

## **I. GENERAL EMPLOYMENT RULES**

### **1.1 PURPOSE**

To maintain a harmonious working culture that will enable the employees to understand the College values and culture thereby streamlining the processes the departments to ensure that employee satisfaction is inclined with College Values.

### **1.2 SCOPE**

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

### **1.3 COVERAGE**

This policy is applicable to all employees of College.

### **1.4 INTRODUCTION**

An employee handbook is designed to provide every employee with policies and procedures of College to get acquainted with its culture. These policies explain about the working conditions, Benefits, and policies affecting your employment. The information contained in this Handbook applies to all employees of College, The Handbook is summary of our policies, which are presented here only as a matter of information and not as a promise of employment or as a contract between the College and any of its employees.

The employee is held responsible for reading, understanding and complying with the provisions of this Handbook. These policies are subject to change at any given point of time at the whole discretion of the Management and intimation of the same will be done as and when the changes are made.

### **1.5 EQUAL OPPORTUNITY**

College is committed to a policy of equal employment and advancement opportunities for all qualified individuals without regard to race, color, religion, sex, age, marital status, national origin or handicap. This is to ensure that equal consideration is extended to all staff and applicants. All decisions with respect to recruitment and promotions are made solely on the basis of qualifications, viewed in relation to the requirements of the position. All heads are directly responsible for the application of this policy and for ensuring that everyone in their department understands and adheres to this policy. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their HOD's. Employees can raise concerns and make reports without fear of reprisal.

### **1.6 TERMS OF EMPLOYMENT**

The terms of your employment will be as per the details contained in your Appointment letter. The College shall reserve the right to amend, alter, and change any or all the terms and conditions governing employment. The College will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decisions the reon shall be binding on

all employees. The employment contract is contract between the individual employee and the College and the terms of contract individual to each employee. Hence the employee is expected not to share the terms of your are with others, including your fellow associates.

Confidentiality: The protection of confidential business information and trade secrets is vital to the interest and success of College. All employees are required to sign a Non-Disclosure Agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel/Payroll records and
- Conversations between any persons associated with the College.

Anyone found to be engaging in unlawful discrimination would be subject to disciplinary action, including termination of employment.

### **1.7 WORK DAYS**

All employees at College will be required to work from Monday to Saturday. You may be required to work on Sundays under special circumstances.

### **1.8 HOURS OF WORK**

The normal office hours are from 08:45 am to 2:00 pm. You shall enjoy a lunch break as defined in the timetable. You may be required to work different work hours under special circumstances. Your immediate/reporting head is to be consulted if there are any questions about work hours or if any variation is required.

### **1.9 FOOD & BEVERAGES AT WORK STATIONS**

You are advised not to consume food and beverages at your workstation. We seek your cooperation to keep your work areas as neat as possible.

### **1.10 VISITORS AT WORKPLACE**

To ensure the safety and security of employees, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area, receive a "Visitor Pass" at the front desk and receive a "Visitor" badge to wear while on premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

The visitor pass is issued by the security to official visitors and also to personal visitors (includes family members and friends). Every employee should ensure to restrict their personal visitors to the reception area and would not allow inside the office for any reason. It is necessary for every employee to keep in mind that office is meant to run College business.

## **II. OFFICE EQUIPMENT USAGE & SECURITY POLICY**

### **2.1 PURPOSE**

The main objective behind this policy is to control the internal cost or wastage by using the internal communication devices (Internet and telephone) and Office Equipment (printer and photocopier). The purpose of this policy is to protect the information assets of College.

### **2.2 SCOPE**

This policy provides guidance on the use of mobile and desk telephones, the circumstances and conditions for the usage and the criteria for the provision of Mobile Benefit to the employees.

### **2.3 COVERAGE**

This policy applies to all the employees of College who make use of the technical resources of the College.

### **2.4 PERSONAL TELEPHONE CALLS**

Mobiles are intended for the use of serving our customers and in conducting the College business. Personal usage is discouraged except for extreme emergencies. All personal calls should be kept brief to avoid disturbance.

Long time conversations of personal calls should be brief to ensure that there would not be any disruption to the other employees' work. It is advised to all the employees to ensure that the mobile should be off during the lectures. Since it is a disturbance to the students and this becomes a practice by others to follow on.

