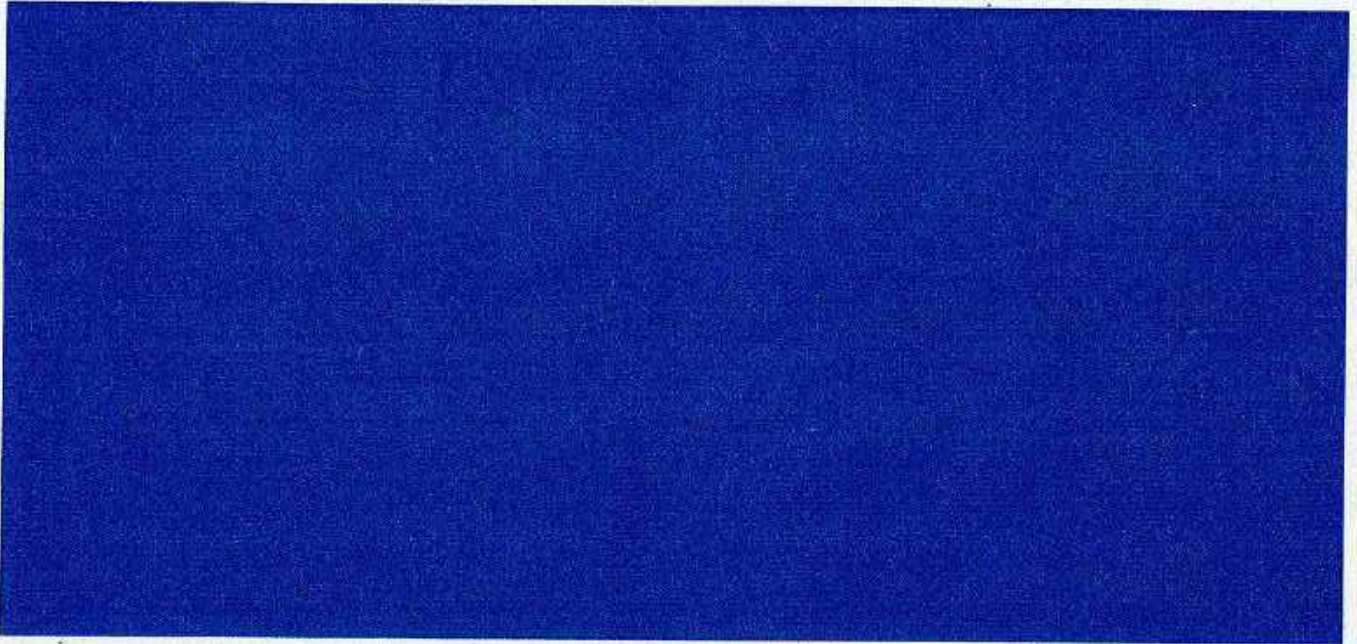




HR POLICY





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The Saintgits Group

The SAINTGITS Group of Institution was established by the Mar Gregorious Educational Society, Kottayam. The Non- Profit Charitable Society was formed in 2001 and registered under 12th 1955 Travancore Cochin Registration Act for Literary, Scientific and Charitable Societies.

The society house the following institutions: -

SAINTGITS College of Engineering

SAINTGITS Institute of Management

SAINTGITS College of Applied Sciences

SAINTGITS Institute of Computer Applications

SAINTGITS Design School

Profile

The college was founded by a group of well-known academicians. They are pioneering educators, having unmatched experience in the field of education with a belief that the continuous search for knowledge is the sole path to success. The primary focus of the institution is to expose the young minds to the world of technology, instilling in them confidence and fortitude to face new challenges that enables them to excel in their-chosen fields. The college inculcates the development of all facets of the mind culminating in an intellectual and balanced personality. Our team of dedicated and caring faculty, strives to widen the student's horizon of learning thereby achieving excellent results for every student.

With a scientifically planned methodology combined with a team of handpicked faculty -the best in the teaching profession- and the state of the art infrastructure, the quality of the education at SAINTGITS is unparalleled in the region. The institution has turned into a bench mark for others to emulate. With excellent results from the year of inception itself we feel confident that we can serve you even better with every passing year.



College Vision

“To be an institution for ‘Holistic development’ of the individual thereby attaining ‘Learning for Life’ aiming at self-actualization and societal concern”

College Mission

“Impart quality higher education to equip and empower the youth with problem solving ability and skillful communication along with imaginative thinking by inculcating a spirit of enquiry, integrity and compassion.”

