

## **Sangam Laxmibai Vidyapeet**

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## **SERVICE & CONDUCT RULES**

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## Chapter - I: INTRODUCTION

### ABOUT Sangam Laxmibai Vidyapeet

#### Founders of Sangam Laxmibai Vidyapeet

1. K V Ranga Reddy, Founder President
2. Sangam Laxmibai, Founder Secretary
3. M Bhoj Reddy, Founder Treasurer

#### About Sangam Laxmibai Vidyapeet

Sangam Laxmibai Vidyapeet is a voluntary social action group working for empowerment of women and girls. Registered under the Andhra Pradesh Societies Registration Act, It is a not-for-profit organization working in the field of education since 1952.

The Management of the Vidyapeet makes every effort to fulfill the vision of its founders KV Ranga Reddy, Sangam Laxmibai, Mamidi Bhoj Reddy, Bojjam Narsimhulu, Pasham Papaiah, A Shyamala Devi, P Lalitha Devi, B Ramdev, M H Guptha who are no more with us.

The Vidyapeet manages 5 Educational institutions for girls and women:

1. **M H Gupta High School for Girls**
2. **Sangam Laxmibai Junior College for Girls**
3. **K V Ranga Reddy Degree College for Women**
4. **Bojjam Narsimhulu Pharmacy College for Women**
5. **Bhoj Reddy Engineering College for Women**

The all-encompassing approach of Sangam Laxmibai Vidyapeet to education establishes their reputation as a reliable source for integrated learning and value-based education. On this campus, discipline is an unavoidable aspect of student life that instills the value of punctuality and time management. In addition to incorporating value education into the core curriculum, highly qualified counsellors conduct regular group and individual counselling sessions, motivational speeches, leadership programs, and group therapy sessions to help students develop their emotional intelligence and become competitive and self-assured individuals ready to face life's challenges. Upon completing their college education, students become highly skilled and responsible members of the Indian society.

## **Statutory Body: SLV Board**

The Board of Management is the principal executive body of the Institution and, as such, shall have all powers necessary to administer the Institution. The Board consists of the following Members:

- **President**
- **Vice-President**
- **Secretary**
- **Treasurer**
- **Members of the Board**

**Meetings: Meetings of the Board of Management shall be held once in a month or when required.**

### **Appropriate Definitions:**

- “**SLV**” means Sangam Laxmibai Vidyapeet
- “**Institute**” or “**Institutions**” means all constituted institutions of Sangam Laxmibai Vidyapeet, Vinay nagar, Saidabad, Hyderabad
- “**SLV Board**” means the Board of Sangam Laxmibai Vidyapeet
- “**Secretary**” means the Secretary of the Sangam Laxmibai Vidyapeet
- “**Chief Operating Officer**”/“**Chief Operating Officer**” means COO of Vidyapeet.
- “**Director, HR & Academics**” means the Director for HR & all Academic activities of all the Institutes
- “**Principal**” means the Principal of the Institute.
- “**Employee**” means a person employed by the SLV/Institute as a Faculty member or non-Teaching staff.
- “**Faculty**” means a member of the Teaching Staff of the Institute.
- “**Staff**” means a member of Staff of the Institute.
- “**Appointing Authority**” means the Authority empowered to make the appointment to a post.
- “**Appointment to a post on a regular basis**”: A person is said to be “appointed on a regular basis” to a post, when (in accordance with these Rules or in accordance with the

- rules applicable at the time, as the case may be) he/she discharges, for the first time,
- the duties of the post commencing the probation, instruction or training prescribed
- thereof, after receiving an order from the Secretary.

- **“Competent/Discipline Authority”** means

(a) The Secretary in the case of the COO/Director/Principal, and

(b) The COO/Director/Principal in the case of all other Employees.

- **“Pay”** means the amount drawn monthly by an Employee as:

(a) The Pay (other than Special Pay granted in view of his/her personal qualifications) which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre, and

(b) Any other emoluments, which may be specially classified as Pay by the Managing Committee.

- **“Regular post”** means a post carrying a definite scale of pay sanctioned by the Managing Committee or mentioned in the order of appointment.

- **“Teaching staff”**: The Teaching Staff shall comprise the following categories

a. Professors

b. Associate Professors

c. Assistant Professors

d. Lecturers

e. Teachers

and any other category of post declared by the Board as Teaching Staff.

- **“Non-teaching staff”**: All employees, other than contingent staff, who do not come under the category of Teaching staff, shall be deemed to be Non-teaching staff.

- **“Service Rules”** means the Conduct, Discipline and Appeal rules in case of Regular employees and the applicable Standing Orders in case of employees other than Regular employees.