## **2.5 INTERNET USAGE**

College provided systems, computer files, the e-mail system, Internet access and the software furnished to employees are college property and are to be used for college business only, and not for personal use to communicate with friends or family or to access the Internet for personal purposes. Electronic mail sent from the college should be treated the same as any other communication that is sent. All communications represent College as a whole, and as such, should be written in a professional and appropriate manner.

College prohibits the use of Internet access and the e-mail system in ways that are disruptive to others or harmful to morale, including sexually explicit messages, images and cartoons, ethnic racial comments, off-color jokes or anything that could be construed as harassment or shows disred for others, defames or slanders others, or otherwise harms another person or business.

Employees may access the Internet for studying and update knowledge to either complete their le notes or to retrieve the information that is useful for the growth of the College. All employees are restrid from attempting to elicit information, which is not relevant and is not eligible for its access. If any emp is found to do the same then it is considered violation of the policy. In order to enforce these policia computer, Internet and e-mail usage may be monitored by College, including retrieving and reading mail messages and other computer files, and monitoring of Internet traffic.

## **2.6 PRINTERS AND PHOTOCOPIER USAGE**

All the employees should understand the importance of using the office equipment economically. Letter Heads to be used with the permission of the Director/Dean only. Letterheads are to be utilized for official purposes only and not to be left around workstations unattended. Also when not in use Letter heads to be kept under Lock and key.

### **PLEASE FOLLOW ETHICS WHILE USING PRINTERS AND PHOTOCOPIER: -**

- Request the owner of the printer to whom the printer has been assigned to use the printer
- Carry your own papers to take the print and do not use the one which is already available in the printer as the owner may fall short of paper later on
- Allow others to use these machines at times of emergency provided the stationery (papers) are brought by self

- Do not disturb or enforce the printer owners to take print while they are amidst of important task or while they are taking the prints
- Ensure there are no letter heads placed in the printer while taking a print if it is not required to take on the same
- Ensure to handle the machines smoothly and rough handling may cause to spoil the system In case of cartridge shortage or any other trouble please inform the personnel concerned about the same
- For rough usage or for informal usage, photocopy or print can be taken on one sided papers too
- Personal usage of printer or photocopier is restricted.

### **III. HUMAN RESOURCE POLICY**

#### **3.1 PURPOSE**

The main purpose of these policies is to set guidelines for manpower planning, maintenance and accuracy of personnel records, employee occurrence, absence and tardiness.

#### **3.2 SCOPE**

The HR policies are implemented across the locations irrespective of the levels as mentioned accordingly in the policies. This creates a systematic process in the organization without any chaos.

#### **3.3 COVERAGE**

This policy applies to all the employees of College.

#### **3.4 PERSONNEL RECORDS & PRIVACY**

Every employee is bound to submit their documents either on the day of joining or within the three days of joining failing which their salary for the month would not be processed. Personnel files are the property of College and access to the information is restricted.

Employee records maintained by the college will contain only information that is relevant and necessary to meet various legal requirements and to ensure efficient human resource administration. Please inform the Human Resources Department of changes in personal data and the person to be notified in case of emergency. Up to date records have to be maintained.

It is the responsibility of employees to promptly notify their HOD's or College Human Resource Department of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Educational updates
- Individuals to be contacted in the event of an emergency.
- An employee's personnel data should be accurate and current at all times.
- Monited status.

### **3.5 EMPLOYEE ORIENTATION**

Orientation is a formal process that is designed to welcome the new employee to be informed about the policies and procedures of the college. Employees are presented with all the required sources and procedures needed to navigate within the workplace.

New employee orientation is conducted by Human Resources Department and includes an overview of the college history an explanation of the college core values, vision, objectives, Quality management system and policies & procedures.

### **3.6 ATTENDANCE AND PUNCTUALITY**

Please input your thumb impression every day, failing which you will be marked absent and the same shall be deducted from the salary as Late Coming Loss of Pay (LCLOP). Habitual late coming is serious breach of discipline. Coming late leaving early to office for three times in a month will be equal to one day's Loss of Pay.

#### **LATE COMING COMPUTATION: -**

- Five minutes grace time would be allowed after 09.00 am.
- Any time after the above-mentioned timings would be considered as a full day leave.
- If going out for official work, the same has to be informed to the concern reporting Head and Director so that HR makes a note of it and does not treat it as late coming. But a prior intimation has to be given. Office that does not have thumb impression facility will sign the employee Attendance Register with in & out time placed in the department.

