

## Sangam Laxmibai Vidyapeet

Vinaynagar, I S Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana

Phone: 040 – 24531121

### **CENTRAL HR SYSTEM**

#### **Definitions:**

**HR Committee:** 1. Provides inputs on various HR-related matters.

2. Makes hiring decisions
3. Initiates Skill enhancement programmes for Faculty and the students
4. Coordinates with the Placement Department
5. Facilitates Industry-Academia collaboration
6. Fosters and maintains Alumni Relations
7. Oversees Feedback & Improvement
8. Executes HR policies.

#### **Composition:**

Sl.No	Members of the Committee	Department	Designation
1	Dr. Sujatha Gangadhar	Chief Operating Officer	Coordinator
2	Dr.K.Gracy Saila Sree	Director, HR & Academics	Convener
3	Mr. Vivek Thakur	Admn. Officer	Coordinator
4.	Dr. G Shyama Chandra Prasad	Principal, BRECW	Coordinator
5.	Dr. P. Mani Chandrika	Principal, BNPCW	Coordinator
6.	Sri. R. Bala Bhaskar	Principal, KVRRCW	Coordinator
7.	Smt. G. Srilatha	Principal, Junior College	Coordinator

**HR Panel:** Comprises Director, HR & Academics, Principal, Vice Principal, HODs and subject experts from the respective departments who conduct interviews, and oversees the complete Recruitment and Selection process of all the Institutions of SLV.

**Appointing Authority:** The final approval of all the appointments is given by the Secretary/Chief Operating Officer.

## **The following are the guidelines for executing effective Central HR System:**

### **I. Recruitment and Selection**

#### **Objective:**

- To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organisation and with no discrimination on the basis of caste, creed, gender, race or disability. All recruitment will be based on the predetermined specific criteria.

#### **Functions:**

- Identifying the vacancies in Engineering, Pharmacy, Degree College, Junior College and High School.
- Release the notification for faculty and staff recruitments specifying the complete eligibility criteria in the relevant media.
- Frame interview procedures which are fair and transparent and oversee the same.
- Ensuring that there are required number of faculty in each department.
- Framing Job Descriptions for all the positions clearly defining the roles and responsibilities.

### **II. Job Analysis and Description**

Each job and position will be analyzed in terms of job content and broken down to knowledge and skill requirements. The job/position analysis carried out will form the basis for the HR department to document the skill and knowledge profile of each position. The number of persons required for each position will be assessed from the HR requirement plan. Each position will require position (job) description and position (job) profile in order to be able to recruit the persons with the right skill and qualification for carrying out the job expected out of that position. "Terms of Reference" (ToR) should be defined for all the posts in the organisation as per approved standards. The ToR contains the job description, required educational qualification and experience, defined operational structure and other matters relating to the employment for each post in the organisation. For all positions, job descriptions are prepared and shared with the concerned staff at the time of recruitment and at the time of employee orientation. A copy of the job description shall be kept in the personnel files of the employees. Job description shall be reviewed periodically to meet standard content.

**The HR Department is** responsible for initiating action such as advertising for the vacancy, For regular appointments, it is mandatory to advertise the vacancies in the newspaper and College Website.

- There should be a minimum of 10 days between the date of publication of the advertisement and interview.

- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions. The administration shall determine this with intimation to and approval from the Board.

□ **Shortlisting:**

All applications are scrutinized to ensure that they conform to the minimum requirements of the position.

- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

□ **Assessment:**

For the test and interview – The duly constituted HR panel (see Definition of HR Panel) is responsible for conducting the tests and interviews.

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members and forwarded to the appointing authority for final approval.

□ **Reference Check**

The HR Department shall make reference checks with the referees given/ obtained from the candidate. As a part of reference check, the current employer may be contacted (In cases required). Upon finding the references to be satisfactory, the candidate may be considered for issuing Offer Letter.

□ **Letter of Appointment**

The selected candidate must produce the relieving order from the previous organisation before joining the duty. An appointment letter duly signed by the “Appointing Authority” is issued to the candidate subject to the reference checks and pre-employment medical examination (If required). The Appointment letter contains:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of supervisors. The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

□ **Joining Report:**

On joining, the candidate should give the joining report duly filled and signed before the concerned authority. The joining report will be accepted and countersigned by the Director HR & Academics and forwarded to the Main Office.

## **Personal File**

A Personal File shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. RESUME/ CV
3. Written comments of reference (if any)
4. Appointment letter
5. Joining Report
6. Job Description
7. Personal details of employees like permanent/ current address/blood group
8. Relieving letter or experience certificate from the previous employer or last employer
9. Letters of annual salary revisions & copies of Performance Appraisal
10. Two colour passport size photographs
11. No Claim Certificate
12. The employees would have to inform the office in writing when there are changes regarding marital status or contact address.