Quality Policy

We at SAINTGITS aim to provide quality education in career-oriented courses by emphasizing the development of self-confidence and skills, thus preparing the individual for a life-time of learning and professional growth. This is achieved through continual improvement in all the management processes of the institution.

SAINTGITS LOGO

The SAINTGITS logo constitutes a toothed wheel encircling an integral sign with an excited electron orbit. Symbolically the toothed wheel represents the focus of the college on technological excellence, integral sign giving the importance of mathematical and logical thinking, and the electron orbit representing the continuous commitment towards the development of science and technology. The electron orbit truly represents the divine light of knowledge spread by the institution.





POLICY & PROCEDURE MANUAL

The SAINTGITS Human Resources Policy and Procedures Manual has been developed to facilitate the implementation and clearly define SAINTGITS policies on human resource management.

The manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining who is responsible for each human resource management decision, and the correct procedure which is to be followed.

The policies specified within are consistent with those of best practice management principles. They have the full support and commitment of SAINTGITS management.

HR policies must be kept current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or for new procedures to be added.

These policies and procedures apply to all areas of operations within SAINTGITS and related entities.

PERSONAL CONDUCT

Policy Statement

SAINTGITS expects its staffs to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure the institutions maintains its reputation with all internal and external stakeholders.

Objective

To enhance SAINTGITS reputation as a quality service provider and an enjoyable, stimulating and challenging place to work.

Application

The policy will be seen to be successfully applied when all employees are seen to perform



their duties professionally with skill, care and diligence.

This includes:

- ❖ observing SAINTGITS policies and procedures
- ❖ treating colleagues with courtesy and with respect for their rights, duties and aspirations
- ❖ employees who do not conform to this standard of conduct will be subject to disciplinary action as detailed in this manual

Dress Code

Dress choice is a matter of personal discretion, taking into account requirements for any protective clothing, customer/supplier interaction and professional environment.

Be aware that work attire will have an impact on SAINTGITS image as well as your work colleagues.

As a minimum standard, dress should be clean, neat and professionally appropriate.

The following are examples of items that are not acceptable:

- ripped or torn clothing
- thongs or sports sandals
- sportswear or beachwear

SAINTGITS reserves the right to request a staff member to dress to an appropriate standard as a condition of employment.

If you are in a work environment with inappropriate clothing you may be sent home to change, before returning to work. All staff are required to compulsorily wear the lanyard with identity card during working hours.





Personal Communications

Phone Calls

It is acknowledged that personal communication is inevitable and sometimes necessary. It is expected this will be kept to appropriate or reasonable levels.

Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, SAINTGITS can be held responsible for the contents of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines:

- Email should mainly be used for formal educational correspondence and care should be taken to maintain the confidentiality of sensitive information. Formal memos, documents and letters for which signatures are important, should be issued on institution letterhead regardless of whether a physical or electronic delivery method is used.
- Limited private use of email is permitted, provided that such does not interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to determine whether staff usage or involvement is excessive or inappropriate.
- Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
- All emails sent should include the approved SAINTGITS disclaimer

In order to protect SAINTGITS from the potential effects of the misuse and abuse of email, the following instructions are to be observed by all users:





- No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of SAINTGITS in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
- Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
- The email records of other persons are not to be accessed except by management (or persons authorized by management) engaged in ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum required to complete the task.
- When using email, a person must not pretend to be another person or use another person's computer without permission.
- Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff needs to be continually aware some forms of email conduct may also be open to criminal prosecution.

Internet

The internet is a facility provided by SAINTGITS for educational use. Access is authorized by HOD on the basis of educational needs. Limited private use is permitted provided the private use does not interfere with or distract from a person's work. Management has the right to access the system to determine whether private use is excessive or inappropriate.

The following activities, using SAINTGITS internet accesses are not permitted:





- Attending to personal activities of a business nature.
- Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material and material that could cause SAINTGITS to be in breach of equal opportunity or anti-discrimination legislation, verbally, in writing or pictorially.
- Downloading or printing material as described above.
- Showing to others, or allowing to be seen by others, items as described above.
- Repeated or prolonged use that is not directly relevant to the user's work.
- Introducing computer viruses by failing to follow SAINTGITS IT procedures.
- Downloading software from the internet or from unauthorized disks and CD ROMs on to the internal network.