### **EXCESSIVE ABSENTEEISM**

Excessive Absenteeism is defined as regularly taking leaves counting up to a minimum of 4 day per month or 2 days randomly in a week. for non teaching staff. For teaching staff within the department absence on any day should not increase beyond 10%. Leave in excess of 10% may be denied. Employees determined to be excessively absent will be subject to disciplinary action, which is up to the discredit of the Management and HR.

### **ABSCONDING**

Unauthorized leave of absence of more than 5 days will be considered as absconding. Absconding is not encouraged and will be dealt with as per College Policy.

### **3.7 PROBATIONARY PERIOD**

As a new employee, you will go through a probationary period. The length of the probationary period will be specified in your letter of offer for employment and your Appointment letter, but it is generally 6 months During this time you will have the first opportunity to evaluate the company as a place to work, and we will have our first opportunity to evaluate you as an associate.

When performance warrants it and at the discretion of Management, your probation period may be extended. Upon Satisfactory completion of the probation period, you will become a regular employee of the company. All associates regardless of classification, status or length of service are expected to meet and maintain college standards for job performance and behavior.

## **IV. COMPENSATION & BENEFIT POLICY**

### **4.1 PURPOSE**

This policy is made to enlighten the employee about the benefits that College is providing to them. This policy also ensures equal pay for equal work.

### **4.2 SCOPE**

College understands the effort of its employees and ensures to pay equally and accordingly.

### **4.3 COVERAGE**

All the employees of College are applicable for this policy.

#### **4.4 PAY DAY**

Our salary cycle is from 1st of the current month to 31st of the next month. Salary for the preceding month shall be paid out on or before 15th of every month.

#### **4.5 TAX COMPLIANCE**

You shall be expected to comply with tax, exchange control and other legal requirements applicable at all times. The college reserves the right to deduct income tax at source/other statutory contributions as required by law on a monthly basis, from your salary.

#### **4.6 MOBILE BENEFIT**

College recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, the Organization will provide Mobile benefit to selected employees. The purpose of this policy is to ensure that associates of College must be able to remain in touch with those necessary to conduct business.

Recognizing the job requirements, nature of responsibilities and in furtherance of college business, usage of mobile may be necessary. In such cases the college will provide a specific amount limit per month.

A common service provider. "IDEA" has been identified for the college; all are encouraged to utilize the services of a single provider as it helps in minimizing the call cost within the group.

### **LEAVE RULES**

<b>S.No.</b>	<b>Topics</b>	<b>Description</b>
		<b>1.1 Holiday:</b> Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.
		<b>1.2 Salary:</b> Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.



1	<b>DEFINITIONS</b>	<p><b>1.3 Vacation Employee:</b> Vacation Employee means the employee who is entitled to winter and summer vacations.</p> <p><b>1.4 Non Vacation Employee:</b> All non teaching employees including all class Ist to Vith non-teaching staff, accounts, Administrative, Library, supporting staff, laboratory assistants etc constitute this category.</p> <p><b>1.5 Release:</b> The term refers to termination of employment in accordance with terms of employment.</p> <p><b>1.6 Calendar year-</b> 1 January to 31 December (Jan – Dec)</p>
2	<b>GENERAL</b>	<p><b>2.1 Leave is a privilege and not a right:</b> It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.</p> <p><b>2.2 Leave Application:</b> The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students effectively engaged. This will be entered in the application for each period/duty. Application will be rejected if all columns not filled and all recommending persons have not signed. The leave application should be submitted only after all columns filled up and recommended by all in the chain and office has verified entitlement and dues.</p> <p><b>2.3 No leave can commence unless it has been sanctioned:</b> Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.</p> <p><b>2.4 Acceptance of alternate employment/engaging in trade business etc.</b> causing him/her the monetary/personal gain is <b>an offence</b> and the employees shall refrain from the same.</p>

