

## 6.2.2 Policies Appointment rules procedure

HR. Manual



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## HR. Policy – Manual

**VPS College of Engineering and Technology Wakasai,  
Lonavala, Pune.**



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## Introduction to the VPS College of Engineering and Technology

VPS College of Engineering & Technology (VPSCET) is private unaided institution that was established in the year 2013. The institute offers three undergraduate engineering programmes of four year duration namely Mechanical Engineering, Computer Engineering, Civil Engineering.

All the courses are approved by All India Council for Technical Education (AICTE) and affiliated to University of Pune.

### VPS VISION

To be recognized as among the leading institutions imparting quality Engineering Education to produce world class professional to take challenges at global level. They will be pride of india.

### VPS MISSION

To provide an environment of high academic and entrepreneurship for all those aspiring students, which will prepare them to face global challenges and maintaining high standards?

### Values –

1. Transparency
2. Trust
3. Integrity
4. Dedication
5. Loyalty



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## 1 - General Guidelines

1. This document shall be called as “HR Policy Manual” for all Constituent College / Institutes under the agies of the **VPS College of Engineering and Tecnology**.
2. This **HR Policy Manual** shall apply to all employees.
3. The Society reserves the right to amend (delete, add or modify) this **HR Policy Manual** from time to time and such amendment shall be binding on all the employees from its effective date.
4. **This HR Policy Manual is strictly ‘Private & confidential’.**
5. It is the policy of the Institutes to comply with all applicable laws of AICTE & Savitribai Phule Pune University and **Society** norms but also support ethics & humanity too.
6. It is the personal responsibility of everybody in the Institutes to observe the standards of conduct and other requirements of code of conduct.
7. The underlying formal polices themselves have more details than it is contained in this booklet. It is the responsibility of each Principal, Dean, Executives, HOD, employees, Teaching & Non-teaching Staff, also associated Institutes to familiarizes themselves with the details of these policies of the Institutes that apply to their assign duties.
8. If Executives, Teaching & Non-teaching staff, and employees has any questions about policesin this booklet, they should contact the HR, Manager



  
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## 2 - Quality Policy

We, at **VPS College of Engineering and Tecnology**, are committed to provide high quality education through institutions in diverse disciplines that have dedicated faculty and state-of-the-art infrastructure and can develop competent professionals of global standards with a deep sense commitment towards human values by fulfilling applicable requirements. We shall strive to exceed the satisfaction of our Students, Colleges, and Society at a large. To achieve this, the Society authorities shall regularly monitor and review its performance for continual improvement with social emphasis on advanced curriculum, research methodologies and enhancing the competencies of teaching & non-teaching staff.

At **VPS College of Engineering and Tecnology**; enthusiastic technocrats and educationalist are involved in the mission of evolving quality education System for institute growth and better tomorrow. In our institutes, students perceive value of total aspects of satisfaction. Objective of entire team efforts is to establish name of **VPS College of Engineering and Tecnology** by determining & fulfilling students requirements. This shall be achieved through,

- a. Continual improvement in all areas of education.
  - b. Achieving NAAC B+
  - c. NBA 1 Years accreditation of all Eligible departments
  - d. Development of human resources through training and motivation.
- Adaptability to changing global Education pattern and technical developments

## 3 - Health, Safety and Environment Policy

Protection of health, safety, and the prevention of pollution to the environment are primary goals of the Institute.

The Unitech society will strive to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused, or disposed of safely.

The Institute intends to take initiatives like

1. Health check up for all its staff members once in a year
2. Mediclaim insurance for staff
3. Annual week for the Fitness activities like organizing various fitness related programs to educate and aware everybody about the fitness.



  
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#### **4 - Ethical Business Practice**

Institute policy requires Principal/Directors and all the employees to observe high standards of education and personal ethics while discharging duties, practice honesty and integrity in every aspect of dealing with other Institute, employees, the public, the business community, shareholders, customers, suppliers, competitors and Government authorities and not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair- dealing practices when acting on behalf of the Institute.

##### **1. Commercial Bribery**

Institute policy prohibits commercial bribes, kickbacks and other similar payoffs and benefits paid to any suppliers or customers.

Directors, employees, and associate are also prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation from the Institute) in connection with a transaction entered into by the Institute.

