



Godavari Foundation's
Godavari College Of Engineering, Jalgaon

Address: P-51, BSL Road, -Sector, Additional MIDC, Jalgaon, Maharashtra 425003

Phone: **075070 75171**

Web: <https://www.gfgcoe.in/>

8. Service Rules Copy.

DR. ULHAS PATIL
PRESIDENT
(Ex. Member of Parliament)



SUBHASH PATIL
VICE PRESIDENT

SERVICE RULES APPROVED BY TRUST/SOCIETY

Sr. No.	Particulars
01	Employees services will be governed by the Maharashtra University Act in case of University affiliated college & by MSBTE in case of diploma institution from time to time
02	Those employees, who has gone thru University/MSBTE Selection process will be given full time appointment on probation of initially two years from the date of joining, subject to approval of concern University/MSBTE.
03	If, during this probation, work of employees is found unsatisfactory the probation period may be extended maximum up to one more year or his/her service may be terminated.
04	Academic year appointment will be for the period of Eleven month or up to 30 th April from the date of appointment.
05	At the time of joining, employee has to submit Original documents as well as certified true copies of all relevant documents such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate of previous employer, last pay certificate, change of name certificate if any, character certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
06	Employee has to undergo medical examination by approved Medical officer or by civil surgeon, within three months from the date of joining his/her duties. The appointment shall be provisional & conditional, pending submission of Medical certificate stating that you are physically fit for employment as staff of the college/institution.
07	Employee has to give correct mailing address as soon as he/she join the duties and any change in address given earlier should be communicated to principal/management. It will be presumed that letter sent by Register post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly by you.
08	Employee has to serve three months or one month notice or surrender three months or one month. Gross salary in lieu of notice period, if he/she intends to resign the post as per decision of Management.
09	Employee shall not be allowed to conduct or engage in any private tuition or private coaching classes.
10	Employee Shall not be allowed to engage in ant other paid full time or otherwise, during the continuance of service, without the permission of the management.
11	On violation of rules his/her services are liable to be terminated any time, without assignment of reason therefore.



Godavari Hospital Bldg. M.J. College Road, Jalgaon - 425 001 (M.S.)
Tel.- (0257) 2221834, 2221835, 2212999 Fax. - (0257) 2212998



Godavari Foundation's

Godavari College Of Engineering, Jalgaon

Address: P-51, BSL Road, -Sector, Additional MIDC, Jalgaon, Maharashtra 425003

Phone: **075070 75171**

Web: <https://www.gfgcoe.in/>

12	If he/she found absent continuously for more than thirty days without permission, his/her services will stand terminated automatically.
13	Employees shall be available any time on short notice of Principal/Management.
14	Employees supposed to stay at Institute headquarter.
15	If he/she found guilty or violation of any terms & conditions mentioned above, he/she will be liable for disciplinary action & punishment decided by the Management. During the period of yours service, you shall not directly or indirectly do such things which are subversive to the interest of the Society /University / Institute /College/Students.
16	Promotion in service will be through proper procedure laid down by University/MSBTE/DTE/AICTE subject to fulfilment of eligibility criteria.


Secretary
Godavari Foundation, Jalgaon




President
Godavari Foundation, Jalgaon