		<p><b>2.5 No leave will be sanctioned on telephone except in case of extraordinary circumstances/</b> sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing, within 3 days of joining with supporting documents.</p> <hr/> <p><b>2.6 Continued absence of more than six days</b> or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.</p> <hr/> <p><b>2.7 The teaching faculty entitled to vacation leave is not entitled to earned leave. If vacation leave is denied due to service exigencies it can be converted to earned leave if approved by the sanctionary authority.</b></p> <hr/> <p><b>2.8: Experience certificate will not be issued for less than one year of service</b> Only relieving certificate will be issued for less than one year with due clearance.</p> <hr/> <p><b>2.9: No Experience certificate or NOC will be issued if employee quits in mid teaching session</b> or without prior notice of at least one month and has not completed the assignment given before quitting. During notice period physical presence of employee is a must and he is not entitled for any leave.</p> <hr/> <p><b>2.10: Faculty strength should not go below 15% due to leave</b> in the department. Above 15% leave will be converted to LWP.</p> <p><b>2.11: Faculty must ensure that teaching days loss due to leave should not exceed 10% during the semester.</b> Beyond this leave may be denied.</p> <hr/> <p><b>2.12- Mutual change Alternate</b> arrangement during leave period. It is the responsibility of person on leave to make effective arrangement for substitute and obtain his/her signature on leave application.</p>
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3	<b>Type of Leaves/ Eligibility Entitlement</b>	<p><b>3.1 Casual Leave (CL)</b>-Every employee held on the roster of the Institute is entitled to One (1) day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of Twelve (12) days of casual leave in one calendar year.</p> <p>A minimum of one day or a maximum of Two (2) days of CL can be availed of at one time. <b>Staff coming late or packing up early should absent, subject to shifting their classes to other half by mutual change/alternate arrangement.</b></p> <hr/> <p>CL can be pre-fixed/suffixed with all types of holidays/ CL will not be clubbed with EL</p> <p>CL upto total accumulated period but not exceeding seven (07) days may be granted under very special circumstances</p> <hr/> <p>CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.</p> <hr/> <p><b>3.2 Sick Leave-</b> Sick leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from Doctor or a registered medical practitioner admission discharge certificate and medical bills would be required in case where more than three days the person was sick.</p> <hr/> <p>Each employee is entitled to (half) day sick leave on full pay for every block of 30 days of duty performed by him/her subject to a maximum of 10 (Ten) days during one calendar year.</p> <p><b>3.3 Vacation Leave (VL) - Only for Teaching Staff-</b> All teaching faculty and lab instructors may be allowed to avail up to 2 weeks of summer vacation and one week of winter vacation. Dates for vacation will be announced by competent authority and number of days of vacation will be as per the discretion of administration. If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of earned leave will apply. (at the discretion of competent authority)</p>
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The vacation leave shall be got sanctioned in advance in writing as any other leaves.

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The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning is not hampered. However winter vacations if not availed due to workload can be converted into EL.

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Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to reduce period of vacation on prorata basis. Each six months period will be counted from the first day of an academic session.

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**3.4 (a) Earned Leave(EL) - Non-Teaching Staff**

EL is admissible to all non teaching employees to a maximum of 12 days in a year 6 days EL will be credited in July and 6 days EL in January every year.

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Earned Leave is to be granted only once it is earned.

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Earned leave will not be broken in parts to accommodate Sunday and holiday

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Earned leave can be pre- fixed/suffixed with other holidays/leaves.

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Earned leave shall not be sought by the employees during the currency of the semester. However, a maximum of (07) days EL may be granted during the semester under exceptional circumstances.

**3.4 (b) Earned Leave(EL) - Teaching Staff-** Earned leave accumulated due to non availing of VL, will be used by teaching faculty only during non teaching days except in unavoidable circumstances, for which staff is to give supporting reasons.

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**3.5 Leave without Pay**

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No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Leave without Pay" at the discretion of the

		<p>Director/ Management subject to exigencies of service. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.</p> <hr/> <p>Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.</p> <hr/> <p>"Leave without pay" shall also be got sanctioned in advance as any other leave, otherwise it will result in break in service.</p> <hr/> <p><b><u>3.6 Duty Leave</u></b> : duty leave may be granted for one or more of the following purposes:</p> <hr/> <p>1. To work on behalf of university (Paper evaluation, observation job etc) to which college is affiliated subject to maximum of 5 days in a semester after approval of leave sanctioning authority. Beyond 5 days ELICL on credit to be used.</p> <hr/> <p>2. To work as external examiner in practical subject to maximum of 3 days in a semester. Examination should be for same university to which college is affiliated. For additional days EL/CL balance on credit may be used. Only in exceptional cases, leave for examination of other university may be permitted by competent authority.</p> <hr/> <p>3. To read/present a research paper in a Conference/ Symposium of only National International level.</p> <hr/> <p>4. To attend selection committee or other such like committee meetings provided they are convened by a statutory body/university recognized by the Government</p> <hr/> <p>5. To inspect academic institutions attached to a statutory body or a University recognized by the Government.</p> <hr/> <p>6. To attend Summer/Winter school training courses of duration of one week or less. To undertake job assigned by the institute.</p> <hr/>
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**3.7 Limits of duty leave period:** The total no. of duty leave days will be normally restricted to a maximum of 15 days during a semester for teaching staff and 15 days during a calendar year for non-teaching staff subject to the following conditions.

