

SAINTGITS COLLEGE OF ENGINEERING

Chapter 2 – Human Resource Policy

2.1 Our human resources philosophy

We recognize the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:

- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.

2.2 Equal Employment Policy

- It is the policy of SAINTGITS to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization.
- The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, or any other protected status.
- This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.
- The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.
- All other personnel actions including compensation, benefits, transfers, layoffs, recalls from layoffs, training and education, will be administered without regard to race, color, religion, sex, age, national origin, disability, or any other protected status, in accordance with appropriate law.
- All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

2.3 Work Culture & Environment

We at SAINTGITS adapt a strong work culture to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of loyalty towards it.

The organization offers a positive ambience to the employees for them to focus on their work and follow the organizations rules and regulations. To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one
- Encourage discussions at the workplace
- Promote team building activities to bind the employees together

We at SAINTGITS indulge in various fun filled activities to bring together employees and their diversified culture in building strong teams. The activities which help each other understand their view point and nature in analyzing various situations.

2.4 Human resources Planning

Recruitment and selection process is coordinated by the HR department. Before initiating the recruitment section procedure, an intensive manpower planning is done to ensure that college

- Acquires and retains the optimum number of employees with the required skills, expertise and competence.
- Assist in optimum resources allocation so that potential manpower surplus or shortage can be anticipated and alleviated as much as possible.

Recruitment is carried in accordance with the basis of operational needs and approved manpower plan.

2.5 Classification of Teaching staff, Technical support staff & Non- Teaching Staff

Employees are further classified into the different categories based on nature of appointment and roles.

2.5.1 Classification based on nature of employment.

2.5.1.1 Regular: Regular Employee is one who is employed against a regular post.

2.5.1.2 Probationer: Probationer is an employee who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the management before regularization of his/her appointment.

2.5.1.3 Part Time & Adjunct: Part-time employee means a person who is engaged for work for less than normal working hours. Part-time/Adjunct employees are ordinarily not entitled to the benefits provided to fulltime employees. They are allowed such benefits provided as are specifically determined by the management.

2.5.1.4 Fixed Term Employment (Contract): The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after expiry of the specified period.

2.5.2 Classification based on Role of employment.

2.5.2.1 Teaching Staff

- **Core Faculty:** The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are the ones who are also given added responsibilities to ensure the growth of self, students and the organization as a whole. The employee is initially appointed on a probation period which may be upto 24 months.
- **Visiting Faculty:** The employee appointed by the organization on part time basis for teaching. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the management). They are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.
- **Adjunct Faculty:** The employee appointed by the organization on part time basis as a Retainer for teaching for the assigned course and teaching work load as per the statutory regulations. The employees should ensure and abide by the rules and regulations stated by the management for them.

2.5.2.1.1 Teaching Staff designations: Teaching staff designations can be in the levels of Professors, Associate Professors, Assistant professors, Faculty Research Associates and Librarian

2.5.2.2 Technical Support Staff: Technical support staff includes workshop and laboratory staff and they are designated as

Workshop staff	IT staff	Graduate Associate staff
Trade Instructor/ Lab Instructor Tradesman/ Laboratory Assistant Lab Instructor	System Administrator System Engineer Facilities Technician IT-Technician	Technical Associate Graduate Associate

2.5.2.3 Administrative staff: Administrative staff are supporting staff and will be assigned the responsibilities at main office and different units of the college. They are designated as follows:

Administrative staff	Project office staff	Library staff	Hostel staff
Managers/ Dy managers/ executives (administration/ HR/ Finance/ Accounts)	Manager- buildings & project Purchase manager Project engineer	Dy / Assistant librarian General Staff Nursing Assistant	Food & Resident officer Resident warden

Admission officer	Supervisor		
Finance Officer	Civil supervisor		
Public Relation Officer	Liaison executive		
Facilities – Manager/ Asst Manager /Executive	Office assistant		
Front Office Executive	Electrician		
Office assistant	Plumber		
	Landscape assistant & Gardner		

2.6 Appointing Authority

The Secretary of the Governing Board of Mar Gregorios Educational Society shall be the appointing authority for the post of regular and fulltime employees. The Principal is authorized to appoint temporary, contract and guest/ adjunct staff members for a short period of upto five months and such appointments need to be ratified by the secretary of the Board.

2.7 Qualification, experience and pay

The qualification, experience and pay for the various positions are in line with statutory norms.

2.8 Recruitment and Selection

Our purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates. In order to have a wide pool for consideration, college uses different recruitment sources like advertisements in newspapers, website and social media, Employee referral, direct applications, references from HR consultants etc.

2.8.1 General Criteria Governing Recruitment

For any post other than Assistant Professors, Associate Professors and Professors, the person recruited should not be above 56 years. The age may be waived in case of Contract Employees.

- The minimum age for recruitment is 18 years. SAINTGITS does not permit child labour in any of its establishments nor does it encourage child labour in any of its institutions.
- SAINTGITS reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health and high standard of integrity

2.8.2 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 interaction sent thereafter.