## Chapter 2: Duties and Responsibilities of Chief Operating Officer

1. The Correspondent is responsible for overseeing the administrative duties and ensures a safe and productive learning environment for the students and faculty at their institution.
2. Budgets, logistics, schedules and relations with the Board of Management and college administration fall under the purview in consultation with the Principal.
3. Monitor financial affairs, including budgets and purchasing of school expenses.
4. Supervise care of the facility for safety and quality of physical condition.
5. Ensure compliance with local, state and higher education standards.
6. Keep the Board informed about the major schedules and activities of the institution.

## Duties and Responsibilities of the Director, HR & Academics

- Coordinating the assessment and development of academic programs within the academic unit as per the instructions given by principal.
- Maintaining an environment of congeniality and shared governance as per directions of Management.
- Preparing and revising academic program plans for the academic unit as per the guidelines set by respective bodies.
- Promoting and serving as a model for teaching effectiveness, professional achievement and professional service.
- Leading strategic planning and assessment efforts towards improvement of academic performance.
- Has to coordinate with HODs' to take student feedback periodically and adjudicate it and submit the final report to principal after evaluation of the results).
- Promoting academic growth of the college in-line with the vision and strategic goals.
- Leading outreach efforts for the academic unit to the community, industry, and government.
- Overseeing all faculty affairs, like day-to-day requirements, preparation of evaluation and promotion reports. Maintaining congenial and effective working relationships with faculty, assistant/associate deans, the administration, and staff in all academic and non-academic areas.

- Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the academic unit, with other academic unit personnel, and with the administration.
- Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies.
- Ensuring adherence to the ordinances as approved by the Board
- Issuing necessary directions for implementation of the ordinances in academics and other decisions of Principal.
- Advising all HODs regarding the Academic rules and also articulate HR policy and procedures to all members of the academic unit
- Ensuring that the academic unit's policies and practices are consistent with those of the College
- Conducting SWOT analysis of the institute periodically and helping the board in identifying the areas of priority.
- Maintaining academic records as per the requirement under rules.
- Evaluating annual performance of teaching staff and Non-Teaching staff.
- Fulfilling additional responsibilities as assigned by the Board

### **Duties and Responsibilities of the Principals**

- The principal is the Chief Authority of the college. As the leader of the institution, he/she provides the direction to the entire organization. He/She establishes objectives, develops right systems and procedures who assign duties and controls order and discipline.
- Accountable for the educational standards of the institution in all aspects.
- Supervising all Academic Programmes of the college and keeps the Archbishop/ Vice-chairman informed and interacts with external organizations and individuals representing the college.
- Supervising the strategies and implementation of Year Plan/ Semester Plan of all departments. Facilitating curricular, co-curricular and extra-curricular activities.
- Governing administration, new faculty appointments in consultation with HoDs, academics, exams etc.
- Supervision of various activities conducted in the College
- Supervision of Admissions, Free-ships, Concessions, Scholarships etc.

- Supervising the teaching and non-teaching staff. Ensuring student discipline, attendance, punctuality, productivity, quality, staff discipline Performance, results, achievements, leaves etc.
- Interacting and Receiving feedback from various stakeholders to sustain and enhance the standards of the institution.

## Duties and Responsibilities of HoDs

All Department HoDs are responsible for smooth functioning of the Department as well as the Institution by mediating the tasks between students, faculty and management. The following are the roles and responsibilities of HoDs:

The functions and responsibilities of Heads of Departments are as follows:

1. Ensure every Faculty member understands and fulfils his/her Responsibilities
2. Ensuring that departmental objectives are met.
3. Strive for complete success in their respective departments.
6. Develop and implement the Academic Planner in collaboration with the relevant staff members.
7. Motivate the professors of their respective departments to conduct research and consulting.
8. Assigning subjects to the faculty members well in advance of the semester or year's start.
9. Ensuring that the timetables are created in accordance with the directives provided by the principal and that faculty and students are informed at least one day in advance of the start of class work.
10. Engaging with their department's pupils (by section) once every two weeks to identify issues and, in collaboration with the administration, discover solutions.
11. Checking the student attendance records that staff members keep once a week and sending them to the principal for approval once every two weeks.
12. Keeping an eye on the students' attire and giving the appropriate class teachers instructions to enforce the proper dressing.
13. Gathering feedback from students regarding the faculty.
14. Occasionally, with the assistance of the class teachers, informing the worried parents about the attendance details and internal grades of the students.
15. Offering guidance to students who miss the midterm or behave erratically in class.
16. Creating student batches and assigning project guides in accordance with the principal's instructions.