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There exists a written request from the competent authority of the organisation where duty leave period is to be spent.

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The paper has been accepted for presentation and a communication to this effect received in writing. Written request for participation available from competent authority.

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The Employee has worked out priorities for duty leave to restricted the total no. of days as per limit.

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Beyond 15 days the requirement may be met with EL/CL/VL dues.

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For the work of the college management may extend the limit of 15 days.

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A detailed report on duty performed is to be submitted within one week of completion of duty.

**3.8 Study Leave-**Leave for up to a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized Institute.

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-Study Leave may be granted after an employee has rendered at least 2 years of unblemished service to the Institute. His/her will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper of Rs. 100/- that he/she will serve the Institute at least for a period of 5 years after return from the study leave. However, the Management may relax the condition under special circumstances.



1	<b>Casual Leave</b>	One (1) day casual leave for each month	One (1) day casual leave for each month	1	1	12	12	
2	<b>Sick Leave</b>	(hakf) day sick leave on full pay for each month.	(hakf) day sick leave on full pay for each month.	1.8	1.8	10	10	
3	<b>Earned Leave</b>	NA	Maximum 14 days in a year	NA			12	
4	<b>Vacation Leave</b>	Maximum 21 days in a year	Nil		NA	21	Nil	
5	<b>Leave Without Pay</b>	Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.	Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.					
6	<b>Duty Leave</b>	The duty leave will be restricted to a maximum of 7 days during a semester subject to the following conditions/ categories:						
		1. Duties performed during leave are in direct interest of the college and approved by leave sanctioning authority						15
		2. For job assigned by affiliating university, a written request/order is required						



		3. Paper presentation / conference/symposium of national and international level only, visit, training. Summer/winter school approved by leave sanctioning authority					
		4. Any duties assigned by component authority,					
		5. For paper valuation/ observer duty max of 5 days during a semester.					
		6. For practical examination maximum of 3 days in a semester.					
		7. A duty leave report is submitted within one week of completion of duty.					
7	<b>Study Leave</b>	Study leave up to maximum of two years may be sanctioned for higher studies subject to condition as per sponsorship agreement and bond	<b>Maximum of two years</b>				

#### 4.7 HOLIDAYS

Holidays commemorating events of national, social and religious significance are offered to employ Apart from scheduled weekend/ earned & casual leaves there are paid holidays every year Holidays lie will be put up beginning of every academic year.

#### 4.8 LEAVE PROCEDURE

- Leave will be routed through your Reporting Heads.

- Mere submission of leave application would not entitle you for leave. Director should approve the same. It is the responsibility of the employee to take the approval.
- In case you want to avail leave due to health reasons, you need to inform your HOD at least 3 hours in advance. Except in case of an emergency or illness, prior approval to be taken. A medical certificate should be submitted to HR if the leave taken is for more than three days along with the Leave application, which is approved by the Director.
- Please note that leave without pay is an authorized form of leave and requires special approval from your Director in case no leave is available to your credit.
- All intervening holidays during the leave period would also be considered as leave.
- On resuming duty, leave application should be filled and submitted along with the Medical certificate duly approved by the HOD's.

#### **4.9 PERFORMANCE APPRAISAL POLICY –**

Appraisal would be made after completion of one year on the basis of performance in the month of July.

#### **4.11.1 RETIREMENT**

The normal retirement age is 70 years in case of professor and 65 years for others. However as per the requirements of the college, retirement age of any employee can be extended and the same needs to be accepted by the employee.

#### **4.11.2 RESIGNATION**

If you wish to leave the services of the college after the completion of the Minimum Commitment Period (MCP) given in the Service Agreement at the time of joining, you can leave only at the end of semester by submitting a resignation letter with 1 month's notice period. Your resignation letter will have to be handed over through your HOD to the Director and a copy of the same forwarded to the Human Resources Department. Once an employee resigns, he/she will not be covered under any ongoing review. Upon separation from the college you are required to return all property, equipment, materials, records and documents that have been borrowed from the college. You should also obtain clearance of all outstanding dues (NDC) to/from the college.