2.8.3 The Assessment and Interview

The shortlisted candidates will be called for an interaction and or skill test which may feel necessary by SAINTGITS. The interview panel will comprise of the appointing authority or such nominated persons and subject specialists. A selection committee of different compositions to shortlist and interaction with the prospective candidates for the vacant positions at all levels is constituted. If the number of shortlisted candidates is at higher side, a preliminary level of interview may be conducted by Dean/ HoD with the help of a subject expert to shortlist the candidates. Our experts keep in mind various aspects in short listing the appropriate candidate

- Academic Qualifications,
- Work Experience,
- Job knowledge and technical know- how.

The minutes of the interaction will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

2.8.4 Appointment Order

An appointment letter duly signed by the Appointing Authority is issued to the selected candidate. The Appointment letter shall contain: 1) The designation of the job 2). Major responsibilities 3) The salary 4. The reporting authority 4. Last date of joining 5) The notice period for resignation. The copy of Appointment should be signed by the employee as a sign of acceptance.

2.8.5. Joining Report

On joining, the candidate should give the joining report duly filled and signed before the Principal, Saintgits College of Engineering. If the candidate joins at the department, especially in case of part time, contract, guest/ visiting faculty, the joining report should be accepted and countersigned by the person in-charge and forwarded to the HR department. The selected candidate with experience has to bring the relieving order from the previous organization before joining duty.

2.8.6. Personal File

A personnel file shall be opened for all employees of SAINTGITS by HR department. The personnel file shall contain the following:

1. Bio-data
2. Certificates of birth, education and experience
3. Written comments of reference, if any
4. Appointment letter / Contract letter with signature for acceptance
5. Joining Report
6. Personal details of employees like permanent/ current address/PAN/ Bank Account/blood group
7. Relieving letter or experience certificate from the previous employer or last employer
8. Experience certificate from the previous employers for all experiences claimed/ considered
9. Letters of annual salary revisions
10. Certificates of higher qualifications acquired while working at SAINTGITS
11. Certificates for any commendable achievements like Funded Research, Post-Doctoral fellowship, if any
12. Letters of promotion and additional responsibility
13. Request for long term leaves (3 months and above) and sanctioning order; letter of removal and rejoining report, if any
14. Appreciation letters issued by Secretary of Society/ Director or Principal, if any
15. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.
16. Any other personal memos
17. Resignation / Contract termination letter
18. No Claim / due Certificate
19. Any other information deemed appropriate by SAINTGITS

A service book shall be maintained in respect of each employee of the college where all his/her service particulars shall be recorded under the signature of the principal.

2.9 Induction, Training & Development of Staff

2.9.1 Induction to Staff

All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the college. The methodology would be that of guided interaction with the various sections in the staff, especially the reporting officer. The HR department will co-ordinate the Induction Process. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Programme, on a need basis. A formal training also will be offered and put in place for induction process.

The following are the major issues addressed during the Induction programme

- Dissemination of Vision, Mission and Values of SAINTGITS
- Provide access for the new employee to read the policy documents such as Administrative manual, HR Manual, Students Handbook, policies etc.
- Review the job description with the employee
- Orientation on Performance Management System
- Clarification on reporting relationships with respect to superiors and peers

2.9.2. Establishment

All staff members are eligible for workspace with basic furniture like office table, and chair. They shall be provided with internet connection, free of cost. Staff are required to be judicious while using the consumables. Official resources cannot be used for personal purpose.

2.9.3. Identity Cards

Every staff member shall be issued ID cards immediately upon date of joining. All staff members have to wear the ID cards compulsorily while on duty. Identity card is the property of SAINTGITS and the staff must return it on demand.

2.9.4: Buddy system

SAINTGITS follow a buddy system, where newly recruited staff members will be handhold by a senior staff for a period of six months. This is mainly for making a comfort zone for new entrants till he/ she accustoms with rules and regulations of SAINTGITS.

2.9.5 Probation and Confirmation

- All new staff will initially be on a probation period upto 24 months depending upon the qualifications/ experience of the selected candidate. The HR department in consultation with the concerned HOD/ Reporting Officer will conduct a performance review and based on his/ her performance the HR department decide on the confirmation of the probationer or extension of probation or discontinuation of the service of probationer.
- In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. If, however after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated.
- Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion by providing a one-month notice period or salary in lieu of notice period.
- Staff has the right to leave the organization during probation period by giving one-month notice or compensation in lieu of notice period. The notice period for a confirmed employee will be three months.

2.9.6 Training & Development

Staff need to develop their skills and update their knowledge and SAINTGITS encourages its staff members to attend conferences, workshops and faculty/ staff development programmes. It is expected that a faculty member, irrespective of cadre, attend at least one training programme in a year.

Non-teaching staff will be assigned to different training on requirement basis

2.9.7 Transfer

All employees are liable for the transfer/deputation from one until to another of the 'SAINTGITS Group of Institutions at the sole discretion of the management. All employees are liable for being shifted from one discipline/function, department, section, branch, etc., to another of the 'SAINTGITS Group of Institutions, provided that such transfer does not adversely affect the nature of duties as per terms of appointment and the salary of the individual concerned except in case of transfer requested by an employee for his personal reasons and granted by the Management. In the event of refusal to accept a transfer/deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service. The management may grant special scale or allowance on transfer/deputation depending on the merit of the case.