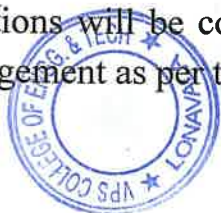
This policy does not prohibit expenditures of reasonable amounts for meals and entertainment of suppliers and customers which are an ordinary and customary business expense if they are otherwise lawful. Expenditures of this type should be included on expense reports and approved under standard Institute procedures.


##### **2. Fraud and Similar Irregularities**

Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud. Fraud includes, but is not limited to:

- a. Dishonest or fraudulent act;
  - b. Embezzlement (fraud / misappropriation)
    - c. Forgery or alteration of negotiable instruments such as Institute checks and drafts.
  - d. Misappropriation of Institute, employee, customer, partner, or supplier assets.
- Any fraudulent activity may have occurred is required to report such concern to the HR or Committee of Management

All fraud investigations will be conducted under the direction of the HR or Committee of Management as per the applicability.



  
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### **3. Accounting Controls, Procedures and Records**

Applicable laws and Institute policy require the Institute to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets. In addition, the Institute must maintain a system of internal accounting controls that will ensure the reliability and adequacy of its books and records.

Those transactions have proper Management approval, that such transactions are properly accounted for in the books and records of the Institute, and that the reports and financial statements of the Institute are timely prepared, understandable, and fully, fairly, and accurately reflect such transactions.

This Code of Conduct shall apply to all Departments, and every person working in the Institute and to other entities acting on behalf of them.

## **5 - Work Place Employment Policy**

### **1. Equal Employment Opportunity**

Organization's policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to providing equal opportunity to all qualified individuals in its hiring and promotion policies. The Institute will endeavor to create a workforce that reflects the diverse population of the communities in which it operates.

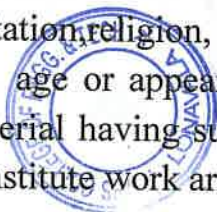
### **2. Harassment**

The organization's believes that all employees, workers, staff especially female staff members should be treated with dignity and respect. It is the policy of the Institute to provide a workenvironment which is free from harassment.

As used in this policy, harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability. Some examples, depending on the facts and circumstances.

#### **a. Verbal or Written Harassment**

Unwelcome or derogatory comments regarding a person's race, color, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age or appearance; threats of physical harm; or the distribution of material having such effects, including by electronic mail or display in any Institute work area.



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**b. Physical Harassment**

Hitting, pushing or other aggressive physical contact or threats to take such action, or inappropriate gestures.

**c. Sexual Harassment**

Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature, whether it was designed or intended to promote an intimate relationship.

It will not be considered as harassment if supervisors and other members of management enforce job performance and standards of conduct in a fair and consistent manner.

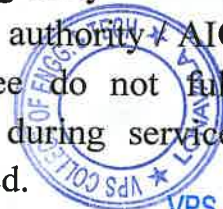
- i. Reports of harassment will be investigated promptly and discreetly.
- ii. Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such report.

**3. Political Activities**

The Institute believes strongly in the democratic process. Its directors and employees should take an active interest in fostering principles of good governance in the countries and communities in which they do business.

**6 - Terms of employment**

- a. Employee services will be governed by the provisions of the Maharashtra Universities Act and the Statutes, Ordinances, Regulations, and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing body **VPS College of Engineering and Technology**
- b. Employee will be on a contractual appointment in this all Constituent College / Institutes under the aegis of the Society till the end of Contract. Appointment is strictly subject to fulfilment of minimum eligibility criteria & the experience required for the said post as per the regulatory authority AICTE & Savitribai Phule Pune University norms. If employee do not fulfil the required qualification during the academic year or during services or not found suitable, employee services can be discontinued.