## **III. Employee Payroll management:**

**Objective:** Regulating Salary structure/ Scales of Pay, Health Insurance, Pay Increments, Leave encashment and any other employee allowances/benefits keeping in view the Institution Policy.

- a. The Institution shall pay adequate wages to its employees. All things being equal, the salary promised in the appointment letter shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis.
- b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on or before the 5<sup>th</sup> working day of the following month.
- c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time
- d. Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment.
- e. Part-Time employees shall be paid a consolidated monthly remuneration. The terms and conditions of their remuneration shall be decided separately in each case.

#### **IV.WAGE FIXATION**

- a. Faculty: The management shall respect the practice of Grades and varying Scales for regular staff on service basis except for those who are employed after retirement elsewhere or those who are appointed on Consolidated Salary for specific reason.
- b. Non-Teaching Staff: Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them more or less on the same principle adopted in the case of Faculty.
- c. Re-employment of Retired Hands: Retired hands are appointed on consolidated salary based on their Qualification, Experience and Grade on which they are appointed. The Grades, Scales and periodic revision of Dearness Allowance must be approved by the SLV Board.
- d. The Secretary shall issue an order indicating the Salary Structure and the same will be published for the intimation of the staff concerned.
- e. Management Personnel: The Salary of the Management Personnel appointed for the administration of the college shall be fixed by the SLV Board.

#### **Increment Policy:**

In an effort to recognize and reward the performance of employees, it is the organization's policy to give annual ~~increment~~ based on performance evaluations.

- a. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually. The appraisal will be done at 3 levels:
  - b.A. Principal & HODs
  - c. Director, HR & Academics
  - d. Secretary & COO
- e. All employees will be informed in writing about their annual increments after the Performance Appraisal.

**Provident Fund:** The Institution is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

## **V. Leave rules and policy**

### **Casual Leave (CL)**

- (i) Total casual leaves granted to a staff shall not exceed 12 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave.
- (iii) CLs will not be carried forward to the next year.
- (iv) CL is accrued after completion of one month of service. No advance CL is allowed.

### **Entitlement:**

- **January 1 - June 30:** Six (6) Casual Leave days
- **July 1 - December 31:** Six (6) Casual Leave days

\* If an employee exhausts his/her six Casual Leave days within a six-month period, any additional leave taken will be considered Leave with "Loss of Pay" (LOP).

\*Casual leave can be carried forward to the next six-month period within the Calendar Year.

### **Compensation Casual Leave (CCL)**

To be availed by the employees for

- i. Working on holidays.
- ii. For conducting examination of a university/Public Service Commission/other similar bodies/institutions where they didn't draw any remuneration. Compensation casual leave cannot be accumulated, nor can it be combined with any other kind of leave. It may be granted in combination with holidays or vacation by the Sanctioning authority on each occasion.
- iii. CCL should be availed within 6 months from the date of sanction.

### **Maternity Leave (ML)**

- a. Maternity leave is admissible to Regular married Women Employees with at least one year of regular service in SLV and its institutions and can be availed only twice during the service period.
- b. The leave may be sanctioned up to 90 days on full pay.
- c. The leave is not admissible in case of Women Employee who has more than 2 surviving children.

## **On Duty (OD)**

- i. On Duty leave of the maximum of 20 days in an academic year may be granted for the following:
  - Attending conferences, congresses, symposia, seminars and other official work on behalf of the Institute or with the permission of the SLV.
  - Delivering lectures in Institutions and Universities on the invitation sanctioned by the Head of the Institution.
  - Participating in a delegation or working on a committee appointed by the University/Board, State Government.
  - For performing any other duty for the Institute.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning Authority on each occasion.
- iii. On Duty should be given also for attending meetings in the University and other Government bodies where a teaching staff/non-teaching staff is invited to share their expertise.

## **Study Leave**

- I. The study leave will be on “unpaid salary” and not counted in experience, promotion and service certificate.
- II. Study leave shall be granted by the Board on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than one years in one spell, save in very exceptional cases in which the managing committee is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Institute.
- III. Study leave shall not be granted to a staff who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- IV. Study leave may be granted not more than once during one’s career.
- V. No teaching staff, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Head of the Institution.
- VI. A staff granted study leave shall on his/her return and re-joining the service of the Institute may not be eligible to the benefit of the annual increment(s) and to receive arrears of increments.
- VII. Study leave granted to a staff shall be deemed to be cancelled in case it is not availed within 03 months from the date of its sanction.

VIII. A staff availing himself/herself of study leave shall undertake that he/she shall serve the Institution for a continuous period of at least three years which is calculated from the date of his/her resuming duty on expiry of the study leave.

IX. The staff shall submit to the Principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Head of the Institution. Within one month of the expiry of every six months of the study leave.

**Marriage Leave:**The marriage-leave grant will be of 03 days in combination with other leaves. Marriage leave is a paid leave. It is allowed only once for the first legal marriage.