2.10 Salary / Welfare Measures/Allowances /Terminal Benefit

2.10.1 Salary

2.10.1.1 Basic Pay

SAINTGITS shall pay adequate wages to its employees as per prevailing norms of AICTE/ UGC/ State Government.

- The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 1st working day of the following month.
- 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 and deductions like loan repayment, hostel payment, bus charges etc.
- Temporary / contract employees shall receive their monthly remuneration as per the terms and conditions of their appointment.

2.10.1.2 Allowances & Perquisites

All employees of SAINTGITS will be provided with allowances like Dearness and service based allowances. The perquisites include

2.10.1.2.1 Provident Fund: SAINTGITS is committed to comply with statutory provisions of Provident Fund to all applicable employees as per the provisions of the PF Act.

2.10.1.2.2 Gratuity: SAINTGITS is committed to comply with statutory provisions of Gratuity to all applicable employees as per the provisions of the Gratuity Act.

2.10.1.2.3 Employees State Insurance Scheme: SAINTGITS is committed to comply with statutory provisions of ESI Act.

2.10.1.2.4 Welfare Fund: SAINTGITS has formed a welfare fund, as an optional scheme for the benefits of its employees where deduction at the rate of 3% will be made from the salary (excluding all allowances) of such employees along with equal contribution of the organization. The cumulative amount along with accumulated interest at the rate of 5% per annum on yearly rest can be claimed by employee at the time of retirement/ resignation. An employee is free to withdraw, upto 50% of the available fund excluding interest from the welfare fund once in two years.

2.10.1.2.5 Medical Insurance: All permanent employees of SAINTGITS are covered under a medical insurance policy where the premium for the insurance is paid by the Employer.

2.10.2. Wage Fixation

- 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. As a matter of principle, the faculty with prescribed qualification are governed by the AICTE/UGC Scales and Academic Grade Pay. The Dearness Allowance and other allowances are fixed periodically by the Management as per the policy adopted by it.
- Non-Teaching Staff: Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and other allowances are also granted to them.
- 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 Management.

2.10.3 Increment Policy: In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on merit. Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. In the case the employee is on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be given after the end of every year at the discretion of management, while on probation/confirmation/contract, provided his work and conduct are satisfactory. Special increment may be granted to an employee in exceptional cases or for outstanding work during the services. The annual increment may be withheld as a disciplinary measure if an adverse report is received against the employee and it is decided by the management after necessary enquiry. The period for which the increment should be withheld will be decided by the management who are competent to give the punishment. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In the case of cumulative effect,

employee will not be entitled to get increment so withheld for the specified number of years. In the case of increment withheld for a particular period with cumulative effect, he will be entitled to get increment immediately after completion of the particular period. The Annual increment may be withheld by the management in the case of unforeseen situations which may result in financial stringency. When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post. The increment date will be postponed in proportion to the number of days he is on leave on loss of pay. An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increment will regulated from 01st July of every year

In the case the employee is on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be given after the end of every year at the discretion of management, while on probation/confirmation/contract, provided his work and conduct are satisfactory.

2.10.4 Salary Advance: SAINTGITS discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by Management.

2.10.5 Loan from Employer: An employee may avail of a loan as and when the Management deems it fit to grant the same. It is a facility extended to the administrative/ supporting staff employee and it is not a right vested in the employee to demand it. The maximum amount of loan is limited to one-month net salary which needs to be repaid in six equal installments, starting from succeeding month of availing leave.

2.11 Performance Management System (PMS) And Promotion

SAINTGITS considers it very important to assess the performance of each employee against planned results so that it can recognize / appreciate/reward deserving employees, make efforts to bring under-performers to satisfactory levels of result achievements and replace non-performers. The SAINTGITS Performance Management System (PMS) comprises of performance planning, feedback & counselling system, assessment, recognition and capacity enhancement mechanisms. Performance assessment shall be against set performance objectives and value based behavior in job management. It is the policy of SAINTGITS to encourage its staff to develop their skills and potential.

2.11.1. Promotions

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change. The organisation will always consider the AICTE rules and regulations in this matter. SAINTGITS follows a certain criteria for determining the promotion, which include

- Availability of openings
- Requisite qualification and experience, Job knowledge, Skill requirements and competencies for the job
- Performance history of past 3-5 years
- Demonstrated leadership qualities and teamwork

- Value-based job related behavior in the past
- Integrity & Commitment of the employee

Promotion is not automatic and cannot be claimed by an employee as a matter of right. The promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Management.

Promoted employees will be given a higher level of salary - Grade/Scale- appropriate to the increased responsibilities but it necessarily does not need to be the same drawn by the person previously occupying the post. Vacancies might be filled with internally and/or externally qualified candidates. Internal candidates can compete with external candidates.