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- c. Based on Performance Appraisal/Confidential Report which is to be submitted by employee at the end of employee tenure and also on basis of the report of HOD & Principal, employee may be recommended for further extension. However, the management reserves the right to offer/reject candidates for continuation. No Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services, if any.
- d. Appointment is purely on Ad-Hoc basis for the period mentioned in the appointment Order. Employee must give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the academic session. The Board of Management however has discretion to relax this condition.
- e. Employee will report to the concerned Head of the Department/Principal and must shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
- f. Employee services shall be discontinued without any notice or 48 hrs notice & non- assigning any reason, due to loss of confidence, gross negligence, inefficiency at work, non-deliverable performance at work or any wilful act of misconduct on employee part without any notice and any time during the said tenure and if so in such case employee will be paid the salary only till employee last working day with the organization
- g. Appointment of teaching staff is subject to approval from the Savitribai Phule Pune University. Employee must fulfil all the required qualifications & experiences for the said post according to the Regulatory Authority, AICTE & affiliated University norms time to time. If the University objects about any point with respect to qualification, NET/SET/ experience, age requirement etc. then in such case the university and VPS college of engineering and technology, decision will be final and any claim on the said post after or during the service period will not be considered.



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## 7 - Work Days, Institute Timings & Attendance System

**Scope** – All employees of all Constituent College / Institutes under the agies of the Society

1. **Workdays** – Working days will be Monday to Friday. For all the staff members, will be treated as weekly off along with all Saturday and Sundays.
2. **Working hours** - The work timings of all Constituent College / Institutes under the agies ofthe Society are as follow:
  - a. A day will be counted for 8 hours of the duty including lunch time for half an hour Including lunch break for 30 min.
  - b. General Office time is 10.00 am to 5.00 pm. It will vary as per the requirements of thedepartmental work.
  - c. Office timing will be as per rules or as prescribed by the Principal/Head of the department /Admin Department. Department specific time may differ as per the need which shall be communicated to the concerned Employees separately.

### **Half day**

Half day shall be defined as 4 hours.

3. **Attendance, grace time & late coming** - The biometry system would be preferably used for marking attendance. Punctuality is an important aspect of work. It shows the discipline anddedication of each employee.

### **1. Attendance System / process**

- a. All the staff members are required to mark their attendance on the biometric machine two times in a day i.e. while starting your duty and after duty hours.
- b. It is mandatory for all the Employees to mark their attendance daily in AttendanceRegister.
- c. Employees should mark their attendance in Bio-Metric Attendance system every time going out of Institute for official or personal work and when back to Institute.

### **2. Grace time**

Upto 10 minutes grace time is available for employees reaching late to their respectiveworkplace after their official in-time.



  
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### 3. Late Coming

- a. Any employee coming after grace time, up to 15 min shall be considered as late. A half day will be marked for the late which is more than 20 min.
- b. Three (3) late marks shall attract deduction of a half day's leave.
- c. Employee must inform his / her Reporting Authority regarding his late coming or emergency absence on phone or email immediately.
- d. The Management reserves its rights to take corrective action as deemed fit upon frequent late coming.

### 4. Verification and Calculation of Attendance

The attendance shall be verified and calculated based on attendance records present in the Attendance system as approved by respective Principal.

#### **Important Point:**

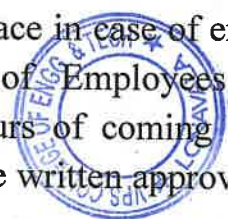
- a. Any attendance records in the register found tampered (i.e. re-writing with white ink, cancelling and re-writing) shall attract that Day's absence. Under no circumstances the same shall be reversed.
- b. If the staff member has missed to mark his attendance or the machine has not accepted, same should be reported to the HOD immediately and a written note / email should be sent to office through HOD, on time. If the staff member fails to do so, the absence will be treated as leave and no amendment can be done thereafter.

### 4. Out Door / On Duty

Out-Door / on duty means Employee going for official work upon the approval or instructions of the Competent Authority.

#### **Important Points:**

1. If Out-Door is necessary, Employee must take an approval from their Reporting Authority in, separate record should be maintained.
2. The Reporting Authority must approve this request on the same day of the request made.
3. In case of verbal approval for Out-Door (due to attending official work without coming to work place in case of emergency), an e-mail must be sent to Reporting Authority of Employees with cc to Human Resource Department within 48 hours of coming to work place. Those not having email facility shall have the written approval from HOD prior to his outdoor work.



4. If the Reporting authority requests an employee for Out-Door in the morning, He /She need to inform the HOD via Message about it and submit OD form to Admin Department.
5. Any Out-Door without advance intimation and approval shall be treated as absent. Outduty attendance certificate is required.