Recruitment Policy & Process

Objective

- To enable selection.& induction of the right fit of talent into the intended position in the SAINTGITS to meet the current & future need and streamline the recruitment process.
- To thrive a strong employer branding to attract the best talents available in the Industry

Scope

- Covers all the vacant positions across the functions, levels & hierarchy.





Buddy System & Induction

- I. Plan the Induction with the functional leaders, prior to the DOJ & communicate to all the concerned persons accordingly
- II. Make sure that the following forms are filled up and sent to HR on DOJ itself –
All the statutory forms, like PF & Gratuity declaration, Nomination
- III. Hand him over the Induction Manual
- IV. Take the new hires through the office to the departments; Introduce them to other functional leaders, peers, colleagues
- V. Finally, Introduce the new hires to the respective Reporting Managers, to start the functional orientations

Qualification/Experience/Pay

Norms: The qualification, experience and pay for the various teaching positions are in line with the MG University norms.

Salary Policy

SAINTGITS aims to provide employment which offers fair remuneration. The salary policy is governed by the following principles.

1. Competitiveness

SAINTGITS aims to pay salaries which are competitive in the market for the similar jobs.

2. Individual Profile

External experience and additional qualification are given due consideration while designing the pay package.

3. Internal Equity

Designation are categorized and same salary ranges with slight variations as per the individual





profile applies for the same category.

Pay Review

Pay reviews are normally conducted in the month of July every year.

Vacation Salary

Vacation salary will be on the same scale as granted during the preceding month.

Probation

Initially the selected candidate will be on probation for a period of 24 months, after which the performance of the appointee will be reviewed to regularize the appointment.

Confirmation

If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. In case of extension of probation for reason whatsoever, the probation period will be extended till the specified period in the order.

Transfers

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.





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

Note: in case where the date of retirement of an employee fall on a holiday, the employee may be allowed duty pay for the holiday.

Resignation

If an employee desires to resign he must give notice of resignation in writing to the Head of the Institution through proper channel (HOD-PRINCIPAL-HR-MANAGEMENT). However, the member 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 a 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.

The end benefits will be materialized after the normal procedure of Institution.





Termination of Service

The service of a temporary employee is liable to be terminated at any time without assigning any reasons whatsoever.

The services of an employee are liable to be terminated with one month's pay in lieu of the notice period, in the event of insubordination, dereliction of duty, professional misconduct and other undesirable activities, as per the disciplinary procedure detailed herein.

Abandonment of Service

If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the management.

Other General Conditions

- ✓ 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/administration.
- ✓ Notwithstanding anything said above, matters which involve financial commitments will be subject to availability of funds and the decision of the management will be final.
- ✓ The management, subject to the ratification of the Governing Board, is the authority for introducing, repealing or amending any services rule it deems necessary for day to day administration of the college.
- ✓ The service conditions of the incumbent will be governed by the rules and regulations of the college amended and issued from time to time.

CONDUCT RULES

General

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the 'SAINTGITS'. Do not do anything that would tarnish the image or reputation of the 'SAINTGITS', or adversely affect its interests.





Employees shall carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

No employee shall: -

Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the 'SAINTGITS'.

Bring or attempt to bring any outside influence to bear upon the management to further his interest in the 'SAINTGITS. Misuse the amenities provided by him by the 'SAINTGITS for discharge of his official duties. No employee shall disclose or use any confidential information gained in the course of his employment at the 'SAINTGITS or its associates for personal gains/profit or advantage for himself or any other person. Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

No employee shall: -

- a) Propagate/indulge in communal or sectarian activity.
- b) Discriminate against person on the grounds of caste, creed, language, etc.,
- c) Indulge in or encourage any form of malpractice.
- d) Accept private tuition.

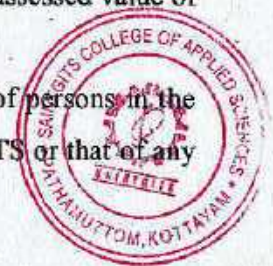
Employee shall abide by the rules and regulations of the management.

PROPERTIES & SECURITY

Every employee shall: -

Take sufficient care of the property, materials, instruments, equipment's, machines, furniture, cash, etc., of the 'SAINTGITS and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned/assessed value of such breakage, damage or loss from the employee.

Promptly report any occurrence or defect noticed which might endanger lives of persons in the 'SAINTGITS and might result in any damage to the property of the 'SAINTGITS or that of any





others. He/she is expected to take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

The employee concerned with the stock procurement and stocking of materials, etc., must see that they do not get outdated. Periodical review has to be conducted to identify nearing expiry date and the concerned supervisor / the management has to be apprised and suitable or appropriate action is to be taken in consultation with the management. They must exercise great care to avoid unnecessary inventory holdings.