In case a sudden vacancy at a higher level needs to be filled immediately with an internal candidate from a lower level, he/she may be given an 'acting' responsibility by the Management till normal recruitment to the position can be held.

Filling up of any posts consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Management. Creation of new or additional posts in any salary rate or abolition of existing posts in any salary rate will be done at the discretion of the Management on the basis of need analysis and financial capability.

None of the above prescriptions and restrictions hold good for contract staff whose service is bound solely by the terms in the appointment order.

2.12: Duties & Responsibilities

Duties & Responsibilities are explained in Chapter 3

2.13 Discipline and Code of Conduct

2.13.1 Office Time

- The usual office timings are from 9 A.M. IST to 5 P.M. IST with half an hour lunch break. Lunch break of teaching staff to be availed such a way that faculty- students interaction is possible during student's lunch break.
- Any change in the Class and Office timings shall be notified to the respective staff.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- All staff shall sign the attendance register and swipe their finger prints at the biometric reader, both in the morning before 9.00 A.M. and afternoon after 5 P.M. respectively. Late comers must mark the time of arrival in the late attendance register while signing in to the college. At the end of the month, HR Administrator or any other authorized person is to adjust late arrival adequately to casual leave.
- Late Attendance with Permission: Normally permission for coming late is granted only for one hour. The request for permission needs to be granted from reporting officer on the previous day

itself. In these cases, while closing the attendance, office will mark “P” against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance. The individual will also indicate whether prior permission has been obtained from the Principal/ Reporting officer. However, the veracity will be verified by the office. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.

- Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register till 9.30 A.M. Reporting thirty minutes later than the scheduled time will be treated as leave for half-a-day.
- Regulations for late Attendance:
 - Three days late attendance with permission per month will result in half-a-day leave
 - 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.
- 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.
- 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.
- 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 should be obtained from the Principal/ Reporting Officer and an entry in the movement register has to be made before leaving the work place.

2.13.2 Staff Duties and Expectations (dos and don'ts)

- Every staff of SAINTGITS shall maintain decorum befitting the status of a Professional education centre.
- All employees shall study and imbibe the vision, mission and objectives of the college and be conversant with its stated strategies and as such take all steps to protect the interests of the organisation.
- SAINTGITS policies, rules and regulations must be adhered to by all the staff members. Non-adherence to the norms of the institute shall invite disciplinary action against the employee. Staff are not allowed to criticize policy in a public forum or with colleagues and with students.
- They shall discharge their duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of the staff of SAINTGITS. They shall also conduct themselves with discipline, respect to lawful authorities and with courtesy and kindness to all.
- All employees must devote working hours solely for the service of SAINTGITS.
- Premises shall be kept neat and clean.

- Any employee who needs to work in the office during holidays should get the permission of his/her Supervisor/HOD/Controlling Officer. The same shall be recorded in the Late Hour/Holiday Work Register duly authenticated by the designated representative as appointment by the Management.
- All office equipment is to be used carefully and as per need. Movement of electronic equipment/sound system/ camera etc. must be recorded in the concerned Inventory Movement register.
- Staffs are required to set high standards in energy saving.
- Staff shall also co-operate in ensuring security to office premises. No employee is allowed to remove / take away any official material from the office without permission of the officer who is responsible for the Custody of the material.
- No employee shall disrupt the work of fellow employees.
- Every employee is required to notify to reporting officer and HR a writing any change in address or telephone number within 48 hours of such a change for personnel records updation.
- Every staff is obliged to live up to the confidence bestowed on him/her and shall not directly or indirectly divulge matters related to projects / programmes of SAINTGITS and such details that has come to his/her possession in the discharge of his/her duty to outside agency or institution. Staff shall not disclose or publish documents or information regarding the organisation in his/her possession or such other matter which are the property of the organisation.
- Staff shall neither take up assignment/ employment - concurrent or part time with other organisations/ engage in trade nor shall a staff accept honorarium or fees for any service rendered to another organisation or individuals. The Staff is not permitted to conduct the business of other organisations or carry out their interests without the explicit permission of Management of SAINTGITS
- Staff shall obtain permission from the Management for participating in programs in visual media or giving interviews to print and/or digital media. In the event, when an employee is authorised by Management as a spokesperson to represent the organisation to the media, reasonable measures must be taken to ensure the accuracy of any information related to SAINTGITS in all material respects before it is disclosed. Media inquiries must be treated with due care.
- Principal, Vice Principals, Deans, HoDs, and controlling officers leaving organization for one day or more and or leaving station needs to inform the leave to reporting officer to hand over the charge to next senior person in mail.
- All staff members shall desist from soliciting favours, gifts, rewards in any kind from the partners and stakeholders including students and parents of the organisation. Nor shall they raise funds through donations internally or externally for any purpose whatsoever without the permission of Management.
- No staff shall directly or indirectly participate in such activities which are against the sovereignty and integrity of the Nation or join in any anti-national organisations. Nor shall any staff associate with organisations that profess values contrary to those of SAINTGITS.

