaching staff)
- 1.9 Credential & Reference check
- 1.10 Offer Letter

1.1 Pre-selection Process:

Having identified positions to be filled from outside the institution, the following steps need to be undertaken for each vacancy:

- Determination of person, required competence, specifications (age, qualifications, skills and experience desired of candidate.
- Preparation of brief job descriptions
- Assessment of likely offer (salary, grade, and other perquisites)
- On the basis of the above, preparation of a suitable advertisement.

1.2 Search Process:

For recruitment of each position at least 3 prospective candidates fulfilling the minimum job requirement should be met. An ideal candidate could be searched from any of the modes:

- Internal data bank of prospective candidates.
- Through head hunting/consultants.
- Employee Referrals
- Ex Employees
- Advertisement in newspaper/website/cable TV
- Campus Recruitment
- Appointment as management trainees etc.

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Note: *Apart from the above mentioned sources other sources can also be considered. However intra institutional poaching is strictly prohibited*

1.3 Advertisement:

The job vacancy needs to be advertised in the major newspapers or as may be decided by the President and Hon. Secretary. The newspapers advertisement shall contain all the necessary details in relation to the job, viz,

- Name of the institution
- Designation
- No. of years of experience required
- Qualification
- Location
- Last date of application.

All the above details are mandatorily to be mentioned while publishing the advertisement. All such details will serve purposes namely,

- Only relevant applications will be received.
- All the relevant applications will be received within specified time hence would help in filling in the position within the allotted time frame.

Note: *Once it is decided to go for newspaper advertisement it should also be approved by Mumbai University, incase if the vacancy is for university affiliated course*

1.4 Screening

Once the last date for receipt of applications is over the applications received should be screened by the head of the institution with the help of the Registrar/Office superintendent, HR /person deputed by the Managing Committee. The applications are to be screened on the basis of criterion as mentioned in the Manpower requisition form.

After screening is done a list of shortlisted candidates needs to be prepared. The HOI should submit such list of shortlisted candidates along with the CV to the management council/President for their approval. Also there should be gap of minimum 30 days from the date of advertisement and the day on which interviews are conducted.

Note: All the applications received after the last date specified in the advertisement should be filed separately. No applicant from this file should be called for interview without the consent of the President. However these applications can serve as internal data bank for future reference.

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1.5 Interview committees / Authorized persons for selection

1.5.1 Senior level positions:

All the senior level recruitments (incase of teaching – Supervisors and above and incase of non teaching – registrar/Manager /Superintendent / administrator and Above) needs to be approved by governing council of DGMC. All the recruitment done under this category needs to be declared at the next governing council meeting of that particular institution.

1.5.2 Other positions

Incuse of other positions including support staff , approval of President/Chairman, Secretary / Jt. Secretary, HOI, HR department needs to be taken.

1.5.3 Teaching Positions

Incuse of recruitment of Mumbai University affiliated courses a proper panel should be invited for conduction of interview. This panel should include members of selection committee of DGMC, subject Experts as per rules laid down by M.U.

1.6 Personal interviews

On the arrival, the candidate should be acknowledged and asked to fill in the Personal Information Form ANNEXURE - 1. Once the candidates completes filling in the details in the Personal information form, he/she should submit the same along with a copy of his/her updated resume, photograph and photocopies of duly attested certificates / testimonials . During the personal round the interviewer should try to probe maximum job related information from the candidate. Following things should always be observed at the time of taking personal round of interview.

- Communication skill
- Presentation skill (clarity in explanation)
- Interpersonal Skill
- Appearance
- Specific Job knowledge
- Reason for leaving current Job
- Current Salary drawn
- Expected salary
- Notice Period for joining
- Any other institution specific requirement

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Once the candidate is interviewed he /she need to be given rating for comparison and evaluation vis-à-vis other candidates. Refer interview Assessment form – Annexure - 2

1.7 Reimbursement of travel expenses for outstation candidates

The Principal in coordination with the Registrar /Superintendent will arrange for the reimbursement of the fare to the candidates who came for the interview. The amount of reimbursement will depend upon the position for which the candidate is called for test/interview. All the reimbursements should be approved by the President /Chairman of the DGMC.

1.8 Tests / (Demo Lessons for teaching staff)

Candidates who have applied for teaching positions and have cleared personal round of interview may be asked to give demo lesson. Principal should ensure that the candidate is informed well in advance regarding the details of the demo lesson like topic to be covered, grade/standard, duration of demo lecture etc. At least one subject expert should be present in the class in order to examine the demo lesson.

1.9 Credential & Reference check:

Confirmation of credentials or reference check plays a very critical role in selection of any candidate. Before issuing an appointment letter the candidate's credentials should be judged thoroughly. There are two types of reference check for every candidate namely,

- Personal
- Professional

Under personal reference check the residential details needs to be confirmed. For this administrator of DGMC can do a telephonic call at the candidate's residence and can confirm the address. Thereby it will also help in confirming the authenticity of the telephone numbers provided by the candidates that may be required to be used in case of emergency or exigency.

For conducting professional reference check the Office Superintendent / Registrar may send a confidential letter/email/telephonic call and reference check sheets to the previous employer and get the responses on the person's qualification, abilities and other traits.

Note: However the reference checks can be waived off by / under the advice of the President.

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1.10 Offer Letter:

Once the candidate is finalized, the Principal/HR/Registrar/Office Superintendent or any other person as authorized by the president is required to do the salary negotiation and to explain other terms and conditions pertaining to the job, like:

- Office timings
- Secrecy policy agreement
- Offered CTC with Net salary per month
- Dual employment policy.
- Reference check policy
- List of documents that he/she needs to submit
- Leave Rules

After explaining all these terms and conditions the person needs to write all these points behind the CV as indication that the candidate has been explained all these points. Also the candidate needs to sign below the list of all these points as an acknowledgement of his consent and acceptance.

Now the candidate is to be issued the 'Offer Letter'.

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