## **5. STAFF MOVEMENT DURING DUTY HOURS**

1. No worker (support staff) shall be sent on any duty outside the campus without a 'gate pass' signed by the HOD.
2. Exception to this rule would be On duty - car driver, while he is driving the vehicle.
3. Generally, staff members should avoid doing personal work in office time.
4. In emergent circumstances the HOD may permit a staff member concession of an hour. This shall be **exception rather than a rule**. It should not exceed twice in a month. On third occasion the staff would need to submit half day leave.
5. If any employee is found to have gone out without the permission, his half-day leave shall be deducted.
6. In any case, the movement will happen only upon the permission of the HOD or person authorized by him.

## **8 - Leaves Policy VPSCET**

All teaching and non-teaching staff is hereby informed that the leave policy is following below for the Year 2023 till further notice.

### **1) Casual Leave (10Day)**

- i. The approved faculties and the faculty those who have completed one year of his/her service are entitled for 10 days of casual leave during the Academic year.
- ii. Only one CL will be approved each month.
- iii. The application for casual leave shall ordinarily be sent before the date from which casual leave is applied for.
- iv. IV Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
- v. V. CL must be pre-sanctioned. After availing CL then the leave form will be not accepted.



  
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- vi. VI. If anyone is availing CL leaves on Saturday then reporting should be done on Monday otherwise three days LWP will be considered.
- vii. VII. Half day casual leave may also be granted for absence of half or less than half working day.

## 2) Compensatory Off

The faculty members if called upon to work on Sundays or holidays shall avail compensatory off for the duties performed during the same. The Compensatory off shall be as far as possible availed during the same Month/Term/ Semester. No Compensatory off will be carried forward. Ø The Director / Principal is not eligible for Compensatory Off.

## 3) Sick Leave (12day)

1. The approved faculty and the faculty those who have completed one year of his/her service shall be entitled to 12 days leave on medical ground during the calendar year.
2. When anyone is availing Medical Leaves then, they have to submit the MD Doctor Medical Certificate. Other than that is not allowed.

## 4) Miscellaneous

- i. The teaching staff shall work six days a week and not less than 8 hours per working day.
- ii. No leave other than casual leave shall be granted to an employee once he / she gives notice of resignation.
- iii. If anyone is availing CL, ML, OD, or COFF then that member has to put an email to the admin department & if possible have to inform the principal office by message.
- iv. If anyone is availing of any type of leave then that person has to adjust the workload/ Academic Load by message or on paper & have to submit the same while doing the leave formalities. Duly signed by HOD/DEAN/ Admin/ Principal.
- v. Holidays & Sundays may be prefixed or suffixed, however Sundays and Holidays falling within the leave period will be counted as leave.
- vi. Absence in excess of the sanctioned leave shall be treated as leave without pay.



a. Any Leaves cannot be paid/ encash.

Type of leave	Teaching Regular	Non- teaching Regular	Contract
I) Casual Leave	10	10	10
II) Sick Leave	12	12	12
III) Maternity Leave	Eligible after 2 years of service for 6-month half pay leave		

### - Public Holiday Policy

**Public Holidays** – National & Festival Holidays will be as per the University norms and declared by the Competent Authorities time to time.

### • – Salary and Increment

#### A) Salary :

Salary will be paid on or after 7th of every month subject to availability of the funds. It is advisable for employees to have a savings account with Bank as per the communication from Hod in this regard so that the salary can be directly transferred to the respective savings account of employees.

#### B) Promotion Policy :

To cope up with the changing situations every organisation makes adjustments in the existing workforce through promotions. Promotion is a change in status upward resulting from assignment to a position assigned in a higher salary grade. A promotion is the advancement of an employee's position in an organizational hierarchy. Promotion is an employee's reward for good performance or positive appraisal. Before the Institutes promotes an employee to a particular position it ensures that the person is able to handle the added responsibilities by screening the employee with interviews or assessment of performance appraisal for last three years. A promotion can involve advancement in terms of designation, salary and benefits.



**c) Increment:**

VPS college of Engineering and technology follows Annual Increment Cycle once in a year in the month of July OR as per the renewal of the contract. In case of permanent regular / employment, an employee having served the Institute for min 1 year is eligible for increment.