- No staff member is allowed invite any guest for official purpose to the college without prior permission of the Head of the institution. Personal guests, if any, should not be taken to the class rooms, office, labs and library of the college without the permission of Head of the institution.
- No staff shall take leadership responsibility of any organization in nature including service organisations without the permission of Management of SAINTGITS.
- No staff is authorized to represent the institution without prior permission of the Principal/ management.
- No employee shall organize or participate in any demonstration on the property of the SAINTGITS, which is prejudicial to the interest of the SAINTGITS or public order, decency or morality or which involve defamation, contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
- Employee shall not possess or be under the influence of intoxicating drink/drug while on duty. Smoking is not allowed in campus, hostels and near the campus
- An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the SAINTGITS premises forthwith unless required to stay back by the management. Such employees shall not enter the SAINTGITS premises without permission.
- No employee shall: -
 - Propagate/indulge in communal or sectarian activity.
 - Discriminate against person on the grounds of cast, creed, language, etc.,
 - Indulge in or encourage any form of malpractice.
 - Accept private tuition.

2.14 Leave Policy

SAINTGITS believe that all the employees of the 'Mar Gregorios Educational Society' are part of ONE FAMILY and for their personal emergencies and welfare the following leave policy is adopted.

Leave is to be treated not as a right, but as a privilege to be availed with restraint. Leave planning is to be done with prior approval of the superiors concerned so that smooth working of our organization is always ensured. When the exigencies of service require so, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. All employees are expected to be present at all departmental/ Institutional Programs and Staff Meetings. They are expected to apply for leave sufficiently early and can avail leave only after ensuring smooth and uninterrupted workflow by proper arrangement of substitute. All leaves are to be reckoned with respect to each financial year viz. April to March

Confirmed employees are eligible for casual leave, medical leave, privilege leave and maternity leave, the details of which are given below. Probationers are eligible for only casual leave. Trainees are eligible for only ten casual leave in a year. Employees appointed on contract basis will be eligible for casual leave applicable for confirmed employees.

General Conditions

- It is the responsibility of the staff Member availing any type of leave to ensure that a working arrangement with another staff is made and submitted to respective HOD/ Reporting officer beforehand so that academic and administrative work of the college are not affected.
- The HoD/ Reporting officer has the right to NOT to recommend the leave and recommend LoP if proper arrangements are not made.
- Casual leave is granted on the basis of accounting year that is from 1st April to 31st March of next year, otherwise mentioned separately.
- If Sundays and holidays, are falling between two leaves other than casual leave, such holiday/s also will be treated as leaves.

The ready reckoner of usual leaves are follows:

Sl. No	Type of Leave	Eligibility of Employees	Teaching Staff	Technical Staff	Administrative Staff	Supporting Staff
1	Casual Leave	All	12 days	12 days	16 days	16
2	Privilege Leave	Only from 1 st April after 1 year of Confirmation	9 days	9 days	9 days	No
3	Medical Leave	Only Confirmed	3 days	3 days	3 days	3 days
4	Summer Vacation Leave	After 6 months of Joining	4 weeks	4 weeks	NA	NA
5	Onam Vacation Leave	All	1 week	1 week	4 days	4 days
6	Christmas Vacation Leave	All	1 week	1 week	4 days	4 days

2.14.1 Casual Leave

- Employees other than administrative staff are eligible for 12 casual leave in a year.
- Administrative staff are eligible for 16 days of casual leave in a year.
- Casual leave cannot exceed three consecutive days at a stretch and can be prefixed or suffixed with Medical leave.
- Casual leaves can be availed in half days also.
- Casual leave can be combined with Sundays or other declared holidays but such continuous periods of absence shall not in any case extend to more than five days at a stretch.
- The maximum period of casual leave fixed shall not in any way indicate entitlement to avail of the same in full as a routine matter. The entitlement of casual leave will be proportionate to the completed months of service during a year.

2.14.2 Privilege Leave

- All confirmed employees who have completed one year of service after confirmation are entitled to privilege leave. The eligibility for privilege leave will commence from the succeeding month of April.
- The employee will be eligible for one privilege leave for every twenty days of worked days in the previous year with maximum number of privilege leave allowed in a year will be nine days.
- Unused privilege leave, maximum of three days per year can be accumulated and carry forward for succeeding three years;
- Privilege leave, including accumulated privilege leaves can be taken for not more than 15 days in a year.
- Privilege leave can be claimed and availed only on a full day basis.
- Privilege leave can be prefixed or suffixed with holidays and Medical Leave; however intervening holidays, if any are also counted as privilege leaves

2.14.3 Medical Leave

- Confirmed employees are eligible for three days' medical leave without a certificate. The eligibility of Medical Leave will commence from the succeeding month of April after the employee is confirmed.
- Medical leave can be suffixed and or prefixed with casual leave, privilege leave holiday/s; However, intervening holidays, if any are also counted as leave period.
- Medical leave for prolonged illness/major surgery shall be considered on a case by case basis at the discretion of the management only after exhausting all types of leave including vacation leave. Such leave applications are to be routed through proper channel