#### **4.11.3 ACCEPTANCE OF RESIGNATION**

Director can grant acceptance of a resignation. This is to be done after a meeting with the employee who wishes to resign. No commitments will be made orally to an employee who has resigned. A note must accompany the letter of resignation from the Director elaborating the reasons for the resignation and the date of relieving. Resignations are accepted taking into consideration the replacement plans for the position and after an effective handover.

#### **4.11.4 NOTICE PERIOD**

employees irrespective of rank and status (probation or confirmed) are bound to give one month's notice. This overrules anything to the contrary said in your Offer, and Appointment letter etc. Leave cannot be taken /granted when an associate is serving the notice period. The notice period starts from the day the written resignation is accepted by the Director. For this reason, the heads are requested to inform HR as soon as the first intimation is received.

#### **4.11.5 WAIVING OF NOTICE PERIOD**

In certain cases, the notice period agreement term can be waived off. The Reporting Manager can take this decision if and only if he obtains written endorsement from the Management with a copy to HR. This decision is at the discretion of management. Comparisons/precedence's may neither be quoted, nor will be entertained. In event employee has failed to complete the working notice period, the Company will view it very seriously and reserves the right to seek any legal measures.

#### **4.11.6 CLEARANCE PROCEDURE**

A resignation acceptance / acknowledgement letter shall be sent to the employee from the Director along with the necessary No Dues Certificate (REC-NDC) for obtaining clearance from relevant Departments. Obtaining the necessary clearances from all departments is the employee's responsibility. Employee should begin this procedure about 3 days in advance to his last date in the organization and send it to HR for generation of relieving documents. If you are in possession of College assets, (for example Cell phone/Laptop/Corporate Credit Card/Data Cards) full & final settlement will be initiated only after you hand them back in perfect condition to the College, along with the duly filled "No Dues Certificate"

#### **4.11.7 EXIT INTERVIEW**

An exit interview will be conducted by HR and/or by the Director (depending on circumstances), before the employee leaves the college. The exit interview will provide us with information on the continuation or cessation of your benefits. It will also provide the college with information, which may form the basis for improving the work environment. Except in cases of business necessity, the anonymity of the source of information obtained during an exit interview will remain strictly confidential.

#### **4.11.8 FULL & FINAL SETTLEMENTS OF INDIVIDUAL ACCOUNTS**

Full & Final settlements will be done only through cheque from finance Office. The full and final settlements will be done within 30 working days of the employee leaving the organization. In full and final settlements any dues payable by the employee to the employer by way of advances taken, notice period compensation amount, non-serving of Minimum Commitment period, any training fee incurred etc will be deducted and if any amount payable / receivable to/from employee has to be settled and only then the F&F Cheque will be settled.

## **V. PROFESSIONAL APPEARANCE POLICY**

### **5.1 PURPOSE**

The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. College recognizes application of this policy may be necessary for customer contact, nature of work and other safety issues.

### **5.2 SCOPE**

Employees are expected to maintain high standards of personal cleanliness and to project professional appearance at all times. This policy is intended to define appropriate *define appropriate "business attire"*

### **5.3 COVERAGE**

Applicable to all the employees of College.

### **5.4 DRESS CODE**

College has adopted a "business formal" dress code and it is mandatory to wear shoes on all days. Employees irrespective of gender should ensure that they are dressed in a decent manner to appear as thorough professionals. The College maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction. Work attire should compliment an environment that reflects an efficient, orderly and professionally operated organization. The College reserves the right to continue, extend, revise or revoke this policy at its discretion.

#### **Appropriate Business Attire**

Business attire is to be worn Monday and through Saturday. Appropriate business attire for employee includes the following:

#### **MEN:**

- Blazers, suits
- Dress shirts with buttons and collars
- Dress shoes

#### **WOMEN:**

- Sarees / Chudidhars / Punjabi Suits
- Business suit Trouser/ Formal shirts
- Dress shoes
- Sweaters.

## **ENFORCEMENT**

HOD's and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps.

