

## Masters of Business Administration (MBA)

# Faculty Recruitment & Promotion Policy

**(Amended as on 30<sup>th</sup> June, 2014 and  
applicable from 1<sup>st</sup> July, 2014)**

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Version	1.1
Authorized by	Director,  JSPM's JSIMR

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## Faculty Recruitment & Promotion Policy

### Introduction to Policy:

This document provides guidelines regarding faculty recruitment process at JSPM's JSIMR.

### Objectives

- 1) To ensure implementation of faculty recruitment norms prescribed by competent authorities viz. AICTE/DTE/University time to time.
- 2) To fill faculty positions as per norms set by respective authorities viz. AICTE/DTE/University at the institute.
- 3) To identify training needs on timely basis of all the faculties.
- 4) To provide yearly promotion and increment as per set norms of JSPM's Group of institutions.

### Guidelines of Faculty Recruitment & Promotion

1. The institute shall abide by the norms of faculty recruitment process as per prescribed guidelines by the Competent Authority viz. AICTE/DTE/University.
2. Competent Authority in institute shall abide to follow the procedure mentioned by regulatory bodies - AICTE/DTE/University.
3. The proper process of recruitment to be taken care by the director and corporate office at the time of appointment of faculty.
4. There should be proper communication about recruitment, interview, selection, joining, as per the norms of Savitribai Phule Pune University.
5. The promotion and yearly increment to be given as per policy of JSPM's Group of institutions.

### Responsibilities of Faculty Recruitment & Promotion


- Implementing faculty recruitment process prescribed by competent authorities.
- Identify training needs on timely basis of all the faculties and organize training sessions / Faculty Development Program (FDP) for faculty members.
- 6. Implementing faculty Promotion and increment on yearly basis as per policy of JSPM's Group of institutions.

### Composition of Faculty Recruitment Committee

The Members of faculty recruitment Committee will be nominated by Secretary, Strategic Director, Director, Corporate office of JSPM's Group of institutions.

### Effective Date

This policy is effective from 1<sup>st</sup> July, 2014.

  
Dr. Anita Khatke  
Director, JSPM, JSIMR, Pune



  
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Jayawant Shikshan Prasarak Mandal's  
**Jayawantrao Sawant Institute of Management & Research**  
Handewadi, Hadasar, Pune-28

**Grievance Redressal Mechanism (GRM) at JSIMR**

The Statutory Committee **Grievance Redressal Committee (GRC)** is formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE.

The Committee has been formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority or Disabled Categories, scholarship issues and sexual harassment and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Procedure: The person concerned with any grievance shall fill the Grievance Redressal Form with all possible facts and documentation and submit it to the Principal's office. The committee will investigate into the matter and shall try to resolve it as quickly as possible.

**Introduction:**

Grievance/complaint is any communication that expresses dissatisfaction about an action or lack of action about the standard of service of an institute.

**Aim:**

- To make the students aware about grievance redressal committee in the institute.

## Objectives:

- To ensure a student friendly democratic environment in the campus.
- To make all the students, faculty and staff aware about their rights and duties.
- To solve the various personal and educational related grievances of the student.
- To ensure the qualitative as well as quantitative development of the institution through the complaints and grievance redressal cell.

### • Academic rights and responsibilities of students

- Protection of Freedom of Expression.
- Protection against improper academic evaluation,
- Faculty and students should be ethical, moral and should behave in a manner with good academic interest and should maintain decent academic relations with teachers and costudents and co-operate with college authorities to maintain vibrant and decent academic environment.

### • Nature of grievances considered for redressal

- Non issuances of study certificate.
- Non receipt of scholarships from the college.
- Bus pass
- Mark Statements
- Refund of original certificates
- Transfer certificate
- Refund of caution deposit
- Matters related to library books issues
- College fee related issues
- Issues related to infrastructural facilities
- Matters related to internal marks and academic performance.
- Issues related to teacher-student relationships.
- Infrastructure
- Any other related to academic, administration or facilities.....

### • Mechanism of Grievance Redressal System

A record or register is maintained by the Grievance Committee Coordinator outlining the nature of the complaint, the complainant, date the complaint has been brought to the Coordinator attention and action taken to resolve the complaint.

1) Collection of grievances in written format through complaint and suggestion boxes.

2) The committee members will meet once in six months.

3) Committee will sort out the grievances based on the nature: Academic, Administrative, Facilities.

4) Analysis of grievances on the basis of

- Total Number of grievances.
- Type of grievances.
- Resolved grievances.
- Unresolved grievances The decisions will be taken by the director.

5. Interpretation of the grievances will be done for:

- Academic Improvement
- Improvement of Administration
- Improvement of Infrastructure / Facilities
- Any other .....

• **Action Plan:**

- Make the students aware regarding working of Grievance Redressal Committee.
- To install the complaint and grievance boxes in the institute premises.
- To collect the grievances from all boxes at the end of every month.
- Follow the mechanism of Grievance Redressal System
- The committee members of Grievance Redressal Committee will meet twice in a year.



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**Jayawantrao Sawant Institute of Management & Research**

Handewadi, Hadasar, Pune-28

**GRIEVANCE REDRESSAL FORMAT**

Name of the Complainant: \_\_\_\_\_

Type of Grievance:  Academic       Admin       Facility       Any other

Date Grievance was received: \_\_\_\_\_

Name of Complaine (If Any): \_\_\_\_\_

Nature of Grievance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Undertaking :

I here declare that the information furnished above by me is true and accurate. Further, I understand that disciplinary action can be taken against me if the above allegations are found incorrect or malicious.

List of Documents furnished (if any):

1)

2)

Name of Complainant

Signature



Investigation of Grievance:

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Corrective/ Preventive Action Taken:

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<b>Sr.No.</b>	<b>Designation</b>	<b>Name of Faculty</b>	<b>Signature</b>
1	Chairman-	Dr.Anita Khatke	
2	Faculty Member-	Dr.Archana Singh	
3	Faculty Member-	Prof.Pradnya Kulkarni	
4	Student Member-	Ms. Gauri Bhosale	
5	Student Member-	Mr. Ms.Pooja Singh	

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