Unauthorized possession of goods. Etc.,

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.

Unauthorized persons in the premises:

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 employee shall not enter the 'SAINTGITS premises without permission.

Possession/consumption of intoxicating drinks and narcotics

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

Participation in politics and election

No employee shall:

be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any manner any political movement or activity.

Contest, canvass or otherwise interfere or use his influence with or take part in any election to any





legislative or local authority, beyond exercising his franchise without prior permission of the management.

Demonstration and strikes

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.

Connection with press, radio and television

No employee shall, except with the prior permission of the MANAGEMENT or in the bonafide discharge of his duties, participate in a Radio/TV broadcast, give speech to public, nor shall contribute any article or write any letter to any newspaper or periodical either or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the 'SAINTGITS or detrimental to the image/interest of the 'SAINTGITS.

Criticism of management

No employees shall criticize the management either in the press or over the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

Unauthorized communication of information

No employees shall, except in accordance with any general or special order of the 'SAINTGITS, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employees or any other person to whom he is not authorized the "SAINTGITS" to communicate such document of information.

Unauthorized publication of official document

No employee while in service of the 'SAINTGITS, or after retirement, resignation, dismissal or discharge shall make public or publish any document, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of the 'SAINTGITS.





Fund raising program inside the campus

No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

Invention and patents

No employee of 'SAINTGITS' shall, without the prior consent of the Management either during his service the 'SAINTGITS or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/discovery made by him as a result of his service in the 'SAINTGITS/association with 'SAINTGITS duties.

Search

Employees are liable to be searched by a person or persons authorized by the management at any time, and also while entering or leaving the premises of the 'SAINTGITS, provided that the women employees shall be searched only by women. If any member of the management suspects that an employee is in wrongful possession of any property not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least another person where practicable and that women employees shall not be searched by or in the presence of men.

Quarters accommodation and such other facilities provided by the 'SAINTGITS are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

'SAINTGITS shall not be responsible in any way damages or loss caused to any personal property of any employee within the premises of 'SAINTGITS. Employee shall not possess lethal weapons. Employee shall deposit with appropriate authority any lost and found/unclaimed articles in the premises of 'SAINTGITS. Employees shall observe safety/health norms notified by the management from time to time.





DISCIPLINARY ACTION

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.

- 1) Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.
- 2) Commission of any act subversive or good behavior, dishonesty, fraud, impersonation.
- 3) Participation in any strike/demonstration, gherao and or any other kind of agitation of abetting and inciting such agitational activities.
- 4) Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business/the property of the 'SAINTGITS.
- 5) 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.
- 6) Accepting or offering bribes or any illegal gratification.
- 7) Habitual:
 - a) Absence without leave or absence without for more than seven consecutive days
 - b) Late attendance or habitually leaving work before time or abandonment of place of duty.
 - c) Breach of rule or office order of the 'SAINTGITS.
 - d) Negligence or neglect of work.





- 8) Accepting service for any consideration in any other SAINTGITS/establishment/institution or under any person without the approval of the management.
- 9) Drunkenness or disorderly behavior in the 'SAINTGITS premises and public places, affecting the reputation of the 'SAINTGITS.
- 10) Sleeping while duty.
- 11) Distribution or exhibiting inside the 'SAINTGITS premises hand-bills, pamphlets or posters without written prior of the management.
- 12) Attending or holding any unauthorized meeting within the 'SAINTGITS premises.
- 13) Unauthorized disclosure of information about the business or affairs of the 'SAINTGITS.
- 14) Gambling within the 'SAINTGITS premises.
- 15) 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.
- 16) Conviction in a criminal court.
- 17) 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.
- 18) Refusal to accept a memo or charge sheet or any other communication issued by Disciplinary/Inquiry Authority or Superior.
- 19) 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.
- 20) Carrying on money lending or any other private business within the premises of the SAINTGITS.