Employees must fill the appraisal form. The increment will be based on the individual performance, departmental performance, and the Institutional performance during the last academic year.

In this method the Self Appraisal Forms are distributed to all the employees working in the Institutes. The staff himself / herself has to fill this form in detail and needs to submit it to his / her immediate reporting officer to assess their performance. After the assessment by the immediate reporting officer the form needs to submit to the final authority for the signature.

Annual increments shall be sanctioned by the Director/Principal on satisfactory performance of the employee based on the recommendations of HOD or In-charge of the section. Chairman/Secretary of Society will be the final sanctioning authority.

Ad-hoc increment can happen subject to Management decision OR all rights regarding increments and benefits are reserved with the Management.

**IV TDS :**

Tax Deducted at Source (TDS) will be deducted from all the payments with respect to salary, Incentives as per the provision on Income Tax Act.

It is strongly recommended that employee must have the Permanent Account Number (PAN) to avoid any Issues related to Tax compliance.



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**- Discipline, Decorum & Code of Conduct**

**Employees must adhere to the following guidelines**

**A) Identity Card (I-CARD)**

All the staff of the VPS and its Constituent Colleges / Institutes is expected to wear Identity Card every day during the working hours.

- i) VPS college of Engineering and technology and its Constituent Colleges / Institutes shall issue Identity Cards to all eligible employees on the roll of the said entity.
- ii) Contractual staff are also expected to wear contractor Identity Card
- iii) Attendance will be registered with the help of Identity card in bio metric face readingsystem.
- iv) Wearing Identity card is compulsory in Institute premises, on duty in a manner that it is visible.
- v) Employees are expected to wear at the time they are representing the Institute in thoutside world.
- vi) Employees must return their Identity card at the time of separation from theInstitute.
- vii) It is expected from employees to take proper care of the ID card including its safepreservation.
- viii) This Identity card is the property of VPS college of Engineering and technology and shall be surrendered immediately when demanded by the Authorities.
- ix) It is expected that employees do not misuse the Identity card in any manner.

**B) Dress Code :**

- i) As a member of the VPS college of Engineering and technology , each employee is expected to present in a professional & Formal appearance at Monday and Thursday working days.
- ii) All men are expected to wear Business Casuals i.e. Formal Trousers, Shirt and Formal Shoes. While the Ladies range of b usiness attire is broader, they must maintain comparable standards with formal & professional attire
- iii) Employee can wear Smart Casual wear including Smart Indian Traditional wear on Friday.

**c) Communication Protocol:**

- 1) The official language of communication shall be English.
- 2) All the E-mail communications shall be done on VPS college of Engineering and technology official IDs.
- 3) Employee must check their E-mails at least once in a day / frequently and acknowledge the email with reply to the necessary email immediately.
- 4) Employee must communicate with all the colleagues and students with due respect.

**d) Reporting**

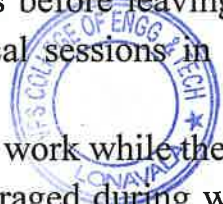
- 1) Daily, Weekly and Monthly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Management.
- 2) Weekly Review Meeting: It is mandatory to attend and compulsory to give weekly Report in written form to your Reporting Authority HOD.
- 3) It is compulsory to attend meeting called by the Management as per mentioned schedule.

**e) Personal information**

1. Employee must inform the Registrar in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued.
2. If the new address has not been informed to Registrar, then all the official communication will be processed considering the last address of an employee as per the Institute records

**f) General guidelines**

- 1) Employee must handle Institute equipment carefully
- 2) Employee must switch off computers, Monitors, unwanted lights, and electricity operated appliances before leaving Institute Premises or while attending lectures and Practical sessions in Institute, in meeting, during lunch etc.
- 3) Employee must focus on their work while they are in the Institute premises.
- 4) Usage of cell phone is discouraged during working hours. Teaching staff shall not use the phones during the class.
- 5) It is expected from employee to complete their day's work before leaving at the end of day.



