

**CHHATRAPATI SHAHU
MAHARAJ SHIKSHAN SANSTHA**

**DEPT. OF
HUMEN RESOURCES & ADMIN**

**POLICY
PROCEDURES**

YEAR OF PUBLICATION - 2019

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CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA

Chhatrapati Shahu Maharaj Shikshan Sanstha is one of the leading education societies in Marathwada region established in 1986 with inspiration to spread the education at grass root level. CSMS Sanstha is named after the great social reformer and King Chhatrapati Shahu Maharaj. The main vision behind the establishment of the Sanstha is to provide education to all the classes of society, especially to the downtrodden, economically and socially backward sections.

CSMS Sanstha runs five professional institutions as follows :

Sr. No.	Name of College	Established Year
01	CSMSS Ayurved Mahavidyalaya and Rugnalaya	1989
02	CSMSS Dental College & Hospital	1991
03	CSMSS College of Agriculture	2006
04	CSMSS College of Polytechnic	2009
05	CSMSS Chhatrapati Shahu College of Engineering	2013

CSMSS is committed to establish high standards to educate enhance and excel in imparting professional engineering, medical and agriculture by well qualified and experienced faculty devoted in nurturing students into socially responsible professionals through creative collaboration, innovation and research.


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LEAVE AND HOLIDAYS

Policy Scope :

This policy is applying to all employees and students of Chhatrapati Shahu Maharaj Shikshan Sanstha.

Policy Guidelines :

Casual Leave :

All employees are eligible for 15 (fifteen) days casual leave per annum.

Compensatory Leave :

If employees worked on public holidays or weekly off they are eligible for compensatory leaves.

Maternity Leave :

All employees are eligible for maternity leave.

Sick Leave :

All employees are eligible for 07 days sick leave per annum. For availing this leave, employees must submit registered Doctors certificate with medical fitness certificate.

Special Leave :

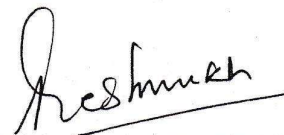
All employees of Chhatrapati Shahu Maharaj Shikshan Sanstha are eligible for special leaves.

Entitlement :

All employees are entitled to 04 days of special leave. This leave will granted in case of the death of the immediate family member, the leave will not be encashed under any circumstance.



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INSURANCE

As per Management guidelines, covered all employees and students under Insurances scheme as follows :

- 1) Mediclaim Insurance for Employees : Rs.2,00,000/- (Rs. Two Lakh Only) Per Person.
- 2) Accidental Insurance for Employees : Rs.10,00,000/- (Rs. Ten Lakh Only) Per Person
- 3) Mediclaim & Accidental Insurance for all students : Rs.2,00,000/- (Rs. Two Lakh Only) Per Student.



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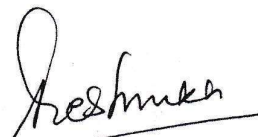
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RECRUITMENT

As per Universities rules, we are recruiting staffs. We are giving advertisement in News Papers regarding vacancies. After receiving applications, we are selecting of candidates for interviews after that we are conducting interviews of eligible candidates. We are giving appointments orders to Selected candidates. On joining we are completing their formalities as per requirement of Universities.



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MAINTENANCE ACTIVITIES

1) Pest Control :

As per Management guidelines, making agreement with Pest Control Party for Anti cockroach Treatment, General Dis-infestation, Mosquito Control, Rodent Control, Wood Dis-infestation, Anti Termite Treatment Beehive Elimination & Fly Control in all 05 Colleges, Hostels, Canteen / Mess. We have schedule for Pest Control.

2) Fire & Safety :

As per Management guidelines, making Annual Maintenance Contract with party, who provides services for servicing / working of all Fire Hydrant & Safety equipments in our CSMS Sanstha. The Party must visit every month for maintenance.

3) Sports :

As per Management guidelines, Indoor & Outdoor sports facilities for students / staffs like Basketball, Cricket, Holly ball, Kabaddi, Table Tennis, Badminton, chess, etc. As per Management guidelines, making agreement with party for our CSMSS Narvir Tanaji Malusare Krida Sankul, Aurangabad.

4) Computers / CCTV :

As per Management guidelines, provided computers as per requirement to the concern departments. Also we have provided CCTV's in our all colleges, Canteen / Mess, Library, Hostels, Sports Ground, etc. As per Management guidelines, Annual Maintenance Contract made for maintenance of CCTV's.


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