- 21) Participation in any movement prejudicial to the interests of the 'SAINTGITS
- 22) Habitual indebtedness or insolvency.
- 23) Abetment of or attempt at abetment of any act which amounts to misconduct.
- 24) Misusing or mishandling any machine, apparatus or equipment.
- 25) Using 'SAINTGITS facilities unauthorisedly for personal gains.
- 26) Not allowing 'SAINTGITS employees/officers/superiors either to enter or come out of the premises of the establishment or causing ingress or egress of the materials or machines of the 'SAINTGITS.
- 27) Arrest/detention in connection with act of moral turpitude or any other offence under law of the land.
- 28) Forging the signature of another employee in the attendance register.
- 29) Tampering with any of records of the 'SAINTGITS.
- 30) Slowdown in performance of work or victimizing to slowdown or adopting work to rule practices.
- 31) Acts of immorality the premises of 'SAINTGITS.
- 32) Unauthorized occupation/illegal or immoral use of 'SAINTGITS quarters/premises/rooms.
- 33) Not wearing Identity Card while on duty.
- 34) Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the management.
- 35) Organizing or attending any meetings during the working hours, which are not official and authorized.
- 36) Violation of any services rules/instructions by the appropriate authority.

Note: The above instance of misconduct is 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".

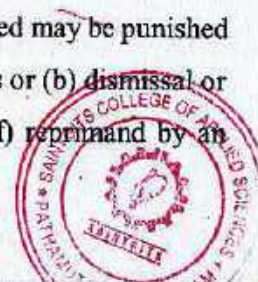
INQUIRIES PROCEDURE & PUNISHMENT

- 1) The management shall be authorized to delegate the powers to any member of the management for the purpose of delegation of administering these services rules or for ordering an enquiry and awarding punishment.





- 2) Any employee found to commit any act of misconduct above shall be served a chargesheet stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges leveled against him in an enquiry conducted by an Enquiry Officer duly appointed by the management for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defense and cross-examine witness on whose evidence the charge is based. The concerned employee shall, if he so desires be allowed to be defended by another employee of the 'SAINTGITS. The statement of the concerned employee to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the concerned employee fails his findings, based on the evidence so recorded. If the concerned employee fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the management for further action.
- 3) An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.
- 4) If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary/wages during the period of his suspension.
- 5) If as result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- 6) An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary/wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage salary/wages/increment or (e) fine or (f) reprimand by an





order of the management or any one authorized by him.

- 7) While awarding punishment under this service rule the management may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.
- 8) In case of dismissal, the employee may if he thinks if necessary, appeal to the Appellate Authority whose decision will be final.

LEAVE POLICY

We 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 getting sanction. 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

CASUAL LEAVE

1. Employees other than administrative staff are eligible for 12 casual leave in a year.
2. Administrative staff are eligible for 16 days casual leave in a year.
3. Casual leave cannot exceed three consecutive days at a stretch and can be prefixed or suffixed to medical leave.
4. Casual leaves can be availed in half days also.





5. Casual leave can be combined with Sundays or other declared holidays. A continuous period of absence shall not in any case extend to more than five days at a stretch.
6. 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.
7. Any staff availing casual leave must make work arrangement with another staff with the approval of the Head of the Institution, so that the regular functioning of the Institution is not affected.
8. If a faculty member due to unavoidable reasons expects to arrive late to the college that may be intimated by him personally over phone at least half an hour before the commencement of the forenoon or afternoon session to the concerned HOD, who will attach a note of the facts in a slip of paper in the attendance register, so that the Principal will be aware of it when the register is put up to him for each session.
9. It is the responsibility of the faculty member to ensure that working arrangement with another faculty is made by the concerned HOD beforehand in the event of such late coming/casual leave, so that the students are engaged in meaningful academic work.
10. Casual Leave for a day for faculty members shall be recommended by the concerned HODs and the leave application is to be sent to the Principal for sanction.
11. The concerned HOD has to ensure that the sanctioned casual leave is as per the leave policy by referring to the leave records at the college office

SPECIAL CASUAL LEAVE FOR RESEARCH

1. Faculty Members registered for Ph.D are eligible for 15 days research 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 from the date of registration, subject to a maximum of 30 days. The submission of the registration document with the corporate office 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 Ph.D. by the concerned University.

MEDICAL LEAVE





1. Confirmed employees are eligible for three days medical leave without certificate. The eligibility of medical leave will commence from the succeeding month of April after the employee is confirmed.
2. Holidays falling within the leave period shall also be included for calculating the number of days of medical leave availed.
3. Holidays can be prefixed or suffixed with medical leave with such continuous period of absence not exceeding 5 days at a stretch
4. Medical leave for prolonged illness/major surgery shall be considered on 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
5. Privilege leave can be suffixed with medical leave

MATERNITY LEAVE

1. All confirmed employees are eligible for maternity leave on full pay for a period not exceeding 12 weeks.
2. 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.
3. Maternity leave will be granted only on prior written request by employee duly supported by a certificate from the attending doctor and the eligibility will be only for two times.
4. Maternity leave can only be clubbed with privilege leave.