1. If questionable attire is worn in the office, the respective HOD will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the HOD will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately
3. Repeated policy violations will result in disciplinary action, up to and including termination

**REMEMBER HOW WE LOOK IS HOW OUTSIDERS WILL PERCEIVE ABOUT CSE**

## **VI. CONDUCT AND DISCIPLINE PROCEDURES CONDUCT AND DISCIPLINE PROCEDURES**

### **6.1 PURPOSE**

College is committed to the highest standards of business ethics and personal integrity. As a staff member of College, each one of us plays an important role in influencing our image through conduct and dealings with others. Therefore it is very much necessary for everyone to understand and implement this policy.

### **6.2 SCOPE**

It is important that all of us are aware of our responsibility towards the company and also towards our fellow colleagues. This policy will help to create a professional environment in the campus.

### **6.3 COVERAGE**

This policy is applicable to all the employees of College.

## 6.4 VIOLATION OF COLLEGE POLICY

It is important that all our employees conduct themselves in a professional, mature and responsible manner. If behavior continues to fall below expectations after informal and/or informal counseling, then termination of employee may result. College may also immediately terminate the employment of an employee without progressive discipline if it deemed necessary in the judgment of management, including but not limited to the following:

- Engaging in fraud, embezzlement, defalcations, or other dishonest practices Records Falsification
- College policies and/or laws Violated.
- Threatening, intimidating or insubordinate behavior or physical violence.
- Removing or destroying college records or property, releasing confidential or proprietary information without appropriate approval.
- Within campus influence of or use, possession, or sale of intoxicating substance or illegal drugs in Campus.
- Within campus possessing weapons or firearms or gambling.
- Engaging in other acts, this would be contrary to the best interest of the College.
- Improper use of College equipment and systems.
- Violations of government laws and regulations of our Industry type.
- Breach of Customer and/or College confidentiality.

Conduct similar to but not limited to the following may result in disciplinary proceedings up to and including termination:

- Gambling/ consuming alcohol on campus.
- Sexual Harassment.
- Dishonesty
- Taking drugs / smoking marijuana (any harmful intoxicating substances) in the campus or coming in to work under the influence of substances
- Theft
- Failure to meet performance goals
- Excessive absenteeism
- Violation of safety rules
- Excessive tardiness
- Inappropriate dress

- Unauthorized absence
- Excessive unauthorized personal phone calls
- Unkempt work area
- Profanity in the work place
- Discrimination based on caste, creed, colour, religion etc.

Termination decisions will be made in consideration of all the facts and all such incidents will be placed in the employee's personnel file.

## **6.5 INDIVIDUAL RESPONSIBILITY**

All Employees are responsible for performing at a level that is consistent with expectations and adhering to the work rules/procedures, and complying with all laws. If an employee is unclear about any of these procedures, it is the employee's responsibility to consult a Head. An employee noticing any behavior inconsistent with expectations or the needs of the organization must bring it to the attention of the appropriate person (i.e., individual department, Heads, Management)

## **6.6 CONFLICT OF INTEREST**

Due to the demands and the competitive nature of the work, we have a special concern with potential conflict of interest that arises out of additional employment. The company expects you to your full working time and best efforts to our situation. You should also avoid any situation where personal interests conflict or appear to conflict with the interest of the college.

## **6.7 CONFIDENTIAL & PROPRIETARY INFORMATION**

To ensure the security of confidential information, you are requested to ensure that your desk is clear of all work related material after office hours. You should not at any time, during your employment or after the termination of your services with the college, disclose to any party any information relating to the practices or affairs of the college, including the terms of your employment. No staff member should make use of any official information, position or name of the college to directly indirectly further his/her private interests.

## **6.8 USE OF COLLEGE'S LOGOS, TRADEMARKS & STATIONERY**

We seek your cooperation in protecting the college's interest by ensuring that College logos are used only with the formal consent of the college. The college's letterheads, business cards and other stationery are to be used only by College staff and only for officially sanctioned work correspondence.

## **6.9 COMPANY'S ASSETS/SERVICES**

You are accountable for all assets/services allocated to you. The following set of guidelines will govern the usage of various assets:

### **1. LAPTOP**

This facility may be available to some employees. This is not an entitlement and is dependant on the nature of the job assigned by the management. You are expected to return the laptop in good condition on cessation of your service. The college reserves the right to make deductions from your salary for any damages based on the evaluation rate determined by the Finance Department. You are restricted from loading and utilizing pirated/unlicensed software on the laptops.

## **6.10 CONSUMPTION OF TOBACCO/SMOKING IN THE CAMPUS**

In response to the preference of our staff and with regard to health concerns, our campuses designated as Tobacco free zone. We seek your cooperation in refraining from consumption of tobacco/smoking in College Campus.