**Optional Holidays:** Yearly 3 days of optional holidays will be given as declared by the COO/ Director HR & Academics or as included in the yearly calendar every year.

**Loss of Pay:** Refer Annexure 1.

### **Vacation**

a. All employees are eligible to avail the vacation after completion of one full year of service without any break or loss of pay. They can avail vacation whenever it is declared or as per the guidelines issued.

Teaching staff will avail full as per university declared vacation or decided by the Head of the Institution. Non-teaching staff are also eligible for 2 weeks (14 days) of vacation in a Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.

Staff have to take permission to leave the station, while they go on vacation to their native place or outside from Hyderabad city, either in between the academic session or end of session. . Station leaving permission will be provided to an employee by keeping in view of their responsibility, alternative arrangement and designation.

### **Leave Salary:**

Salary during any kind of leave will be paid only on rejoining the duty by the employee. An Employee who goes on maternity leave or vacation in combination of any kind of leave as said above should be able to continue to work immediately after completion of the said leave in the subsequent academic semester without any break to entitle the leave salary of the said leave period.

\*\*\*\*\*

**Annexure 1:**

**Leave Rules and Policy**

**For Regular Employees**

Description of Leave	Unit (Monthly/ Yearly)	Days	Payment	Remarks
Casual Leaves (CL)	Yearly	6+6= 12	full pay	<p>CL will be allowed after completion of one month of service. No advance CL.</p> <p><b>Leave Entitlement:</b></p> <ul style="list-style-type: none"> <li>• <b>January 1 - June 30:</b> Six (6) casual leave days</li> <li>• <b>July 1 - December 31:</b> Six (6) casual leave days</li> </ul> <p>If an employee exhausts his/her six casual leave days within a six-month period, any additional leave taken will be considered Leave Without Pay (LOP).</p> <p>Casual leave can be carried forward to the next six-month period.</p>
Compensatory Casual Leave (CCL)		-	full pay	Availed by employees for working on holidays.
Maternity Leave (ML)	As per the requirement	90 Maximum	full pay	Allowed only 2 times in her whole service (including previous organization's employment tenure) for 02 surviving children.
Marriage Leave		3	full pay	The marriage-leave grant will be of 03 days in combination with other leaves. Marriage leave is a paid leave. It is allowed only once for the first legal marriage.
Optional Holidays	Yearly	3	full pay	This will be declared by the COO/ Director HR & Academics or included in the yearly calendar every year
Loss of Pay (LOP)	Starts on expiry of eligible CLs		LOP	If leave (other than Entitled CL) is availed on a day immediately before and after a weekend or public

Loss of Pay			LOP	Holiday, the holiday will also be considered as Leave Without Pay (LOP).
Loss of Pay for Allowances	As per the Leaves Availed		LOP	The LOP will also apply to the allowances paid to employees along with the Basic salary, DA & HRA for the extra leaves taken beyond the sanctioned leave.
Medical Leave	Yearly	5	full pay	Will be granted on producing Medical Certificate of Hospitalization.
Vacation	Summer Vacation	allowed		As per the Almanac given by University/Board/ State Education Department. But final decision has to be taken by the Head of the Institution and issue the circular each year.
Long Leaves	As per the requirement	Max. 01 month	LOP	Based on The decision of the Board/Head of the Institution on a case to case basis.
On Duty(OD)	As sanctioned by the Board/Head of the Institution		Full Pay	For attending conferences, seminars, giving lectures on invitation, attending meetings in the University and Other Government Bodies.
Study Leave	As sanctioned by the Board/Head of the Institution		No Pay	Study Leave will be granted for Pursuing Ph.D. only if an employee completes one (01) year of continuous service in the Institution,

\*\*\*\*\*

### For Regular Employees

Description of Leave	Unit (Monthly/ Yearly)	Days	Payment	Remarks
Maternity Leave(ML)	As per the requirement	90 Maximum	full pay	Allowed only 2 times in her whole service (including previous organization's employment tenure) for 02 surviving children
Casual Leaves (CL)	Yearly	6+6= 12	full pay	<p>CL will be allowed after completion of one month of service. No advance CL.</p> <p><b>Leave Entitlement:</b></p> <ul style="list-style-type: none"> <li>• <b>January 1 - June 30:</b> Six (6) casual leave days</li> <li>• <b>July 1 - December 31:</b> Six (6) casual leave days</li> </ul> <p>If an employee exhausts his/her six casual leave days within a six-month period, any additional leave taken will be considered Leave Without Pay (LOP).</p> <p>Casual leave can be carried forward to the next six-month period.</p>
Compensatory Casual Leave(CCL)		-	full pay	Availed by employees for working on holidays.
Optional Holidays	Yearly	3	full pay	This will be declared by the Board or included in the yearly calendar every year
Loss of Pay (LOP)	Starts on expiry of eligible CLs		LOP	If leave (other than Entitled CL) is availed on a day immediately before and after a weekend or public