PRIVILEGE LEAVE

1. 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 maximum number of privilege leave available in a year will be 9 days.
2. Privilege leave can be accumulated and carried to a maximum of three years and taken for not more than 15 days in a year.
3. Privilege leave can be availed only on full day basis and can be prefixed or suffixed with holidays





or suffixed with Medical Leave.

STUDY LEAVE

1. Study leave 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 should 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.
2. Those Staff who have got admission for higher studies and not completed one year services in SAINTGITS are not entitled for study leave. However, in such a case the Principal may forward their applications to the corporate office and each case will be decided according to merit for sanctioning loss of pay leave.
3. Faculty who intend to go on study leave has 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.

SABBATICAL LEAVE/ACADEMIC LEAVE

1. Full time faculty of the College who has 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.

VACATION LEAVE

1. Vacation period is granted as a reprieve from the academic duties for four weeks during an academic year to the faculty Members who have attended to their academic duties for at least six months in the preceding year. Even if vacation leave is granted, the faculty/staff member is bound to attend to any duties assigned by the Head of the Institution.
2. The vacation period is granted as slots and faculty members are entitled to avail the vacation during the earmarked slots only.
3. 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.
4. The faculty members who avail maternity leave which falls along with vacation period of the academic year will not be eligible to avail any compensatory vacation leave.

ON DUTY LEAVE

On duty leave shall be taken in a planned way that will not disturb the academic program. Prior sanction from HOD is mandatory. Prior information of tentative dates availed as duty leave by staff to be submitted to Principal. Leave submission is to be done with supporting documents only. Leave approval will be done on the basis of certificate attached.

The on duty Leave can be examination duty, and other assignments engaged by the University, attending conferences, workshops & FDPs, consultancy works. This is to be recorded by HOD and sanctioned at the discretion of the Head of the Institution.

LOSS OF PAY LEAVE

1. Loss of pay leave, will be sanctioned only by the Management on individual basis after considering the merits of each requirement.





TRAVEL POLICY

General Rules

1. Reimbursement of expenses in connection with traveling and claiming Daily allowances (DA) and related expenses are allowed only if such traveling is made for official purpose.
2. The traveling must have been approved by the Principal.
3. The concerned staff must settle all accounts within one week of reporting to College.
4. For computation purpose, staff members are classified into four categories;
A Category –Principal, HOD and Academic co-ordinator
B Category –Professor, Associate Professor (normal scale)
C Category – Associate Professors (non cadres), Assistant Professors, Manager/Officer–
Corporate Relations and Administrative Officer
D Category – 1: Non-Teaching Staff. 2: Students

Purposes of Traveling

1. To carry out any official duty which is assigned by the College like visiting University, UGC and meeting Industry representatives.
2. To visit other colleges, institutions and companies as a representative of the College.
3. To escort students in connection with competitions, industrial visits etc.
4. To attend conferences, seminars, faculty development programs etc. which are approved by the institution.
5. To conduct FDP, MDP and Consultancy services.
6. Any other traveling which are required for fulfilling an official activity.

1 Traveling Expenses & Daily Expenses

TA and DA can be claimed up to the amount mentioned in the given table. Daily Allowance (DA) is for meeting incidental expenses like food and refreshments and can be claimed during traveling time also. There will not be any other reimbursements on the above expenses other than the fixed amount.





Sl No	Category	Traveling Allowance (maximum permissible limit)	Daily Allowance (Rs. Per day)	
			A & B Class cities	Other cities
1	A	1 st Class/ 2 nd AC / Economy Flight Charge	Rs. 350	Rs. 300
2	B	3 rd AC	Rs. 350	Rs. 300
3	C	3 rd AC	Rs. 300	Rs. 250
4	D1	Second Class sleeper charge	Rs. 300	Rs. 250
5	D2	Second Class sleeper charge	Rs. 200	Rs. 200

A Class Cities: New Delhi, Mumbai, Calcutta, Bangalore, Chennai and Hyderabad

B Class cities: All State Capitals (which are not included in A class) and corporations

C Class cities: Places which do not belong to A class and B class cities.