2.14.4 Special Casual Leave for Research

- Faculty Members who are in confirmed service and registered for Ph.D and Post-Doctoral work are eligible for 12 days per year special casual leave to ensure progress in their doctoral work, co-ordination with guide and such connected academic assignments. This Special leave will be available only within a period of 3 calendar years (2 years for post-doctoral) from the date of registration/ confirmation of registration subject to a maximum of 30 days. (20 days for post-doctoral). The submission of the registration document with the HR department is a pre-condition for sanction of such leave by the Management. Those availing research leave are bound to continue their service to the Institution for not less than one year from the date of awarding PhD/ Post-doctoral certification by the concerned University/ Institution, failing which one-month salary will have to be repaid. Those who are leaving service after availing research leave, are also liable to pay one-month salary.
- Special casual leave for Research can be availed with a minimum duration of two days and only be clubbed with casual leave and privilege leave but not with any other leaves.

2.14.5 Vacation Leave

In addition to the above, the teaching staff and the technical support staff are eligible for vacation. Faculty and technical staff members who have put in one year of service are eligible for six weeks vacation per year of which one week will be in the form of Onam holidays and one week in the form of X'mas holidays. Four weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be changed and reduced if required. The College has the right to prevent any staff member from availing a portion or whole of the vacation without any compensation if his / her services are considered essential during that period

- Vacation Period, other than Christmas and Onam holidays is granted for four weeks during an academic year to the members (teaching & Technical support staff) who have attended to their academic duties for one year as on 31st March in the preceding year. Staff who have completed nine months, but less than one year as on 31st March is eligible for only three weeks of vacation whereas staff who have completed six months, but less than 9 months as on 31st March is eligible for only two weeks vacation.
- Faculty who are on loss of pay or study leave with more than 6 months will not be eligible for vacation for that year.
- Even if Vacation is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Head of the Institution.
- The Vacation period is granted as slots and Faculty Members are entitled to avail the vacation during the earmarked slots only.
- Days on Loss of Pay leave if any which falls in the vacation period of the academic year will not be treated as loss of pay. However, this policy is not applicable for those Faculty Members who are in Loss of Pay Leave for longer periods, higher studies etc.
- The Faculty Members who avail Maternity Leave which falls along with the Vacation period of the academic year will not be eligible to avail any compensatory vacation leave.

2.14.6 Maternity Leave

- All confirmed employees can apply for maternity leave on full pay for 12 weeks totally viz. with a minimum period of two weeks or maximum period of six weeks immediately preceding the delivery and including the day of delivery and a further period of six weeks or maximum period of ten weeks immediately following delivery.
- Maternity leave with pay is permissible only for those who have completed one year of continuous service in SAINTGITS with confirmation. Those who do not complete one year of continuous service have to avail Maternity Leave as Loss of pay Leave. This condition is applicable for all the staff members having break of service after confirmation.

- Maternity leave will be granted only on a prior written request by an employee duly supported by a certificate from the attending doctor and the eligibility will be only for two times in their service at SAINTGITS
- Maternity leave can only be clubbed with privilege leave not with any other leaves.

2.14.7 Study Leave

- Study leave, with loss of pay, may be granted after a minimum of one year of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College organization and methods of education. The maximum period of study leave can be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. They are bound to fulfill the conditions specified by the Management while sanctioning the Study Leave.
- Faculty who intend to go on study leave have to give at least three months' notice and plan the commencement of such leave with the approval of their HOD, so that academic program is not disrupted midway in a semester.

2.14.8 Sabbatical Leave

Full time faculty of the College who have completed eight years of continuous service as Assistant Professors/Associate Professor/Professor, may be granted sabbatical leave to undertake research or other academic pursuit such as writing of books, solely for the object of increasing their proficiency and usefulness to the College and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty. The Sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty return from previous study leave or any other kind of training program involving duration of more than 4 months. The program to be undertaken during sabbatical leave shall be submitted to the management for approval along with the application for grant of leave sufficiently early and will be granted at the discretion of the management.

2.14.9. Special Leave:

Special leave is granted at the discretion of Management for meeting special occasions or incidents like marriage, medical reasons, death at family etc. This types of leaves usually sanctioned for non-confirmed employees, since they do not enjoy leaves applicable for confirmed employees.

2.14.10 On Duty Leave

Duty leaves are for employees who are deputed for working outside SAINTGITS. Such employees need not report at SAINTGITS during the allotted days. Duty leave shall be taken in a planned way that will not disturb the academic program. Prior sanction from HOD is mandatory. Leave submission is to be done

with supporting documents only and leave approval will be done on the basis of the certificate attached. During an academic day, more than 20% of staff are not allowed to claim duty leave. Duty leaves can be for:

Duty leave for Institutional Activities: Staff are eligible for availing duty leave for undertaking official activities like representing colleges for official meetings, visiting organizations etc. These responsibilities are assigned by Head of the institution and no attendance report is required to submit a proof. Such leaves will be counted as worked day for the computation of privilege leave.