Loss of Pay			LOP	Holiday, the holiday will also be considered as Leave Without Pay (LOP).
Loss of Pay for Allowances	As per the Leaves Availed		LOP	The LOP will also apply to the allowances paid to employees along with the Basic salary, DA & HRA for the extra leaves taken beyond the sanctioned leave.
Medical Leave	Yearly	5	full pay	Will be granted on producing Medical Certificate of Hospitalization.
Marriage Leave	Once in total service	3	full pay	In combination with CL, Marriage leave can be availed
Vacation	Summer Vacation	allowed		As per the Almanac given by University/Board/ State Education Department. But final decision has to be taken by the Head of the Institution and issue the circular each year.
Long Leaves	As per the requirement	Max. 01 month	LOP	Based on 1. The decision of the Board/Head of the Institution 2. Case to case
Study Leave				

## OFFICE DISCIPLINE AND DECORUM

### Office Hours

- a. The usual office timings are from 9.30 A.M. IST to 5 P.M. IST with a half an hour lunch break from 1.00 P.M. IST to 1.30 P.M. IST. Lunch break of teaching staff will be for 45 minutes and can be availed between 1.00 P.M. IST to 1.45 P.M. IST as permitted by the concerned Head of the Department.
- b. Management enjoys the right to shift to a different pattern for working days and working hours.
- c. Any change in the Class and Office timings shall be notified to the respective staff.
- d. All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.

- e. All staff shall sign the attendance register and swipe their finger prints at the biometric reader, both in the morning before 9.30 A.M. IST and afternoon after 5.00 P.M. IST respectively. Late comers must mark the time of arrival in the late attendance register while signing in to the college.
- f. Late Attendance with Permission: Normally permission for coming late is granted only for one hour. The request for permission in writing shall be submitted to the Principal through the concerned HOD on the previous day itself and shall be availed. The individual will also indicate whether prior permission has been obtained from the Principal. However, the veracity will be verified by the office.
- g. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.
- h. Regulations for late Attendance: Three days late attendance with permission per month will result in half-a-day leave.
- i. Three days late attendance without permission per month will result in one day leave. If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.
- j. In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.
- k. It is the responsibility of each employee to ensure that his /her attendance sheets are marked up-to- date/complete, all due reports for the month have been submitted and leave records, if any for the month, are also up- to- date to facilitate preparation and payment of their monthly salary in time.
- l. A staff member shall not leave the work place earlier than the prescribed working hours. If, for any unavoidable reason, one has to leave the work place earlier, then prior written permission should be obtained from the Principal and an entry in the movement register has to be made before leaving the work place.

### **Performance Appraisal: (Refer PBAS)**

Designing a centralized Performance Evaluation System in line with UGC guidelines that recognizes teaching effectiveness, research productivity, service contributions, scholarly activities, and professional service.

### **Health & Safety**

- Measures to ensure a safe and healthy work environment including protocols for handling any kind of emergency.

### **Compliance and Regulatory affairs:**

**Institutional:** Ensuring compliance with the policies, standards and requirements of the institution and adhering to the same.

**Regulatory Bodies:** Ensuring compliance with the University procedures, Accreditation standards set by Accreditation bodies, maintaining Accreditation documentation, State regulations and Federal laws related to higher education.

Ensuring adherence to all the regulatory requirements which may change from time to time.

### **Employee Relations, Staff Welfare and Conflict Resolution:**

- Addressing Faculty Grievances, resolving conflicts, promoting teamwork and collaboration among faculty and staff members, providing support for staff Morale, implementing policies and procedures to address staff conflicts, fostering a positive work environment and maintaining a culture of respect and inclusion.
- Maintenance of a sound 'Disciplinary Procedure' which is well communicated to the faculty and staff members.
- Staff welfare activities such as Staff cultural Day, health and wellness programs, , recognition and appreciation, workshops on work- life balance shall be conducted to boost the morale of the staff members.

### **Record Maintenance:**

- Ensuring the maintenance of all the records which shall be documented according to the set formats and subsequently filing them systematically.

### **Meetings:**

- Conducting meetings with the Principals and HODs on periodic basis to instruct and follow up the execution of the set procedures and guidelines.

### **Transfers/ Job Rotation**

- Transfers/Job rotation of Vice Principals, HODs and Staff members. ( Vice Principals Every 4 years & HODs every 2 Years)

### **Employee Termination / Resignation**

- On termination or resignation of any employee, an 'Exit Interview' is conducted to assess the overall employee experience within the institution during his/her stay. (Format is framed and shall be circulated to all the institutions of SLV)

### **Decision Making:**

- Every final decision is taken by the SLV Board.

\*\*\*\*\*