Notes:

- 1) Air Travel is allowed if journey time is more than 24 hours.
- 2) An employee is free to travel in higher class but maximum reimbursement is up to the stated amount.
- 3) Actual travelling bills must be submitted for claiming the amount.

2. Lodging Allowance

Lodging allowance is for meeting accommodation expenses and so cannot be claimed during traveling time. Maximum eligible amounts are as follows:





Sl No	Category	Lodging Allowance per day (Rs)		
		A Class cities	B Class Cities	Other cities
1	A	2000	1500	1000
2	B	1500	1200	800
3	C	1200	1000	600
4	D1	1000	800	500
5	D2	800	700	500

Notes:

- i. An employee is free to stay in higher charged hotel but maximum reimbursement is up to the stated amount.
- ii. Actual Bills must be submitted for claiming the amount.
- iii. Given rates are including tax, if applicable

3 Local Traveling

Local traveling includes traveling which requires less than 8 hours and short distance traveling which is connected with a long journey. Reimbursement rates are as follows.

Sl No	Category	Traveling is allowed by	Daily Allowance
1	A	Car	Rs. 100 per day
2	B	Car	Rs. 80 per day
3	C	Auto	Rs. 60 per day
4	D1	Auto	Rs. 50 per day
5	D2	Bus	Rs. 50 per day

Notes

- 1) If journey and assigned work requires less than 4 hours only half of the Daily allowance can be claimed.





- 2) If a local journey is a part of long distance journey any one DA only can be claimed.
- 3) If local journey is performed by own vehicle, reimbursement can be Rs. 7 per running K.M for using car (for category A & B only) and Rs. 3 per running K.M for using two wheeler.

4 International Traveling

If international traveling is for an assigned official duty, the institute will bear all traveling expenses and reimburse all incidental expenses which are required for an international trip. International journey expenses will be treated separately and prior specific approval is to be obtained from Management. If the journey is for attending a conference or seminar or FDP, only half of the actual fare is allowed provided the institute is satisfied with the quality of program, quality of the paper and reputation of the organizer. Faculty is free and encouraged to approach funding agencies like UGC for financing fully or partly his international journey. (Read with Conference norms)

No TA or DA is allowed

1. If journey was for purely personal benefits
2. For activities like attending university valuation, offering guest lecture, meeting research guide etc.

Footnotes:

- a) If TA or DA or accommodation is provided by the organizers, then the same cannot be claimed.
- b) Read with Conference Norms
- c) Only if honorarium/ fee for the same is shared with the institute
- d) In case of attending Conferences, Seminars, Faculty Development Programs etc. actual amount incurred for lodging can be claimed but reimbursement is limited to 50% of sanctioned amount. In case of Daily allowance, 50% of sanctioned amount can only be claimed while attending Conferences, Seminars, and Faculty Development Programs.
- e) The estimated traveling, lodging and all other allowances have to be sanctioned prior to the intended travel by the Head of the Institution and the detailed statement supported by voucher/bills is to be approved by the Head of the Institution for effecting payment.





Organization, Governance, and Transparency

I. Governing body, administrative setup, and functions of various bodies (2)

Various Committee Details

Sl No	Name of the Committee	Frequency of Meeting	Attendance
1	Governing Board	Once in six months	Average 70%
2	Advisory Board	Once in a year	Average 70%
3	HODs Meeting	Once in a week	Average 80%
4	Finance Committee	Once in 3 months	Average 70%
5	Building & Works Committee	Once in 3 months	Average 70%
6	Stores Purchase Committee	As on when required	Average 70%
7	Grievances & Appeals Committee	As on when required	Average 70%
8	Women's Cell	As on when required	Average 70%
9	Anti-Ragging Committee	As on when required	Average 90%
10	Students Welfare Committee	As on when required	Average 70%
11	Disciplinary Action Committee(DAC)	As on when required	Average 70%





SEXUAL HARASSMENT AT WORKPLACE

I. COMMITMENT

Our institution is committed to provide a work environment that ensures every woman employee is treated with dignity and respect and afford equitable treatment.

Organization is also committed to promote a work environment that is conducive to the professional growth of its women employees and encourage equality of opportunity.

Organization will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

II. SCOPE

This policy applies to all categories of employees of the organization including permanent employees, managerial staff and workmen, temporaries, trainees and employees on contract. Organization will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

III. DEFINITIONS OF SEXUAL HARASSMENT

Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely.