Duty leave for remunerative work: Faculty members are permitted to go on Other Duty (work not directly related to the functioning of the college) for a period of 15 days in an academic year in connection with academic work related to University / and other bodies such as AC/ BoS meetings, Valuation of answer scripts, Conduct of viva voce & Practical Examinations, Invigilation etc. Prior written permission from the Principal / head of the Institution has to be obtained before proceeding on Duty leave. Such leaves will not be counted worked day for the computation of privilege leave.

2.14.11 Loss of Pay Leave

Loss of Pay leave, will be sanctioned only by the Management based on the recommendation of HoD/controlling officer and Head of the institution on individual basis after considering the merits of each requirement. Those availing Loss of Pay can rejoin only if vacancy is available at the time of rejoining.

2.15 Misconduct & Corrective actions

2.15.1 Misconduct

Infringement of any of the conduct rules shall entail disciplinary action for misconduct. Without prejudice to the general meaning of the term MISCONDUCT, the following acts of omission shall be treated as “misconduct”, in respect of an employee.

- Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.
- Commission of any act subversive or good behavior, dishonesty, fraud, impersonation.
- Participation in any strike/demonstration, gherao and or any other kind of agitation of abetting and inciting such agitation activities.
- Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business/the property of the SAINTGITS.
- Willful damage to the property or loss property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the SAINTGITS.
- Accepting or offering bribes or any illegal gratification.
- Indiscipline which includes:
 - Absence without leave or absence without leave for more than seven consecutive days

- Late attendance or habitually leaving work before time or abandonment of place of duty.
- Breach of rule or office order of the SAINTGITS.
- Negligence or neglect of work.
- Drunkenness or disorderly behavior in the SAINTGITS premises and public places, affecting the reputation of the SAINTGITS.
- Accepting service for any consideration in any other SAINTGITS/establishment/institution or under any person without the approval of the management.
- Sleeping while on duty.
- Distribution or exhibiting inside the SAINTGITS premises hand-bills, pamphlets or posters without written prior to the management.
- Attending or holding any unauthorized meeting within the SAINTGITS premises.
- Unauthorized disclosure of information about the business or affairs of the SAINTGITS.
- Gambling within the SAINTGITS premises.
- Making false statement on matters germane to his employment in the SAINTGITS or willful suppression of facts at the time of employment or during the course of service in the SAINTGITS
- Conviction in a criminal court
- Attempting or causing bodily injury or intimidation to any employee/officer of the SAINTGITS in the SAINTGITS premises or in the course of his discharging official duties for the SAINTGITS.
- Refusal to accept a memo or charge sheet or any other communication issued by Disciplinary/Inquiry Authority or Superior
- Use of foul or abusive language to misbehave with any officer or employee or visitors within the SAINTGITS premises or in the course of his discharging official duties for the SAINTGITS.
- Carrying on money lending or any other private business within the premises of the SAINTGITS.
- Participation in any movement prejudicial to the interests of the SAINTGITS.
- Habitual indebtedness or insolvency.
- Abetment of or attempt at abetment of any act which amounts to misconduct.
- Misusing or mishandling any machine, apparatus or equipment.
- Using SAINTGITS facilities unauthorised for personal gains.
- Not allowing SAINTGITS employees/officers/superiors either to enter or come out of the premises of the establishment or preventing ingress or egress of the materials or machines of the SAINTGITS.
- Arrest/detention in connection with an act of moral turpitude or any other offence under law of the land.
- Forging the signature of another employee.
- Tampering with any of the records of the SAINTGITS.
- Slowdown in performance of work or intending to slow down or adopting work to rule practices.
- Acts of immorality in the premises of SAINTGITS.

- Unauthorized occupation/illegal or immoral use of SAINTGITS quarters/premises/rooms.
- Not wearing an Identity Card while on duty.
- Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the management.
- Organizing or attending any meetings during the working hours, which are not official and authorized.
- Spreading messages detrimental to institution/ employer to any stakeholders and public thru any medium including social media
- An employee found in unauthorized possession of any goods, equipment's, implements, article, materials, etc., which are in use in the SAINTGITS or kept in stock in the SAINTGITS and are not normally carried on the person will be deemed to have got into possession of such goods etc., and such unauthorized possession may attract disciplinary action as well other action as deemed fit by the management.
- Violation of any service rules/instructions by the appropriate authority.

Note: The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct will come under purview of the term “misconduct”.

2.15.2. Harassment

SAINTGITS is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

2.15.2.1 Sexual Harassment: Sexual harassment in work place will be considered with all seriousness that it deserves and SAINTGITS is committed to the Constitutional rights against sexual harassment includes such annoying sexually determined behaviour whether directly or by implication like

- a. Physical contact and advances
- b. A demand or request for sexual favours
- c. Sexually coloured remarks
- d. Showing pornography
- e. Harassment through internet systems - email, chatting, forwarding obscene material, telephone messages/SMS and calls

All such acts will come under the purview of disciplinary action of the Management in so far it affects the working environment or infringes the honour of the employee or disturbs the peace of mind of an employee. It shall be the duty of the Management to prevent or deter the acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution for acts of sexual harassment by taking all steps required. If anyone is found guilty of the above act, the same will be taken into account and disciplinary action be initiated on the offender as per rules. Where such conduct amounts to a

specific offence under the Indian Penal Code or under any other law, the Management shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.