*[Handwritten signature]*

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**G) Training :**

- I. VPS believes in constantly upgrading the skills of its employees by providing regular training. To achieve this objective, the Institute has to initiate Faculty Development Program - (FDP).
- II. It's very important and compulsory to attend all the training programs as applicable and assigned by the Management.
- III. The exemption can be granted only on the medical grounds or exceptional situation. The power of exempting a staff member rests with the Principal.
- IV. The training program will be decided in accordance with the nature of work of the staff member. The training is compulsory and shall be entered into the service book / personal records of the concerned staff member.
- V. Appearing for the training / FDP:
  - Staff members who would be going for training will be consulted/ informed at- least 02 days prior if the training is going to be held outstation. If it is going to be organized in the Institute itself, then 02-day notice will suffice.
  - The Hod or any other person who is assigned the responsibility will coordinate and correspond regarding the training program.
- VI. It is expected that employees undergoing training shall put the learning in practice to sharpen skills.
- VII. HODs are requested to adhere to the framework / calendar of training given in the policy. They shall encourage their team mates to grab the opportunities to increase their expertise through different trainings and acquire new skill sets. Planning for work commitment should be dealt in advance.

**VIII. STAFF MEMBERS CONTRIBUTION TOWARDS MAKING THE INSTITUTE ECO FRIENDLY**

- a) Minimize usage of papers for printing.
- b) When and if necessary, try using other side of the used paper for printing drafts, interdepartmental & intradepartmental communication.
- c) Avoid using plastic / polythene bags.
- d) Ensure that the water is not wasted.
- e) Ensure that the computers and other devices are switched off from the main plugs when not in use.
- f) Use email to have interdepartmental communication and only one copy of a notice of circular should be taken out and circulated.
- g) Be prompt to point out wherever the need is felt to stop wastage of any kind.



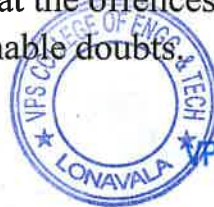
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### **IX. Gifts Acceptance Policy**

1. Accepting any gifts or such gesture of any value, even promotional and marketing- type gifts from our Students/Suppliers/ Vendors / dealer etc. are strictly prohibited.
2. Personal relationships with Students/suppliers, dealers, and customers must not affect your ability to act in a manner that is best for the Institute. Those relationships must not harm the Institute's reputation by creating the appearance of impropriety.
3. Accepting gifts or favors from a business contact, such as a supplier or dealer, can make your judgment partial or bias when making decisions for the Institute, or many give the appearance that the supplier or dealer is "buying" favorable treatment.
4. All employees are expected to act in a manner which promotes our Institute's best interests.

### **12 - Disciplinary Actions**

1. All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
2. Disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
3. Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.
4. While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.



  
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### **13 - Grievance Cell**

An employee has any complaint or grievance regarding the employment, working conditions or any concern causing him for the smooth operations / discharging his duties may approach his/ her HOD or he may approach Registrar for redressing of the same.

An employee may submit the same in writing. The necessary action will be taken up based on the severity of the issue. The same would be decided after consultation with the Principal / Management.

Internal grievance cell will be formed for further investigation in the respected institution; if needbe.

#### **Grievance cell for women employees :**

Providing a safe and secure environment for woman is one of the most important commitments of institute. In case where women who feel they are suffering exploitation of any kind and especially sexual harassment, a cell is formed keeping in view the judgment of the Supreme Court in Vishakha's guidelines. Prohibition of sexual harassment (POSH) committee will take the inquiry upon receipt of the written complaint.

- 1 Any woman employee who has any kind of grievance related to subject above may approach the cell.
- 2 The coordinator of the cell will initiate the further process in consultation with the Principal / Management.
- 3 A written complaint should be made to the members and the cell shall ensure that it will remain confidential
- 4 An internal complaint committee (ICC) will be formed by the management. The list of the committee members would be declared every year. The same committee will be operational till the further directives from the Management.
- 5 The members of grievance cell would be finalised by the Management.



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### **1. Handing over charge:**

- 1 The Employee before leaving service shall hand over the charge of his post to a duly authorized person and shall return all books, computer, furniture, etc. issued to him to the College/ Institute / library/ Department, and shall pay up in full all charges due from him for occupation of residential quarters, water and electricity charges if any, etc.
- 2 If he fails to do so, the Head of Institute shall recover the amount due from such employee on account of the above items from his last salary.
- 3 The last salary will not be paid to the employee until a clearance certificate is issued by the Head of the Department/ Head of Institute concerned after obtaining No dues Certificate of all concerned sections.
- 4 The exiting employee shall have to handover data related to Institute/ College activities / portfolios handled by him/her in soft copy / hard copy format e.g. seminar, guest lectures, placement, alumni, events etc.; any other communication related to the institute / college with any outside party / individuals, to a person authorized by the Director/ Principal of the college / institute.