- 1) Physical contact and advances; or
- 2) A demand or request for sexual favors; or
- 3) Making sexually colored remarks; or
- 4) Showing pornography; or
- 5) Any other unwelcome physical, verbal or nonverbal conduct of sexual nature;

IV. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT

Employer's liability

- 1) To provide a safe working environment at workplace.





- 2) Treat sexual harassment as a misconduct
- 3) Display at the conspicuous place in the workplace the penal consequence of the sexual harassment
- 4) Organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act.
- 5) Provide necessary facilities to The Complaints Committee for dealing with the complaints and conduct an enquiry.

Employee's liability

- 1) All employees of Organization have a personal responsibility to ensure that their behavior is not contrary to this policy.
- 2) All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

V. COMPLAINT MECHANISM

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of "**Internal Complaints Committee**" has been created in Organization for time bound redressal of the complaint made by the victim.

VI. WOMEN'S CELL

Organization has instituted an Internal Complaint's Committee for redressal of sexual harassment complaint(made by a victim) and for ensuring time bound treatment of such complaints.

The Complaint's Committee will comprise of the following six members: -

- 1) Senior Executive (Chairperson should be a lady)
- 2) Welfare Officer (Designated by the management)
- 3) Three executives out of which shall be women and one external member who shall also be woman.





The Complaints Committee is responsible for:

- 1) Investigating every formal written complaint of sexual harassment
- 2) Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- 3) Discouraging and preventing employment related sexual harassment.

VII. PROCEDURE FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT

Organization is committed to provide a supportive environment in which to resolve concerns of sexual harassment as under.

A. Informal resolution options

1. When an incident of sexual harassment occurs, the victim of such conduct can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.
2. If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, she can bring her concern to the attention of the complaints committee for redressal of her grievances. The Complaint's Committee will there after provide advice or extend support as requested and will undertake prompt investigation to resolve the matter.

B. COMPLAINTS

1. Any employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options may make a formal complaint to the chairperson of the Complaints Committee constituted by the management. The complaint shall have to be in writing and can be in the form of a letter, preferably within 30 days from the occurrence of the alleged incident, file a complaint directly or sent in a sealed envelope. Alternatively, the employee can





send the complaint through an e-mail. The employee is required to disclose her name, department, division and location where she is working so as to enable the chairperson to contact her and take the matter forward.

2. The chairperson of the Complaint's Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of sexual harassment, preferably within 30 days from receipt of the complaint. In the event delegation does not fall under the purview of sexual harassment or the allegation does not mean an offence of sexual harassment, he/she will record these findings with reasons and communicate the same to the complainant.

3. If the chairperson of the complaints committee determines that the allegations constitute an act of sexual harassment, he/she will proceed to investigate the allegation with the assistance of the Complaint's Committee.

4. Where such conduct on the part of the accused amounts to a specific offence under the law, appropriate actions will be initiated in accordance with law by making a complaint with the appropriate authority.

5. The Complaint's Committee shall conduct such investigation in a timely manner and shall submit a written report containing the findings and the recommendations to the General Manager as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The General Manager will ensure corrective action on the recommendations of the Complaint's Committee and keep the complainant informed of the same.

Corrective actions may include any of the following.

- ✓ Formal apology
- ✓ Counseling





Written warning to the perpetrator and a copy of it maintained in the employees file.

- ✓ Change of work assignment/transfer for either for the perpetrator or the victim
- ✓ Suspension or termination of service of the employees found guilty of the offence.

6. In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the management.

VIII. CONFIDENTIALITY

Organization understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interest of the victim, the accused person and others who may report the incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.

IX. ACCESS TO REPORT AND DOCUMENTS

All records of complaints, including contents of meeting, results of investigations and other relevant material will be kept confidential by Organization except where disclosure will be subjected to disciplinary or other remedial process.

X. PROTECTION TO COMPLAINANT /VICTIM

Organization is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

Organization will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.





However, anyone who abuses the procedure (eg. by maliciously putting an allegation knowing it to be untrue) will subject to disciplinary action.

XI CONCLUSION

In conclusion Organization reiterates its commitment to providing its women employees, a work place free from harassment /discrimination and where every employee is treated with dignity and respect.

PRIVACY

You are required to observe and uphold all of the SAINTGITS's privacy policies and procedures as implemented or varied from time to time.

If you would like to any clarification of any of the policies or procedures contained within this HR manual, please contact HR department who will be glad provide guidance and support.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff needs to be continually aware some forms of internet conduct may also be open to criminal prosecution.