2.15.3 Grievance Procedure

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Chairperson of the Committee will be appointed by the Principal

- Any employee who feels that he/she is unjustly treated in the discharge of his/her duties either by any superior or by a colleague or by a subordinate may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.
- The first step in grievance redressal shall be a verbal report by the grieved employee to his /her immediate superior who should listen to the employee, collect the relevant facts and try to settle the grievance. He/ she should also seek a verbal explanation from the person against whom the complaint is directed. Thereafter, he/she should in all cases submit a report in writing, particularly when the alleged grievance is not settled to the grievance redressal committee. The same is forwarded to the Management. Further, o If the employee who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Management for redressal.

2.15.4: Consequence of Misconduct

Depending on the gravity of offence, penal actions such as below can be initiated against an employee.

- Verbal Warning: For a minor offence, a verbal warning will be issued in a formal meeting between the employee, the HOD, Principal or the Management. The record of the warning is prepared and retained on the personnel file of the employee
- Written Warning (Memo): If the administration has sufficient grounds to believe that verbal warnings are not heeded or if the administration is satisfied that prima facie the employee is guilty of serious misconduct the Management or at his direction the Principal is to issue written warning specifying charges and asking the employee to show cause why disciplinary action may not be initiated against the employee.
- Withhold the Increment/s: The Management has the right to withheld annual increment's for one year or more years of the employee, depends upon the gravity of misconduct.
- Barring the Promotion: Promotion to higher posts can be stopped depends on the gravity of misconduct
- Suspension: The management has the right to suspend or dismiss an employee from the service of SAINTGITS after conducting proper enquiry and giving an opportunity to employee to explain his stand.

2.16 Separation

Separation of an employee exists when the service of an employee comes to an end because of one reason or other. Separation arises due to resignation, Termination, death, or retirement.

2.16.1: Separation Methods

2.16.1.1 Retirement: Every teaching and non-teaching staff of the SAINTGITS will retire from services on completing 56 years of age respectively. Persons who are physically fit and whose services are considered necessary and beneficial to the institution by the management, may be appointed on contract service on tenure. The tenure can be extended by the management considering the continued contributions to SAINTGITS.

2.16.1. 2. Voluntary Retirement/ Resignation: If an employee desires to resign he must give notice of resignation in writing to the Head of the Institution through proper channels (HOD-PRINCIPAL-HR-MANAGEMENT). However, the members of the teaching staff shall not ordinarily resign from their posts during the midst of an academic year/semester. Any member of the faculty in permanent service shall give three months' notice in case he/she desires to be relieved from the services. Alternatively, he/she shall pay three months' salary in lieu thereof. They will not be relieved in the middle of the semester.

On receipt of notice of resignation, the Head of Institution or the In-charge will advise all concerned to stop all payments, issue of materials, etc., to the employee who has resigned, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is given and his accounts are settled.

When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his dues to the 'SAINTGITS, hand over document, cash, equipment's and other properties held in his custody and vacate the quarters occupied by him to obtain no due certificate to that effect. The management reserves the right to recover all such outstanding amounts and value of the property of the 'SAINTGITS from amounts due to the employee or in any other manner decided by the Management.

2.16.1. 3 Termination on Medical Grounds: During the on-going employment period, Management retains the right to terminate the services of an employee by giving one-month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organisation).

2.16.1. 4 Termination on Misconduct or Disciplinary Grounds: During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of misconduct or violation of discipline.

2.16.1. 5. Termination on grounds of Judicial Conviction / Observation: Notwithstanding anything contained in these rules, the Management may impose any of the penalties specified hereinabove including

termination of service if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial office.

2.16.1. 6 Termination for Prolonged Absence : When an employee is absent from work for a period of Seven days (7) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or there is no vacancy for rejoining after Loss of pay leave/when there is satisfactory evidence that he/she has taken up employment elsewhere or when the Management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the employee has forfeited employment. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of SAINTGITS.

2.16.1. 7 Termination on grounds of non – performance: The Management reserves the right to terminate the services of an employee for the following reasons other than matters of discipline:

- If an employee employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification
- For any reason whatsoever or if an employee becomes under qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time.
- If an employee member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

2.16.1.8. Death: In the event of an employee’s death, the immediate next-of-kin shall intimate the death to the Management. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee’s designated nominee after deduction of dues if any.

2.16.1.9. Premature Termination of Contract: In the event of premature termination of the contract, one-month notice in the form of a letter will be given to the Contract Staff Member

2.16.2. Notice Period:

In the case of Termination, the notice period of one month or the period mentioned in the Appointment order holds good. Notice period may be waived by salary in lieu of failure to give sufficient notice from the part of Management.

2.16.3 Exit Interview

The exiting staff member shall generally be required to participate in a face-to-face exit interview on or before the last day of employment. Exit interviews will provide useful information about the organisation, to assess and improve all aspects of the working environment, culture, processes and systems, management and development. The exit interview shall be coordinated by the HR Department.