## **6.11 RECEIPT AND GIVING OF GIFTS**

The receipt of any inappropriate gifts or excessive entertainment from any company with which College has (or will have) business dealings are against the business principles and prohibited.

## **6.12 DISCIPLINARY PROCEDURE**

In the event of misconduct by an employee and/or other such circumstances the Management can decide on suitable disciplinary action up to and including termination of employment. As a result, we have developed a system referred to as the "Disciplinary System", which enables us to deal effectively and consistently with these issues in a fair and just manner, as they may arise. The policy has been established hat you understand what course of action may be taken to assist you if your job related performance behavior falls below Management expectations.

The following is intended to be a guideline and is not intended to be all-inclusive, as circumstances and incidents vary. This guideline is not intended to limit the right of College to discipline or terminate employees at any time at its sole discretion. College reserves the right to change or modify the terms set forth below at its discretion and without prior notice to the employee. This policy is not intended to, and does not constitute a contract of employment. Employment with College is on an "at will" basis. College may terminate an employee's services with or without cause at any time.

## **6.13 DISCIPLINARY SITUATIONS**



Situations requiring some form of disciplinary action shall be classified as:

- Job performance far below required standards.

Attendance Punctuality or Working Hours

- Violation of a company policy (i.e., gross misconduct, abysmal failure to adhere to schedule, in appropriate behavior in the workplace, inordinate/frequent absenteeism, falsification/ suppression of records, in subordination, theft, fraud and the like.)

When a disciplinary situation exists, HOD's must take prompt action that is fair and consistent and takes into account the performance history of the employee. The leave system is designed to provide sufficient time off during the year to cover contingencies such as sickness or for planning holidays. In the event that you are forced to be absent or late due to illness, accident or any other personal reasons or circumstances an employee must notify the reporting Head no later than 2 hours before the starting time. A Head may request verification of absence Failure to provide proper notification, verification of updates may result in disciplinary action including termination of employment. An unreported, unplanned absence from work for more than 2 days is considered a serious offence and can invoke disciplinary action.

#### **6.14 STANDARDS OF CONDUCT**

The work rules and standards of conduct for College are important, and regard them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment

#### **6.15 CORRECTIVE ACTION**

College holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards College expects the employee's reporting Head to take corrective action.

Corrective action at College is progressive. That is the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. Though committed to a progressive approach to corrective action, College considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

These include but are not limited to theft in any form, insubordinate behavior, vandalism or destruction of college property, being on college property during non-business hours, the use of college equipment or college vehicles without prior authorization by Administration Staff, untruthfulness about personal work

History, skills, or training, divulging College business practices, and misrepresentations of C student, a prospective student, the general public, or an employee.

While not intended to list all the forms of behavior that are considered unacceptable in the work the following are examples of rule infractions or misconduct that may result in disciplinary action, incurs termination of employment:

- Sexual or other unlawful or unwelcome harassment
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records, Unauthorized disclosure of business "secrets" or confidential information:
- Violation of personnel policies, and. Unauthorized use of telephones, or other college-owned equipment;
- Smoking in the workplace,
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace

Failure to follow this instruction will result in disciplinary action up to and including termination of employment Disciplinary action, up to and including termination of employment, may be administered depending on following:

- Nature of absences, number of incidents and absence patterns (how often, on which days, monthly/yearly number of absences) Length of service.
- Previous informal counseling, adherence to action plans and previous allowances given to the employee
- Employee initiative to address and correct absence patterns.
- Overall performance and any additional formal/ informal counseling.

## **6.16 ASSOCIATE GRIEVANCE PROCEDURE**

College seeks to foster a quality work environment for all its associates and encourages a high level of individual and team contribution in support of business goals. Inevitably, however from time-to-time you may have some questions, concerns or problems. If you encounter such difficulties, you are encouraged to discuss them with your immediate Head. If for, some reason, this is not feasible or appropriate, the issue(s) should be raised with Director or Management.

This is to ensure that you have thoroughly gone through the handbook and you agree to abide by the rules and regulations mentioned in the same.

Kindly acknowledge it with your signature and date of receiving.

( I..... the undersigned  
from.....  
department at.....position ensure to abide by the rules &  
regulations framed by the management.)

**Signature**

**Thanks & Regards**