### **2. Relieving Order / Discharge certificate:**

The Appointing Authority / Head of Institute will give a discharge certificate to the employee who leaves service after due notice or to the employee whose services are terminated after making sure that the employee leaving services, has paid off all amounts due from him/her to the College/Institute and a proper handover of roles and responsibilities has been done to the designated person taking over the charge from the leaving employee.



  
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## **- Staff Promotion Policy**

“Employee Job Promotion refers to the upward movement of employees within the institute for a new or higher job role, tasks and responsibilities”. The institute intends to provide opportunities for promotion, consistent with the institutional needs & excellence, affirmative action, equal opportunity & a steady performance.

Objectives of the policy:

1. Encouraging growth & advancement of employees within the system.
2. To ensure unbiased, fair & transparent movement of staff members.
3. To give recognition and encourage staff members
4. To introduce formal guidelines for planning succession of critical positions.

### **Eligibility criterion:**

It is applicable to all teaching and non-teaching staff of the Institute. A person is eligible for promotion if:

1. He or she has completed at least three years & two appraisal cycles in the current role.
2. He or she has been recommended for grade change by his appraiser & reviewer.
3. His/her appraisal ratings in the past should show an increasing/ improving trend.
4. Student Feedback score (if applicable) is more than above average to excellent.
5. Overall Performance is observed consistent or is increasing consistently over the years.
6. His current role is enlarged by adding some significant & constructive tasks.



  
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### **Criteria of promotion: For teaching staff -**

1. Eligibility of the candidate as per University norms
2. Experience and qualification
3. Teaching and research contributions
4. Student feedback
5. Continuing professional development
6. Leadership and administrative roles
7. Institutional contribution
8. Research and publications
9. Seniority Non-Teaching staff
  1. Experience and qualification
  2. Understanding of job roles

### **Contribution in the department and institution level**

- Upgradation of qualification and Skill development
- Timebound Compliances to the assigned tasks
- Overall consistency in performance
- Leadership qualities and ownership
- Seniority

### **Cases on which promotions are made:**

- To fill the higher position
  - To give and recognition and encouragement to the staff for is/ her contributions
- Process of promotion:
- To fill the higher position:
    - Shortlisting the candidate based on the criteria and requirement of the position based on eligibility and criterion of promotion specified in the policy
    - Review of the self appraisal form by the Reporting authority / HOD
    - Confidential report and recommendation by the HOD
    - Verification and remarks of the Principal on the same
    - Discussion with the staff members on constructive feedback



  
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### **- RELATIONSHIP WITH STUDENTS**

While the aim of the Institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

- i) Impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law.
- iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

### **- RELATIONSHIP WITH FACULTY MEMBERS**

As the technical and administrative staff are expected to work closely with the faculty of the Institute in day to day activities, the staff should

1. respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
2. develop friendly and co-operative relationship with the faculty members.
3. Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
4. not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.



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### **- RELATIONSHIP WITH COLLEAGUES**

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

1. move with his/her colleagues in the Institute in a manner that he/she expect them to move with him/her.
2. extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
3. writing anonymous letters in self interest to the authorities about his/her colleagues thereby harming others in self interest.
4. desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
5. refrain from passing information about colleagues to any individual or agency without his/her express permission.

### **- RELATIONSHIP WITH MANAGEMENT**

A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- Perform all professional activities through proper channels.
- Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.
- Look for promotion/elevation only on grounds of competence/performance
- Do not expect appointment or promotion out of turn, based on favoritism or against professional interest/ethics.



  
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- Honour the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute.
- Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- Co-operate whole heartedly with the authorities of the Institute in the fulfillment of mission and goals of Institute by performing his/her role in a professional manner.
- Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute.
- Every member is required to conduct the Institute's transaction with utmost honesty,
- integrity and fairness.
- Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never
- compromise integrity.
- Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.



**Principal**

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