17. Directing all correspondence to go through the principal's office.
18. Setting up extra lessons for the students who perform below average, as needed.
19. Ensuring the department has academic discipline.
20. Adhering to the rules and directives that are periodically provided by the principal.
21. Holding monthly departmental staff meetings on the scheduled day and keeping minutes of the meetings.

## **Duties and Responsibilities of the Faculty**

1. Upgrade the teaching- learning pedagogies from time to time.
2. Maintenance of Punctuality in taking classes and completing all other class related works.
3. Attending to the work allotted by HOD / Principal / Management from time to time, helping in the cause of Academic Development of the Institute.
4. Assessing & Evaluating of Students including examination. Participating in the Co-curricular & Extra-curricular Activities.
5. Act as a guardian & Counselor to Students. Helping the student in personal, ethical, moral and overall character development.
6. Assisting in consultancy and R&D Activities. Co-curricular and extra-curricular activities / student welfare activities.
7. Continuing Education Activities. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc. Upgrading qualification, experience & professional career for Self-development.
8. Providing Industry sponsored projects, consultancy, testing services and Industry - Intuition Interaction.
9. Involving in the Academic and Administrative Management of the institution.
10. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
11. Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, Invigilator, Lab in-charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
12. Promotional activities both at Departmental and Institutional level.
13. Involving and Assisting the HOD in the Design and Development of new programs.
14. Monitoring and Evaluation of academic and research activities.
15. Assisting the HOD in Planning and implementing Staff Development activities.

16. Maintaining accountability, Conducting Self-appraisal and any other work assigned by the HOD / Principal / Management periodically.
17. Assessing and Evaluating Students along with acting as paper setter.

### **Duties and Responsibilities of Admissions In-Charge**

Admissions In-Charge is responsible for the following:

- To provide support for the admission process for answering initial enquires
- To assist with advising applicants on programme choices and other aspects of the admissions process.
- To provide advice and support to applicants throughout the admissions process.
- To reply to standard admissions mail
- To assist in conversion activity from: enquiry to application
- To work with colleagues in reviewing and updating admissions procedures and systems
- Fulfilling additional responsibilities as assigned by Principal.

### **Duties of the Research coordinator**

- Facilitating the faculty and the students to take up research activities
- Aiding to apply for funded Projects ( Major & Minor)
- Guiding interested Faculty and students in the respective areas of research
- Providing advice and supervision on research
- Facilitating data collection from various sources
- Organizing inter college competition to encourage research
- Allocating mini projects to the interested candidates
- Facilitating paper presentations in Seminars and Conferences of other colleges and research institutions
- Rendering statistical services in Excel, advanced Excel, SPSS, R- programming etc.,
- Releasing in-house circulations of students' contributions
- Monitoring adherence to the standards of research article guidelines.

### **Duties of Training & Placement Officer**

- **Building Relationships:** Establish and maintain relationships with companies, industries, and organizations for potential job placements, internships, and training opportunities for students.
- **Industry Visits:** Organize industry visits and field trips for students to provide exposure to real-world work environments.
- **Job Placement:** Coordinate with companies to organize campus recruitment drives, job fairs, and interviews.
- **Internships:** Facilitate internships and on-the-job training opportunities for students.
- **Pre-Placement Talks:** Organize pre-placement talks by companies to give students insights into the work culture and job expectations.
- **Training Programs:** Organize and conduct soft skills, technical skills, and interview preparation workshops to enhance students' employability.
- **Mock Interviews:** Arrange mock interviews, group discussions, and aptitude tests to prepare students for actual placement processes.
- **Resume Building:** Assist students in preparing their resumes, cover letters, and LinkedIn profiles.
- **Counseling:** Provide career counseling to students, helping them understand their strengths, weaknesses, and career aspirations.
- **Job Matching:** Help students identify suitable job roles and industries based on their skills and preferences.
- **Alumni Network:** Leverage the alumni network for mentorship, job opportunities, and career advice.
- **Placement Records:** Maintain records of placement statistics, including the number of students placed, companies visited, and salary packages offered.
- **Student Database:** Keep a database of student profiles, academic records, and placement eligibility.
- **Workshops & Seminars:** Organize seminars, workshops, and guest lectures by industry professionals to keep students updated on the latest industry trends.
- **Conduct Placement Drives:** Plan and conduct Placement Drives and networking events to connect students with potential employers.
- **Coordination:** Work closely with faculty members and the administration to align placement activities with the academic curriculum.
- **Feedback:** Gather feedback from companies about the performance of placed students and share it with the relevant departments for curriculum improvements.
- **Policy Implementation:** Ensure that placement activities comply with the institution's policies and standards.
- **Reporting:** Prepare regular reports on placement activities and outcomes for the management and other stakeholders.

### Duties and Responsibilities of IQAC Coordinator

- Development and application of quality benchmarks/parameters for the various academic and

administrative activities of the college

- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes /activities of the College, leading to quality improvement
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
- Establish Student Quality Assurance Cell (SQAC)

### **Duties and Responsibilities of Physical Director**

Physical Education mainly focuses on the development of Physical fitness and motor fitness through development of neuromuscular skills, emotional stability through development of character and personality and social fitness through process of socialization and nurturing values.

Physical Education makes a person energetic, enthusiastic, physically fit, determined and optimistic which has a long implication lasting throughout his/her life.

- Encouraging more students to participate in sports and games.
- Assisting Principal in maintaining discipline and healthy atmosphere in the College.
- Issuing sports material to the students.
- Maintaining correspondence with the university regarding the Inter Collegiate and Inter University Tournaments.
- Conducting Inter-Collegiate Tournaments whenever directed by the university and

- maintaining records to that extent.
- Maintaining first aid box, suggestion box and collecting feedback from the students.
  - Suggesting improvements in the existing facilities.
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- Preparing of the annual sports budget.
  - Inviting Quotations and prepare comparative statement and submit the same to the Dean of Administration through Principal and get approval for purchasing the material and enter the particulars of material purchased in Daily Purchase Register and in Stock Registers.
  - Supervising the maintenance of Play area.
  - Maintaining all the records like Stock Registers, Daily Purchase Register and Issue Register.
  - Maintaining dept. Correspondence with the administration.
  - Coaching and training the students in various games and sports.
  - Selecting the best players from students and send those to the District, National & University team selection trials.
  - Accompanying the teams and players in Inter Collegiate & Inter University tournaments in the capacity of coach/manager.
  - Conducting the intra-college events and give prizes as a part of Sports Day Celebrations.
  - Maintaining the Register for the players selected to District/ National / International University tournaments.
  - Submitting detailed reports of the Physical Education department to the IQAC cell at the end of every year. Also play a vital role during NAAC and any other peer team visits to college.
  - Maintaining separate Gym facilities that also extends to Staff & Girls
  - Assisting in organizing national festivals.

## **Duties and Responsibilities of Admin Officer**

1. Admin Officer Provides administrative support for facilitating a conducive environment for enriching academic teaching–learning activity to be conducted
2. The admin officer provides reception services, scheduling appointments, meetings, filing, researching files and records, preparing and proofreading correspondence, reports, and other documents as requested.

3. Responsible for scheduling and monitoring the work of contingent staff

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4. Report and work in consultation with the COO.
5. To plan, organize, and administer the activities of the department, office, or division efficiently.
6. To keep informed of new developments relating to the functions and to maintain a creative and experimental attitude toward change, in order to continuously improve the operation in the area of responsibility.
7. Keep immediate supervisor/ Principal informed of activities of the unit, particularly of major or unusual developments, and seeking advice and counsel.
8. To provide information and reports to the COO.
9. To perform any other duties assigned or delegated by immediate supervisor.

### **Duties and Responsibilities of System Administrators**

1. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals effectively.
2. Maintaining stock registers up-to-date.
3. Finding out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
4. Planning for the procurement of equipment for the coming semesters well in advance.

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5. Organizing the laboratory for oral and practical examinations.
6. To hold responsibilities for any breakage / loss etc. and recover costs.
7. Ensuring the cleanliness of the lab and switch off all equipment after use.
8. Requesting of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal / Dean for necessary action.
9. Any other duty as may be assigned by the HOD / Principal / Dean periodically.
10. In order to prevent theft / damage, the Lab In-charge shall take the following action:
  - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item, article and suggest further action in order to compensate the loss as well as prevent recurrence

of the same.

- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students.
- Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
- The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- Lab Assistants shall be available for maintenance and care of resources/services of the institute.
- Lab Assistants in coordination with Lab In-charge should display List of Equipments/software with cost, List of Experiments, Lab Time Table on the Lab Notice board. Any other assignments as given by HOD/Principal/Dean

### **Duties and Responsibilities of Attenders and Support Staff**

All attendants should be available in the college by 8.00 am or as per the departmental requirements and leave the premises at the stipulated time after the Heads of various sections leave the departments.

- They are expected to wish visitors, parents, staff and students.
- They are responsible for the cleanliness of the rooms/labs/ premises of the concerned departments.
- They should ensure proper locking of the Rooms/Labs/Premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the Principal's office.
- They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
- They should give respect to the superiors and extend full cooperation to other attendants.
- They should not allow any unauthorized persons to enter the departments / office without proper verifications.
- They should perform any additional duties assigned from time to time.

## CHAPTER 3: Employee Service Rules and Procedures

### Scope of Service Rules

#### Name

The Rules contained in this Administrative Manual shall be called the “**Sangam Laxmibai Vidyapeet, Vinay nagar, Saidabad, Hyderabad-Service Rules 2023**” (Governing the service conditions of all the Employees of the Institutions, all Teaching, Non-teaching and SLV-Administrative staff) and will come into force from the date of acceptance of Managing Committee. These rules supersede all previous rules, orders, circulars or any other amendments made there under till date.

#### Scope of Application

- a) These Rules shall apply to all the Employees of all constituted institutions of Sangam Laxmibai Vidyapeet, Vinay nagar, Saidabad, Hyderabad.
- b) In respect of matters not specifically provided for in these Rules, the Managing Committee of the Vidyapeet shall be competent to issue such Directions or Orders as it may consider Appropriate and such instructions shall be treated as part of these rules and shall have the same effect.
- c) Points requiring interpretation or clarification or any cases of doubt shall be referred to the Managing Committee, whose decision shall be final.
- d) All the Employees are required to familiarize themselves with these rules immediately upon appointment since their services will be governed and regulated by these Rules in addition to statutory requirements and other conditions which may be spelled out in individual appointment letters or the office orders.

In these Rules, unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder.

### 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.
- Set up a HR Committee comprising Subject Experts in respective areas to screen the applications, and conduct interviews.
- 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.

- **Job Analysis and Description**

Each job and position will be analysed 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, enlisting Recruitment Consultants, and use of panel of past short listed candidates as may be appropriate after acquiring requisite approvals. For regular, 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 scrutinised 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 appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

**Proceedings of the Interview**

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

- **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 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 person in-charge and forwarded to the Main Office.

### **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. The revision of pay for contract staff shall be contiguous with the revision of contract and 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.

### **WAGE FIXATION**

a. Faculty: The management shall respect the practice of Grades and varying Scales for regular staff on service 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 Executive Committee of the Trust and communicated to the Governing Body.

The Secretary shall issue an order indicating the Salary Structure and the same will be published for the intimation of the staff concerned.

d. Management Personnel: The Salary of the Management Personnel appointed for the administration of the college shall be fixed by the Board.

### Increment Policy:

In an effort to recognize and reward the performance of employees, it is the organisation's philosophy that the principal component to enhance compensation shall be through 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.
- b. 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.

### Leave rules and policy

#### For Regular Employees

Description of Leave	Unit (Monthly/ Yearly)	Days	Payment	Remarks
2	3	4	5	6
Second Saturday Holiday	Monthly	1	full pay	For all the Employees
Maternity Leave(ML)	As per the requirement	90 Maximum	full pay	Allowed only 2 times in her whole service (including previous organization's experience) for 02 surviving children
Casual Leaves (CL)	Yearly	6+6= 12	full pay	CL will be allowed after completion of one month of service. No advance CL. <b>Leave Entitlement:</b> <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> 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).  Casual leave can be carried forward to the next six-months period.
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 Management or included in the yearly calendar every year
Loss of Pay	Starts on expiry of eligible CLs		LOP	If a leave (Not an entitled CL) is availed on a day immediately before and after a weekend or public holiday (prefix or suffix), the holiday will also be considered as Leave Without Pay (LOP).
Loss of Pay	Prefix and Suffix Concept in Casual Leaves		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.
Availed LOP reimbursement-December	Yearly	Allow	full pay	Allowed only for unused CLs
Medical Leave	Yearly	5	full pay	When the employee is hospitalized for not less than 24hours on illness. Purely on certification of hospitalization.
Marriage Leave	Once in total service	3	full pay	In combination with CL, Marriage leave can 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 Institution

				and issue the circular each year
Long Leaves	Mngt. Decision	Max. 01 month	LOP	Max. to 01 month, the employee must have to report to the SLV on the very next day
Casual Leave*	Yearly	12	full pay	
Second Saturday Holiday	Monthly	1	full pay	
Medical Leave	Yearly	5	full pay	When the employee is hospitalized for not less than 24hours on illness. Purely on hospitalized certificate.

## OFFICE DISCIPLINE AND DECORUM

### Office Hours

- a. The usual office timings are from 9 A.M. IST to 5 P.M. IST with 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 health and wellness programs, Employee assistance 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 are 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. ( Vic 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)

**Decision Making:**

- Every final decision is taken by the Board.

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